



D-310 Unit 4: Overhead

Summary:

This unit focuses on the Overhead function as it relates to the Expanded Dispatch Support Dispatcher (EDSD) position. The different types of overhead resources are reviewed. Students will have opportunities to practice filling out overhead requests and coordinating with other dispatch functions.

Objectives:

- Mobilize, reassign, and demobilize overhead resources in a safe and cost-effective manner.
- Describe characteristics of specific overhead resources (e.g., single resources, teams, Technical Specialists [THSPs], modules).
- Utilize supplemental forms associated with overhead mobilization, reassignment, and demobilization.
- Describe the interaction the overhead dispatcher must have with the other functional areas within the incident support organization.

Unit at a Glance:

Topics	Method	Duration
Define Overhead	Review	5 Minutes
Special Considerations	Review and Discussion	60 Minutes
Receipt of an Overhead Request	Review	5 Minutes
Placing an Overhead Request	Review and Activity	10 Minutes
Incident Command System (ICS) Qualifications and Hierarchy	Review	2 Minutes
Additional Forms and Scenarios	Review and Discussion	13 Minutes
Total Unit Duration		95 Minutes

Preparation:

This course requires advance preparation. The course coordinator and instructor cadre must thoroughly review the following information and prepare all materials prior to presenting the course.

Course Materials:

- Personal computer with projector and presentation software

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- *National Interagency Standards for Resource Mobilization*
- Incident management team roster from your area (one copy per student)

Classroom:

- The classroom should be free from outside interruptions and interferences.
- Provide adequate room and flexibility for student work groups and equipment, including supportive facilities such as break areas, restrooms, etc.
- The classroom should have controlled lighting, good acoustics, and good ventilation.
- Provide adequate access to copy and printing services.
- Provide adequate desk space and power outlets for laptop computers (one power strip for each table).
- Be sure a computer with projector and screen is available to show electronic presentations.
- If you will be printing in the classroom, a laptop and driver for the printer will be needed.



Unit Overview

Summary: This unit focuses on the Overhead function as it relates to the EDSD position. The different types of overhead resources are reviewed. Students will have opportunities to practice filling out overhead requests and coordinating with other dispatch functions.

Methodology: The unit begins with a review of overhead resources and special considerations. It then reviews receiving and processing overhead requests. Students participate in activities coordinating with other functions and filling overhead requests. It ends with a summary of the unit's main points and the instructor answering any student questions.

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Objectives

Students will be able to:

- Mobilize, reassign, and demobilize overhead resources in a safe and cost-effective manner.
- Describe characteristics of specific overhead resources (e.g., single resources, teams, Technical Specialists [THSPs], modules).
- Utilize supplemental forms associated with overhead mobilization, reassignment, and demobilization.
- Describe the interaction the overhead dispatcher must have with the other functional areas within the incident support organization.

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Review Unit Objectives

DO: Review the unit objectives.

By the end of this unit, students will be able to:

- Mobilize, reassign, and demobilize overhead resources in a safe and cost-effective manner.
- Describe characteristics of specific overhead resources (e.g., single resources, teams, THSPs, modules).
- Utilize supplemental forms associated with overhead mobilization, reassignment, and demobilization.
- Describe the interaction the overhead dispatcher must have with the other functional areas within the incident support organization.

Incident Position Standards Alignment

Expanded Dispatch Support Dispatcher



This unit aligns with the following Expanded Dispatch Support Dispatcher (EDSD) Incident Position Standards located at <https://www.nwcg.gov/positions/expanded-dispatch-support-dispatcher/standards-and-references>.

EDSD responsibility alignment

- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts.

D-310 Unit 5: Supplies

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Review Incident Position Standards Alignment

DO: Review the responsibilities addressed in this unit.

Responsibilities Addressed in Unit

- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts.

Unit 4: Overhead

Overhead

- Personnel ordered with "O" numbers as individual resources assigned to an incident



D-310 Unit 5: Supplies

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Review

DO: Review the following information.

- Definition of Overhead
 - Personnel ordered with "O" numbers as individual resources assigned to an incident

Overhead Positions

- Identified by a four-character acronym
 - Examples
 - DIVS = Division/Group Supervisor
 - ICT3 = Incident Commander Type 3
 - FFT1 = Firefighter Type 1 (Squad Boss)
 - FAL2 = Intermediate Faller
- Position code information
 - [NWCG Standards for Wildland Fire Position Qualifications](#), PMS 310-1
 - [Incident Qualifications and Certification System \(IQCS\) position codes](#)

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Review

DO: Review the information on the slide.

Unit 4: Overhead

Technical Specialists (THSPs)

- Duty Officer
- Air Resource Advisor
- Geographic Area Coordination Center (GACC) Meteorologist



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Review

DO: Review the following information.

- Special considerations
 - THSPs
 - Use of the THSP position code should only be used when no other appropriate position code exists and requires additional information describing the specialty to be included with the request.
 - For example:
 - ❖ Duty Officer
 - ❖ Air Resource Advisor
 - ❖ Geographic Area Coordination Center (GACC) Meteorologist

Unit 4: Overhead

Administratively Determined Resources (ADs) & Emergency Firefighters (EFFs)



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Review

DO: Review the following information.

- Administratively Determined Resources (ADs) and Emergency Firefighters (EFFs)
 - Follow local procedures for AD/EFF hiring (e.g., local dispatch, local finance, at incident).
 - Things to consider when using an AD or EFF:
 - Ensure regular agency and cooperator resources have been exhausted first.
 - Are they signed up?
 - Who is their hosting agency? (Where is their point of hire?)
 - Are they self-sufficient (e.g., own credit card, transportation, lodging)?

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Modules

Modules are a trained group of individuals that provides a specialized task.

- Examples:
 - Wildland fire module
 - Helicopter module
- Other examples?



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Group Discussion

DO: Review the following information.

- Modules
 - A trained group of individuals that provides a specialized task. For example:
 - Helicopter
 - Wildland fire

DO: Ask students for examples of modules. Refer students to *National Interagency Standards for Resource Mobilization*, Chapter 20 Overhead and Teams.

Teams (1 of 2)



- Complex Incident Management Team (CIMT)
- Buying Team (BUYT)
 - Geographic area and national
- National Incident Management Organization (NIMO)
- Critical Incident Stress Management (CISM)

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Review

DO: Review the following information.

- Teams
 - An established organized group of individuals assembled to work together to accomplish the same objective.

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Teams (2 of 2)



- Burned Area Emergency Response (BAER) Team
- National Fire Prevention Education Team (NFPET)
- Fire and Aviation Safety Team (FAST)

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Group Discussion

DO: Ask students for examples of teams. Current recognized teams are listed in the *National Interagency Standards for Resource Mobilization*, Chapter 20 Overhead and Teams.

- Notify the supervisory dispatcher of all team orders.
- Dispatchers may fill orders for complete teams or may fill only one position, depending on the request.
- Team configurations can be found in national and geographic area standards for resource mobilization.

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IMT Pre-Order									
SUPPLEMENTAL									
101	101	101	101	101	101	101	101	101	101
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- Upon initial mobilization, Incident Management Teams (IMTs) will have a pre-order.
- The pre-order may request resources from ALL functional areas.

Group Discussion

DO: Hand out an incident management team roster from your area.

- Complex Incident Management Teams (CIMTs)
 - When ordering a specialty team that does not have a standing roster, it is important to determine the positions needed prior to placing the order.

DO: Give characteristics of teams and reference locations of teams in the national and geographic area standards for resource mobilization.

Smokeyumpers and Rappelers

- Usually ordered through Initial Attack (IA) dispatch.
- Expanded dispatch may assist with booster orders.



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Group Discussion

DO: Review the following information.

- Smokejumpers and rappellers
 - Generally, smokejumper and rappeler orders are handled through the Initial Attack (IA) dispatch.

DO: Refer students to the *National Interagency Standards for Resource Mobilization* and discuss the ordering process.

- Expanded dispatch may see booster and pre-position orders.

ASK: What are booster orders?

Answer: Jumpers/rappelers mobilized, usually in groups of 10, to support another base.

Receipt of an Overhead Request

- Is it an Incident Command System (ICS) position?
- Are the correct position codes being used?
- Is it a specialized position?
- Can it be hired locally?
- Are tools required with the overhead (e.g., programmable handheld radios, Global Positioning System [GPS], specific equipment)?
- Are trainees, ADs/EFFs, portal-to-portal, or contractors acceptable?
- Can the needed date and time be safely met?

When in doubt, ask questions.
Make sure you know what you are ordering!

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Review

DO: Review the following information.

- Receipt of an overhead request
 - Steps to consider
 - Is it an ICS position?
 - Are the correct position codes being used?
 - Is it a specialized position?
 - Can it be hired locally?
 - Are tools required with the overhead (e.g., field observers with programmable King radios, Global Positioning System [GPS])?
 - Are trainees, ADs/EFFs, portal-to-portal, or contractors acceptable?
 - Can the needed date and time be safely met?
 - When in doubt, ask questions. Make sure you know what you are ordering!

Placing an Overhead Request



- Clarify overhead ordering procedures at your initial briefing to ensure safety guidelines are met.



Group Discussion

DO: Review the following information.

- Placing an overhead request
 - Placing procedures
 - At your initial briefing, clarify what the local process/preference is prior to ordering resources to ensure safety guidelines are met.
 - Neighborhood policies.
 - Local agreements.
 - Compacts.
 - Memorandums of Understanding (MOUs).
 - Local hire.

ASK: Is it cost effective to place the request outside of the local area?

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Finding Resources

- Local resources
- Special inclusions/exclusions
 - AD/EFF
 - Federal/Host Agency/State Only
 - Contractor
 - Trainee acceptable

-- None --

-- None --

Federal Only

Host Agency Only

Non-Federal Only

State Only

Request

Inclusions

-- None --

☐ EFF/AD Exclusion

☐ Contractor Not Acceptable

☐ Portal to Portal Acceptable

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Group Discussion

DO: Review the following information.

- Finding resources
 - Locally available?
 - Special inclusions/exclusions?
 - AD/EFF ok?
 - Federal/Host Agency/State Only?
 - Contractor?
 - Trainee acceptable?

DO: Discuss how to identify trainees (e.g., Interagency Resource Ordering Capability [IROC], Incident Qualifications and Certification System [IQCS], Incident Qualifications Card [Red Card], Position Task Book [PTB]).

Name Requests

The processing of name requests should always be discussed with the supervisory dispatcher prior to placement.

- The individual named must be available and qualified for the assignment.
- The ordering unit must have specific needs clearly stated when placing a name request.
- When ordering a THSP, the position duties need to be clearly defined.

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Review

DO: Review the following information.

- Name requests
 - The procedures for processing name requests should always be discussed with the supervisory dispatcher and be clearly established at the initial briefing.
 - The individual being requested must be available and qualified for the assignment.
 - The ordering unit must have specific needs clearly stated when placing the name request.
- Advantages and disadvantages
 - Only a few people in the country are qualified to do a specific task.
 - Funding/payment considerations.
 - Different agency policies.

Unit 4: Overhead

Reassignments



- Follow local policy.
- Work with the demobilizing incident.
- Check for other qualifications.
- Arrange travel.
- Ensure the appropriate parties have received the completed order with travel.

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Review

DO: Review the following information.

- Reassignments
 - Follow local policy. Often, before your incident's resources can be demobilized, new requests emerge. Many overhead resources may be reassigned.
 - During reassignment, the overhead dispatcher becomes the sending dispatcher and has various responsibilities.
 - Notify the demobilizing resource of reassignment.
 - Verify availability and qualifications with the resource or Demobilization Unit Leader (DMOB).
 - Fill the order.
 - Arrange travel, considering time frames and safety.
 - Ensure the appropriate parties have received the completed order with travel.

Instructor Note: Mode of transportation will be covered in the demobilization unit.

Unable to Fill (UTF) Policy

- Refer to the *National Interagency Standards for Resource Mobilization* for the current policy.
- If there is a known shortage of a requested resource, consider other alternatives.

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Review

DO: Refer students to the *National Interagency Standards for Resource Mobilization*.

DO: Review the following information.

- Unable to fill (UTF) policy
 - How long it will take to fill the order depends on resource availability, planning level, and incident priority.
 - If you know there is a shortage of the requested resource and the request may be hard to fill, consider these options:
 - Can a substitute position be used?
 - Is a trainee acceptable?
 - If a request cannot be filled regionally, is it reasonable to place the request with the National Interagency Coordination Center (NICC)?

Activity: Coordination with Other Functions (1 of 2)

Helicopter Manager (HMGB)	
Contracting Officer's Technical Representatives (COTRs)	
Team	
Airport Pickup	
Strike Team Leader Crew (STCR)	

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Activity

Activity: Coordination with Other Functions

Purpose: Familiarize students with examples of functional interaction within expanded dispatch.

Time: 20 minutes.

Format: Facilitator-led class discussion.

Materials: None.

Preparation: Review answers on slide 20.

Instructions:

- For the functions listed on the slide, ask students to identify with whom they would coordinate.
- Allow five minutes, then review answers on the next slide.

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Activity: Coordination with Other Functions (2 of 2)	
Helicopter Manager (HMGB)	• Aircraft
Contracting Officer's Technical Representatives (COTRs)	• Equipment
Team	• Supervisor and all functions
Airport Pickup	• Ground support
Strike Team Leader Crews (STCR)	• Crews

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Activity

DO: Review the answers.

- Helicopter Manager (HMGB) – Aircraft
- Contracting Officer's Technical Representatives (COTRs) – Equipment
- Team – Supervisor/all functions
- Airport Pickup – Ground support/transport
- Strike Team Leader Crew (STCR) – Crews

Unit 4: Overhead

ICS Qualifications and Hierarchy

- Become familiar with ICS qualifications and agency guides (e.g., *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1).
- The sending unit is responsible for certifying qualifications of overhead resources.

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Review

DO: Review the following information.

- ICS qualifications and hierarchy
 - Become familiar with ICS qualifications. Review the Fire and Aviation Management Qualifications Handbook, FSH 5109.17 or *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1.
 - The sending unit is responsible for certifying qualifications of overhead resources.
 - Qualifications are documented on a Red Card and in IROC.
 - Verification of all qualifications prior to assignment is important for position substitutions and reassignments.

Additional Forms and Scenarios



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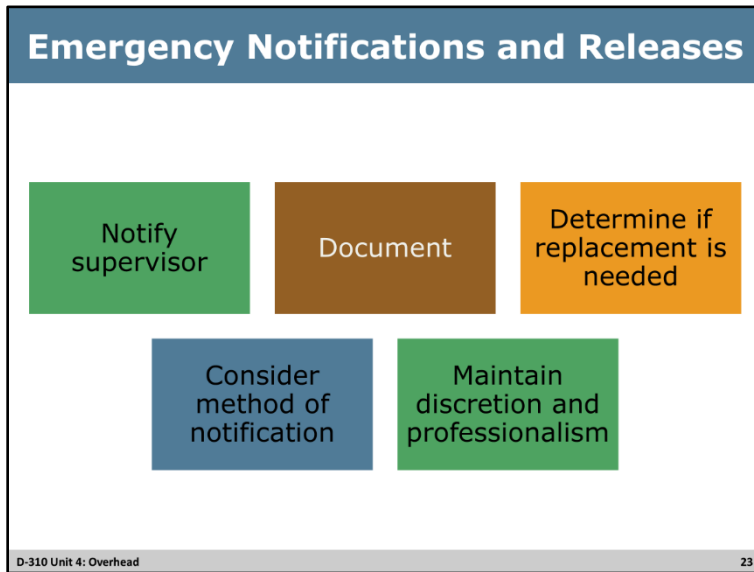
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Review

DO: Review the following information.

- Additional forms and scenarios
 - Emergency notifications and releases



Group Discussion

ASK: What are some typical emergencies that may require an emergency release to be processed? How would you word them appropriately?

- At the initial briefing, discuss the procedures for the local organization with your supervisor.
 - Notify your supervisor of every emergency release request.
 - Document all emergency release information on an Emergency Release/Message Form.
 - Determine if a replacement resource needs to be ordered.
- Emergency requests may originate either at the incident or from the home unit.
 - Ensure that consideration is given to how messages are delivered.
 - Some messages are not to be transmitted over the radio.
 - In some cases, individuals should be brought off the fireline before receiving the message.
 - Ensure that emergency messages remain in perspective and are not distorted as they are processed through the channels.
 - Do not interpret or personalize the message.
 - Maintain your professional etiquette.
 - Confirm contact, follow up, and document, document, document!
 - Document "tracks" of all emergency releases on an Emergency Release/Message Form and in the documentation of the resource order.
 - Determine if a replacement resource needs to be ordered.

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Preparedness/Severity Orders

- The Detail Request Form should be available on the GACC website.
- Used to supplement staffing; not for emergency mobilizations.

Questions? Ask your Expanded Dispatch Supervisory Dispatcher (EDSP).

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Review

DO: Refer students to the Detail Request Form at <https://gacc.nifc.gov/sacc/resources/forms/detailrequest.htm>.

DO: Explain the use of the form.

- Preparedness and severity orders for details
 - These are used to supplement staffing during periods of severe fire danger.
 - These are not emergency mobilizations. Communicate with your Expanded Dispatch Supervisory Dispatcher (EDSP) if there are any questions.

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Other Supplemental Forms

- Resource Extension Request Form
- Demobilization/tentative release form
- General Message (ICS 213)

Resource Extension Request Form January 2021

A-1 RESOURCE AND INCIDENT INFORMATION:

Resource Name _____ Home Dispatch or Home Unit ID _____
Incident Name _____ Incident # _____ Request # _____
Position on Incident _____ Email _____ Fax # _____
Home Unit Supervisor _____ Incident Supervisor _____ Incident Position _____

B-1 REQUESTED BY:

Incident Supervisor _____ Incident Position _____

C-1 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-1 APPROVED BY:

1) Incident Commander or Deputy _____ Email _____
2) Resource or Resource Supervisor _____ Email _____
3) Host GACC (including single resource Overhead) _____ Email _____
4) Home Unit Supervisor _____ Email _____
5) Sending GACC (including single resource Overhead) _____ Email _____
6) NICE (only if National Resource) _____ Email _____

Return to _____ Email/Fax _____

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Review

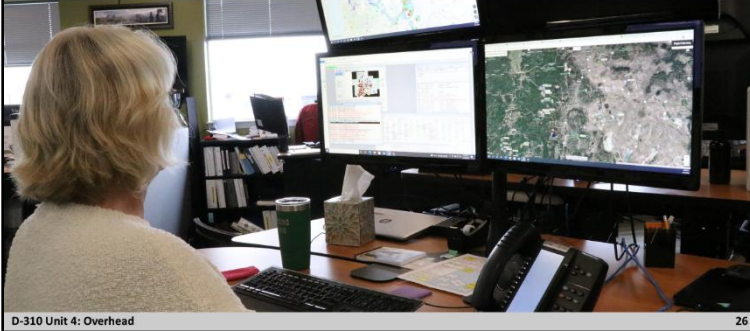
DO: Review the following information.

- Other supplemental forms
 - Resource Extension Request Form
 - Demobilization/tentative release form
 - General Message (ICS 213)

Unit 4: Overhead

Activity: Filling Requests

- What questions would you ask when processing these requests?



Activity

Activity: Filling Requests

Purpose: This exercise actively involves students in a discussion on overhead positions. The intent is for students to learn the thought processes of an EDSD – overhead.

Time: 30 minutes.

Format: Small group or whole class discussion.

Materials Needed: Flip chart, markers.

Instructions:

- Work in small groups or facilitate a classroom discussion.
- Have students discuss what questions they would ask when processing the overhead requests listed below.

Instructor Note: Suggested answers are listed; ensure students include them in their discussion.

O-58, Saw Team or Fallers

What size are the trees?

Is contractor acceptable/

Are they local hires?

- *Each member of the saw team is given their own request number. They are not rostered as subordinates.*

O-118, Planning Section Chief (PSC)

Is a Complex or Type 3 PSC needed?

O-123, Biologist

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*What kind of Biologist is needed?
What job will they be doing?*

O-127, Driver with pickup

*Do they want night and day drivers?
Should this be an equipment order?
Do they want a 4x4 or 2-wheel drive?
Can they use a local hire?*

O-168, Carpenter

*Do they want a carpenter "with tools"?
Consult with the agency dispatcher for a local hire.*

O-179, Purchasing Agent

What purchasing authority do they want? (Discuss the difference between U.S. Department of Agriculture [USDA] and U.S. Department of the Interior [DOI] requirements for purchasing agents.)

O-347, Helibase Manager

What is the reporting location?

O-368, Security Specialist

*Which type of Security Specialist (level 1 or level 2) is needed? Where will they be working?
What are the vehicle requirements (4x4, all-terrain vehicle [ATV], etc.)?*

O-398, Information Officer

*Do they need a Complex or Type 3 Public Information Officer (Public Information Officer Complex [PIOC] or PIO3)?
Do they need a Public Information Officer, Technician (PIOT)?*

O-440, Rehabilitation Specialist

*What kind of rehabilitation is needed?
Is a local specialist available? Coordinate the type of rehabilitation for existing designated resources with the agency dispatcher.*

O-447, Aircraft Base Radio Operator (ABRO)

*Where will they be working?
Is this the same as a Radio Operator (RADO)?*

O-500, Order a Team

*What kind of team is needed?
What is the date/time they are needed?
What is the reporting location?
Has the EDSP been notified?*

Unit 4: Overhead

Summary

- Use of the THSP position code is only appropriate when no other appropriate position code exists.
- Follow local procedures for AD/EFF hiring.
- When you receive an overhead request, ask questions to ensure you know what you are ordering and understand local ordering procedures.
- The procedures for processing name requests should always be discussed with the supervisory dispatcher and be clearly established at the initial briefing.
- Follow local policy on reassignments. Many overhead resources may be reassigned.
- The sending unit is responsible for certifying qualifications of overhead resources.
- A Resource Extension Request Form is used to request permission signatures to allow resource extensions.

D-310 Unit 4: Overhead

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Summary

DO: Review the summary of the unit on the slide.

DO: Answer any questions students may have before moving to the next unit.