

APPENDIX C

PRE-COURSE WORK / PRE-SELECTION ASSESSMENT

Student Name and Dispatch Center

The following pre-course work / pre-selection assessment components are mandatory:

- **Training/experience form**
This form will aid the instructors with placement of students into groups.
- **IROC proficiency assignment**
Students must satisfactorily complete the assignment to attend the course.
- **Pre-selection assessment**
The objective of the pre-selection assessment is to review knowledge of Dispatch Recorder (D-110) and familiarize students with various references. A score of 70%, or at least 280 points, is required to pass and be admitted to the course.

These assignments should take approximately 6-8 hours to complete.

Training/Experience Form.....pages C-3 thru C-5

IROC Proficiency Assignmentpages C-7 thru C-11

Pre-Selection Assessmentpages C-12 thru C-30

Name: _____
Home Unit: _____
Date: _____

Expanded Dispatch Support Dispatcher, D-310

Pre-Course Work / Pre-Selection Assessment Materials

The enclosed assignment is mandatory. Upon completion, please return the materials as directed in your nomination letter.

Training/Experience Form

TRAINING	DATE
D-110 Dispatch Recorder	
I-200 Basic ICS	
Basic Supervision Course	
S-260 Interagency Incident Business Management	
S-130/S-190 Basic Firefighter	
Demobilization Unit Leader (DMOB)	
Resource Unit Leader (RESL)	
Ordering Manager (ORDM)	
Supply Unit Leader (SPUL)	
Incident Communications Manager (INCM)	

EXPERIENCE**DATE**

What is your regular job?	
Trainee assignments as Dispatch Recorder (EDRC): What function(s)? Where? How many times?	
Trainee assignments as Expanded Dispatch Support Dispatcher (EDSD): What function(s)? Where? How many times?	
Geographic Area Coordination (GACC) assignments: What function(s)? Where? How many times?	
National Coordination Center (NICC) assignments: What function(s)? How many times?	

EXPERIENCE**DATE**

Demobilization Unit Leader (DMOB)	
Resource Unit Leader (RESL)	
Ordering Manger (ORDM)	
Supply Unit Leader (SPUL)	
Incident Communications Manager (INCM)	
Other:	

Expanded Dispatch Support Dispatcher, D-310 IROC Proficiency Assignment

You must satisfactorily complete the IROC proficiency assignment to attend Expanded Dispatch Support Dispatcher, D-310. During the D-310 Simulations, all the requests are completed using IROC. Your ability to perform a few minimum actions in IROC prior to arriving at D-310 will enable you to focus on the content of the course and not on learning how to use IROC.

Attached is the IROC proficiency assignment. You may use the IROC Practice server to complete the questions. Check with your supervisor or local Dispatch Center staff to see if the IROC Practice server is accessible at your home unit. If you do not have a IROC user ID, you can follow this IROC Quick Reference Card (QRC) link to obtain one. <https://famit.nwcg.gov/node/2886>

Please notify your local dispatch office first, as they will be contacted to approve this account.

To successfully complete D-310, it is important that you can accomplish these minimum actions in IROC. If you are not currently a IROC user, here are some hints to becoming familiar with the application:

- There are IROC Quick Reference Cards (QRC) and training videos available on-line at <https://famit.nwcg.gov/node/2465>
Scroll down to the “Portal” section and review all 4 links listed under there.
 - 1) [Accessing Help in the Portal](#)
 - 2) [Portal User Interface Icons](#)
 - 3) [The Structure of the Portal](#)
 - 4) [Using the new IROC Portal Homepage Navigation](#)
- You can also view self-paced training materials located at this link <https://famit.nwcg.gov/node/2805>
- Use the "Quick Links" menu drop down at the top of the Dispatch Portal to explore the help sections.








Name: _____





Please answer each question completely.

When identifying a IROC screen use the screen's name as it is labeled in IROC. Be very specific with your path you used to get there.

1. What is your IROC username and Host Dispatch as shown in IROC?

2. In the IROC program, locate and describe the following:

Content Selectors	
Quick Search	
Action Tiles	
	
	
	
	
	
	
	

3. Using the Main Work Area (A.k.a. Dispatch Portal Home) screen, Resources action tile, list the five Resource Types.

4. What action tile and filter would you use to look for resources not on one of your incidents?

5. Using the Resources action tile, search for resources icon, type in your Last and First name. List 5 useful pieces of information needed as a dispatcher that you can gather from this screen.

6. List the 5 filters you can use on the Request Status action tile?

7. List the sub-filters on the Request Status action tile under the Non-Local Requests filter. What can you use them for?

8. What action tile would you use to create a new request? What action would you take to get to the Create New Request Screen.

9. Describe the difference between a Subordinate Request and a Support Request.

10. Give three examples of a Support Request.

11. There are multiple ways to view a pending request. List the steps you would take to get to the Manage Request Screen to fill the request.

12. Where do you look to find resources assigned to an incident?

13. What tile do you use to find the status of a request?

14. Describe what screen to use to unfill a request?

15. Describe where you can cancel a request?

16. Describe how you create a subordinate request.

17. Describe the steps you would take to demob a resource from an incident?

18. Describe the steps to enter mobilization travel.

19. How do you locate travel for a non-local resource mobilizing to your incident?

20. You are assigned to the Overhead desk and your supervisor has asked you to find out how many single resource overhead are currently on your incident. What IROC portal path could you take that would give you that information? Describe the path.

Expanded Dispatch Support Dispatcher, D-310

Pre-Selection Assessment

The objective of this pre-selection assessment is to review knowledge of Dispatch Recorder, D-110 training and become familiar with the following reference materials:

- Expanded Dispatch Job Aid
https://gacc.nifc.gov/gbcc/dispatch/docs/Dispatch_Job_Aid.pdf
- National Fire Equipment System Catalog (PMS 449-1)
<https://www.nwcg.gov/publications/pms449-1>
- National Interagency Mobilization Guide (NFES 2092)
<https://www.nifc.gov/nicc/mobguide/index.html>
- Interagency Incident Business Management Handbook (PMS 902)
<https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>
- Wildland Fire Incident Management Field Guide (PMS 210)
<https://www.nwcg.gov/pms/pubs/410-1/410-1.pdf>
- National Food Service Contract
<https://www.fs.fed.us/managing-land/fire/contracting>
- Unit Identifiers List https://wfmi.nifc.gov/unit_id/Publish.html
- Position Job Codes <https://www.nwcg.gov/positions>

The point value of each question is based on its complexity. There are 50 questions for a total possible score of 400 points. A score of 70%, or 280 points, is required to pass and be admitted to the D-310 Expanded Dispatch Support Dispatcher course.

1. Provide the position job codes for the following positions: (6 points)

Field Observer –

RX Fire Burn Boss 1 –

Operation Section Chief 2 –

Wildland Fire Investigator –

Expanded Dispatch Support Dispatcher –

Interagency Area Resource Representative –

2. Provide a listing by position job codes and the quantity of each position that comprises a Type 1 short Incident Management Team. (10 points)

3. In the form of a flow chart, illustrate the established national ordering channels from incident to sending agency when placing a resource order request. (8 points)

4. What is the maximum allowable weight for a crew? Why is it important? (8 points)

5. List the geographic area coordination center, the home unit, host agency, and the duty location for the Payson Interagency Hotshot Crew. (8 points)

6. List two different types of fireline hand crews available through the national dispatching system. (4 points)

7. What are some examples of equipment resources according to the National Interagency Mobilization Guide? (4 points)

8. What is the definition of supplies according to the National Interagency Mobilization Guide? Give six examples. (8 points)

9. Given this list of supplies and equipment, identify equipment with an “E” and supplies with an “S”: (6 points)

_____ Dozer	_____ Shower Unit
_____ Sleeping Bags	_____ Satellite System
_____ Radios	_____ Type 6 Engine

10. List three dispatch positions in the expanded dispatch organization. (4 points)

11. List the chapter numbers and titles of the National Interagency Mobilization Guide. (8 points)

12. You are working the crew desk and you have five crews flying in on a NIFC contract jet. Give reasons why you need to notify the following functional areas. (8 points)

Aircraft:

Equipment:

Supply:

Overhead:

13. What form would be used to initiate a logistical flight transporting equipment and personnel from point A to point B? (3 points)

14. What is the difference between the “standard” and “limited” category designations for Type 1 and Type 2 helicopters? (4 points)

15. How many “O” numbers are required and which positions must be ordered for a Type 2 standard helicopter module? (8 points)

16. List a resource other than an aircraft which requires a latitude and longitude when ordering. Why is this important? (8 points)

17. What is the maximum allowable weight for fire gear for overhead personnel (excluding smokejumpers, rappellers and CWN helicopter managers)? (4 points)

18. List the requirements for noting travel information. (8 points)

19. Pertinent information about a particular request number would be documented where? (4 points)

20. Explain what kind of information would be documented on a Shift Brief or Dispatcher Log. (8 points)

21. There are five request types (kinds) for resources. What are they? (5 points)

22. Under what conditions can assignments be extended? (8 points)

23. Explain the “Unable to Fill” (UTF) policy. (8 points)

24. The National Resource Order Numbering System allows for identification of a particular incident/order number throughout the dispatch system. This numbering system is illustrated as follows: XX-YYY/Y-AAAAAA. Define each section of this incident/order number: (6 points)

XX:

YYY/Y:

AAAAAA:

25. Where would you find the list of agency identifiers? (4 points)

26. If you needed crew member names of a crew what form would you ask for? (8 points)
27. What do the following acronyms stand for? (6 points)
IHC –
ETD –
ETA –
NIICD –
NICC –
GACC –
28. List six pieces of information that should be included when relaying travel information. (6 points)
29. Fill in the blank: The standard length of assignment from initial dispatch will be _____ days excluding travel. (2 points)
30. Fill in the blank: The guideline for demobilization is that personnel arrive at home no later than _____ hours local time. (2 points)
31. What form, in addition to the resource order form, must be used when requesting a national caterer? (4 points)

32. Fill in the blanks: If more than _____ meals are anticipated for the duration of the incident, which is expected to be at least ___ hours; then an order for a national _____ should be placed. (3 points)

33. List five questions you need to ask upon your arrival at your expanded assignment. (10 points)

34. What publication provides information on the Administratively Determined (AD) pay plan? (4 points)

35. What is an IBPA? What is a dispatch priority list (DPL)? How are they used? (8 points)

36. What NWCG publication is the source of information about the supplies available through the National Cache System? (2 points)

37. What is a Unit of Issue (U/I) in reference to the National Cache System? What is the U/I for NFES item #001016? (8 points)

38. What is the definition of standard pack according to the NFES Catalog?
What is the standard pack for HOSE, garden, synthetic, 3/4"? (8 points)
39. How many National Interagency Support Caches are there? Where are they located? (8 points)
40. You have ordered a national caterer. Place an X on the items **not** provided by the caterer. (6 points)
- Grey water truck
 - Kitchen crew
 - Hand washing unit
 - Contract Officers Technical Representative (COTR)
 - Trash bins
 - Dining tables

41. What is the policy regarding the use of rental vehicles at an incident?
(8 points)
42. What is the pump minimum flow for Type 3 and Type 4 engines? (2 points)
- Type 3:
- Type 4:
43. Name four types of teams OTHER THAN Incident Management Teams.
(8 points)
44. You have a 4390 kit arriving at the airport. What things do you need to consider to get this item from the airport to the incident? (8 points)
45. What is the commercial telephone number for the Southwest Area Coordination Center? (4 points)
46. What is the guidance or direction for ordering Name Requests? (2 points)

47. What are the two sections (parts) of the National Fire Equipment System (NFES) catalog? List SEVEN items that can be ordered from Part 1. List SIX items that can be ordered from Part 2. (15 points)

48. Reference the flight plan on page C-28 to answer the following questions. (8 points)

Who is the passenger of this flight?

Who is the pilot of this flight?

What type of aircraft is flying, and what make and model is it?

What date and time is the scheduled departure from FLG (Flagstaff)?

How long will the flight from FLG (Flagstaff) to GNT (Grants) take in hours and minutes?

Where is the passenger to be delivered?

Questions 49 and 50 are based on the following scenario and completion of the forms on pages C-29 and C-30: (both questions worth 100 points total)

- **Question 49** will be the completion of Oak Creek resource order on page C-29.
- **Question 50** will be the completion of the blank resource order on page C-30.

Scenario:

You are working the overhead desk in an expanded dispatch office in Moab, Utah that is supporting a Type 2 fire. There are multiple initial attack fires occurring in the area every day that the local initial attack dispatch office is handling. They have requested that expanded dispatch handle all the miscellaneous overhead mobilization for their area of responsibility. This area includes lands administered by the Manti-LaSal National Forest, Moab District BLM, Utah State Lands and Canyonlands National Park.

At 1015 on July 5, you receive a call from Dave, the Moab District FMO. He needs a fire investigator for a small fire (Oak Creek) that occurred last night. He would like the person at MIFC by 1800 tonight. You walk over to the initial attack dispatch office and obtain the header information for the overhead resource order. This is the first resource requested on this order. Refer to the Oak Creek resource order on page C-29 for a copy of the resource order header information.

Initial attack dispatch informs you that there are no fire investigators available in the local area. You place the request to Susie at the Geographic Area Coordination Center at 1030. At 1200, Susie calls you back and relays that the request has been filled. Their computers are down so she gives you the following information on this request:

Tom Brock, UT-WCF, driving Agency Owned Vehicle A0911 (green Chevy pickup with light bar), will be departing at 1300 and should arrive at MIFC at 1830. His demobilization point is Salt Lake City (SLC). You relay the resource's ETA to the requesting FMO.

At 1500 on 7/6, you get a call from Dave the FMO, who tells you that Tom Brock the Fire Investigator will be available for release/reassignment at 1700 today. You make a note of this and inform your supervisory dispatcher.

At 1630, you receive a call from Jerry, the Forest Service FMO for a Ranger District on the Manti-LaSal National Forest. He had a small fire near a campground around noon, and needs a fire investigator to determine its cause. He would like the INVF at the SO in Price, UT at 1800 tonight. You inform your supervisory dispatcher and ask her if you can reassign Tom Brock. She says “sure,” so you head over to initial attack dispatch to get the header information for the new resource order (see page C-29).

Incident Name: Orangeville

Project Order Number: UT-MLF-000029

Charge Codes: P4ABZ1 and ABZ1

Descriptive Location: Supervisor’s Office Manti-LaSal NF, Price, UT, Township 13N Range 28E Section 24

Phone Number: 801-555-7221

Jurisdiction: USFS

Ordering Office: MLF/MIFC

Tom Brock is near a phone, so you call him and make sure that he is available for the new assignment and can meet the time frame needed. This is the first resource requested on this incident. You reassign Tom Brock to new request.

Your assignment:

1. Document the resource orders appropriately.
2. Indicate how to track Tom Brock from one resource order to the other, ensuring that you will be able to properly release him back to the GACC on his original resource order number.

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

aircraft information

INITIAL REQUEST INFORMATION	
DATE 6-22-XX	TO Sam
TIME 1900	FROM Amos

CHARGE CODE:

P3ABC4 BLM: ABC4

POINT TO POINT HELICOPTER
 MISSION FLIGHT FIXED WING

FAA #
N58S

FLIGHT SCHEDULE NUMBER
COF-113

MAKE/MODEL
CESSNA 310

COLOR
RED & WHITE

VENDOR
STAR AVIATION

MISSION DETAILS
TRANSPORTATION OF FIRE PERSONNEL

PASSENGER AND CARGO INFORMATION

NAME / CARGO TYPE	WT	ORDER #	DPT	DST	NAME / CARGO TYPE	WT	ORDER #	DPT	DST
BILL SMALL	190/45	NM-CIF-148 O-8	FLG	GNT					

TELEPHONE
520-555-111

PILOTS
SAMUAL ADAMS

FLIGHT ITINERARY

DATE	PAX	DEPARTURE			ARRIVAL			DROP OFF		KEY POINTS	RELAYED TO/FROM		
		WT	AIRPORT	ETD	ATD	ETE	AIRPORT	ETA	ATA			PAX	CARGO
6/22	1	235	FLG	2000/MST		1+20	GNT	2220/MDT		1		D/O PAX @ GRANTS THEN RETURN	ABZ/FLZ
			GNT	2230/MDT		1-20	FLG	2250/MST				TO FLAGSTAFF	

FLIGHT FOLLOWING

FAA Flight Plan Filed
 Agency Flight Following

RADIO FREQUENCIES

UNIT	TRANSMIT		RECEIVE	
	Frequency	Tone	Frequency	Tone
National FF	168.650	110.9	168.650	110.9
FLAGSTAFF DISPATCH	171.450			

NOTES:

NOTES:

INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER			INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME				3. INCIDENT / PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER							
	- - - - - Overhead			07-15/1015	OWL CREEK				UT-MOD-00168				P4ABC9							
	5. DESCRIPTIVE LOCATION/RESPONSE AREA					6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER				9. JURISDICTION/AGENCY						
	8 Miles south of "Hole in the Rock"					7. MAP REFERENCE				801-555-6960				BLM						
	11. AIRCRAFT INFORMATION					LAT.				LONG.				10. ORDERING OFFICE						
BEARING		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		Ground Contact		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS				
12. Request Number	Ordered Date/Time	From To	QTY	RESOURCE REQUESTED				Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED				ETD/ETA	RELEASED		Time/ETA
																		Date	To	
13. ORDER RELAYED				ACTION TAKEN				ORDER RELAYED				ACTION TAKEN								
Req. No.	Date	Time	To/From					Req. No.	Date	Time	To/From									

INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER			INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME			3. INCIDENT / PROJECT ORDER NUMBER			4. OFFICE REFERENCE NUMBER							
	Overhead																	
	5. DESCRIPTIVE LOCATION/RESPONSE AREA				6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER			9. JURISDICTION/AGENCY						
					7. MAP REFERENCE							10. ORDERING OFFICE						
11. AIRCRAFT INFORMATION				LAT.				LONG.										
BEARING		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		Ground Contact		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS		
12. Request Number	Ordered Date/Time	From To	QTY	RESOURCE REQUESTED			Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED			ETD/ETA	RELEASED Date To		Time/ETA
13. ORDER RELAYED				ACTION TAKEN				ORDER RELAYED				ACTION TAKEN						
Req. No.	Date	Time	To/From					Req. No.	Date	Time	To/From							