NWCG Incident Position Standards for Aircraft Dispatcher

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The *NWCG Incident Position Standards for Aircraft Dispatcher* establishes national interagency standards for operating as an Aircraft Dispatcher (ACDP) 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 Aircraft Dispatcher Position Page, https://www.nwcg.gov/positions/aircraft-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 Aircraft 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)

Table of Contents

General References

- *NWCG Aircraft Dispatch Form*, PMS 250, https://www.nwcg.gov/publications/pms250
- *NWCG Position Task Book for Aircraft Dispatcher (ACDP)*, PMS 311-67, https://www.nwcg.gov/position-taskbooks/pms311-67
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, https://www.nwcg.gov/publications/pms461
- *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503, http://www.nwcg.gov/publications/pms503
- *NWCG Standards for Aerial Supervision*, PMS 505, http://www.nwcg.gov/publications/pms505
- *NWCG Airtanker Base Directory,* PMS 507, http://www.nwcg.gov/publications/pms507
- *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513, http://www.nwcg.gov/publications/pms513
- *NWCG Standards for Water Scooping Operations*, PMS 518, https://www.nwcg.gov/announcement/general/nwcg-standards-for-water-scooping-operations-pms-518
- *NWCG Standards for Aviation Risk Management*, PMS 530, https://www.nwcg.gov/publications/pms530
- *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 Radio Communications Plan (ICS 205)
  - Medical Plan (ICS 206)
  - Air Operations Summary (ICS 220)
  - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Job Aids, https://www.nwcg.gov/job-aids
  - *Initial Attack and Aircraft Dispatcher Job Aid*, J-602
- After Action Reviews (AARs) web page, https://www.nwcg.gov/wfldp/toolbox/aars
- Area Planning, Military Training Routes (MTRs), North and South America (AP/1B), https://www.daip.jcs.mil/pdf/ap1b.pdf
- Area Planning, Special Use Airspace, North and South America (AP/1A), https://www.daip.jcs.mil/pdf/ap1a.pdf
- Automated Flight Following (AFF), https://www.aff.gov/
- Interagency Aviation Training Aircraft Library, https://www.iat.gov/docs/aircraft_library.pdf
- NWCG ACDP Standards and References – General, https://www.nwcg.gov/positions/aircraft-dispatcher/standards-and-references
- Risk Management Assistance (RMA) Dashboard, https://experience.arcgis.com/experience/f9d7f7f920494c3db43a23a8dffe4664
- SAFECOM, https://www.safecom.gov/
- SAFENET, https://safenet.nifc.gov/
- U.S. General Services Administration (GSA) Travel Page, https://www.gsa.gov/travel
- Wildland Fire Application Portal, https://iwfirp.nwcg.gov/

Agency-Specific References

- ******Interagency Standards for Fire and Fire Aviation Operations* (Red Book), https://www.nifc.gov/standards/guides/red-book
- ******National Interagency Fire Center Military Use Handbook*, https://www.nifc.gov/sites/default/files/document-media/Military_Use_Handbook.pdf
- ******National Interagency Standards for Resource Mobilization*, https://www.nifc.gov/nicc/logistics/reference-documents

*Leadership Level 2, New Leader (Convey Intent)

A new leader begins transitioning from a follower to a leader of small groups to achieve a common goal. They begin to implement team cohesion, accept responsibility for self and team, and apply effective communications. For additional information, review the Level 2 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities https://www.nwcg.gov/committees/leadership-committee/leadership-levels.

Description

- Proficient at leadership values and principles.
- Understand transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision-making, and debriefing techniques.
- Lead by example.
- Lead small groups to achieve common goals, objectives, and tasks.

Behaviors

- Demonstrates accountability for personal and team performance to build trust and establish a positive team environment.
- Applies knowledge of leadership traits to lead small teams.
- Promotes team cohesion for new and existing team members and create an environment for effective communication.
- Solicits questions, both up and down chain of command, in order to learn from others.
- Applies a risk management process to ensure safety of self and team members.

Knowledge

- Utilize leadership traits to identify developmental needs in self and others.
- Describe situational leadership to understand application of appropriate leadership styles.
- Understand how wildland fire leadership values, principles, and traits inform ethical decision-making.
- Understand how task, purpose, and end state are used to deliver leader's intent.
- Apply self-assessment tools to identify improvement gaps.
- Practice self-care and team-care.
- Knowledge of basic format to conduct a post-incident debriefing.
- Knowledge of the components of an operational briefing to deliver a simple assignment briefing.
- Knowledge of human factors and environmental barriers to communication.
- Knowledge of organizational structures (ICS and agency).
- Identify the sources of power which enable leadership influence.

Prepare and Mobilize

Ensure individual readiness.

When to start task: Prior to assignment.

Resources to complete task: *NWCG Position Task Book for Aircraft Dispatcher (ACDP)*, PMS 311-67; *IRPG*; *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; ***National Interagency Standards for Resource Mobilization*; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Build a kit.
  - Kit contents
    - Office supplies (e.g., pens, pencils, and highlighters)
    - Incident Qualifications Card (Red Card)
    - *NWCG Position Task Book for Aircraft Dispatcher (ACDP)*, PMS 311-67
  - 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
    - Pocket notepad
- Pack red bag/suitcase for 14–21 days.
  - Gather information on dress code requirements.
- Ensure access to FireNet, Interagency Resource Ordering Capability (IROC), computer-aided dispatch (CAD) system, email(s), and any additional local programs.
  - IROC and WildCAD-E require FAMAuth login through the Wildland Fire Application Portal.
  - If needed, request access to any of these resources.
- Obtain assignment approval from your supervisor.
- 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.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Local dispatch center standard operating procedures (SOPs); **National Interagency Standards for Resource Mobilization*.

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 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 you are unable to make the end destination within that operational shift.
    - Lodging information.
- Gather situational awareness.
    - Contact the requesting dispatch center to receive the following:
        - Incident Action Plan (IAP), if available
        - Weather information
        - Geographic area intelligence reports
        - Website, if available
        - SOPs

Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902, or agency-specific policy; **National Interagency Standards for Resource Mobilization*.

How to accomplish task:

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

- o Ground travel considerations.
    - Use the agency travel arranger to book a rental car, etc.
    - 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 Center Manager if the rate exceeds per diem allowances.
- Model professionalism for both internal and external customers.
    - o Wear attire that reflects positively on the agency you represent.
        - Refer to the local dress code policy.
    - o Consistently demonstrate a positive and flexible attitude.
- Ensure check-in procedures are complete.
    - o Upon your arrival at the incident, check in with the incident/dispatch supervisor to receive a placement.
- Be prepared with your resource order and Incident Qualifications Card (Red Card).
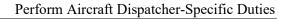
Build the Team

*Obtain briefing from supervisor and/or previous shift/assignment position as necessary.

When to start task: When check-in is complete and dispatch supervisor or coordinator has been located.

Resources to complete task: *Initial Attack and Aircraft Dispatcher Job Aid*, J-602; *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503; Interagency Standards for Resource Mobilization – geographic area; IROC quick reference cards; local dispatch center SOPs; Interagency Aviation Training Aircraft Library; *IRPG*; *******National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Introduce yourself to your dispatch supervisor or coordinator.
- Request a briefing from your supervisor and/or the current ACDP. During this briefing:
  - Confirm the local dispatch center SOPs.
  - Identify the chain of command, reporting procedures, and risk management processes.
  - Request any necessary equipment to establish your functional area.
  - Set up and ensure your workstation is functional.
  - Identify the number of incidents and their prioritization and complexity.
  - Ensure access to incident dispatch, FireNet/shared email, IROC, and the CAD system.
  - Use maps (e.g., zone maps, hazard maps, retardant avoidance maps) to familiarize yourself with the dispatch area.
  - Identify aviation resources and their home bases (e.g., helibases, tanker bases, airports, dipsites).
- Obtain a briefing on the radio program.
  - Obtain the frequency plan.
    - Flight Following (national/local)
    - Air Guard
    - Air-to-air and air-to-ground
    - Temporary tower frequencies
  - Identify the repeater locations and response areas.
  - Identify the dispatch frequency zones.
- Identify contacts.
  - Local center contacts.
  - Aviation managers, such as:
    - Unit Aviation Officer
    - Helicopter Manager, Single Resource (HMGB)
    - Air Tactical Group Supervisor (ATGS)
    - Airtanker Base Manager (ATBM)
    - Single Engine Airtanker Manager (SEMG)
    - Helibase Manager (HEBM)
  - Duty officers.
  - Geographic Area Coordination Center (GACC).
  - Neighboring dispatch centers.
  - Cooperating dispatch centers.

- o Incident contacts, if applicable.
  - Air Operations Branch Director (AOBD)
  - Air Support Group Supervisor (ASGS)
- Review the IAP(s) for the following, if applicable:
  - o Incident objectives.
  - o Leader's intent.
  - o Incident Radio Communications Plan (ICS 205).
  - o Air Operations Summary (ICS 220).
  - o Medical Plan (ICS 206).
  - o Incident information.
  - o Current incident status.
  - o Incident jurisdiction.
- Ask about the following to get fully oriented to the dispatch environment (if not included in the briefing):
  - o Sunrise/sunset times.
  - o Work schedule.
  - o Logistical information.
  - o Specific duties/assignment/decision-making authority.
  - o Meeting times and requirements.
  - o Status of available, committed, and ordered resources.
  - o Location of plans and guides (e.g., aviation plans).

Perform Aircraft Dispatcher-Specific Duties

*Perform daily non-incident tasks.

When to start task: Upon receipt of a briefing and assignment.

Resources to complete task: *Initial Attack and Aircraft Dispatcher Job Aid*, J-602; local dispatch center SOPs; Interagency Standards for Resource Mobilization – geographic area; IROC quick reference cards; *IRPG*; Wildland Fire Application Portal; AFF; **National Interagency Standards for Resource Mobilization*.
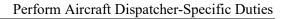
How to accomplish task:

- Establish, display, and maintain the current resource status.
    - CAD system.
    - IROC.
    - Wall maps and whiteboards, if applicable.
    - Other resource tracking methods per local procedures.
- Communicate daily aircraft availability with neighboring dispatch centers, GACC, and National Interagency Coordination Center (NICC).
- Deconflict airspace and document aviation activity.
- Roster aircraft using the CAD system or IROC.
- Review the scheduled mission and point-to-point flight documents.
    - Aviation safety plans.
    - Aircraft flight schedules.
- Monitor AFF for situational awareness.
- Monitor shared email accounts and respond as appropriate.
- Receive phone calls and monitor radio transmissions.
    - Prioritize urgent transmissions before administrative traffic.
    - Respond in a timely manner and accurately to radio traffic.
- Monitor and process resource requests.
- Maintain open communications with partners and cooperators.
- Monitor pilot duty days and daily flight hours.

*Dispatch tactical aircraft for incident response.

When to start task: Upon receipt of a resource request.

Resources to complete task: NWCG ACDP Standards and References – General; *NWCG Aircraft Dispatch Form*, PMS 250; *NWCG Standards for Aerial Supervision*, PMS 505; *NWCG Airtanker Base Directory*, PMS 507; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; *NWCG Standards for Water Scooping Operations*, PMS 518; aircraft dispatch forms; Area Planning, Special Use Airspace, North and South America (AP/1A); Area Planning, MTRs, North and South America (AP/1B); **National Interagency Fire Center Military Use Handbook*.

How to accomplish task:

- Determine the aircraft response based on local procedures.
- Select the appropriate aircraft to meet mission requirements.
    - Follow local, geographic area, and national policies for utilizing exclusive use (EU) or on-call/call-when-needed (CWN) aircraft.
- Deconflict airspace and communicate hazards to aircraft.
    - Use hazard maps and software to identify hazards.
    - Engage with military schedulers to identify activity within MTRs and Military Operations Areas (MOAs), if applicable.
- Dispatch requested tactical aircraft following local, geographic area, and national policies utilizing *NWCG Aircraft Dispatch Form*, PMS 250.
    - Document the resource status in the CAD system.
    - Identify the proper aerial supervision requirements based on the incident complexity per NWCG Standards for Aerial Supervision, PMS 505.
    - Generate and fill/place resource orders.
    - Determine the reporting locations of support personnel and equipment (e.g., personnel, fuel truck).
- Continuously monitor for hazardous weather conditions and relay information to aircraft, such as:
    - Thunderstorms.
    - Excessive heat.
    - High wind warnings.
    - Extreme fire weather.
- Initiate and document aircraft flight following in the CAD system.
    - Establish radio communication.
    - Receive and document aircraft vitals (e.g., aircraft call sign, passengers on board, fuel on board, estimated time en route [ETE]).
    - Verify positive AFF.
    - Initiate the flight timer.
- Utilize local, geographic area, and national policies to communicate aircraft movements with the following entities:
    - Incidents.
    - Neighboring dispatch centers.
    - GACC.
    - NICC.
- Maintain flight following.
    - Monitor, update, and document position checks per local procedures.
- Monitor and prioritize radio transmissions.
- Confirm the positive flight following handoff to the incident supervision.
- Communicate with aviation bases about the aircraft responding to incidents.
    - Type and number of aircraft.
    - Flight schedule.
    - ETE.
- Reestablish flight following with the aircraft upon departure from the incident.
- Ensure all aviation resources have landed safely and are accounted for at the end of the mission.
    - Discontinue flight following and document it in the CAD system.
- Monitor pilot duty days and daily flight hours.

*Receive and process additional aviation resource requests.

When to start task: Upon receipt of additional resource requests.

Resources to complete task: *Initial Attack and Aircraft Dispatcher Job Aid*, J-602; local dispatch center SOPs; Interagency Standards for Resource Mobilization – geographic area; IROC quick reference cards; *IRPG*; Wildland Fire Application Portal; **National Interagency Standards for Resource Mobilization*.
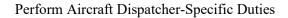
How to accomplish task:

- Receive, prioritize, and process requests (e.g., additional aircraft, infrared flights, and frequencies [air-to-air, air-to-ground]).
    o Create resource orders in IROC.
    o Fill and/or place pending requests.
    o Facilitate the potential reassignment of resources and coordinate with local personnel, neighbors, GACC, and NICC.
    o Follow local, geographic area, and national policies.
- Plan for demobilization.
    o Brief assigned resources on demobilization procedures and responsibilities.
    o Ensure incident and agency demobilization procedures and work/rest guidelines are followed.

*Deconflict and coordinate airspace with a Temporary Flight Restriction (TFR).

When to start task: As incident type, complexity, and resource response necessitates.

Resources to complete task: : *Initial Attack and Aircraft Dispatch Job Aid*, J-602; *NWCG Aircraft Dispatch Form*, PMS 250; *NWCG Standards for Aerial Supervision*, PMS 505; *NWCG Airtanker Base Directory*, PMS 507; *NWCG Standards for Airspace Coordination*, PMS 520; Area Planning, Special Use Airspace, North and South America (AP/1A); Area Planning, MTRs, North and South America (AP/1B); Practices for Airspace Deconfliction.

How to accomplish task:

- Create resource orders in IROC.
- Refer to the Temporary Flight Restriction Checklist.
- Place the request with the GACC or Air Route Traffic Control Center (ARTCC) or Airspace Coordinator by following local, geographic area, and national policies.
- Once a Notice to Airmen (NOTAM) number has been issued, document the information in IROC and pass on the information to aviation resources.
- Facilitate and coordinate with local personnel, neighbors, GACC, airspace coordinator, and ARTCC.
- Review TFR NOTAM daily to assess needed updates or closure.
- Monitor and report airspace conflict and intrusion through proper channels.
- Close out NOTAM information in IROC when TFR has been rescinded.

*Dispatch logistical aircraft.

When to start task: Upon receipt of a resource request.

Resources to complete task: NWCG ACDP Standards and References – General; *NWCG Airtanker Base Directory*, PMS 507; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; *NWCG Standards for Water Scooping Operations*, PMS 518; aircraft dispatch forms; Area Planning, Special Use Airspace, North and South America (AP/1A); Area Planning, MTRs, North and South America (AP/1B); **National Interagency Fire Center Military Use Handbook*.

How to accomplish task:

- Obtain and review the mission information.
  - Aviation safety plans, if applicable
  - Flight schedule
- Select the appropriate aircraft to meet mission requirements.
  - Follow local, geographic area, and national policies for utilizing EU or on-call/CWN aircraft.
- Deconflict the airspace and communicate hazards to aircraft.
  - Use hazard maps and software to identify hazards.
  - Engage with military schedulers to identify activity within MTRs and MOAs, if applicable.
- Dispatch the requested logistical aircraft following local, geographic area, and national procedures.
  - Document the resource status in the CAD system.
  - Generate and fill/place resource orders.
  - Identify the reporting locations of support personnel and equipment (e.g., personnel, fuel truck).
- Continuously monitor for hazardous weather conditions and relay information to aircraft, such as:
  - Thunderstorms.
  - Excessive heat.
  - High wind warnings.
  - Extreme fire weather.
- Initiate and document flight following.
  - Establish positive radio communication with the aircraft.
  - Receive and document aircraft vitals (e.g., aircraft call sign, passengers on board, fuel on board, ETE).
  - Verify positive AFF.
  - Initiate the flight timer.
- Communicate aircraft movements per local, geographic area, and national policies.
  - Neighboring dispatch centers
  - GACC
  - NICC
- Maintain flight following.
  - Monitor, update, and document position checks.
- Monitor and prioritize radio transmissions.

- Communicate with aviation bases about incoming aircraft.
  - Type and number of aircraft.
  - Flight schedule.
  - ETE.
- Ensure all aviation resources have landed safely and are accounted for at the end of the mission.
  - Discontinue flight following and document it in the CAD system.
- Monitor pilot duty days and daily flight hours.

Communicate and Coordinate

*Establish and maintain communication with frequent contacts.

When to start task: Throughout the assignment.

Resources to complete task: *Initial Attack and Aircraft Dispatcher Job Aid*, J-602; local dispatch center SOPs; dispatch phone directory.

How to accomplish task:

- Familiarize yourself with daily logs/shift briefs.
- Establish communication and working relationships with frequent contacts.
    - Other dispatch centers, including the GACC and NICC.
    - Aviation managers (e.g., ATBM, SEMG, HEBM, HMGB, ATGS).
    - Expanded dispatch, if applicable.
    - Contractors.
    - Incident Management Team (IMT).
- Maintain communication with the dispatch supervisor and seek guidance relative to:
    - Requests for national resources.
    - Specialized equipment and supplies.
    - Challenging customers.
    - Unusual and unfamiliar requests.
- Answer phones and emails.
- Foster positive interagency relationships.
- Brief coworkers to maintain situational awareness.

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

When to start task: Briefings occur regularly. AARs should be conducted when appropriate.

Resources to complete task: AARs web page; *IRPG*.

How to accomplish task:

- Participate in shift briefings.
- Participate in aviation meetings/briefings.
- Participate in AARs.
    - Identify successes and opportunities to improve.
    - Demonstrate clear dialogue and open communication.
    - Engage in active listening.
    - Provide and receive constructive feedback.
    - Provide context and perception based on your individual experience/perspective.
- Apply lessons learned in the AAR to future work.

Manage Risk

*Implement risk management strategies.

When to start task: Throughout the assignment.

Resources to complete task: Local dispatch center SOPs; *IRPG*; *NWCG Standards for Aviation Risk Management*, PMS 530; *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503; *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; RMA Dashboard; SAFECOM; SAFENET.

How to accomplish task:

- Apply the Risk Management Process as stated in the *IRPG*.
  - Identify hazards.
  - Assess hazards.
  - Develop controls and make risk decisions.
  - Implement controls.
  - Supervise and evaluate.
- Locate and review emergency guides, such as:
  - *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503.
  - Medical Incident Response Plan.
  - Continuity of Operations Plan (COOP).
  - Hazardous materials.
- Review Incident Within an Incident (IWI) procedures.
  - IWI SOPs.
  - Local emergency contact numbers.
  - Hospital locations.
  - Coordination of hospital liaisons, etc.
- Identify, assess, and communicate hazards to appropriate personnel.
  - Report TFR intrusions utilizing local, geographic area, and national policies.
- Monitor and mitigate physical and mental fatigue.
  - Be familiar with the signs and symptoms of fatigue, illness, and injury.
- Submit accident/incident reports as needed.
  - SAFECOM.
  - SAFENET.

Document

*Complete all administrative tasks and documentation in an accurate and timely manner.

When to start task: Throughout the assignment.

Resources to complete task: *Initial Attack and Aircraft Dispatcher Job Aid*, J-602; local dispatch center SOPs.

How to accomplish task:

- Complete forms as outlined by agency policy, instructions provided with the forms, and/or specific instructions as provided by the dispatch supervisor.
- Complete documentation as applicable, such as:
    - o Incident logs.
    - o Shift briefings.
    - o Daily logs.

Demobilize

Prepare for and implement demobilization.

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *Initial Attack and Aircraft Dispatcher Job Aid*, J-602; *NWCG Standards for Interagency Incident Business Management*, PMS 902, or agency-specific policy; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); IROC.

How to accomplish task:

- Notify frequent contacts of your imminent departure and an incoming replacement.
- Obtain your Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) from the dispatch supervisor.
- Arrange and document travel to your home unit or reassignment.
- Ensure you are released or reassigned from the incident in IROC.
- Generate and deliver a briefing to the incoming ACDP and/or supervisor.
- Complete agency finance and time records for approval. Refer to *NWCG Standards for Interagency Incident Business Management*, PMS 902.
- Communicate and coordinate with your home unit on travel times and rest and recuperation (R&R).

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

Previous editions: first.

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