



D-310 Unit 6: Aircraft

Summary:

This unit focuses on the Aircraft function as it relates to the Expanded Dispatch Support Dispatcher (EDSD) position.

Objectives:

- Describe the interaction of the EDSD as it relates to the Aircraft function.
- Identify the difference between tactical and logistical missions.
- Identify the different types of logistical aircraft requests.
- Effectively utilize flight planning forms and methods.

Unit at a Glance:

Topics	Method	Duration
Aircraft and Mission (Flight) Types	Review and Discussion	10 Minutes
Aircraft Dispatch Levels and EDSD Interaction	Review and Discussion	10 Minutes
Aircraft Flight Request/Flight Schedule	Review and Discussion	20 Minutes
Total Unit Duration		40 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 LCD projector and presentation software
- *National Interagency Standards for Resource Mobilization*

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.

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- 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.

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Unit Overview

Summary: This unit focuses on the Aircraft function as it relates to the EDSD position.

Methodology: The unit begins with reviewing flight planning, types of aircraft, and missions an EDSD may experience. It then reviews EDSD interactions with aircraft. Students participate in an activity on flight planning. The unit ends with a summary of the main points and the instructor answering any student questions.

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Objectives

Students will be able to:

- Describe the interaction of the Expanded Dispatch Support Dispatcher (EDSD) as it relates to the aircraft function.
- Identify the difference between tactical and logistical missions.
- Identify the different types of logistical aircraft requests.
- Effectively utilize flight planning forms and methods.

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Review Unit Objectives

DO: Review the unit objectives.

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

- Describe the interaction of the EDSD as it relates to the Aircraft function.
- Identify the difference between tactical and logistical missions.
- Identify the different types of logistical aircraft requests.
- Effectively utilize flight planning forms and methods.

DO: Note that this course will not prepare you to be an Aircraft Dispatcher (ACDP).

- Due to the complexity of the position, there is a separate training course available (D-312, Aircraft Dispatcher).
- Aircraft are specialized resources, much like equipment, crews, overhead, etc. As with other types of resources, aircraft have different specifications and capabilities and are used for specific purposes.
- Aircraft resources consist of airplanes (fixed-wing) and helicopters (rotor-wing), which are government owned, contracted, or hired for incident tactical and logistical support.
- Most aircraft functions will be dealt with by the local Initial Attack (IA) office. The EDSD is primarily responsible for coordinating with the aircraft desk on logistical transportation flights. For this class, all aircraft missions will be considered logistical in nature.

Incident Position Standards Alignment

Expanded Dispatch Support Dispatcher



This unit aligns with the following EDSD Incident Position Standards located at <https://www.nwccg.gov/positions/expanded-dispatch-support-dispatcher/standards-and-references>.

EDSD responsibility alignment

- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts, regulations, and response capabilities.

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Review Incident Position Standards Alignment

DO: Review the responsibilities addressed in this unit.

Responsibilities Addressed in Unit

- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts, regulations, and response capabilities.

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EDSD Flight Planning Responsibilities



- Giving and receiving information about mobilization and demobilization of resources using aircraft

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Review

DO: Review the following information.

- The EDSD flight planning responsibilities consist of determining the number of passengers/cargo, destinations, and time frames. This information is then passed to the ACDP, who will determine and coordinate flight plans.
- Duties may also include giving and receiving information about the mobilization and demobilization of resources using aircraft.
- Examples:
 - Using flight plans
 - Preparing flight requests
 - Checking the status of helicopter overhead orders

Instructor Note: More specific EDSD duties will be discussed later in the unit.

Flight Types (1 of 2)



- Logistical flights
 - Also referred to as point-to-point or administrative.
 - Example
 - Transporting personnel and/or cargo.

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Review

DO: Review the following information.

- Types of flights
 - Logistical flights are also referred to as point-to-point flights or administrative flights. These flights originate at one airport or permanent helibase and fly directly to another airport or permanent helibase.
 - Examples of logistical flights
 - ❖ Mobilizing crews on the National Interagency Coordination Center (NICC) jet
 - ❖ Mobilizing cargo or equipment between two established airports

Flight Types (2 of 2)



- Tactical flights
 - Also referred to as mission flights.
 - Require work in the air or a combination of ground and aerial work.
 - Example
 - Retardant application




Review

DO: Review the following information.

- Tactical flights are also referred to as mission flights. These are flights that require a combination of ground and aerial work.
 - Examples of tactical flights
 - Reconnaissance
 - Mapping
 - Retardant application

Aircraft Types

- Helicopters**
 - Type 1
 - Type 2
 - Type 3
- Fixed-wing aircraft**
 - Airtanker
 - Single Engine Airtanker (SEAT)
 - Lead plane
- Other**
 - Infrared (IR) requests
 - Frequencies
 - Temporary Flight Restrictions (TFRs)



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Review

DO: Review the following information.

- Aircraft types
 - Resources categorized as A numbers in the Interagency Resource Ordering Capability (IROC) system.
 - One type of aircraft can be used for both logistical and tactical flights. For example, a fixed-wing aircraft could be used to mobilize overhead on a point-to-point (logistical) flight and later in the same day operate as an air attack (tactical) resource.
 - Helicopters
 - ❖ Type 1
 - ❖ Type 2
 - ❖ Type 3
 - Fixed-wing aircraft
 - ❖ Airtanker
 - ❖ Single Engine Airtanker (SEAT)
 - ❖ Lead plane
 - ❖ Smokejumper aircraft
 - ❖ Air attack
 - Other aircraft resources
 - ❖ Infrared (IR) requests
 - ❖ Frequencies

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- ❖ Temporary Flight Restrictions (TFRs)
- ❖ Unmanned Aircraft Systems (UAS)

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Aviation Management: NICC

Examples of NICC resources

- Large transport aircraft
- National lead planes and aerial supervision modules (ASM)
- Smokejumper aircraft
- Large and Very Large Airtankers
- Type 3 multi-engine water scooper
- Type 1 and Type 2 helicopters
- Modular Airborne Fire Fighting Systems (MAFFS)
- Military aircraft
- IR aircraft
- Frequencies



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Review

DO: Review the following information.

- Each dispatch level handles different types of aviation resources. The roles of an EDSD vary at the three levels: NICC, Geographic Area Coordination Center (GACC), and local/expanded.
 - NICC – national resources
 - Large transport aircraft
 - National contract lead plane
 - Smokejumper aircraft
 - Airtankers
 - Type 1 and Type 2 helicopters
 - Modular Airborne Firefighting System (MAFFS)
 - Military aircraft
 - Aerial Supervision Module (ASM)
 - IR aircraft
 - Aircraft frequencies
 - Logistical charter aircraft

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**Aviation Management:
Geographic Area Coordination Center (GACC) and/or Local**

Examples of GACC resources

- TFRs
- Single engine air tankers (SEATs)
- Logistical aircraft
- Aircraft frequencies
- Fixed-wing aircraft

Examples of local resources

- Fixed-wing aircraft
- Rotor-wing aircraft
- TFRs



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Review

DO: Review the following information.

- GACC – geographic area resources
 - TFRs
 - SEAT
 - Logistical aircraft
 - Aircraft frequencies
 - Fixed-wing aircraft
- Local resources dispatch:
 - Fixed-wing aircraft
 - Rotor-wing aircraft
 - TFRs
 - Frequencies
 - IR flights
- Aircraft ordering procedures which define the responsibilities of expanded dispatch should be established during your initial briefing. Expanded dispatch should maintain effective communication with the ACDP and IA office.
- Examples of EDSD duties related to aircraft:
 - Receiving and relaying logistical flight information (interpreting a flight plan)

Assisting ACDP with ordering aviation overhead

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Interaction Between Aircraft and Other Functional Areas



- Expanded dispatch may order resources to support aircraft.
- Communication with all functional areas is an essential part of a successful expanded dispatch operation.

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Group Discussion

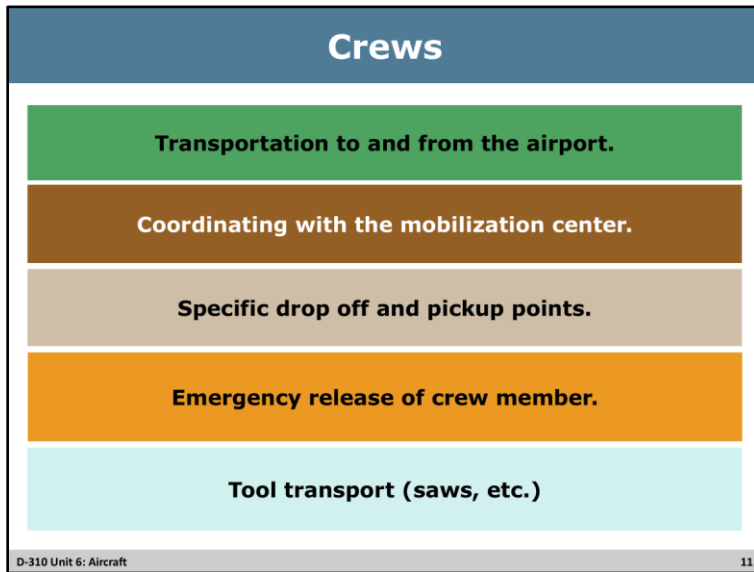
DO: Review the following information.

- Interaction between Aircraft and other functional areas
 - The EDSD may order resources to support the Aircraft function.
 - Expanded dispatch may request a logistical flight.
 - Communicating with all functional areas is an essential part of a successful expanded dispatch operation.
 - Due to the safety and cost associated with aircraft orders, communicating information in a timely matter is extremely important.

DO: Discuss the use of the aircraft resource order form.

DO: Initiate a class discussion on why, how, and who the EDSD needs to communicate with on the topics of crews, overhead, and supply.

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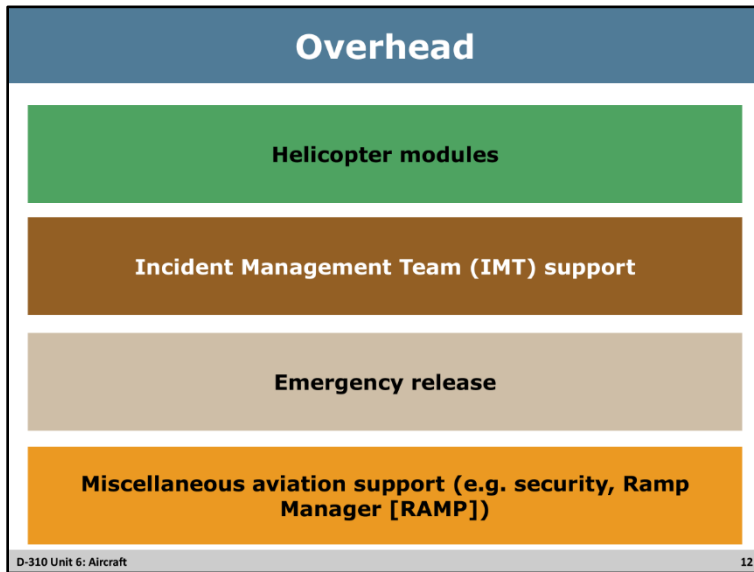


Review

DO: Review the following information.

- Crews (flying on large transport jet)
 - Chartered aircraft arranged by NICC move several crews at a time (usually five).
 - Transportation needs to and from the airport.
 - Coordinating with the mobilization center.
 - Specific drop off and pickup points at the airport (where the plane will park).
 - An emergency release of a crew member might involve a charter.
 - Transportation of tools and saws might involve a charter.

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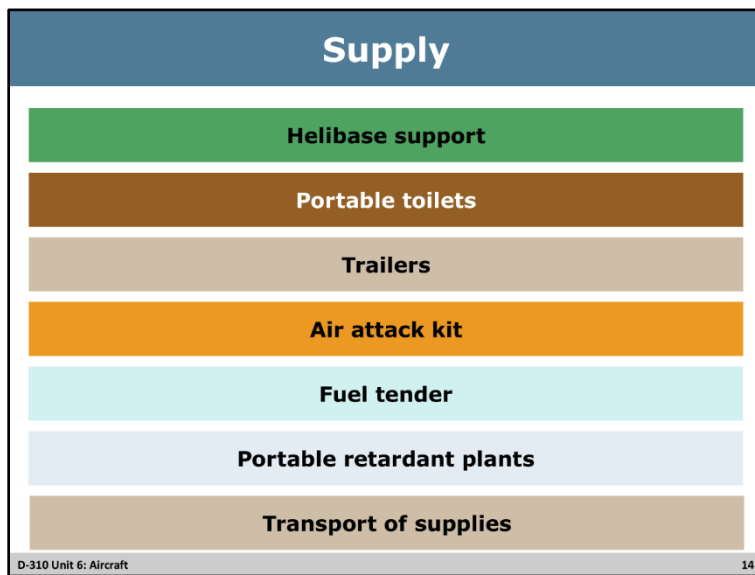


Review

DO: Review the following information.

- Overhead
 - Helicopter modules
 - Every helicopter needs a manager.
 - You may have limited involvement with agency helicopter orders.
 - Close coordination between the overhead desk and the aircraft desk is essential.
 - Incident Management Team (IMT) transport may involve a charter.
 - Emergency release.
 - Miscellaneous aviation support overhead (e.g., security, Ramp Manager [RAMP]).

DO: Reference *National Interagency Standards for Resource Mobilization* and discuss the different requirements for modules.



Review

DO: Review the following information.

- Supply
 - Helibase support
 - Portable toilets
 - Trailers
 - Air attack kit
 - Fuel tender
 - Portable retardant plants
 - Transport of supplies

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Aircraft Flight Request/Flight Schedule (1 of 6)



Considerations for flight planning

- Safety
- The right resource for the job
- Cost effectiveness

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Review

DO: Review the following information.

- The major factors to be considered for flight planning are:
 - Safety.
 - The right resource for the job.
 - Cost effectiveness.

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- Identifies elements of the flight, including passengers and cargo.
- Identifies hazard and safety information.
- Provides a format to track the flight.

- Identifies elements of the flight, including passengers and cargo.
- Identifies hazard and safety information.
- Provides a format to track the flight.



DO: Review the following information.

- Flight planning
 - Flight planning is a step-by-step procedure that is completed prior to every logistical aircraft flight.
 - The flight plan:
 - ❖ Identifies elements of the flight, including passengers and cargo.
 - ❖ Identifies hazard and safety information.
 - ❖ Provides a format to track the flight from the point of origin to the final destination.
 - Flight plans are initiated utilizing an Aircraft Flight Request/Flight Schedule form.

DO: Refer students to the Forms section of the NICC website.

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Aircraft Flight Request/Flight Schedule (3 of 6)

- Initial Request Information block
- Passenger and Cargo Information block
- Flight Itinerary block

The EDSD will gather information to assist the Aircraft Dispatcher (ACDP) or Initial Attack Dispatcher (IADP).

- The EDSD will gather information to assist the Aircraft Dispatcher (ACDP) or Initial Attack Dispatcher (IADP).

Review

DO: Review the following information.

- Flight planning variables
 - Flight planning is a dynamic process involving many variables, such as:
 - Weather conditions.
 - Pilot and aircraft availability.
 - Airport options.
 - Delivery time frames.
 - Changing mission priorities.
 - To provide for safe and efficient flight planning, all parties must be flexible and remain objective.

ASK: When transporting passengers, does a separate Aircraft Flight Request/Flight Schedule form need to be completed for every incident? (Example: Expanded dispatch may be supporting several incidents and they have several people demobilizing to the same place.)

Answer: No. Track the aircraft, not the individual or incident.

ASK: What are some alternatives to a charter aircraft flight?

Answer: Commercial aircraft, bus, train, boat, rental.

ASK: Whose responsibility is it to select the appropriate mode of transportation for the resources?

Answer: Everyone involved in the mission should consider safety, cost effectiveness, timeframes, etc. Depending on the type of order, the EDSD, GACC, NICC, incident, and the cache could select the best mode of transportation.

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ASK: When transporting resources by logistical aircraft, what questions should the EDSD be asking?

Answer: Who/what/where/when types of questions. Questions will depend on the mission, objectives, and special needs.

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Review

DO: Review the following flight request information blocks:

- Initial Request Information
- Charge Code
- Mission Details

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Review

DO: Review the following flight request information blocks:

- Name/Cargo Type
- Weight (WT) in pounds or cubic feet (both if possible)
- Project order and request number
- Departure (DPT) and destination (DST) airports

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Aircraft Flight Request/Flight Schedule (6 of 6)											
3. Flight itinerary											
NCCC Flight Tracking											
FLIGHT DATE		<input type="checkbox"/> HELICOPTER		<input type="checkbox"/> FIXED - Small Trans		<input type="checkbox"/> FIXED - Ops		<input type="checkbox"/> FIXED - Airlander		4. Aircraft Info	
1. Initial request information		Initial Date/Time		To/From		Phone Number		Cost Accounting Code(s)		5. Aircraft Info	
Mission Objectives/Special Needs:		Initial Date/Time		To/From		Phone Number		Cost Accounting Code(s)		5. Aircraft Info	
2. Passenger/Cargo Information - Indicate Chief of Party with an asterisk (*)		Name/Type of Cargo		Order Request Number		Dept. Appl.		Return to		5. Aircraft Info	
3. Flight Itinerary (For Mission-Type Flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)		DEPART WITH		DEPART FROM		Enroute		ARRIVE AT		DROP OFF	
Date		No. PAX		Lbs		Airport/Phase		ETA		ATA	
ETD		ATD		ETE		Airport/Phase		ETA		ATA	
Key Points		Info Relayed		Key Points		Info Relayed		Key Points		Info Relayed	
100 Points, 100 Points, etc		To/From		100 Points, 100 Points, etc		To/From		100 Points, 100 Points, etc		To/From	
REVISION #		REVISION #		REVISION #		REVISION #		REVISION #		REVISION #	

Review

DO: Review the following flight request information block:

- Flight Itinerary

DO: Explain the following:

- The planning process on the part of the EDSO involves gathering information, which will help the ACDP to develop the best flight plan.
- The ACDP will complete the Flight Itinerary, Flight Following, and Radio Frequencies sections. The EDSO uses the flight itinerary for resource tracking.

Flight Tracking

- The flight tracking information is critical in the event of an aircraft emergency.
- Flight tracking is done by the local Initial Attack (IA) office. Occasionally, the EDSD has some responsibilities.



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Review

DO: Review the following information.

- Flight tracking
 - Flight tracking information is critical in the event of an aircraft emergency.
 - While this is done by the local IA office, the EDSD has some responsibilities:
 - Relay any changes in personnel or cargo.
 - Relay changes in ready-to-load (RTL) times.
 - Relay changes in mission objectives/special needs.

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Interpret Flight Itinerary



- A good source for airport identifiers: <https://airnav.com/airports>

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Review

DO: Review the following information.

- Interpret flight itinerary
 - Airport identifiers
 - Airport identifiers are Federal Aviation Administration (FAA) designated airport codes, such as those provided in the following table.
 - A good source for airport identifiers is www.airnav.com/airports/.

BIL	Billings Logan International Airport, Billings, MT
LWT	Lewistown Municipal Airport, Lewistown, MT
GPI	Glacier Park International Airport, Kalispell, MT
O22	Columbia Airport, Columbia, CA

Common Acronyms

- **ATA** = Actual time of arrival
- **ATD** = Actual time of departure
- **DPT** = Departure airport
- **DST** = Destination airport
- **ETA** = Estimated time of arrival
- **ETD** = Estimated time of departure
- **ETE** = Estimated time en route



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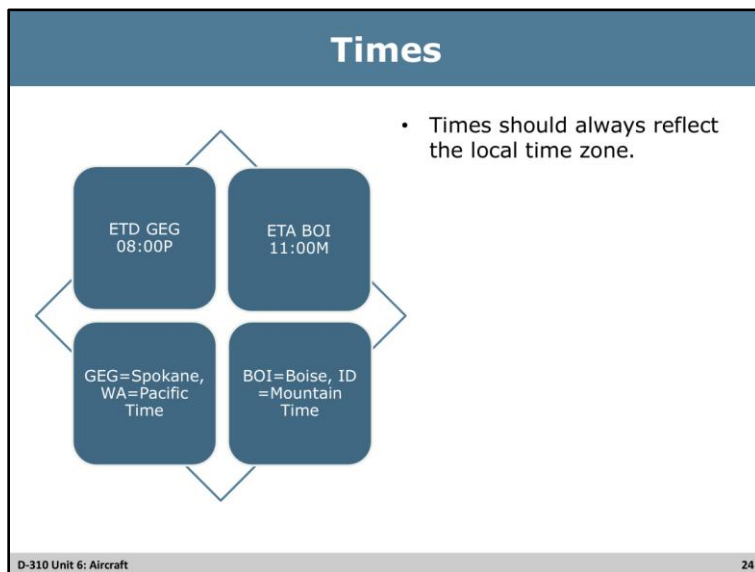


Review

DO: Review the following information.

- Common acronyms
 - ATA = Actual time of arrival
 - ATD = Actual time of departure
 - D/O = Drop off
 - DPT = Departure airport
 - DST = Destination airport
 - ETA = Estimated time of arrival
 - ETD = Estimated time of departure
 - ETE = Estimated time en route
 - PAX = Passengers
 - P/U = Pick up
 - RON = Rest overnight
 - RTL = Ready to load

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Review

DO: Review the following information.

- The times listed on Aircraft Flight Request/Flight Schedule forms should reflect the local time zone.

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Flight Manager Responsibilities



The Flight Manager is a designated representative in charge of flight operations including:

- Passenger safety
- Flight invoice
- Establish flight following procedures

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Review

DO: Review the following information.

- Flight manager responsibilities
 - Upon completion of the Aircraft Flight Request/Flight Schedule form, a flight manager will be designated.
 - The flight manager is the agency representative for the flight operations. The flight manager may or may not be required to be on board the aircraft (depending on flight complexity).
 - The flight manager may or may not be the chief of party indicated on the flight request/schedule form.
 - Primary duties:
 - Passenger safety
 - Completion of the flight invoice
 - Flight following/tracking with the dispatch office
 - More than one flight manager may need to be designated if there are multiple destinations.
 - The flight manager should receive a copy of the Aircraft Flight Request/Flight Schedule form and receive a briefing from the agency dispatcher.

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Activity: Flight Planning



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Activity

Activity: Flight Planning

Overview: This exercise consists of two parts, which refer to the different blocks on the Aircraft Flight Request/Flight Schedule form that an EDSD may use. The coaches should assist students as necessary.

- Part 1 – Students will gather information from a resource order and input it into a blank Aircraft Flight Request/Flight Schedule form.
- Part 2 – Students will review a completed Aircraft Flight Request/Flight Schedule form and answer the questions in the workbook.

Time: 20 minutes.

Format: Small group.

Instructions:

- **Part 1 Instructions:** Refer students to the Unit Resources section of their student workbook. Instruct them to use the Polebridge Resource Order to complete the Initial Request Information block and the Passenger and Cargo Information block on the blank Aircraft Flight Request/Flight Schedule form.
- **Part 2 Instructions:** Refer students to the completed Polebridge Aircraft Flight Request/Flight Schedule form. Have students interpret the Flight Itinerary block by answering the following questions:

ASK: What is the tail number of the aircraft?

Answer: N6858C

ASK: Who is the vendor?

Answer: Lynch Flying Service

ASK: What is the pilot's name?

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Answer: Jane Smith

ASK: Who is the flight manager?

Answer: Jacobs

ASK: What is the routing of the first leg of the flight?

Answer: Billings to Lewistown

ASK: How many passengers are on the second leg?

Answer: Four

ASK: What is the ETA of the third leg?

Answer: 11:50M

ASK: Is there a time zone change?

Answer: No

ASK: What functions will the EDSD communicate with, and what information will be communicated?

Answer:

- *Aircraft – incoming aircraft ramp, incoming aircraft transportation (if a ride is needed)*
- *Overhead – incoming incident overhead, pass fill, and travel information*

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Summary

- The EDSD is responsible for determining the flight passengers/cargo, destinations, and time frames, then passing that information to the ACDP. The EDSD also gives and receives information about the mobilization and demobilization of resources using aircraft.
- Logistical flights fly directly between airports/helibases; tactical (mission) flights require a combination of ground and aerial work.
- Each dispatch level (e.g., NICC, GACC, local) handles different types of aviation resources.
- EDSDs communicate with Crews, Overhead, and Supply regarding aircraft mobilization.
- The Aircraft Flight Request/Flight Schedule form is completed prior to every logistical aircraft flight.
- The EDSD may have some responsibilities related to flight tracking.

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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.

Unit Resources:

- Polebridge Resource Order
- Polebridge Aircraft Flight Request/Flight Schedule form (completed)