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NWCG Incident Position Standards for Expanded Dispatch Supervisory Dispatcher

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The *NWCG Incident Position Standards for Expanded Dispatch Supervisory Dispatcher* establishes national interagency standards for operating as an Expanded Dispatch Supervisory Dispatcher (EDSP) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Expanded Dispatch Supervisory Dispatcher Position Page, <https://www.nwcg.gov/positions/expanded-dispatch-supervisory-dispatcher>, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of an Expanded Dispatch Supervisory Dispatcher.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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General References

- *NWCG Passenger/Crew and Cargo Manifest*, PMS 245, <https://www.nwcg.gov/publications/pms245>
- *NWCG Position Task Book for Expanded Dispatch Supervisory Dispatcher (EDSP)*, PMS 311-57, <https://www.nwcg.gov/position-taskbooks/expanded-dispatch-supervisory-dispatcher>
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/pms461>
- *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503 <https://www.nwcg.gov/publications/pms503>
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, <https://www.nwcg.gov/publications/pms600>
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, <https://www.nwcg.gov/publications/pms902>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
 - Incident Status Summary (ICS 209)
 - General Message (ICS 213)
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, <https://www.nwcg.gov/publications/pms902>
 - Incident Time Report, OF 288
- Job Aids, <https://www.nwcg.gov/job-aids>
 - *Expanded Dispatch Job Aid*, J-601
- Aircraft Flight Request/Flight Schedule, <https://gacc.nifc.gov/swcc/dc/azpdc/operations/documents/aircraft/forms/Flight%20Strip%20Form-National.pdf>
- Fire Enterprise Geospatial Portal (EGP), <https://egp.wildfire.gov/egp/>
- FireNet, <https://www.firenet.gov>
- Incident Management Situation Report (IMSR), <https://www.nifc.gov/nicc/incident-information/imsr>
- InciWeb, <https://inciweb.nwcg.gov/>
- Interagency Resource Ordering Capability (IROC), <https://www.wildfire.gov/application/iroc>
- National Dispatch Standard Operating Guide for Incident Blanket Purchase Agreement (I-BPA) Resources, https://www.nifc.gov/sites/default/files/document-media/National_SOG_Contracted_Resources_Guide.pdf
- Resource Extension Request Form, <https://gacc.nifc.gov/gbcc/admin/docs/Resource%20Extension%20Request%20Form.pdf>
- SIT-209, <https://www.wildfire.gov/application/sit209>
- U.S. General Services Administration (GSA) Travel Page, <https://www.gsa.gov/travel>
- WildCAD-E, <https://www.wildfire.gov/application/wildcade>

Agency-Specific References

- ***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*, <https://www.nifc.gov/standards/guides/red-book>
- ***National Interagency Standards for Resource Mobilization*, <https://www.nifc.gov/nicc/logistics/reference-documents>

*Leadership Level 3, Leader of People (Develop Intent)

Leaders of people have increasing challenges. They accept responsibility, not only for their own actions, but for those of their team. Leaders of people act to develop credibility as leaders: placing the team ahead of themselves, demonstrating trustworthiness, mastering essential technical skills, and instilling the values of the organization in their teams <https://www.nwcg.gov/committee/leadership-committee/leadership-levels>.

Description

- Lead a large group or unit of people.
- Quickly assemble and lead a cohesive team to accomplish mission objectives.
- Provide an inclusive environment that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolutions of conflict.
- Continue to build personal leadership skills, and lead by example.

Behaviors

- Demonstrates expertise in job skills to provide guidance and training to team members.
- Develops credibility and reputation to increase one's personal sphere of influence.
- Uses experience and training to develop novel solutions to tactical problems.
- Directly mentors new leaders to develop counseling skills and ensure the organization has a leadership pipeline.
- Demonstrates an appropriate response and aftercare of a traumatic event involving a team member.
- Utilizes a risk-refusal process to ensure team safety while considering options for mission accomplishment.
- Conducts an effective briefing to ensure mission accomplishment and unity of action.
- Practices effective debriefing facilitation techniques to improve team performance and increase team cohesion.
- Demonstrates direct statements, active listening, and message confirmation, and allows effective feedback.
- Effectively demonstrates the five communication responsibilities and adapts to the unique needs of people and situations.
- Demonstrates risk management and recognition-primed decision-making.
- Demonstrates the appropriate leadership styles to accomplish the mission and build the team.
- Identifies and manages acute and chronic fatigue to improve health and performance.
- Exercises appropriate sources of influence to ensure mission accomplishment and maintain team cohesion.
- Applies an appropriate leadership style (directing, delegating, or participatory) for a given team and situation to develop team members and increase team cohesion.

Knowledge

- Describe how core values, principles, and traits guide tactical and ethical decisions.
- Understand a leader's role in influencing decisions up and down the chain of command and knowing when to lead up.

- Understand application of various leadership styles to ensure high team performance and cohesion.
- Describe the traits and principles which guide a leader's role to ensure team performance and a positive work environment when responding to harassment, substance abuse, conflict resolution, and hazing.
- Identify the consequences and understand the positive use of position power and authority.
- Describe human stress reactions to understand the impact of stress on team performance and individual decision-making.
- Define the leader's role in each phase of teambuilding to enhance cohesion, effectiveness, and trust.
- Establish or validate crew standards (standard operating procedures [SOP] or standard operation guide [SOG]) to ensure a common operating picture.
- Ensure a positive and healthy work environment, and promote team cohesion by dealing with conflict, harassment, and substance abuse.
- Understand various techniques for counseling and mentoring subordinates to ensure trust and open communication within the team.
- Define techniques for rapid teambuilding.
- Define characteristics of high-performing teams.
- Understand how to use the situation awareness cycle and how to evaluate whether a leader's perception matches the reality of the situation.
- Recognize and exercise the ability to control operational tempo.
- Analyze barriers to communication to establish and maintain open lines of communication.
- Develop and communicate leader's intent.
- Understand the error chain (i.e., Swiss Cheese Model) to promote a safety-conscious team.
- Understand how to integrate contingency planning into operations and anticipate upstream or systematic errors.
- Evaluate and update one's leadership individual development plan using peer feedback and self-assessment.
- Explain how building a positive command climate relates to team cohesion.
- Understand the importance of command and control.

Prepare and Mobilize

Ensure individual readiness.

When to start task: Prior to the assignment.

Resources to complete task: *IRPG; A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; *NWCG Standards for Interagency Incident Business Management*, PMS 902; IROC; FireNet; WildCAD-E; FAMAAuth; *Expanded Dispatch Job Aid*, J-601; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Build a kit.
 - Kit contents:
 - *NWCG Position Task Book for Expanded Dispatch Supervisory Dispatcher (EDSP)*, PMS 311-57
 - Office supplies (e.g., pens, pencils, and highlighters)
 - Valid Incident Qualifications Card (Red Card)
 - ***National Interagency Standards for Resource Mobilization*
 - Documentation forms:
 - Resource order
 - Rental/National Emergency Rental Vehicle (NERV)/Agency-Owned Vehicle (AOV)/Privately Owned Vehicle (POV) documentation
 - ❖ Travel log (if applicable)
 - ❖ Accident forms
 - Agency-specific forms (e.g., Injury and Workers' Compensation)
 - Suggested items:
 - Cell phone with chargers
 - Laptop
 - Phone list
 - Credit card with a sufficient credit limit
 - Pocket calendar/notepad
 - Identification/Government ID (if applicable)
- Obtain assignment approval from the supervisor.
- Pack a red bag for 14–21 days.
- Verify your data/status is current in IROC.
- Prepare to be absent from home/family. Refer to *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600.
- Ensure/gain access to the following programs: FireNet, IROC, Computer Aided Dispatch (CAD), and email(s).
 - IROC and CAD require a FAMAAuth login.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Resource order; local SOPs; agency travel system; Incident Action Plan (IAP); IROC; intelligence and weather products; situation report (SIT); *Expanded Dispatch Job Aid, J-601*; ***National Interagency Standards for Resource Mobilization*; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Acquire the resource order.
 - Review the contents.
 - Incident/project name
 - Incident/project order number
 - Financial codes
 - Incident base/phone number
 - Request number
 - Reporting date/time and location
 - Special instructions (authorized equipment such as laptop, cell phone, etc.)
 - Ensure the resource order has correct spelling, home unit, phone numbers, and all other information.
 - Coordinate with home dispatch to fill the resource order.
- Obtain a travel itinerary.
 - Mode of travel
 - Estimated time of departure (ETD) and location of departure
 - Estimated time of arrival (ETA) and location of destination
 - Location for rest overnight (RON) if unable to make end destination within that operational shift
- Gather situational awareness.
 - Obtain the IAP, if available.
 - Gather predictive services and intelligence information.
 - Contact the local Dispatch Center Manager (CM)/EDSP.
 - Obtain SOPs electronically and review them.
 - Obtain situational awareness on the status of expanded dispatch operations.
 - Advise when you will be in place.

Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Agency travel program; *NWCG Standards for Interagency Incident Business Management, PMS 902*; ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Follow agency-specific air and ground travel guidelines.
 - Air travel considerations:
 - Comply with baggage limitations.
 - ❖ Refer to Chapter 10 of the ***National Interagency Standards for Resource Mobilization*.
 - ❖ Check bags for hazardous materials.



- Ground travel considerations:
 - Follow time limitations/driver duty day limitations.
 - Ensure your rental/NERV/AOV/POV is on the resource order, if applicable.
 - Reference GSA for per diem and lodging rates.
 - ❖ Check with the local Dispatch CM if the rate exceeds per diem allowances.
- Model professionalism for both internal and external customers.
 - Wear attire that reflects positively on the agency you represent.
 - Refer to the local dress code policy.
 - Consistently demonstrate a positive attitude.
- Ensure check-in procedures are complete.



Build the Team

***Obtain briefing from the Expanded Dispatch Supervisory Dispatcher (EDSP), Center Manager (CM), Expanded Dispatch Coordinator (CORD), or Agency Administrator (AA).**

When to start task: Upon arrival and when supervisor has been located.

Resources to complete task: Local SOPs; *Expanded Dispatch Job Aid*, J-601; IAP; *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503; ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Introduce yourself to the appropriate personnel.
- Assess your organization, assemble additional personnel, and confirm infrastructure adequacy (computers, internet, communication, etc.).
- Request a briefing from the EDSP, CM, CORD, or AA. During the briefing:
 - Gather intelligence on the current status of incidents and expanded dispatch operations.
 - Number of incidents and complexities
 - Prioritizations
 - Critical needs
 - Confirm and/or obtain SOPs, the dispatch center Continuity of Operations Plan (COOP), expectations, and protocols.
 - Identify the chain of command and ordering and reporting procedures for your organization.
 - Identify risk management processes for the incident(s) you are supporting.
 - Aviation mishap process
 - Incident Within an Incident (IWI)
 - Nearest hospital/burn center
 - Emergency response capabilities (e.g., law enforcement, medical)
 - Ensure your workstation is functional.
 - Request to be introduced to any additional personnel in your organization.
 - Identify possible issues with orders, personnel, or incidents.
 - Ensure access to local/Geographic Area Coordination Center (GACC) SharePoint sites, FireNet, IROC, CAD programs, emails.
- Review IAP(s) for:
 - Incident objectives.
 - Leader's intent.
 - Incident information.
 - Current incident status.
 - Incident jurisdiction.
 - Procurement policies.
 - Critical contact information.
 - Medical plan/procedures.
- Ask questions about the following to get fully oriented to the current incident environment (if not included in the briefing):
 - Shift start/end times



- Logistical information
- Specific duties/assignment
- Meeting times and requirements
- List of ordered resources
- Location of the Service and Supply Plan

***Establish expanded dispatch operations and communication with expanded dispatch staff.**

When to start task: Upon arrival and when supervisor has been located.

Resources to complete task: *Expanded Dispatch Job Aid, J-601; **Interagency Standards for Fire and Fire Aviation Operations (Red Book); **National Interagency Standards for Resource Mobilization.*

How to accomplish task:

- Conduct a morning briefing with staff to set expectations for:
 - Work schedules.
 - Ordering protocols.
 - Daily meetings/briefings.
 - Organizational structure.
 - Professionalism.
- Obtain the current status of:
 - IROC orders.
 - Staff morale.
 - Staff strengths/weaknesses/experiences.
 - Workload.



Supervise and Direct Work Assignments

***Supervise and manage expanded dispatch staff.**

When to start task: Throughout the assignment.

Resources to complete task: PTBs; IROC; *Expanded Dispatch Job Aid*, J-601; *NWCG Standards for Interagency Incident Business Management*, PMS 902; Incident Time Report, OF 288; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Establish and maintain relationships.
- Establish a staff work schedule.
 - Time sheet coding and approval of the Incident Time Report, OF 288
 - Breaks
 - Work to rest ratio
 - Hours of operation
- Manage personnel issues as they arise.
 - Ensure issues requiring corrective action are reported to the local Dispatch CM, agency leadership, and home unit supervisor (if appropriate).
 - Ensure adequate documentation is completed.
- Provide support to all staff.
 - Provide leadership and guidance for a professional workplace.
 - Answer questions.
 - Assist with problem solving.
 - Provide team-building opportunities.
- Provide developmental opportunities for trainees and record them in the PTB.
- Monitor well-being and mitigate accordingly.



Perform Expanded Dispatch Supervisory Dispatcher-Specific Duties

***Establish and maintain communication with relevant contacts.**

When to start task: Throughout the assignment.

Resources to complete task: Local contact lists; *Expanded Dispatch Job Aid*, J-601; Incident Status Summary (ICS 209); General Message (ICS 213); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Establish communication and ordering authority with the following:
 - Incident Management Team (IMT)/Complex Incident Management Team (CIMT)
 - Logistics Section Chief (LSC)
 - Ordering Manager (ORDM)
 - ❖ Identify ordering plan and timeframes.
 - Demobilization Unit Leader (DMOB)
 - ❖ Obtain demobilization plan.
 - Resources Unit Leader (RESL)
 - Ground Support Unit Leader (GSUL)
 - Planning Section Chief (PSC)
 - ❖ Verify the Incident Status Summary (ICS 209) for critical resource needs.
 - Buying Team (BUYT)/Incident Business Advisor (INBA)
 - GACC
 - Local, geographic, and national cache
- Establish ordering documentation related to the General Message (ICS 213).
- Establish communication, protocols, and expectations in support of:
 - IWI.
 - Emergency release procedures.
 - Law enforcement.
 - Medical.
- Establish communication with the AA, local Multi-Agency Coordinating (MAC) Group, and Geographic Area Multi-Agency Coordinating (GMAC) Group, if applicable.
 - Time, location, and format of meetings
- Establish and ensure effective exchange of information with other frequent contacts:
 - Expanded dispatch staff/functional areas
 - Contractors (e.g., Virtual Incident Procurement [VIPR] equipment, crews)
 - Interagency Resource Representative (IARR) liaison
 - CM
 - Initial Attack (IA)/aircraft
 - Local procurement personnel/Incident Business Specialist (IBS)
 - Duty officer(s)
 - Mobilization center/staging area
 - Airtanker Base Managers (ATBMs), Single Engine Airtanker Managers (SEMGs), and Helibase Managers (HEBMs), if applicable



***Monitor, evaluate, and prioritize workload.**

When to start task: Throughout the assignment.

Resources to complete task: *Expanded Dispatch Job Aid, J-601; IROC; FireNet.*

How to accomplish task:

- Monitor expanded dispatch workload and efficiencies.
 - Monitor IROC (pending, travel, demobilization).
 - Communicate with the IMT, GACC, cache, and local dispatch center.
 - Prioritize critical orders.
 - Evaluate workload by functional area.
 - Redistribute workload, as necessary.
- Continuously evaluate office and supply needs.
- Evaluate staffing needs for continuity of operations.
- Ensure adequate replacement staff are ordered as needed.
 - Ensure the continued effectiveness of the expanded dispatch organization in a timely manner.
 - Place orders for replacement or additional Expanded Dispatch Support Dispatchers (EDSDs) and Expanded Dispatch Recorders (EDRCs).
 - Evaluate the opportunity for trainee assignments within your organization.
 - Communicate the staffing plan with the CM.
- Address questions throughout the day and provide support.
- Assist functional areas to ensure orders are not delayed.
- Ensure appropriate documentation is occurring.

***Manage the cost-effective coordination of mobilization/demobilization by functional area.**

When to start task: Throughout the assignment.

Resources to complete task: IROC; Aircraft Flight Request/Flight Schedule; General Message (ICS 213); Resource Extension Request Form; *NWCG Passenger/Crew and Cargo Manifest, PMS 245*; National Dispatch Standard Operating Guide for I-BPA Resources; ***National Interagency Standards for Resource Mobilization.*

How to accomplish task:

- Crews (follow agency and/or contract policies and procedures)
 - Ensure local contract ordering procedures are followed.
 - Manage and/or coordinate mobilization/demobilization.
 - National Interagency Coordination Center (NICC) jet
 - ❖ Aircraft Flight Request/Flight Schedule
 - ❖ Fixed-Base Operator (FBO)
 - *NWCG Passenger/Crew and Cargo Manifest, PMS 245*
 - Mobilization center/staging area
 - Local cache
 - Transportation
 - Food and lodging
- Supplies
 - Utilize local and national cache ordering systems.



- Coordinate delivery and location of supplies.
- Coordinate with BUYT and procurement.
- Coordinate with ground support.
- Verify communications systems (e.g., phone, internet).
- Equipment (follow agency and/or contract policies and procedures)
 - Ensure local contract ordering procedures are followed.
 - Communicate with the agency contracting specialist.
 - Coordinate with National Interagency Incident Communications Division (NIICD).
 - Coordinate with the Communications Unit Leader (COML).
 - Coordinate with the Incident Contract Project Inspector (ICPI).
 - Ensure ordering/demobilization procedures are followed:
 - Caterers and showers
 - Radio starter system
- Overhead
 - Coordinate overhead ordering with IMT and BUYT.
 - Ensure special needs are identified.
 - Coordinate mobilization of unique modules (e.g., Suppression Module [SMOD], Wildfire Use Module [WFUM], Fuels Module [FUMD], Rapid Extraction Module Support [REMS]).
 - Coordinate with the local dispatch center for aviation personnel ordering.
- Logistics and transportation support (for all functional areas)
 - Coordinate with ground support.
 - Coordinate with appropriate travel agencies.
 - Manage travel issues (e.g., air, buses, rental vehicles).
 - Coordinate with local procurement for non-self-sufficient resources.
- Reassignments and demobilization of resources
 - Utilize Resource Extension Request Form, as needed.

***Communicate expanded status with the local Dispatch Center Manager (CM).**

When to start task: Throughout the assignment.

Resources to complete task: Local SOPs; IROC; *Expanded Dispatch Job Aid*, J-601; shift brief.

How to accomplish task:

- Review IROC to gain an understanding of:
 - What is on scene.
 - What is pending.
 - What has been Unable to Fill (UTF).
- Brief the local Dispatch CM on expanded dispatch operations regarding:
 - Issues or concerns related to incident support.
 - Workload.
 - Staffing.



***Maintain situational awareness.**

When to start task: Throughout the assignment.

Resources to complete task: InciWeb; Fire EGP; Predictive Services and intelligence products; IMSR; SIT-209; IAP; FireNet; Microsoft Teams; meetings and briefings.

How to accomplish task:

- Stay current on and monitor:
 - Fire activity.
 - Predictive Services products and intelligence.
 - Resource availability.
 - Fire EGP.

***Attend meetings.**

When to start task: Throughout the assignment.

Resources to complete task: Microsoft Teams or Zoom, as appropriate; *Expanded Dispatch Job Aid, J-601*; local MAC procedural documents and plans; contact lists.

How to accomplish task:

- Ensure you have access to meetings (e.g., virtual, face-to-face).
- Attend IMT meetings.
 - In-briefings
 - Closeout
 - Ad hoc
- Attend GACC meetings (if applicable).
 - Daily, weekly, or monthly GACC resource status meetings
- Attend local meetings (if applicable).
 - Daily briefings
 - Fire/agency leadership
 - Local MAC
- Ensure communication is transparent with all parties involved.
 - Provide answers and support relating to any questions or information requested from expanded dispatch.

***Conduct daily briefings.**

When to start task: Throughout the assignment.

Resources to complete task: *Expanded Dispatch Job Aid, J-601*; shift brief document (if available).

How to accomplish task:

- Determine the briefing schedule.
- Inform staff of changing incident conditions and concerns related to the functional area workload.
- Conduct a morning briefing.
- Conduct a closeout/After Action Review (AAR) at the end of each day.



Communicate and Coordinate

***Conduct briefings and/or After Action Reviews (AARs).**

When to start task: Throughout the assignment or following a significant event.

Resources to complete task: *IRPG*.

How to accomplish task:

- Identify successes and opportunities to improve.
- Ensure clear dialogue and open communication.
 - Engage in active listening.
 - Facilitate an open discussion.
 - Allow all voices to be heard.
 - Provide and receive constructive feedback.
- Provide context and perception based on your individual experience/perspective.
- Apply the lessons learned in the AAR to future work.

Document

***Manage administrative tasks and documentation.**

When to start task: Throughout the assignment.

Resources to complete task: Agency records; retention policy; FireNet; Microsoft Teams; *Expanded Dispatch Job Aid*, J-601; General Message (ICS 213); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); PTBs; agency human resources (HR) policies; agency information technology (IT) procedures.

How to accomplish task:

- Utilize a consistent system for maintaining documents produced by expanded dispatch staff.
- Ensure incident-specific documentation is complete.
 - HR
 - Personnel
 - Contractual concerns
- Communicate the documentation system to replacement staff.
- Maintain a supervisory narrative and submit to the CM and/or AA prior to demobilization.
- Coordinate access to the incident(s) Doc Box (e.g., AA, CM, EDSP, INBA).
- Evaluate EDSP/EDSD/EDRC trainees.
 - Complete the Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) and PTB.
 - Conduct a closeout evaluation with trainees.

Demobilize

***Prepare for and implement demobilization.**

When to start task: Throughout the assignment.

Resources to complete task: Agency travel system; *Expanded Dispatch Job Aid*, J-601; IROC; *NWCG Standards for Interagency Incident Business Management*, PMS 902.

How to accomplish task:

- Notify relevant contacts of your departure and the incoming replacement.
- Prepare a briefing package and deliver it to the incoming EDSP/CM. Include:
 - Closeout/debrief with AA/CM, EDSP, expanded dispatch staff, and incidents.
 - The current status of incidents and expanded dispatch operations
 - Expectations from the local Dispatch CM/agency leadership
 - Unresolved issues with orders, staffing, personnel, or incidents
- Ensure the continuity of operations is maintained.
- Arrange and document travel to your home unit or reassignment.
- Ensure you are released from the incident in IROC.
- Check in with your home dispatch center and supervisor upon arrival.
- Complete agency finance and time records for approval. Refer to *NWCG Standards for Interagency Incident Business Management*, PMS 902.

The *NWCG Incident Position Standards for Expanded Dispatch Supervisory Dispatcher* is developed and maintained by the National Coordination System Committee (NCSC), an entity of the National Wildfire Coordinating Group (NWCG).

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