NWCG Task Book for the Positions of:

HELICOPTER COORDINATOR
(HLCO)

AIR TACTICAL GROUP SUPERVISOR
(ATGS)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

The material contained in this book accurately defines the performance expected of the positions for which it was developed. Each position task book builds on tasks from previous prerequisite position task books. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

Verification/Certification of Completed Task Book
for the Position of:

_____

(position title)

Final Evaluator's Verification

To be completed **ONLY** when you are recommending the trainee for certification.

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

NATIONAL WILDFIRE COORDINATING GROUP (NWCG)
POSITION TASK BOOK

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING
Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

O   = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).

I   = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.

W   = Task must be performed on a wildfire incident.

RX   = Task must be performed on a prescribed fire incident.

W/RX   = Task must be performed on a wildfire OR prescribed fire incident.

R   = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at https://www.nwcg.gov/publications/310-1.

RESPONSIBILITIES
The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

Evaluation Record #
Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information
Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information
Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information
    Incident/Event Name: Print the incident/event name.
    Reference: Enter the incident code and/or fire code.
    Duration: Enter inclusive dates during which the trainee was evaluated.
    Incident Kind: Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).
    Location: Enter the geographic area, agency, and state.
    Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

G = Grass Group (includes FBPS Fuel Models 1 – 3):
1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

B = Brush Group (includes FBPS Fuel Models 4 – 6):
4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;
7 = Southern rough

T = Timber Group (includes FBPS Fuel Models 8 – 10)
8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

S = Slash Group (includes FBPS Fuel Models 11 – 13)
11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator's Recommendation
For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.
Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature
Sign here to authenticate your recommendations.

Date
Document the date the Evaluation Record is being completed.

Evaluator's Relevant Qualification (or agency certification)
List your qualification or certification relevant to the trainee position you supervised.
Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Common Tasks for HLCO and ATGS

This task book contains tasks for the positions of Helicopter Coordinator (HLCO) and Air Tactical Group Supervisor (ATGS). The common tasks for both positions are listed first. The tasks specific to ATGS are listed following the common tasks.

Common Tasks   **(Tasks 1-77)**
ATGS Specific Tasks   **(Tasks 78-118)**

Competency: Assume position responsibilities.

Description: Successfully assume role of Air Tactical Group Supervisor and/or Helicopter Coordinator and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Obtain and assemble information and materials needed for kit. • *HLCO/ATGS*	O		
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			

2. Obtain complete information from dispatch upon assignment**.**
  • *Incident name*
  • *Incident/order number*
  • *Request number*
  • *Incident/GACC Aircraft Coordinator phone number*
  • *Reporting time*
  • *Reporting location*
  • *Transportation arrangements/travel routes*
  • *Contact procedures during travel (telephone/radio)*
  • *Frequencies, contacts, hazards, other aircraft, special use air space*
  • *Flight following procedures*
	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
3. Check in at assigned base of operations and with supervisor. • *Secure ground transportation for ATGS and pilot.* • *Secure lodging for ATGS and pilot.* • *If base of operations is at a Tanker Base obtain a briefing from Aviation Manager/Tanker Base manager on base operations.* • *HLCO, Helibase, ASGS, etc.*	O		
4. Evaluate aircraft capabilities and pilot qualifications per agency standards. • *Appropriate platform for the mission.* • *Proper carding of aircraft and pilot.* • *Avionics typing appropriate to the mission.* • *Verify aircraft has sufficient time remaining before next scheduled maintenance.* • *Determine pilot's flight and duty limitations including duty day, 36 and 6, and last day/days off.*	O		
5. Ensure aircraft preparation – pilot preflight responsibilities are completed. • *Aircraft pre-flight inspection.* • *Calculate weight and balance of passengers and equipment.* • *Discuss takeoff and landing performance calculation, including single engine performance if applicable, with pilot.* • *Review load calculation (HLCO)* • *Discuss fuel requirements and limitations for mission with Aerial Supervisor. Ensure proper fueling.* • *Possess and wear proper personal protective equipment (PPE).* • *File a flight plan as needed.* • *Obtain information on Temporary Flight Restrictions (TFR) and weather in the potential operating area and brief Aerial Supervisor.*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, update, and apply situational information relevant to the assignment.			
6. Ensure aircraft preparation – Aerial Supervisor preflight responsibilities are completed. • *Inspect communications system. Install National Interagency Fire Center (NIFC) radio package if needed.* • *Program VHF-FM tactical frequencies into radios. Coordinate with pilot.* • *Perform a radio check.* • *Load air tactical equipment.* • *Ensure GPS programming is known and Crew Resource Management (CRM) duties are coordinated with pilot.* • *Assist pilot as requested with crew duties.*	O		
Behavior: Establish effective relationships with relevant personnel.			
7. Ensure aerial supervisor and pilot are familiar with the basic terms of the procurement agreement/contract and payment documents.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure ability to use tools necessary to complete assignment.			
8. Obtain a mission briefing for an initial attack incident and record the information on a mission record or similar form. • *Ensure a completed Aircraft Dispatch Form is provided by the Dispatch Center.* • *Incident name or number.* • *Agency responsible if known.* • *Incident Location – at a minimum a descriptive location, latitude and longitude, and bearing and distance from departing location.* • *Tactical Frequencies – at a minimum a tactical aircraft frequency (FM-AirTactics or AM-Victor), an air-to-ground, and a local command frequency that can contact dispatch.* • *Flight following procedures and frequencies.* • *Air-to-air frequencies for fixed and rotor wing (FM/AM).* • *Contacts: ground and air.* • *Air resource assigned and en route, ETEs, types, and identifiers.* • *Other resources dispatched (as practical).* • *Approximate incident size and fire behavior (if known).* • *Other potentially available air resources.* • *Aerial and ground hazards.* • *Special information (urban interface, fuels treatment areas, retardant avoidance areas).* • *Airtanker reload base options.*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
9. Obtain a mission briefing for an extended attack incident and compile an appropriate cockpit kit of pertinent documents and identify the key components. • *Incident objectives by division/group.* • *Organization Assignment List (ICS 203) or list of key operations people.* • *Air Operations Summary (ICS 220) or list of assigned aircraft and aerial personnel and AM/AirTactics frequencies.* • *List of all aircraft by make/model and identification.* • *Incident Radio Communications Plan (ICS 205) or list of frequencies.* • *Incident maps (hard copy/electronic).* • *Fire Behavior Report and local weather.* • *Identify potentially available air resources not assigned to incident (shared national resources).* • *Medical Plan (ICS 206) and medivac helicopter assigned/available.*	O		

Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
10. Obtain daily Incident Action Plan (IAP) or relevant plans and incident maps for the duration of an extended attack fire. • *Obtain daily update on incident objectives and tactics.*	O		

Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
11. Conduct a mission safety briefing for pilot. • *General scope of the mission.* • *Incident location: Descriptive location, latitude and longitude, bearing and distance.* • *Aerial resources assigned including other aerial supervision.* • *Radio frequencies (tactical and flight following).* • *Special information (hazards, military operations, TFRs)* • *Expected duration of mission.*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
12. Ensure pre-takeoff responsibilities – pilot responsibilities are completed. • *Complete the appropriate aircraft checklists.* • *Complete the pre-flight including passenger safety briefing.* • *Complete the pre-flight portion of the Mission Checklist (IASG Appendix D) with aerial supervisor.* • *Obtain route clearances through Special Use Airspace as required.* • *Program Global Positioning System (GPS) to incident as CRM duties dictate.*	O		
13. Conduct pre-takeoff responsibilities – Aerial Supervisor responsibilities. • *Obtain, record, and set local altimeter setting (from pilot or airport advisory) and confirm with pilot as CRM duties dictate.* • *Program GPS to incident as CRM duties dictate.* • *Program radios (AM/FM) as CRM duties dictate.* • *Vocalize pre-flight portion of the Mission Checklist in the Interagency Aerial Supervision Guide (IASG, Appendix D) with pilot (Mission Fuel, weather en route/destination, resource order/mission brief, standard aircraft brief).* • *Check with dispatch regarding status of military aviation operations (restricted, Military Operation Areas (MOA), Military Training Routes (MTR) and Temporary Flight Restrictions (TFRs).*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
14. Demonstrate navigational tasks by plotting coordinates. • *Topographic maps* • *Sectional/World Aeronautical Charts (WACS)* • *GPS* • *Tablet*	O		
15. Demonstrate the after-takeoff duties. • *Record the takeoff time/Hobbs meter.* • *Observe sterile cockpit protocol as previously agreed to with pilot.* • *Establish Flight Following using standard flight following script (tail number/call sign, departing location, number on board, hours of fuel, estimated time en route (ETE) to destination, and confirm active automated flight following (AFF).* • *Vocalize the after takeoff/en route portion of the Mission Checklist (IASG Appendix D) with pilot (GPS, communication/radios, other aircraft on scene/en route, level of supervision on scene, alternate airports, time on station/time to depart mission, and crew brief).* • *Notify pilot of any information or situation affecting the flight (hazards including other aircraft, diverts, change in mission).* • *Assist pilot as requested (confirming Air Traffic Control communications, identifying other aircraft, gathering intelligence on airports/runways/flight paths).* • *Demonstrate effective CRM.*	O		

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Common Tasks for HLCO and ATGS

Competency: Communicate effectively.
Description: *Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.*

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
16. Demonstrate the appropriate en route communications using common terminology and brevity with dispatch, ground resources, and other aircraft. • *Incident air resource updates.* • *Status of special use airspace (TFR, restricted areas, etc.)* • *Coordinate with responding air resources on the assigned air-to-air frequency as appropriate.* • *Coordinate with responding ground resources on the assigned air-to-ground frequencies as appropriate.* • *Maintain appropriate flight following communications with dispatch and monitor appropriate frequencies.* • *Monitor fire frequencies to enhance situational awareness.*	O		
Behavior: Ensure documentation is complete and disposition is appropriate.			
17. Vocalize the Prior to FTA Entry portion of the Mission Checklist (IASG Appendix D) with pilot. • *Altimeter(s) is set.* • *Pulse/landing lights are on.* • *Transponder is on/ALT.*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			

18. Enter the Fire Traffic Area (FTA) when Aerial Supervision is on scene.
• *Notify the dispatch center of your position.*
• *Change to incident frequencies.*
• *Give 12-mile radio call to aerial supervision. Give your location and altitude.*
• *Obtain clearance into FTA by getting:*
  (1) Altimeter setting
  (2) FTA Entry Altitude
  (3) Altitude of aerial supervision
  (4) Altitudes of other aircraft
  (5) Enter the incident airspace, as briefed.
• *Watch for other aircraft and call out a distance and clock reference when you spot the on scene aerial supervision.*
• *Receive transition briefing and confirm positive handoff of aerial supervision responsibilities.*
• *Outgoing aerial supervision will notify dispatch and incoming aerial supervision will notify Incident Commander (IC)/ground personnel and confirm objectives and priorities.*
	I		

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Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

19. Enter the Fire Traffic Area (FTA) when Aerial Supervision is not on scene, but other aircraft are.
• *Notify dispatch of your position.*
• *Change to incident frequencies.*
• *Give 12-mile radio call on assigned air-to-air frequency. Give your location, altitude, intentions and frequency. An on scene aircraft should respond on the designated air-to-air or air tactics frequency.*
• *Obtain clearance into FTA by getting:*
  (1) Altimeter setting.
  (2) FTA Entry Altitude.
  (3) Altitudes and locations of other aircraft on scene.
  (4) Enter the incident airspace, as briefed with on scene aircraft.
• *Watch for other aircraft and call out a distance and clock reference when you spot the on scene aircraft.*
• *Get status of all on scene aircraft (location, mission type, etc.)*
• *Call IC and get objectives and priorities.*
• *Notify dispatch when you are on scene and are the incident aerial supervision.*
	I		

20. Enter the Fire Traffic Area (FTA) when there are no aircraft on scene. • *Give 12-mile blind radio call on assigned air-to-air frequency. Give your location, altitude, and intentions.* • *Call the IC/ground personnel on the assigned FM air-to-ground frequency and verify no other aircraft are on scene.* • *Proceed to the incident and watch for other aircraft.* • *Get center point and record size up information.* • *Call dispatch, notify you are the on scene aerial supervision and provide size up.* • *Call the IC/ground forces and establish objectives and priorities.*	I		

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Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
21. Enter Incident Airspace. • *ATGS fixed wing enter the airspace in a right hand pattern at 2,500 feet AGL unless the situation dictates a different altitude (smoke/terrain). Aerial Supervision Module (ASM) or HLCO enter at 1,500 or 500 feet above ground level (AGL) depending on the situation.*	I		**Aerial Supervision Modules**

22. Arrive on scene and perform initial responsibilities:
  • *Watch and listen for aircraft and make visual/verbal contact with each one.*
  • *Determine ground elevation to establish FTA altitudes for incoming aircraft including helicopters, airtankers, lead/ASM, smokejumpers, relief aerial supervision, and media "the stack".*
  • *Determine flight hazards – Power lines, antennas, snags, terrain, thunder storm activity, excessive wind, poor visibility, airspace conflicts, etc.*
  • *Confirm incident objectives and priorities with the IC/ground personnel.*
	I		

23. Perform Initial Briefing to all incoming helicopters when aircraft make initial contact (12 nm ring).
  • *Standard Initial Briefing Sequence:*
    (1) Altimeter
    (2) Clearance altitude
    (3) ATGS altitude
    (4) Other aircraft altitude
    (5) Location needed
    (6) Contact and frequency
    (7) En route hazards
	I		

24. Perform Tactical Briefings to tactical mission helicopters when the drop/mission area is in sight.
  • *Standard Tactical Briefing Sequence:*
    (1) Define objectives
    (2) Identify specific hazards
    (3) Target description
    (4) Low level clearance
    (5) Ground clearance
    (6) Exit routes
	W		

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Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

25. Perform Departure Briefings to helicopters upon completion of mission/fuel cycle.
• *Standard Departure Briefing Sequence:*
   (1) Fuel/load and return/hold
   (2) Location
   (3) Special instructions
	W		

26. Direct helicopters (Target Description) to mission areas and targets using fire anatomy, common terminology, and brevity in communications. • *Target location* • *Drop objectives (intent of drop)* • *Type of drop/coverage level* • *Hazards* • *Clearance to drop* • *Guiding aircraft*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
27. Coordinate helicopter air traffic using pilot and aerial supervision/ATC, General Air Traffic Coordination Principles**.** • *Pilots maintain aircraft separation by:* *(a) Using standard aviation 'see and avoid' visual flight rules.* *(b) Having access to the appropriate air-to-air frequency for position reporting.* *(c) Adhering to Fire Traffic Area (FTA) procedures.* • *Aerial Supervisors Ensure Aircraft Separation by:* *(a) Structuring the incident airspace and briefing pilots.* *(b) Monitoring radio communications for pilot-to-pilot position reports, and blind call position reports.* *(c) Visually tracking aircraft as needed.* *(d) Giving specific directions to pilots as needed.* *(e) Advising pilots on the location and heading of other aircraft.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
28. Coordinate helicopter air traffic using vertical separation principles. • *500 feet is the minimum vertical separation for missions in the same airspace. 1,000 feet is preferred and should be used whenever possible.* • *Assigning block altitudes is preferred in windy or active thermal conditions.* • *Assign helicopters a hard ceiling (i.e., 4,500' and below). Do not assign them 500' AGL.* • *It's common practice to put media helicopters above the ATGS in order to keep them away from firefighting aircraft.* • *Assign standard operational altitudes and patterns as identified in IASG.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
29. Coordinate helicopter air traffic using Horizontal Separation Principles. • *Aerial supervision must ensure there is adequate visibility to conduct operations safely regardless of the airspace classification.* • *Flight patterns must be adequate, i.e., not hindered by terrain.* (a) *Consult pilots before finalizing patterns and routes.* (b) *Advise pilots on location of other aircraft if visual contact has not been reported.* (c) *Air-to-air frequency must be accessible for pilots to give position reports.* (d) *Geographic references, such as ridges or a river, can be used to separate aircraft provided aircraft maintain assigned flight patterns.* (e) *No-fly zones must be established to ensure safe separation when simultaneous missions at the same elevation are within close proximity.* (f) *Below ridges: For operations separated by a ridge, a "no-fly zone" 500 feet vertically below the ridge top can be established to ensure separation.* (g) *Near geographic dividing lines: If simultaneous operations near the dividing line are in conflict, a horizontal "no-fly zone" must be established or missions must be sequenced to ensure adequate separation.*	W		
30. Coordinate helicopter air traffic using incident entry and exit corridors. • *Aerial supervision shall determine incident entry/exit corridors as needed. All aircraft must be notified of corridors.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
31. Coordinate helicopter air traffic using holding areas and initial points. • *Helicopters can be held on the ground or in the air as needed to maintain adequate separation. Considerations include:* (a) *Common helicopter holding areas include obvious landmarks, helispots, helibase, dipsites, etc. Any of these locations may be utilized as a virtual fence.* (b) *Pilots should be able to maintain forward flight rather than constant hover.* (c) *Long periods of holding helicopters should be done on the ground.*	W		
32. Coordinate helicopter air traffic using sequencing. • *Aircraft may be sequenced into the same area provided each aircraft can complete its mission and exit the area before the next aircraft enters the area. Sequencing requires close supervision. Caution: Consider wake turbulence when sequencing any type of aircraft.* • *Helicopters can be held at a safe distance from drop site until an airtanker has completed its drop.*	W		
33. Coordinate helicopter air traffic using checkpoints and virtual fences. • *Effective for maintaining air traffic control with minimal radio traffic on the air-to-air frequency.* • *Pilots are instructed to report their location and destination "in the blind" when crossing check points.* • *Pilots may be required to report arrival at a virtual fence and wait for clearance from ATGS before proceeding. Known geographic locations make effective check points and virtual fences.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
34. Coordinate helicopter air traffic using helicopter routes. • *Established for repetitive missions from helibase to helispots or sling points, from dipsites to targets, etc.* • *For safety, efficiency and monitoring, the HLCO/ATGS, in consultation with the helibase manager and/or helicopter pilots, will ensure flight routes and communications procedures have been established and are known.*	W		
35. Coordinate helicopter air traffic using helicopter daisy chains. • *Two or more helicopters can be assigned to the same targets and dipsites for repeated water drops.* • *The HLCO/ATGS, in consultation with helicopter pilots, will establish a "daisy-chain" flight route for these operations.*	W		
36. Coordinate helicopter recon flights maintaining safe separation of aircraft. • *Schedule recon flights during slow periods, i.e., when airtankers are loading.* • *Assign a specific route for the recon, example, clockwise around and 100 yards outside the incident perimeter.* • *Establish check points, i.e., division breaks, helispots, drainages, etc.*	W		
37. Coordinate helicopter air traffic with intersecting routes. • *Intersecting aircraft routes shall be clearly identifiable geographically.* • *Intersections shall have a minimum of 500 feet vertical separation.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
38. Coordinate helicopter air traffic requiring nonstandard patterns. • *Occasionally terrain, visibility, wind direction or other factors require flight patterns are modified or reversed.* • *The mission pilot shall advise HLCO/ATGS of situation and request a deviation from standard procedures.* • *The HLCO/ATGS will advise other aircraft before granting the request.*	W		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

39. Manage helicopter air tactics to provide continuity. • *Good planning will ensure continuity.* • *Use HLCO and ATGS to fill gaps in coverage and manage air/ground operations in designated areas on complex incidents.* • *Stagger aircraft refueling so all aircraft are not down simultaneously.* • *Monitor flight times. Anticipate the need for a relief pilot, or other air resource. Notify dispatcher or IC/AOBD in a timely manner.* • *Anticipate fuel needs and facilitate obtaining fueling facilities near the incident.* • *Coordinate refuel and relief needs between aerial supervisors to ensure continuity of airspace management/supervision.*	W		
40. Manage HLCO/ATGS relief staffing using relief guidelines addressing fatigue, effectiveness, and safety. • *If the aerial supervisor will fly more than 4 hours on any one flight, order a relief.* • *On multi-day incidents, assign a second aerial supervisor and rotate about every 3 hours.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
41. Coordinate fixed wing water-scooper operations with helicopter operations. • *Can be coordinated with ATGS and mixed in with helicopters.*	O		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
42. On an extended attack incident/IMT assigned, coordinate with ground personnel and provide fire information and size up for tactical planning. • *Utilize standard size up briefing tools.* • *Make initial assessment and communicate critical safety, strategy, and tactics inputs to Operations, AOBD, DIVS, and line resources.* • *Cardinal directions.* • *Landmarks: Roads, streams, lakes, mountains, improvements, etc.* • *Fire flanks, head, etc.* • *Visible work accomplished: dozer lines, handline, retardant line, etc.* • *Record GPS coordinates to identify reference points.*	W		
43. On an extended attack incident/IMT assigned, coordinate with ground personnel and assign air resources per Operations/IC strategy, tactics, and mission priorities.	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
44. On an extended attack incident/IMT assigned, coordinate with ground personnel and determine TFR requirements. • *Vertical and horizontal dimensions.* • *If needed, order through dispatcher or Air Operations Director.*	W		
45. Determine airspace conflicts. • *MOA's, MTR's, airports, etc.*	I		
46. On an extended attack incident/IMT assigned, coordinate with ground personnel to evaluate values at risk. • *Life, property/structures, resources* • *Current fire size and potential size estimate* • *Fuel models and rates of spread* • *Fire behavior elements (wind, terrain, aspect, etc.)*	W		
47. On an extended attack incident/IMT assigned, coordinate with ground personnel and recommend strategies, tactics, and resources needed. • *Determine a general probability of success.* • *Direct, indirect, or parallel strategies* • *Target locations and priorities* • *Access* • *Anchor points* • *Water sources* • *Potential helispots* • *Location of spot fires* • *Number and types of aircraft required* • *Use of specialized resources (helitack, rappellers, smokejumpers, and paracargo.)* • *Determine and implement if necessary contingency plan if primary plan does not meet objectives.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
48. On an extended attack incident/IMT assigned, coordinate with ground personnel and provide air drop information to ground crews. • *Advise personnel of impending airtanker, bucket, or paracargo drops in their work area and the need to clear the area.* • *If drops are near power lines, determine status of lines (live or de-energized); advise ground personnel of danger of being near power lines during drops.* • *Confirm with ground if run is to be a dry or live.* • *Notify ground when drop is complete and personnel can return to work area.* • *Solicit feedback from ground crews relating to drop effectiveness.*	I		
49. On an extended attack incident/IMT assigned, coordinate with ground personnel and provide safety oversight to ground resources. • *Monitor personnel locations relative to fire perimeter, blowup areas, etc.* • *Assist with locating safety zones and escape routes. Final determination must be made from ground.* • *Monitor weather – advises personnel of approaching fronts or thunderstorms.* • *Advise personnel on adverse changes in fire behavior.* • *Direct air resources, as top priority, to protect and aid in evacuation of endangered personnel.*	I		
50. On an extended attack incident/IMT assigned, coordinate with ground personnel and determine the procedures for ordering tactical aerial resources. • *The procedure to order retardant and helicopter support varies between dispatch centers, land status, and incident complexity. Determine the procedure before the mission begins and confirm with the IC.* • *On extended attack incidents, Division Supervisors are typically delegated the authority. However, consult with AOBD/OSC. Ensure the procedure is stated clearly in the IAP.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
51. Coordinate with dispatch in a timely manner and demonstrate communication with brevity and common terminology regarding appropriate information. • *A fire size up including a center point.* • *Horizontal and vertical dimensions of a TFR if needed. Remember that TFRs are based on degrees, minutes, and seconds. Not decimal minutes.* • *Airspace conflicts with civilian or military aircraft.* • *The need for airtankers to load and return or hold.* • *Aircraft incidents/accidents.* • *Project needs for next day – number of aircraft by type, time requested, etc.* • *Aerial supervision flight/duty hours used and projected needs to complete the mission.* • *Request where airtankers should return over night (RON) when day's operations are completed.* • *Advise on need for aircraft maintenance and projected availability for next day.* • *Advise if airtanker has in-flight difficulty, must abort load, and return to base.* • *Advise on need for aerial supervision relief at least 2 hours before you need it.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
52. Coordinate with incident ground personnel, dispatch, and other aerial supervision resources to ensure continuity of aerial supervision before leaving the incident. • *Notify Operations of ETD, and who will supervise air operations.* • *Notify air resources of ETD and whom they will report to.* • *Notify the IC, Operations/Air Operations, DIVS, helibase, Lead, ASM, and HLCO when departing.* • *Notify dispatch of ETE to base.* • *If you are on the last shift of the day:* (1) *Plan your release to allow for return within legal daylight flight restrictions (not necessary for twin-engine aircraft).* (2) *Update Operations personnel on fire status.* (3) *Remind remaining resources of daylight restrictions.* (4) *Confirm with dispatch status of air resources – RON or return to home base. Inform air resources of their status.*	W		
53. Perform post-mission procedures upon returning to base. • *Confirm need for aerial supervision aircraft for next day and notify pilot of time, etc.* • *Debrief with available air resources (ATGS pilot, airtanker pilots, HLCO, Leadplane pilot, ASM, and helicopter pilots).* • *Debrief with AOBD and dispatch.* • *Attend or provide input to incident planning meeting for next day's operations.* • *Request and review Incident Action Plan and map for next day's operation.* • *Complete payment documents.* • *Submit SAFECOMs as required.* • *Update logbook.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
54. Manage flight emergency using appropriate procedures. • *Emergency is highest priority until aircraft lands safely.* • *Determine pilot's intentions for managing situation.* • *Clear the airspace for the pilot as needed.* • *Dedicate and clear a frequency for the emergency.* • *Direct the aircraft to depart mission area and climb to a safe altitude.* • *Jettison load in remote areas (or specified jettison areas) if feasible.* • *If problem persists, instruct aircraft to return to base or alternate landing site.* • *Alert incident medivac units.* • *Prepare for suppression of a fire associated with an aircraft crash.* • *Notify dispatch or airport tower for necessary crash/rescue protocol.*	R		
55. Manage a missing aircraft/aircraft mishap situation using the appropriate procedures. • *Assign aircraft as needed to conduct search.* • *Determine location. Monitor emergency frequency (121.5) if crash site is not known or if the aircraft is missing and its status is unknown.* • *Assign remaining aircraft to holding areas or return to base.* • *Activate incident medivac plan through medical unit.* • *Assign on-site aircraft and personnel to control aircraft fire and initiate life saving measures if they can do so without jeopardizing their own safety.* • *Advise IC/Operations – be discreet about aircraft and flight crew identity.* • *Consider suspending non-essential aircraft operations.* • *Direct ground resources to crash site.* • *Direct air support operations.*	R		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
56. Manage an Incident Within an Incident (IWI) situation using appropriate procedures. • *Serve as a relay between accident site, helibase, and medical personnel.* • *Determine accident site location – latitude and longitude.* • *Obtain Medivac helicopter frequency – may be listed in Medivac Plan.* • *Assist rescue personnel with helispot location, etc.* • *Provide helispot dust abatement with helicopter buckets as needed.* • *Guide Medivac helicopter to accident site.* • *Incident Management Teams (IMTs) typically have an established procedure for IWI. Obtain a briefing from Air Operations.*	R		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Lead assigned personnel.
Description: *Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Model leadership values and principles.			
57. Exhibit principles of duty. • *Be proficient in your job, both technically and as a leader.* • *Make sound and timely decisions.* • *Ensure tasks are understood, supervised, and accomplished.* • *Develop your subordinates for the future.*	I		
58. Exhibit principles of respect. • *Know your subordinates and look out for their well-being.* • *Keep your subordinates informed.* • *Build the team.* • *Employ your subordinates in accordance with their capabilities.*	I		
59. Exhibit principles of integrity. • *Know yourself and seek improvement.* • *Seek responsibility and accept responsibility for your actions.* • *Set the example.*	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
60. Provide for the safety and welfare of assigned resources. • *Recognize, mitigate, and communicate potentially hazardous situations.* • *Monitor condition of assigned resources.* • *Account for assigned resources.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Emphasize teamwork.			
61. Establish cohesiveness among assigned resources. • *Provide for open communication.* • *Seek commitment.* • *Set expectations for accountability.* • *Focus on the team result.*	I		
62. Debrief with appropriate supervisor, personnel and pilots (e.g., Operations Section Chief/Air Operations Branch Director, Helibase personnel). • *Summarize and evaluate day's operation.* • *Make recommendations for succeeding operations.*	I		
63. Participate in functional area briefings and After Action Reviews (AARs).	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Communicate effectively.
Description: *Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.*

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Ensure documentation is complete and disposition is appropriate.			
64. Compile daily statistics and provide to appropriate supervisor.	I		
65. Complete appropriate payment documents daily.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
66. Ensure priorities and tactics are communicated and understood throughout involved functional areas. • *Coordinate tactics and priorities with appropriate operations personnel.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: *Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Administer and/or apply agency policy, contracts, and agreements.			
67. Monitor compliance with agency aviation regulations. • *Sunrise and sunset limitations.* • *Initiation and completion of incident reports.* • *Personal protective equipment.* • *Completion of financial records.* • *Flight and duty hour limitations.*	I		
Behavior: Utilize information to produce outputs.			
68. Identify and map incident topography and landmarks in operating area. • *Fire perimeter* • *Spot fires* • *Roads* • *Hazards*	W/RX		
Behavior: Take appropriate action based on assessed risks.			
69. Ensure the Risk Management Process is established and maintained.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Anticipate, recognize and mitigate unsafe situations.			
70. Identify and appropriately act on hazardous situations to incident aircraft. • *Violation of Fire Traffic Area procedures.* • *Inadequate communications.* • *Hazards (e.g., towers, power lines, wires, snags).* • *Potential for or changes in weather (e.g., thunderstorms, frontal systems).* • *Aircraft near miss, crossing established fence, etc.*	I		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
71. Identify and appropriately act on hazardous situations to ground forces. • *Potential for or extreme fire behavior.* • *Spot fires.* • *Potential for or changes in weather (e.g., thunderstorms, frontal systems).*	W/RX		
Behavior: Provide logistical support as necessary.			
72. Identify and plan for logistical support needs. • *Confirm/implement medivac plan.* • *Assist with logistical radio traffic as needed.* • *Coordinate cargo/personnel transport missions.*	I		

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Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
73. Watch for hazardous flight conditions and shut down aviation operations when necessary. • *Excessive winds or turbulence* • *Limited visibility* • *Shadows* • *Unsafe drop heights* • *Severe weather*	W/RX		
74. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming IMT, host agency). • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to supervisor.*	I		
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
75. Anticipate demobilization of resources. • *Identify excess resources.* • *Prepare schedule for demobilization.*	I		
76. Ensure demobilization of resources. • *Brief subordinate staff on demobilization procedures and responsibilities.* • *Ensure incident and agency demobilization procedures are followed.*	I		

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Common Tasks for HLCO and ATGS

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
77. On a moderate complexity fire, conduct HLCO operations supervising rotor-wing tactical aircraft, and pass an evaluation flight in accordance with the evaluation requirements on the Aerial Supervision Mission Evaluation form.	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
78. On an Initial Attack incident, coordinate with ground personnel and assign air resources per Operations/IC strategy, tactics, and mission priorities.	W		
79. On an Initial Attack incident, coordinate with ground personnel and determine TFR requirements. • *Vertical and horizontal dimensions.* • *If needed, order through dispatcher or Air Operations Director.*	W		
80. On an Initial Attack incident, coordinate with ground personnel to evaluate values at risk. • *Life, property/structures, resources* • *Current fire size and potential size estimate* • *Fuel models and rates of spread* • *Fire behavior elements (wind, terrain, aspect, etc.)*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
81. On an Initial Attack incident, coordinate with ground personnel and recommend strategies, tactics, and resources needed. • *Determine a general probability of success.* • *Direct, indirect, or parallel strategies* • *Target locations and priorities* • *Access* • *Anchor points* • *Water sources* • *Potential helispots* • *Location of spot fires* • *Number and types of aircraft required* • *Use of specialized resources (helitack, rappellers, smokejumpers, and paracargo.)* • *Determine and implement if necessary contingency plan if primary plan does not meet objectives.*	W		
82. On an Initial Attack incident, coordinate with ground personnel and provide air drop information to ground crews. • *Advise personnel of impending airtanker, bucket, or paracargo drops in their work area and the need to clear the area.* • *If drops are near power lines, determine status of lines (live or de-energized); advise ground personnel of danger of being near power lines during drops.* • *Confirm with ground personnel if run is to be a dry or live.* • *Notify ground personnel when drop is complete and personnel can return to work area.* • *Solicit feedback from ground crews relating to drop effectiveness.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
83. On an Initial Attack incident, coordinate with ground personnel and provide safety oversight to ground resources. • *Monitor personnel locations relative to fire perimeter, blowup areas, etc.* • *Assist with locating safety zones and escape routes. Final determination must be made from ground.* • *Monitor weather – advises personnel of approaching fronts or thunderstorms.* • *Advise personnel on adverse changes in fire behavior.* • *Direct air resources, as top priority, to protect and aid in evacuation of endangered personnel.*	W		
84. On an initial attack incident, coordinate with ground personnel and determine the procedures for ordering tactical aerial resources. • *The authority to order retardant and helicopter support varies between dispatch centers, land status, and incident complexity. Determine the procedure before the mission begins and confirm with the IC.* • *On initial attack incidents, the IC makes aircraft orders. The IC may choose to delegate this to the aerial supervisor. Confirm it before ordering.*	W		
85. Determine need for Helicopter Coordinator, lead plane/ATCO, ASM or other aerial supervision resources based on span of control.	I		

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ATGS Specific Tasks

Competency: Communicate effectively.
Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
86. Perform initial briefing to all incoming airtankers when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Coverage level* *(6) Load portion* *(7) Number in pattern* *(8) Location needed* *(9) En route hazards*	W		
Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.			
87. Perform Initial Briefing to incoming Lead/ASMs when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Location needed* *(6) Contact and frequency* *(7) En route hazards*	W		

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ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
88. Perform initial briefing to incoming HLCO when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Location needed* *(6) Contact and frequency* *(7) En route hazards*	O		
89. Perform initial briefing to incoming relief ATGS when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Location needed* *(6) Contact and frequency* *(7) En route hazards*	I		
90. Perform initial briefing to incoming Smokejumper aircraft when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Location needed* *(6) Contact and frequency* *(7) En route hazards*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
91. Perform initial briefing to incoming IWI aircraft (fixed/rotor) when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Location needed* *(6) Contact and frequency* *(7) En route hazards*	R		
92. Perform initial briefing to incoming Water-Scooper (fixed wing) when aircraft make initial contact (12 nm ring). • *Standard Initial Briefing Sequence:* *(1) Altimeter* *(2) Clearance altitude* *(3) ATGS altitude* *(4) Other aircraft altitude* *(5) Number in pattern* *(6) Location needed* *(7) Contact and frequency* *(8) En route hazards*	O		
93. Perform tactical briefings to airtankers when the drop/mission area is in sight. • *Standard Tactical Briefing Sequence:* *(1) Define objectives* *(2) Identify specific hazards* *(3) Target description* *(4) Low level clearance* *(5) Ground clearance* *(6) Exit routes*	W		

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ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
94. Perform tactical briefings to Lead/ASM when the drop/mission area is in sight. • *Standard Tactical Briefing Sequence:* *(1) Define objectives* *(2) Specific hazards* *(3) Low level clearance* *(4) Ground clearance* *(5) Exit routes*	W		
95. Perform tactical briefings to HLCO when the drop/mission area is in sight. • *Standard Tactical Briefing Sequence:* *(1) Define objectives* *(2) Identify specific hazards* *(3) Low level clearance* *(4) Ground clearance* *(5) Exit routes*	O		
96. Perform tactical briefings to Smokejumper aircraft when the drop/mission area is in sight. • *Standard Tactical Briefing Sequence:* *(1) Define objectives* *(2) Identify specific hazards* *(3) Target description* *(4) Low level clearance* *(5) Exit routes*	O		
97. Perform tactical briefings to IWI aircraft (fixed/rotor) when the drop/mission area is in sight. • *Standard Tactical Briefing Sequence:* *(1) Define objectives* *(2) Identify specific hazards* *(3) Target description* *(4) Low level clearance* *(5) Exit routes*	R		

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ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of

98. Perform departure briefings to airtankers upon completion of drop.
• *Standard Departure Briefing Sequence:*
  (1) Start
  (2) Line
  (3) End
  (4) Fuel/load and return/hold
  (5) Location
  (6) Special Instructions
	W		

99. Direct airtankers (Target Description) to mission areas and targets using fire anatomy, common terminology, and brevity in communications. • *Target location* • *Drop objectives (intent of drop)* • *Type of drop/coverage level* • *Hazards* • *Clearance to drop* • *Guiding aircraft*	W		

100. Coordinate mixed (fixed and rotor) air traffic using pilot and aerial supervision/ATC, General Air Traffic Coordination Principles.
• *Pilots maintain aircraft separation by:*
  (a) Using standard aviation 'see and avoid' visual flight rules.
  (b) Having access to the appropriate air-to-air frequency for position reporting.
  (c) Adhering to Fire Traffic Area (FTA) procedures.
• *Aerial Supervisors Ensure Aircraft Separation by:*
  (a) Structuring the incident airspace and briefing pilots.
  (b) Monitoring radio communications for pilot-to-pilot position reports, and blind call position reports.
  (c) Visually tracking aircraft as needed.
  (d) Giving specific directions to pilots as needed.
  (e) Advising pilots on the location and heading of other aircraft.
	W		

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ATGS Specific Tasks

Competency: Ensure completion of assigned actions to meet identified objectives.
Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
101. Coordinate mixed (fixed and rotor) air traffic using vertical separation principles. • *500 feet is the minimum vertical separation for missions in the same airspace. 1,000 feet is preferred and should be used whenever possible.* • *Assigning block altitudes (with vertical range up to 500 feet) to orbiting fixed-wing is preferred in windy or active thermal conditions.* • *Assign helicopters a hard ceiling (i.e., 4,500' and below). Do not assign them 500' AGL.* • *Vertical stacking airtankers is discouraged. Utilize a racetrack pattern if multiple airtankers (of any type) are on scene.* • *It's common practice to put media helicopters above the ATGS in order to keep them away from firefighting aircraft.* • *Assign standard operational altitudes and patterns as identified in IASG.*	W		

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ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
102. Coordinate mixed (fixed and rotor) air traffic using horizontal separation principles. • *Aerial supervision must ensure there is adequate visibility to conduct operations safely regardless of the airspace classification.* • *Flight patterns must be adequate, i.e., not hindered by terrain.* (a) *Consult pilots before finalizing patterns and routes.* (b) *Advise pilots on location of other aircraft if visual contact has not been reported.* (c) *Air-to-air frequency must be accessible for pilots to give position reports.* (d) *Geographic references, such as a ridges or a river, can be used to separate aircraft provided aircraft maintain assigned flight patterns.* (e) *No fly zones must be established to ensure safe separation when simultaneous missions at the same elevation are within close proximity.* (f) *Below ridges: For operations separated by a ridge, a "no-fly zone" 500 feet vertically below the ridge top can be established to ensure separation.* (g) *Near geographic dividing lines: If simultaneous operations near the dividing line are in conflict, a horizontal "no-fly zone" must be established or missions must be sequenced to ensure adequate separation.*	W		
103. Coordinate mixed (fixed and rotor) air traffic using incident entry and exit corridors. • *Aerial supervision shall determine incident entry/exit corridors as needed. All aircraft must be notified of corridors.*	W		

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ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
104. Coordinate mixed (fixed and rotor) air traffic using holding areas and initial points. • *Airtankers can be held near an incident, two or three at a time, in the same holding area. More than one holding area may be used. Considerations include:* *(a) Pilots must be aware of other aircraft in the holding area.* *(b) Pilots must be able to communicate position reports to each other* *(c) Holding area must be clearly defined – by a geographic reference point or distance and direction relative to the incident. Usually a "race track" pattern with one tanker following the other at the same altitude providing own visual separation.* • *Helicopters can be held on the ground or in the air as needed to maintain adequate separation. Considerations include:* *(a) Common helicopter holding areas include obvious landmarks, helispots, helibase, dipsites, etc. Any of these locations may be utilized as a virtual fence.* *(b) Pilots should be able to maintain forward flight rather than constant hover.* *(c) Long periods of holding helicopters should be done on the ground.*	W		

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ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
105. Coordinate mixed (fixed and rotor) air traffic using sequencing. • *Aircraft may be sequenced into the same area provided each aircraft can complete its mission and exit the area before the next aircraft enters the area. Sequencing requires close supervision. Caution: Consider wake turbulence when sequencing any type of aircraft.* • *Sequencing airtankers and helicopters – Helicopters can be held at a safe distance from drop site until an airtanker has completed its drop.* • *Sequencing airtankers and Paracargo – Stage aircraft 180degrees apart in the same flight pattern so flights over the target area are controlled by position in orbit.*	W		
106. Coordinate mixed (fixed and rotor) air traffic using interval dispatching. • *To reduce the problem of too many airtankers over an incident at the same time, ask dispatch or the ATB to launch airtankers at intervals (usually 10 to 15 minutes).*	O		
107. Coordinate mixed (fixed and rotor) air traffic using checkpoints and virtual fences. • *Effective for maintaining air traffic control with minimal radio traffic on the air-to-air frequency.* • *Pilots are instructed to report their location and destination "in the blind" when crossing check points.* • *Pilots may be required to report arrival at a virtual fence and wait for clearance from ATGS before proceeding. Known geographic locations make effective check points and virtual fences.*	W		

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ATGS Specific Tasks

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
108. Coordinate mixed (fixed and rotor) air traffic using helicopter routes. • *Established for repetitive missions from helibase to helispots or sling points, from dipsites to targets, etc.* • *For safety, efficiency and monitoring, the HLCO/ATGS, in consultation with the helibase manager and/or helicopter pilots, will ensure flight routes and communications procedures have been established and are known.*	W		
109. Coordinate mixed (fixed and rotor) air traffic using helicopter daisy-chains. • *Two or more helicopters can be assigned to the same targets and dipsites for repeated water drops.* • *The HLCO/ATGS, in consultation with helicopter pilots, will establish a "daisy-chain" flight route for these operations.*	W		
110. Coordinate mixed (fixed and rotor) airspace and supervise a helicopter recon flight maintaining safe separation of aircraft. • *Schedule recon flights during slow periods, i.e., when airtankers are loading.* • *Assign a specific route for the recon, example: clockwise around and 100 yards outside the incident perimeter.* • *Establish check points, i.e., division breaks, helispots, drainages, etc.*	W		
111. Coordinate mixed (fixed and rotor) air traffic with Intersecting Routes. • *Intersecting aircraft routes shall be clearly identifiable geographically.* • *Intersections shall have a minimum of 500 feet vertical separation.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
112. Coordinate mixed (fixed and rotor) air traffic requiring nonstandard patterns. • *Occasionally terrain, visibility, wind direction or other factors require flight patterns are modified or reversed.* • *The mission pilot shall advise HLCO/ATGS of situation and request a deviation from standard procedures.* • *The HLCO/ATGS will advise other aircraft before granting the request.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
113. Coordinate work with Lead/ASM and maintain a positive, safe, effective, and efficient working relationship. • *Each incident is unique and circumstances dictate that workload sharing between Lead, ATGS, HLCO and ASM as their responsibilities overlap in several areas.* • *ATGS and ground operations jointly determine tactical objectives.* • *ATGS briefs Lead/ASM on next target, coverage level, etc.* • *Lead/ASM briefs airtanker on target, coverage level, etc.* • *ATGS clears conflicting air resources from the airspace and gives verbal clearance to Lead/ASM for low level operations.* • *ATGS clears ground personnel from target area.* • *ATGS will maintain radio silence on air-to-air while Lead/ASM and airtanker are working, particularly when on final approach or exiting the drop area unless the drop needs to be called off.* • *Lead/ASM will do low level recon.* • *Lead/ASM briefs airtanker on objectives, flight route, coverage level, drift potential and hazards.* • *Lead/ASM may make a dry run with airtanker on the intended target.* • *ATGS confirms ground personnel are clear of target area.* • *ATGS pilot positions aircraft to monitor and evaluate drop.* • *ATGS evaluates drop and gets ground feedback.* • *ATGS gives feedback to leadplane and airtanker pilot after clear of drop area.* • *Lead/ASM and airtanker make adjustments as needed on subsequent drops.* • *Lead/ASM gives airtanker reload instructions based on instruction from ATGS.* • *ATGS informs ground when clear to return to work.* • *Airtanker informs dispatch on status – load and return or hold.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
114. Assume Airtanker Coordinator duties when Lead/ASM is not at incident. • *The ATGS must maintain a minimum altitude of 500 ft AGL performing ATCO duties.* • *The ATGS must maintain a minimum of 500 feet vertical separation above airtankers.*	W		
115. Manage mixed (fixed and rotor) air tactics to provide continuity. • *Good planning will ensure continuity.* • *Use ASM to fill gaps in coverage and manage air/ground operations in designated areas on complex incidents.* • *Stagger aircraft refueling so all aircraft are not down simultaneously.* • *Stagger airtankers to maintain continuous coverage.* • *Monitor flight times. Anticipate the need for a relief pilot, or other air resource. Notify dispatcher or incident in a timely manner.* • *Anticipate fuel needs and facilitate obtaining fueling facilities near the incident.* • *Recommend activation of portable reload bases to reduce turn-around time.* • *Coordinate refuel and relief needs between aerial supervisors to ensure continuity of airspace management/supervision.*	W		
116. Manage aerial supervision relief staffing using relief guidelines addressing fatigue, effectiveness, and safety. • *If the aerial supervisor will fly more than 4 hours on any one flight, order a relief.* • *On multi-day incidents, assign a second aerial supervisor and rotate about every 3 hours.* • *Utilize appropriate ASM/HLCO/Lead/ATGS positions to provide coverage.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

ATGS Specific Tasks

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of
Behavior: Plan for demobilization and ensure demobilization procedures are followed.			
117. Manage the diversion of aerial resources to higher priority fires. • *Higher priority incidents require diversion of air resources.* • *A reassignment may be given through dispatch or through IC/Operations.* • *Aerial supervision may also be diverted to manage the new incident.* • *Upon receiving a divert notice, the aerial supervisor must release and brief the requested resources on the following:* *(a) Incident location* *(b) Air and ground contacts* *(c) Radio frequencies* • *Aerial supervisor should be advised by dispatch and modify incident tactics for due to loss of aerial resources.* • *IC can request through dispatch that no aerial resources be diverted to other incidents when an imminent threat to life of a firefighter or civilian exists.*	W		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
118. On a moderate complexity fire, conduct ATGS operations supervising fixed and rotor-wing tactical aircraft, and pass an evaluation flight in accordance with the evaluation requirements on the Aerial Supervision Mission Evaluation form.	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature:_____Date:_____

Evaluator's Relevant Qualification (or agency certification):_____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

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_____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature:_____Date:_____

Evaluator's Relevant Qualification (or agency certification):_____