



Southwest Area

Dispatch Training Sub-Committee Charter

Background

The Southwest Area (SWA) Dispatch Operations Committee recognized the need for a structured, coordinated approach to dispatch training in order to provide the best possible learning experience for students, both in the current and future workforce. To achieve this goal, the SWA Dispatch Operations Committee established the SWA Dispatch Training Sub-Committee in 2017.

Mission Statement

The mission of the Sub-Committee is to provide a coordinated approach to dispatch training to ensure that dispatch center and militia personnel training needs are met. Additionally, the Sub-Committee will ensure that the quality of training provided is of the highest standard and is delivered by a qualified, highly-experienced cadre.

Goals

- Deliver the D-310 Support Dispatcher Course in the “odd” years during the February timeframe.
- Deliver the combined D-311/312 Initial Attack and Aircraft Dispatcher Courses in the “even” years during the February timeframe.
- Distribute workload of the course cadre through pre-planning and advance identification of instructors and coaches, trying to minimize overlap in cadre between the courses when feasible.

Membership and Tenure

The Sub-Committee membership is comprised of 5 personnel. This includes:

- Chairperson
- D-310 Coordinator
- D-310 Simulation Coordinator
- D-311/312 Coordinator
- D-311/312 Simulation Coordinator

Membership to the Sub-Committee is for a minimum of 2 course cycles that they have been assigned to, which generally is a 2-3 year period. A member may be on the Sub-Committee for longer than the required minimum. Membership tenure and representation will be reviewed on an annual basis. New membership selections will be coordinated through the Chair and existing membership on the Sub-Committee.

Roles and Responsibilities

Chair

- Facilitates the Sub-Committee as a whole, in scheduling courses with each Coordinator
- Works with the Geographic Area Training Representative (GATR) for course advertisements
- Interacts with the Southwest Area Training Committee, Zone Training Reps, and the GATR for Dispatch Course needs analyses

- Assists the Coordinators in acquisition of instructors and cadre as needed
- Schedules and facilitates meetings and/or conference calls as needed
- Works with Coordinators to identify and appoint new Sub-Committee members as needed

Coordinators

- Provide overall leadership for their assigned course including (but not limited to):
 - Course coordination and nomination process
 - Recruitment of instructors and coaches
 - Instructor and coach course materials
 - Cadre conference calls and pre-planning

Simulation Coordinators

- Provide overall leadership for their assigned course simulation including (but not limited to):
 - Simulation leadership and recruitment of any additional role players (if needed)
 - Work with Course Coordinator to establish specific logistics, timeframes, and any other pertinent information related to the simulation
 - Provide all the necessary materials for simulation for inclusion into course material

The Charter will be reviewed annually, amended as needed, and reviewed by the Dispatch Operations Committee and re-signed in 5 years if unchanged.



 Chair – Genevieve Renee Isackson
 Southwest Dispatch Operations Committee

4/17/17

 Date