

CHAPTER 80 - FORMS

DISPATCH FORMS See *National Interagency Mobilization Guide*

All units will use appropriate forms as designated below. It is suggested that units download and save these forms to assure access to them when they might not be immediately available via the internet. Frequent downloads will make sure units have the current version of the forms

- The Following forms are all available at https://www.nifc.gov/nicc/logistics/coord_forms.htm
 - Resource Order Form
 - Mobile Food & Shower Service Request Form
 - Passenger and Cargo Manifest Form
 - Infrared Aircraft Scanner Request Form
 - FAA Temporary Tower Request Form
 - Preparedness/Detail Request Form
 - Wildland Fire Entrapment/Fatality Initial Report Form
 - Rationale for Assigning/Requesting Incident Management Teams
 - Reimbursable Form
 - Cooperator Aircraft Use Validation Worksheet
- SAFECOM <https://www.safecom.gov/> (Will NOT open in Internet Explorer)
- Incident Status Summary (ICS-209)
<https://iwfirp.nwcg.gov/> or <https://iwfirp.nwcg.gov/dashboard#dashboard>
- Fuels and Fire Behavior Advisory Template
https://www.predictiveservices.nifc.gov/fuels_fire-danger/fuels_fire-danger.htm

Copies and/or links of the following forms are provided in the subsequent pages:

- **Great Basin Aircraft Dispatch Page for Forms**
<https://gacc.nifc.gov/gbcc/aircraft.php>
- **Interagency Request for Temporary Flight Restriction**
<https://www.nwcg.gov/committees/interagency-airspace-subcommittee>
- **Documentation of Contacts Requesting Deconfliction of Airspace by The Military**
<http://gacc.nifc.gov/gbcc/aircraft.php> under Aviation Forms
- **Airspace Boundary Management Plan and Checklist**
<https://gacc.nifc.gov/gbcc/aircraft.php> under Aviation Forms
- **Resource Extension Request Form (download document to enable eSignatures)**
<https://gacc.nifc.gov/gbcc/dispatch.php> under Forms
- **Incident Management Team Performance Evaluation**
<https://gacc.nifc.gov/gbcc/overhead.php> under IMT Toolbox
- **Great Basin Buying Team Performance Evaluation**
<http://gacc.nifc.gov/gbcc/business.php>

NWCG Aircraft Dispatch Form

Incident Name / Number:			
Date:	Time:	Sunset +30:	
Order #:	Charge Code:		
Descriptive Location:			
Latitude:	Longitude:	Elevation:	
Distance:	Bearing:	From:	
Initial Point (IP)	(IP) Latitude:	(IP) Longitude:	
Frequencies:			
Air to Air Primary:	Air to Air Secondary:		
Air to Ground:	Ground Tactical:		
Fixed:			
Rotor:			
Command:	Flight Following:		
Incident Aircraft:			
Other Aircraft:	Aircraft Hazards:		
MTR/SUA:	TFR:	Reload Base (s):	

PMS 250 6/21

Additional Information:

<https://www.nwcg.gov/publications/250>

REQUEST FOR A TEMPORARY FLIGHT RESTRICTION

DATE: _____		FAA ARTCC requires phone notification.	
TIME: _____		ARTCC _____	
Resource Order Number: _____		FAA PHONE: _____ FAX: _____	
Request Number: A - _____		DISPATCH OFFICE _____	
		PERSON REQUESTING TFR: _____	
		24 HR. PHONE (No Toll Free #s) _____	
Circular Degrees Minutes Seconds Only – use zero's for seconds if unavailable			
LAT/LONG of Center Point (US NOTAM OFFICE FORMAT dddmmssN/ddmmssW)		RADIUS (NM) (5 NM is standard)	
N/ W			
Polygon (List perimeter points in clockwise order). For NES Input: Use the same NAVAID if possible for each point. List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR. (For lat/long - Degrees Minutes Seconds only)			
Point #	Lat/Long format dddmmssN/ddmmssW	Point #	Lat/Long format dddmmssN/ddmmssW
1	N W	5	N W
2	N W	6	N W
3	N W	7	N W
4	N W	8	N W

NOTAM # of TFR being replaced _____

Altitude (MSL: Only) _____

24 hours a day? _____ or Daytime Operational Hours: (UTC) _____ to _____

Incident TFR Duration: _____ to _____ (Estimate – 2 months out is ok)

Format: YYMMDDhhmm to YYMMDDhhmm

Geographic Location of Incident (NM from nearest well known location recognizable to general aviation or local town, state)

Agency in Charge _____ Incident Name _____

24 hour phone number (No toll Free #s) _____ VHF-AM Air to Air Frequency _____

This will affect the following Special-Use Airspace: (MOA, RA, WA, PA, AA): _____

This will affect the following Military Training Routes:					
Route	SEGMENT(S)	SCHEDULING ACTIVITY	Route	SEGMENT(S)	SCHEDULING ACTIVITY

NOTAM # _____ Time Issued _____ Date ____/____/____

Date/Time TFR Canceled: _____ By: _____ Replaced by _____

Feb 2015
Approved by the Interagency Airspace Subcommittee

DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY

I. MILITARY TRAINING ROUTES (MTRs)										
REQUEST CLOSURE OF SEGMENTS OR RESTRICTION (eg. ALTITUDE ADJUSTMENT) OF THE FOLLOWING MTRs:										
DATE / TIME	SCHEDULING ACTIVITY	COMMERCIAL PHONE NUMBER	DECONFLICTION REQUESTED ON			CONTACT MADE TO (SCHEDULER NAME)	CONTACT MADE BY (DISPATCHER NAME)	IS ROUTE HOT? (Y/N)	REMARKS/ (DAILY CONTACTS)	RESTRICTION LIFTED (DATE/TIME AND CONTACTS)
			ROUTE •	FROM POINT	TO POINT					

II. SPECIAL-USE AIRSPACE (SUA) (MOAs, RAs, etc.)						
RELAY INFORMATION ON REVERSE ("INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION") TO THE SCHEDULING AGENCY AND/OR MILITARY ATC FACILITY						
DATE / TIME	SCHEDULING AGENCY OR ATC	PHONE NUMBER	REQUEST RELAYED TO (SCHEDULER NAME)	REQUEST RELAYED BY (DISPATCHER NAME)	REMARKS/ (DAILY CONTACTS)	RESTRICTION LIFTED (DATE/TIME AND CONTACTS)

Great Basin Interagency - Airspace Boundary Management Plan and Checklist

PURPOSE: The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas which would unknowingly put the responding aerial operations within close proximity to another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and Initial Attack zones and provide means of communication, coordination, and airspace deconfliction within those areas.

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator (mutual aid, shared, or exchanged Initial Attack areas or zones) require increased management and coordination.

GUIDELINES & PROCEDURES:

- A. An imaginary 10 mile wide neutral air corridor will center on agency/cooperator boundaries. The neutral air for mutual or exchanged Initial Attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries.
- B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.
- C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made, the contact air-to-air frequency will be Air Guard 168.625 Mhz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternative frequency (i.e. the local or incident air-to-air frequency, etc.).
- D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone:
 - Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
 - Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
 - Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.
- E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:
 - The approaching aircraft will attempt to establish contact on the assigned frequency. If unsuccessful, Guard frequency 168.625 will be utilized.
 - Perform a high level recon prior to low-level activities.
 - Practice see and avoid.
 - The dispatch initiating the flight will notify and coordinate with the adjoining agency/ cooperator dispatch.
- F. Temporary Flight Restrictions (TFRs) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

Great Basin Airspace Boundary Checklist (Example):

(1) Date: _____ Time: _____ Dispatcher: _____

(2) Fire Name and/ or Number: _____

(3) Geographic Location: _____

Latitude x Longitude: _____ x _____

VOR Distance and Bearing: _____

(4) Aircraft Responding:

	Tail #	Departure Point
Air Attack	_____	_____
Lead	_____	_____
Air Tankers	_____	_____
	_____	_____
	_____	_____
Helicopters	_____	_____
	_____	_____
	_____	_____
Smokeyjumpers	_____	_____

(5) Is there a TFR in place or requested? Yes No

If yes, what are the parameters? Center Point: Lat. _____ Long. _____

Radius: _____ nm

Altitude: _____ MSL

(6) Radio Frequencies:

Flight Following Frequency: _____

Air to Air (VHF-AM): _____

Air to Ground (VHF-FM): _____

(7) Are there military training routes or Special Use Airspaces near the incident? Yes No

What are the Routes or SUA Involved? _____

If yes, has the Scheduling Activity been notified? Yes No

Have Flight Crews been notified? Yes No

(8) Adjacent Jurisdiction Dispatch Centers: CHECK ALL APPLICABLE and EMAIL / FAX

Dispatch Center: Phone: Email / Fax:

Dispatch Center: Phone: Email / Fax:

Dispatch Center: Phone: Email / Fax:

(9) Has a follow up phone call been made to all Dispatch Centers checked above? Yes No

Resource Extension Request Form

January 2021

A.) RESOURCE and INCIDENT INFORMATION:

Resource Name: _____ Home Dispatch or Home Unit ID: _____

Incident Name: _____ Incident #: _____ Request #: _____

Position on Incident: _____

Home Unit Supervisor: _____ Email: _____ Fax #: _____

B.) REQUESTED BY:

Incident Supervisor: _____ Incident Position: _____

C.) EXTENSION INFORMATION:

Prior to any extension, consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

Length of Extension: _____ Last Workday: _____

Justification (Select from the List Below):

- ☐ Life and Property are imminently threatened,
- ☐ Suppression objectives are close to being met, or
- ☐ Replacement resources are unavailable or have not yet arrived

Explanation for Extension:

D.) APPROVED BY:

1) Incident Commander or Deputy: _____ Email: _____

2) Resource or Resource Supervisor: _____ Email: _____

3) Host GACC (excluding single-resource Overhead): _____ Email: _____

4) Home Unit Supervisor: _____ Email: _____

5) Sending GACC (excluding single-resource Overhead): _____ Email: _____

6) NICC (only if National Resource): _____ Email: _____

Return to: _____ Email/Fax: _____

Resource Extension Request Form Instructions

Block A. is to be filled out by the Resource.

Note: If resource is a Team, Hand Crew, Module or an Engine Crew; only complete one request form. Provide the Operational Resource Name, i.e. Smokey Bear T1 IMT, Smokey Bear T2IA Crew, Smokey Bear Suppression Module, Smokey Bear T4 Engine 741; for Resource Name. Provide Parent Request# only.

Blocks B. & C. are to be filled out by the Incident Supervisor.

Block D.:

If Resource is a National Resource (excluding Aircraft, Type 1 Interagency Hotshot Crew and National Contracted Resources), 1, 3, 5, and 6 signatures are required in order. Example of National Resources: Type 1 Incident Management, Area Command Teams, National Incident Management Organization (NIMO), and National Buying Teams.

If Resource is a Type 2 Incident Management Team, 1, 3, and 5

signatures are required in order. If Resource is a Type 1 Interagency

Hotshot Crew, 1 – 6 signatures are required in order.

If Resource is not a National Resource (excluding single-resource Overhead, Aircraft, Type 1 Interagency Hotshot Crew and National Contracted Resources), 1 – 5 signatures are required in order.

If Resource is single-resource Overhead, 1, 2 and 4 signatures are required in order.

INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION

APPENDIX I

Appendix I

Incident Management Team Performance Evaluation

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	
<p>At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1-5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.</p>			
<p style="text-align: center;">Complete the follow evaluation narratives and rating for each question</p> <p style="text-align: center;">0 – did not achieve expectations 3 – met expectations 5 – excelled</p>			
<p>1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?</p>			
Circle one	0	1	2
3	4	5	
<p>(Explain)</p>			
<p>2. How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator i.e.; invoices, OWCP and vendor issues?</p>			
Circle one	0	1	2
3	4	5	
<p>(Explain)</p>			

APPENDIX I**INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION**

3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Circle one	0	1	2	3	4	5
(Explain)						
4. How well did the Team deal with sensitive political and social concerns?						
Circle one	0	1	2	3	4	5
(Explain)						
5. Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?						
Circle one	0	1	2	3	4	5
(Explain)						
6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?						
Circle one	0	1	2	3	4	5
(Explain)						
7. How well did the Team place the proper emphasis on safety?						
Circle one	0	1	2	3	4	5
(Explain)						

INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION

APPENDIX I

8. Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?						
Circle one	0	1	2	3	4	5
(Explain)						
9. How well did the Team use local resources, trainees, and closest available forces?						
Circle one	0	1	2	3	4	5
(Explain)						
10. How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?						
Circle one	0	1	2	3	4	5
(Explain)						
11. Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?						
Circle one	0	1	2	3	4	5
(Explain)						

APPENDIX I**INTERAGENCY INCIDENT MANAGEMENT TEAM EVALUATION**

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Circle one	0	1	2	3	4	5
(Explain)						
13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?						
Circle one	0	1	2	3	4	5
(Explain)						
14. Did the Incident Management Team provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization?						
Circle one	0	1	2	3	4	5
(Explain)						
15. Other comments:						
Agency Administrator or Representative:					Date:	
Incident Commander:					Date:	



GREAT BASIN BUYING TEAM EVALUATION

Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. **Please be detailed and coordinate as need with logistics, dispatch, local agency contacts, etc.** The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator (see contact information on bottom of form) immediately upon return from assignment.

Incident Name/Number: _____ Dates on Incident: _____

Incident Agency: _____

Buying Team Name: _____

Evaluator Name, Position, Phone #: _____

Evaluation Criteria

1. Describe the BUYT Leader's strengths and weaknesses. How effective were they at managing the BUYT?
2. How promptly was the Buying Team able to supply goods and services to meet incident needs? Please explain.
3. How was the Buying Team's attitude during the assignment? Their ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads? Please explain.
4. Describe how the BUYT coordinated, cooperated, and communicated with outside entities (Incident Agency(s) IBA(s), Expanded Dispatch IMT(s), local community, local landowners etc.)
5. How complete was the BUYT's documentation & closeout package?
6. How well did the team transition? Did the team transition to (circle one): **Home Unit** or **Replacement BUYT**
7. What are the areas this BUYT could improve upon? Please give detailed feedback.
8. What are the areas this BUYT was successful in? Please give detailed feedback.

This evaluation has been discussed by and between the Designated Agency Representative and the BUYT Leader.

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

Forward copy of evaluation to Rhonda Shay immediately upon return from assignment
rshay@utah.gov * (385)266-2655 (Cell)

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