

APPENDIX C

PRE-COURSE WORK / PRE-SELECTION ASSESSMENT

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.

- ROSS 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 280 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

ROSS Proficiency Assignmentpages C-7 thru C-13

Pre-Selection Assessmentpages C-15 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:	

Expanded Dispatch Support Dispatcher, D-310

ROSS Proficiency Assignment

You must satisfactorily complete the ROSS proficiency assignment to attend Expanded Dispatch Support Dispatcher, D-310. During the D-310 Simulations, all of the requests are completed using ROSS. Your ability to perform a few minimum actions in ROSS prior to arriving at D-310 will enable you to focus on the content of the course and not on learning how to use ROSS.

Attached is the ROSS proficiency assignment. You may use the ROSS Practice server to complete the questions. Check with your supervisor to see if the ROSS Practice server is accessible at your home unit. If you do not have a ROSS user ID, your local ROSS administrator can supply you with one.

To successfully complete D-310, it is important that you are able to accomplish these minimum actions in ROSS. If you are not currently a ROSS user, here are some hints to becoming familiar with the application:

- Use the “?” mark in the upper right hand corner to learn more about each screen.
- There is a ROSS user guide online at <https://famit.nwcg.gov/applications/ROSS>
- Use the online help available when logged into the application.

Name: _____

Please answer each question completely. When identifying a ROSS screen, use the screen's name as it is labeled in ROSS.

1. What is your ROSS username and Host Dispatch as shown in ROSS?

2. Using the Resource Status screen name the five Resource Types.

3. What screen(s) would you use to look for Resources not on one of your incidents?

4. Using the Search for Resources screen, type in your Last Name. List all of the information you can gather from this screen.

5. Under the "Administration" drop down menu, select Personal Settings. What are the Dispatch Unit Filters Types?

6. Describe the filters and settings you can adjust on the Personal Settings screen. Why are the unit filters important?

7. On what screen would you create a resource request?

8. Describe the difference between a Subordinate Request and a Support Request.

9. Give three examples of a Support Request.

10. In the ROSS program, locate and describe the following:

QF:

REQ:

PR:

IL:

NI:

RS:

IR:

TL:

MP:

R:

11. On what screen do you “Fill” an existing request?

12. Where do you look to find what resources are assigned to an incident?

Expanded Dispatch Support Dispatcher, D-310

Pre-Selection Assessment

The objective of this pre-selection assessment is to review knowledge of Dispatch Recorder, D-110 training and become familiar with the following reference materials:

- Expanded Dispatch Job Aid
https://www.nifc.gov/nicc/logistics/references/Dispatch_Job_Aid.pdf
- National Fire Equipment System Catalog (PMS 449-1)
- National Interagency Mobilization Guide (NFES 2092)
<https://www.nifc.gov/nicc/logistics/references.htm>
- Interagency Incident Business Management Handbook (PMS 902)
<https://www.nwcg.gov/publications/902>
- Wildland Fire Incident Management Field Guide (PMS 210)
<https://www.nwcg.gov/publications/210>
- National Food Service Contract
<https://www.fs.fed.us/managing-land/fire/contracting>
- Unit Identifiers List <https://www.nwcg.gov/publications/931>
- Position Job Codes <https://iqcsweb.nwcg.gov/>

The point value of each question is based on its complexity. There are 50 questions for a total possible score of 400 points. A score of 70%, or 280 points, is required to pass and be admitted to the D-310 Expanded Dispatch Support Dispatcher course.

1. Provide the position job codes for the following positions: (6 points)

Field Observer –
RX Fire Burn Boss 1 –
Operation Section Chief 2 –
Wildland Fire Investigator –
Expanded Dispatch Support Dispatcher –
Interagency Area Resource Representative –

2. Provide a listing by position job codes and the quantity of each position that comprises a Type 1 short Incident Management Team. (10 points)

3. In the form of a flow chart, illustrate the established national ordering channels from incident to sending agency when placing a resource order request. (8 points)

4. What is the maximum allowable weight for a crew? Why is it important? (8 points)

5. List the geographic area coordination center, the home unit, host agency, and the duty location for the Payson Interagency Hotshot Crew. (8 points)

6. List two different types of fireline hand crews available through the national dispatching system. (4 points)

7. What are some examples of equipment resources according to the National Interagency Mobilization Guide? (4 points)

8. What is the definition of supplies according to the National Interagency Mobilization Guide? Give six examples. (8 points)

9. Given this list of supplies and equipment, identify equipment with an “E” and supplies with an “S”: (6 points)

_____ Dozer	_____ Shower Unit
_____ Sleeping Bags	_____ Satellite System
_____ Radios	_____ Type 6 Engine

10. List three dispatch positions in the expanded dispatch organization. (4 points)

11. List the chapter numbers and titles of the National Interagency Mobilization Guide. (8 points)

12. You are working the crew desk and you have five crews flying in on a NIFC contract jet. Give reasons why you need to notify the following functional areas. (8 points)

Aircraft:

Equipment:

Supply:

Overhead:

13. What form would be used to initiate a logistical flight transporting equipment and personnel from point A to point B? (3 points)

14. What is the difference between the “standard” and “limited” category designations for Type 1 and Type 2 helicopters? (4 points)

15. How many “O” numbers are required and which positions must be ordered for a Type 2 standard helicopter module? (8 points)

16. List a resource other than an aircraft which requires a latitude and longitude when ordering. Why is this important? (8 points)

17. What is the maximum allowable weight for fire gear for overhead personnel (excluding smokejumpers, rappellers and CWN helicopter managers)? (4 points)

18. List the requirements for noting travel information. (8 points)

19. Pertinent information about a particular request number would be documented where? (4 points)

20. Explain what kind of information would be documented on a Shift Brief or Dispatcher Log. (8 points)

21. There are five request types (kinds) for resources. What are they? (5 points)

22. Under what conditions can assignments be extended? (8 points)

23. Explain the “Unable to Fill” (UTF) policy. (8 points)

24. The National Resource Order Numbering System allows 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/order number: (6 points)

XX:

YYY/Y:

AAAAAA:

25. Where would you find the list of agency identifiers? (4 points)

26. If you needed crew member names of a crew what form would you ask for? (8 points)
27. What do the following acronyms stand for? (6 points)
- IHC –
 - ETD –
 - ETA –
 - NIRSC –
 - NICC –
 - GACC –
28. List six pieces of information that should be included when relaying travel information. (6 points)
29. Fill in the blank: The standard length of assignment from initial dispatch will be _____ days excluding travel. (2 points)
30. Fill in the blank: The guideline for demobilization is that personnel arrive at home no later than _____ hours local time. (2 points)
31. What form, in addition to the resource order form, must be used when requesting a national caterer? (4 points)

32. Fill in the blanks: If more than _____ meals are anticipated for the duration of the incident, which is expected to be at least ___ hours; then an order for a national _____ should be placed. (3 points)

33. List five questions you need to ask upon your arrival at your expanded assignment. (10 points)

34. What publication provides information on the Administratively Determined (AD) pay plan? (4 points)

35. What is an IBPA? What is a dispatch priority list (DPL)? How are they used? (8 points)

36. What NWCG publication is the source of information about the supplies available through the National Cache System? (2 points)

37. What is a Unit of Issue (U/I) in reference to the National Cache System? What is the U/I for NFES item #001016? (8 points)

38. What is the definition of standard pack according to the NFES Catalog?
What is the standard pack for HOSE, garden, synthetic, 3/4"? (8 points)
39. How many National Interagency Support Caches are there? Where are they located? (8 points)
40. You have ordered a national caterer. Place an X on the items **not** provided by the caterer. (6 points)
- Grey water truck
 - Kitchen crew
 - Hand washing unit
 - Contract Officers Technical Representative (COTR)
 - Trash bins
 - Dining tables

41. What is the policy regarding the use of rental vehicles at an incident?
(8 points)
42. What is the pump minimum flow for Type 3 and Type 4 engines? (2 points)
- Type 3:
- Type 4:
43. Name four types of teams OTHER THAN Incident Management Teams.
(8 points)
44. You have a 4390 kit arriving at the airport. What things do you need to consider to get this item from the airport to the incident? (8 points)
45. What is the commercial telephone number for the Southwest Area Coordination Center? (4 points)
46. What is the guidance or direction for ordering Name Requests? (2 points)

47. What are the two sections (parts) of the National Fire Equipment System (NFES) catalog? List SEVEN items that can be ordered from Part 1. List SIX items that can be ordered from Part 2. (15 points)

48. Reference the flight plan on page C-28 to answer the following questions. (8 points)

Who is the passenger of this flight?

Who is the pilot of this flight?

What type of aircraft is flying, and what make and model is it?

What date and time is the scheduled departure from FLG (Flagstaff)?

How long will the flight from FLG (Flagstaff) to GNT (Grants) take in hours and minutes?

Where is the passenger to be delivered?

Questions 49 and 50 are based on the following scenario and completion of the forms on pages C-29 and C-30: (both questions worth 100 points total)

- **Question 49** will be the completion of Oak Creek resource order on page C-29.
- **Question 50** will be the completion of the blank resource order on page C-30.

Scenario:

You are working the overhead desk in an expanded dispatch office in Moab, Utah that is supporting a Type 2 fire. There are multiple initial attack fires occurring in the area every day that the local initial attack dispatch office is handling. They have requested that expanded dispatch handle all the miscellaneous overhead mobilization for their area of responsibility. This area includes lands administered by the Manti-LaSal National Forest, Moab District BLM, Utah State Lands and Canyonlands National Park.

At 1015 on July 5, you receive a call from Dave, the Moab District FMO. He needs a fire investigator for a small fire (Oak Creek) that occurred last night. He would like the person at MIFC by 1800 tonight. You walk over to the initial attack dispatch office and obtain the header information for the overhead resource order. This is the first resource requested on this order. Refer to the Oak Creek resource order on page C-29 for a copy of the resource order header information.

Initial attack dispatch informs you that there are no fire investigators available in the local area. You place the request to Susie at the Geographic Area Coordination Center at 1030. At 1200, Susie calls you back and relays that the request has been filled. Their computers are down so she gives you the following information on this request:

Tom Brock, UT-WCF, driving Agency Owned Vehicle A0911 (green Chevy pickup with light bar), will be departing at 1300 and should arrive at MIFC at 1830. His demobilization point is Salt Lake City (SLC). You relay the resource's ETA to the requesting FMO.

At 1500 on 7/6, you get a call from Dave the FMO, who tells you that Tom Brock the Fire Investigator will be available for release/reassignment at 1700 today. You make a note of this and inform your supervisory dispatcher.

At 1630, you receive a call from Jerry, the Forest Service FMO for a Ranger District on the Manti-LaSal National Forest. He had a small fire near a campground around noon, and needs a fire investigator to determine its cause. He would like the INVf at the SO in Price, UT at 1800 tonight. You inform your supervisory dispatcher and ask her if you can reassign Tom Brock. She says “sure,” so you head over to initial attack dispatch to get the header information for the new resource order (see page C-29).

Incident Name: Orangeville

Project Order Number: UT-MLF-000029

Charge Codes: P4ABZ1 and ABZ1

Descriptive Location: Supervisor’s Office Manti-LaSal NF, Price, UT, Township 13N Range 28E Section 24

Phone Number: 801-555-7221

Jurisdiction: USFS

Ordering Office: MLF/MIFC

Tom Brock is near a phone, so you call him and make sure that he is available for the new assignment and can meet the time frame needed. This is the first resource requested on this incident. You reassign Tom Brock to new request.

Your assignment:

1. Document the resource orders appropriately.
2. Indicate how to track Tom Brock from one resource order to the other, ensuring that you will be able to properly release him back to the GACC on his original resource order number.

AIRCRAFT FLIGHT REQUEST FLIGHT SCHEDULE

1. INITIAL REQUEST INFORMATION			COST MANAGEMENT CODE(S):		BILCOE CODE (OAS AIRCRAFT ONLY):	
INITIAL DATE/TIME: 6-22-XX 1900	TO/FROM: Sam/ Amos	PHONE NUMBER: 527-3552	P31712		BLM # L153	
CHECK ONE: <input checked="" type="checkbox"/> POINT-TO-POINT FLIGHT () MISSION-TYPE FLIGHT			DESIRED AIRCRAFT TYPE: () HELICOPTER <input checked="" type="checkbox"/> FIXED-WING			
MISSION OBJECTIVES/SPECIAL NEEDS: Transportation of fire personnel						

5. AIRCRAFT INFORMATION	
FAA N #:	58 S
FLIGHT SCHEDULE #:	COF - 113
MAKE/MODEL:	Cessna 310
COLOR:	Red & White
PAX SEATS:	4
VENDOR:	Star Aviation
PHONE #:	(520) 555-1111
PILOT(S):	Samuel Adams
AMGT/CNTR #:	

2. PASSENGER/CARGO INFORMATION									
NAME/TYPE OF CARGO:	LBS. OR CU. FT.	PROJECT ORDER/REQUEST NO.	DEPT ARPT.	DEST ARPT.	NAME/TYPE OF CARGO:	LBS. OR CU. FT.	PROJECT ORDER/REQUEST NO.	DEPT ARPT.	DEST ARPT.
Bill Small	190 45	NM-CIF-148 O-8	FLG	GNT					

3. FLIGHT ITINERARY (FOR MISSION-TYPE FLIGHTS, SUCH AS RECON, INDICATE POINTS OF DEPARTURE/ARRIVAL AND ATTACH MAP WITH DETAILED FLIGHT ROUTE)															
DEPART WITH			DEPART FROM			ENROUTE		ARRIVE			DROP OFF		KEY POINTS		INFO RELAYED
DATE	NO PAX	LBS	AIRPORT/PLACE	ETD	ATD	ETE	AIRPORT/PLACE	ETA	ATA	NO. PAX	LBS	(DROP OFF POINTS, REFUELING STOPS, FLIGHT CHECK-IN, PICKUP POINTS)		TO/FROM	
6/22	1	235	FLG	MST 2000		1 + 20	GNT	MDT 2220		1		Drop off PAX @ Grants then return		ABZ/FLZ	
	0		GNT	MDT 2230		1 + 20	FLG	MST 2250		0		to Flagstaff			
						+									
						+									
						+									
						+									

4. FLIGHT FOLLOWING			CHIEF OF PARTY:		
METHOD OF FLIGHT FOLLOWING: () IFR FLIGHT PLAN <input checked="" type="checkbox"/> CHECK-IN/CHECK-OUT	IF CHECK-IN/CHECK-OUT: () BY RADIO () SATELLITE <input checked="" type="checkbox"/> PHONE	IF RADIO, GIVE CONTACTS/FREQUENCIES: 171.450 CHECK-IN EVERY 15 MINUTES WHILE ENROUTE AND DURING TAKEOFFS/LANDINGS			
IF TELEPHONE, CALL THESE NUMBERS: TO DESTINATION DISPATCHER @ (505) <u>761</u> - <u>4660</u> UPON ARRIVAL TO ORIGINATING DISPATCHER @ (520) <u>527</u> - <u>3552</u> AT EACH STOP AND AT DESTINATION TO _____ @ () _____ - _____					

6. ADMINISTRATIVE:	
TYPE OF PAYMENT DOCUMENT: () OAS-23 <input checked="" type="checkbox"/> FS 8500-122	ROUTE PAYMENT DOCUMENT TO: Flagstaff Dispatch
7. CLOSE-OUT	
CLOSED BY:	DATE/TIME:

C-28

