

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 140 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 Assignment	pages C-7 thru C-11
Pre-Selection Assessment	pages 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:	

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 dispatch portal screen locate the Resources action tile and list the five Current Resource types.
4. What action tile and filter are used to look for resources not on a local incident?
5. Using the Resources action tile, search for resources icon, search for your name. List five useful pieces of information found there.
6. List the 7 filters on the Request Status action tile.
7. List the sub-filters on the Request Status action tile under the Non-Local Requests filter.
8. What action tile icon is used to create a new request?
Where does a new request go after it is created?

9. Describe the difference between a Subordinate Request and a Support Request.
10. Give three examples of a Support Request.
11. List the steps taken to get to the Manage Request screen to fill a request.
12. List the 8 sub-filters on the Resources action tile.
13. What tile is used to find the status of a request?
14. What screen is used to unfill a request?
15. On what screen can a request be cancelled?

16. Describe how a subordinate request may be created.
17. Describe the basic IROC process for mobilizing a resource to an incident.
18. Describe the basic IROC process for demobilizing a resource from an incident.
19. For a non-local resource traveling to a local incident, where can the travel be found?
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. Describe the IROC portal path used to get that information.

1. Fill in the blank. If the number of people to be fed is at or above _____ per meal and is anticipated to remain at that level for at least _____ hours; then an order for a national _____ should be placed.

2. You are working the crew desk and have five crews flying in on a NIFC contract jet. Why do you need to notify the following functional areas?

Aircraft

Equipment

Overhead

Supply

3. You have ordered a national caterer. Select the items NOT provided by the caterer.

Grey Water Truck

Kitchen Crew

Hand Washing Unit

Contract Officer Technical Representative (COTR)

Trash Bins

Dining Tables

4. What is the difference between the "standard" and "restricted" category designations for helicopters?

5. Additional useful information about a particular IROC request should be documented where on a resource order?

6. What positions must be ordered for a Type 2 standard helicopter module?

7. Identify the following items as equipment "E" or supply "S".

Dozer

Sleeping Bags

Radios

Shower Unit

National Caterer

Type 6 Engine

8. List the required information for entering mobilization and demobilization travel information.

9. What form would be used to initiate a logistical flight transporting equipment and personnel from point A to point B?

Flight Request Form

Temporary Flight Restriction Form

Resource Order Form

Passenger and Cargo Manifest

10. What 7 positions must be filled on a Complex Incident Management Team (CIMT)?

11. Select the fireline hand crews:

Type 1- IHC

Type 2 Initial Attack- T2IA

Type 2

Camp Crew
Helicopter Crew
Dispatch Crew

12. What information should be documented on a shift brief or dispatcher log?
13. Explain the "Unable to Fill" (UTF) policy.
14. Select the correct answer(s). Under what conditions can assignments be extended? Life and property are imminently threatened.
Severe fire weather is predicted within the next 72 hours.
Replacement resources are unavailable or have not yet arrived.
Host agency has negotiated the configuration with the incident management team.
Suppression objectives are close to being met.
Due to the remote location of the incident it has been deemed safer to extend resources currently on scene as opposed to mobilizing and transporting new resources.
15. The National Resource Order Numbering System is used 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 number:
XX:
YYY/Y:
AAAAAA:
16. Select all of the supply items:
Mobile Cache Van
Portable Handwashing Stations
Radio Starter Kit
Masticator
Refrigerator Trailer
Weed Washing Unit
AA Batteries
17. Where can a list of agency unit identifiers be found?
18. List the five catalog resource types in alphabetical order.
19. Where can you find the names of individual crew members?
20. Fill in the blank. The guideline for demobilization is that personnel should arrive home not later than ____ local time.
21. List five pieces of information you need to obtain from your initial expanded dispatch assignment briefing.
22. In an expanded dispatch a latitude longitude is required when ordering:
National Radio Kits
Temporary Flight Restrictions
Cache Vans
Porta Potties
Yurts
23. How many National Interagency Support Caches are listed in the NWCG NFES Catalog Part 1: Fire Supplies and Equipment?

24. What publication provides information about the Administratively Determined (AD) emergency workers (casuals) pay plan?
25. What is an IBPA and DPL? How are they used?
26. Select the answer(s) that are TRUE when name requesting single resource overhead.
- Should be rare.
 - Must have resource availability confirmed prior to ordering.
 - Must include the requested resources current dispatch location.
 - Can be used to order your friends
 - Are allowed when you are trying to avoid having a particular individual fill an order
 - Are allowed when specialty work is to be completed.
27. In reference to the National Cache System how is Unit of Issue (U/I) defined? What is the U/I for NFES item 001016?
28. What is the definition of standard pack according to the NFES Catalog? What is the standard pack for HOSE, garden, synthetic, 3/4"?
29. What do the following acronyms stand for?
- IHC
 - ETD
 - ETA
 - NIICD
 - NICC
 - GACC
 - CIMT
30. What is the maximum allowable weight for a handcrew? Why is it important?
31. List the 4 positions in the expanded dispatch organization using position job codes:
1. _____ 2. _____ 3. _____ 4. _____
32. When is it appropriate to use the technical specialist (THSP) position code?
33. In the form of a flow chart, illustrate the established national ordering channels from incident to sending agency when placing a resource order request.
34. Name four types of teams OTHER THAN Incident Management Teams.
35. What are the two parts of the National Fire Equipment System (NFES) catalog named? List 7 items that can be ordered from Part One and 6 items that can be ordered from Part Two.
36. Provide the following information for the Payson Interagency Hotshot Crew.
- Geographic Area Coordination Center
 - Dispatch Organization
 - Home Unit Organization
 - Provider Organization
37. Select are the 6 inclusion options when creating an order IROC?
- Contractor Not Acceptable
 - Portal to Portal Acceptable
 - Federal Only
 - Host Agency Only
 - Non-Federal Only
 - State Only

Portal to Portal Not Acceptable

EFF/AD Acceptable

38. What are 3 examples of equipment resources according to the National Interagency Standards for Resource Mobilization?
39. What are the chapter numbers and titles of the National Interagency Standards for Resource Mobilization?
40. What is the definition of supplies according to the National Interagency Standards for Resource Mobilization?
41. What is the main telephone number (24 hr) for the Southwest Area Coordination Center?
42. Fill in the blank. The standard length of assignment from initial dispatch will be _____ days, excluding travel.
43. List the National Interagency Support Caches and the city and state where they are located:
44. In addition to the resource order form, what must be attached and submitted when requesting a national caterer?
45. What is the minimum pump flow for the following?
Type 3 Engine
Type 4 Engine
46. Provide the position job codes for the following positions:
Field Observer - _____
Prescribed Fire Burn Boss Type 1 - _____
Operation Section Chief Complex - _____
Wildland Fire Investigator - _____
Expanded Dispatch Support Dispatcher - _____
Interagency Area Resource Representative - _____
47. What NWCG publication provides information about incident fire supplies and equipment stocked by and ordered from the National Interagency Support Caches (NISC)?
48. A 4390 kit is arriving at the airport. What needs to be considered to get this item from the airport to the incident?
49. What does RIST stand for? What support positions are included in the Finance section?
50. Reference the flight plan to answer the following questions.
[Aircraft flight request schedule form]
Who is the passenger of this flight?
Who is the pilot of this flight?
What type of aircraft is flying?
What is the make and model of the aircraft?
What is the initial departure date and time?
How long will the flight from FLG (Flagstaff) to GNT (Grants) take in hours and minutes?
What is the destination of the passenger?

Aircraft Flight Schedule

TO BE COMPLETED BY FLIGHT MANAGER/PILOT PRIOR TO DEPARTURE / SEE PAGE 2-3 FOR INSTRUCTIONS

Aircraft and Pilot Information

FAA# & Call Sign		Make/Model		Color	
Pilot(s)		Pilot(s) Phone #		Aircraft Vendor	

Flight Type

Flight Following Method

Point to Point		Flight Following with the FAA	
Mission Flight			
Fixed Wing		Agency Flight Following	
Helicopter			

Passenger Information

Chief of Party (COP)		COP phone #	
# of Passengers – Pilot +		Charge Code	

Passenger Manifest

Passenger Name	DPT	DST	Passenger Name	DPT	DST	Passenger Name	DPT	DST

Flight Itinerary

Departure				ETE	Arrival		Drop Off
Flight Date	# PAX	Airport	ETD		Airport	ETA	# PAX

Mission Details/Notes

National Flight Follow Frequency	Rx/Tx 168.650 Rx/Tx tone 110.9	Local Flight Follow Frequency	
Air Guard	Rx/Tx 168.625 Tx Tone 110.9		