

A Publication of the
Bureau of Indian Affairs
Bureau of Land Management
National Park Service
US Fish & Wildlife Service
US Forest Service
National Association of State
Foresters

Task Book for the Position of:
AIRSPACE COORDINATOR
(ASCO)



February 2016

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 position for which it was developed. 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:**

AIRSPACE COORDINATOR

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: _____

This document is posted at the NWCG website: <http://www.nwcg.gov/publications/agency-taskbooks>

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: _____

FIRE AND AVIATION MANAGEMENT POSITION TASK BOOK

A Position Task Book (PTB) has been developed for the Airspace Coordinator position. 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 WFU must be evaluated on wildland fire use, 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 <http://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, wildland fire use, 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.

Comments

Additional information specific to the evaluator's recommendation. The evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified.

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.

Competency: Assume position responsibilities.

Description: Successfully assume role of an Airspace Coordinator and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment			
1. Utilize Chapter 2, Interagency Airspace Coordination Guide, as direction for the roles and responsibilities of the Airspace Coordinator.	O		
2. Locate and utilize information needed as identified in the “Airspace Coordinators Tool Kit” and information assembled for their position on the agency Airspace Coordination website and within Chapter 5 of the Interagency Airspace Coordination Guide. Obtain the following in advance: <ul style="list-style-type: none"> • Sectionals • Technical tools access such as Foreflight, Topo USA, Google Earth • NES Certificate and Registered password • Automated Flight Following account and password • NAP account to access AP1/B Book and Charts • EGP account and password 	O		
3. Check in at assigned base of operations or with supervisor which could be located at: <ul style="list-style-type: none"> • Geographical Area Coordination Center (GACC) • Area Command Team (ACT) • Interagency Dispatch Center • Incident Command Post (ICP) 	I		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Understand the local coordination points for the Airspace Coordinator position <ul style="list-style-type: none"> • Who do you work for? Identify the following: • Relationship with Regional Aviation Program Managers/Safety Manager/SAFECOM procedures • Relationship with other assigned Airspace Coordinators at the GACC and in the field. • Relationship with Dispatch, Local and Regional • Relationship with Area Command • Will you be doing the local airspace deconfliction or will that be handled at the local dispatch office? • Will you be coordinating and processing the TFR requests? • Relationship with local GIS specialists 	I		
5. Exhibit the ability to work effectively in a variety of work environments such as: office and field settings, Dispatch centers, field units or Area Command.	I		

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

6. Obtain Administrative information <ul style="list-style-type: none"> • Airspace Coordinator role, expectations and relationships within the unit organization. • Reporting requirements and coordination contacts. • Computer program passwords, work areas, procurement process and work schedules. • Schedules of daily aviation conference calls. • Access to Geographical Mobilization Guide, Area Command Incident Action Plans (IAP), Unit Aviation Plans and Incident Management Team (IMT) Incident Action Plans (IAP). • Location of air operations such as ICPs, helibases, airtanker bases, smokejumper bases and reload bases, UAS operational areas. • GIS Schedule for map requests and daily products • Schedule and location of daily pilot's briefings • Current issued frequencies from Communications Unit Leader 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. Assess the airspace situation for:</p> <ul style="list-style-type: none"> • Determine hazards, identify potential conflicts with other airspace users and implement timely actions to deconflict. • Status of Temporary Flight Restrictions (TFRs) and airspace concerns • TFR and Notice to Airmen (NOTAM) accuracy and consistency with the Interagency Airspace Coordination Guide; Chapter 6 (Temporary Flight Restrictions and Advisory NOTAMS) • Airspace coordination impact on airports, • Impacts on General Aviation traffic • Impacts on the National Airspace System (NAS) • Impacts on instrument approaches and departures • Impacts on Military Use Areas: Special Use Airspace (SUAs) which includes Military Operations Areas (MOA's), Restricted Areas (RA's), Warning Areas (WA's), Prohibited Area's (PA's), Controlled Firing Areas (CFA's), Alert Area's (AA's); Military Training Routes (VR and IR MTR's), Slow Routes (SR's), Aerial Refueling Routes (AR's), Low Altitude Tactical Navigation Areas (LATNs). • Hazards including flight schools, skydiving sites and schools, parachute areas, National Security Areas and other known hazards identified on Aeronautical Sectional maps. • Activated Temporary Towers • TFR NOTAMS accurate and consistent with assigned frequencies. • Scheduled airspace activities such as Air Shows, Fly Ins, Military Exercises, GPS outages or Presidential/VIP TFRs. • Current MOUs or LOAs with local DOD units. • Known UAS activity and/or authorized UAS Certificates of Authorization (COAs), MOU's or Section 333 authorization. • TFRs exceeding 20 NM from center point listed on Communication UL Resource Order • Necessity and recommendation for the uses of Daily hours for TFRs 	I		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. Use technical expertise and knowledge of the Interagency Airspace Coordination Guide, National Airspace System, Federal Aviation Regulations and agencies standards and policies to analyze, recommend and coordinate</p> <ul style="list-style-type: none"> • TFR modifications and recommendations regarding size/shape • Coordinate with Air Shows and “Fly Ins” • Coordinate Airport use (e.g. runway work) pertinent to FAA NOTAMS • Restructure Overlapping TFRs • Coordinate TFR adjacent boundary issues • Assist with airspace deconfliction procedures • Creation of an airspace contact list (Aviation Managers, Frequency Coordinator, Dispatch offices, Federal Aviation Administration (FAA) facilities, local Towers, Air Operations Branch Directors (AOBD’s), Air Attacks, Unit Aviation Officers and Area Command Aviation Coordinators (ACACs),and local facilities such as Fixed Base Operators (FBOs) and local DOD Airspace Managers and Scheduling Activities • Recognize and notify Aviation Community of aviation hazards whether on a NOTAM or not. • Apply technical skills to recommend the implementation of specific options (i.e., appropriate use of “day time” TFRs; need for and use of NOTAM “D”). • Establish coordination with Communication Managers for frequency coordination • Ensure TFR’s meet the appropriate requirements of FAA’s Spectrum Management in regards to size and frequencies. • Knowledge of current agency and FAA rules and regulations, policy and procedures regarding Unmanned Aircraft (UAS) flights. • Location of UAS Operational areas/locations and times. 	I		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Establish effective relationships with relevant personnel.

<p>9. Demonstrate positive interpersonal and interagency working relationships with dispatch offices, Area Command, IMTs, other agencies, FBOs, military representatives, frequency coordinator, private aviation events coordinators, law enforcement, and the media.</p> <ul style="list-style-type: none"> • Contact the impacted Air Route Traffic Control Centers (ARTCC) and provide situational awareness on expected TFR/Airspace workload. • Coordinate the ordering of TFRs with aviation dispatchers and identify possible supporting role in supporting the Resource Ordering documentation process. • Facilitate discussions between AOBDs, ACAC, Frequency Coordinator and other affected parties during construction of TFR's or during resolution of other airspace issues. • Provide service and support by diplomatically offering advice and information on airspace issues. • Apply technical knowledge of the following to coordinate airspace with incidents, Military and General Aviation (GA) air traffic: <ul style="list-style-type: none"> • Interagency Airspace Coordination Guide, • Federal Aviation Regulations, • Aeronautical Information Manual (FAR/AIM, • NOTAM Entry System Guide (or FNS) • FAA Order JO7930.2P • Provide technical expertise to guide unit requests for temporary towers utilizing the Interagency Airspace Coordination Guide (Chapter 11), the Temporary Tower request form and the Temporary Tower check list. 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure ability to use tools necessary to complete assignment

<p>10. Set up work space and access various airspace tools.</p> <ul style="list-style-type: none"> • Ensure NOTAM Entry System (NES) and/or the Federal NOTAM System (FNS) is operational with applicable ARTCCs • Establish access to a topographical mapping program • If necessary, create an email address for airspace (i.e., hotmail account) • Utilize navigational tools to plot coordinates for TFR on the NOTAM Entry System (or FNS) sectionals and topographic mapping programs. • Automated Flight Following (AFF) – Obtain password and use knowledge for operating AFF to support airspace coordination. • Ensure the current versions of Google Earth and topographic programs are downloaded and demonstrate technical ability to assess 3D TFRs and the impact on the National Airspace system • Demonstrate the ability to access TFRs on Department of Defense Internet NOTAM System (DINS) website and faa.gov or the Federal NOTAM System (FNS). • Skillful input of data into the NES/FNS, preparation of Word documents and application of computer skills • Demonstrate ability to locate NOTAM (D)’s for Temporary Towers and UAS Operations. • Demonstrate ability to locate GPS Outages NOTAMs • Demonstrate ability to locate Military Activity NOTAMs on DINS • Demonstrate ability to obtain and use AP1/B book and charts • Demonstrate ability to access SAFECOMs relevant to airspace issues 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>10. Set up work space and access various airspace tools. (continued)</p> <ul style="list-style-type: none"> • Demonstrate knowledge of the roles and differentiations of airspace responsibilities between the FAA’s ARTCC Watch Desk, Flight Data Desk and Military Operations Specialist at the ARTCC; FSDO, and Flight Service Stations. • Ability to locate the I-220’s of the relevant IAPs. 	I		

Behavior: Understand and comply with ICS concepts and principles

<p>11. Implement Incident Command System (ICS) concepts and principles at multi-levels of interactions</p> <ul style="list-style-type: none"> • Work effectively with all levels of the Aviation Branch of ICS, understanding the Area Command Aviation Coordinator’s role and responsibilities in relation to that of the IMT’s Aviation Branch • Understand the Geographical Area Coordination Center’s responsibilities and relationships to IMTs, Area Command and local dispatch. • Understand ICS terminology and protocol during coordination with IMT functional areas. 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

COMPETENCY: Communicate effectively

Description: Use suitable communications 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
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Behavior: Coordinate interdependent activities

<p>12. Coordinate timely flow of airspace information between IMTs, dispatch offices, coordination centers and other users.</p> <ul style="list-style-type: none"> • Ensure flow of airspace data to and product delivery from GIS Specialist when requested. • Determine schedule, type and format of airspace products to be delivered such as TFR briefing maps with QR codes. • Request and provide opportunity for feedback on the quality and usability of airspace products and support. • Distribution of TFR texts and status, applicable NOTAMS, closed airports and hazard areas • Distribution of GIS maps depictions of TFR maps through e-mail mailing lists, File Transfer Protocol (FTP) sites or hand delivery through runners • Coordinate the design and distribution of pilot kneeboard maps and poster size TFR maps on a sectional background display of TFR information when requested. • Verify that airspace products accurately display current airspace information and a disclaimer which supports pilots in complying with legal and safety requirements. • Prepare, update and distribute daily Airspace Cooperator packets when needed to General Aviation, FBO's, local Towers through posters and other pertinent information which includes frequencies, TFR locations, UAS operational areas and website information. • Participate in functional area briefings and AAR providing technical recommendations and suggestions to aviation teams. • Brief National Airspace Program Manager when necessary. • Demonstrate use of UAS Script to report UAS intrusions to ARTCC when applicable. 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure relevant information is exchanged during briefings and debriefings.

<p>13. Conduct relevant daily briefings to pilots and aviation personnel (internal and external) consistent with the Interagency Airspace Coordination Guide, Chapter 7, “Airspace Deconfliction” and prepare/update daily pilot briefing packets:</p> <ul style="list-style-type: none"> • Review TFR maps with a sectional background • Displaying TFR information such as NOTAM numbers, frequencies, altitudes, etc. locally, statewide, (and nationally if needed for demob information) • Review of problems or conflicts encountered such as UAS or DOD intrusions to date and their resolution • Safety issues and alerts • Summary of TFR impacts on military or other flight activities and deconfliction information. • Incident or area-specific airspace procedures • Fire Traffic Areas (FTAs) procedures • TFR frequencies • Incident Management Team Air Operations organization contact. • Known hazards (i.e., logging cables, transmission or other suspended lines, other aircraft operations, etc.) • NOTAM D’s, (Advisory NOTAMS) • Location, frequency and hours of operation for any Temporary Towers and the associated NOTAM. • SAFECOM review pertaining to airspace and incident. • Known UAS Flight Operations 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure relevant information is exchanged during briefings and debriefings

<p>14. Coordinate with affected units and cooperating agencies daily:</p> <ul style="list-style-type: none"> • FAA offices such as ARTCCs, Flight Standards District Offices (FSDO), Flight Service Stations (FSS) • FBO and Local Airport Owner/Operator • State Aviation Officials • Air Traffic Control Towers • Airport Managers • DOD: Base Scheduling Activities, Airspace Managers and Military Representatives at ARTCC or Regional FAA offices. • Air Tanker Bases, Helibases, Smokejumper, Rappel Bases • Incident Management Teams AOBDs, ACAC and Support Aviation Teams. • GACCs and Dispatch Centers • Other assigned Airspace Coordinators • Regional Aviation Officers, State Aviation Managers, Aviation Safety Managers, STAT Teams, etc. 	I		
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Behavior: Ensure documentation is complete and disposition is appropriate

<p>15. Complete daily documentation</p> <ul style="list-style-type: none"> • Statistics as needed for Situation reports, Incident Action Plans (IAPs), After Action Reports (AARs), etc • Unit log • TFR documentation • TFR progression list/log • Individual TFR history files including NOTAMS and maps • Pertinent E-mail communications • Updated Phone list • Log of airspace SAFECOM issues • UAS intrusions and near mid airs 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Competency: Ensure completion of assigned action 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 task
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Behavior: Administer and or apply agency policy and procedures, rules and regulations

<p>16. Ensure NOTAM Entry System (NES) (or FNS) data input to FAA for issuance of Temporary Flight Restrictions is accurate and timely</p> <ul style="list-style-type: none"> • Monitor TFR size, shape and duration for consistency with FAA and agency standards (Interagency Airspace Coordination Guide, Ch. 6) and that the TFRs comply with the Federal Aviation Regulations. • Coordinate the modification and cancellation of TFRs in a timely manner with the FAA 	I		
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Behavior: Gather, Analyze and validate information pertinent to the incident or event and make recommendations for setting priorities

<p>17. Utilize a wide range of sources to analyze, validate and recommend Airspace changes.</p> <ul style="list-style-type: none"> • Number and frequency of military flights scheduled • Feedback from FAA ARTCC, Terminal Radar Approach Control (TRACON), Towers • Incident AOBD and pilot feedback • FBO and General Aviation (GA) pilot feedback • State agency feedback • Intelligence from GACC predictive services indicating increased or decreased incident activity. • TFR activity within adjacent GACC and nationally • Presence, duration and impact of non-incident special events. • UAS flight activity • Fly-in and air show activity 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Make appropriate decisions on analysis of gathered information

<p>18. Identify and assess Airspace hazards and recommend mitigation to appropriate levels. Facilitates agency safety practices and assists with the SAFECOM process when there are airspace conflicts:</p> <ul style="list-style-type: none"> • Established contact with agency Aviation Safety Officer and establishes procedure for assisting them with airspace SAFECOMs involving intrusions, near midair collisions, complaints, etc. Discussion to include roles and responsibilities, documentation requested, relationship with FAA. • Facilitate discussions with AOBs concerning the use of Boundary airspace plans along common borders to reduce the risk of a Near Mid-Air Collisions (NMAC). • Monitor SAFECOMs for applicable Airspace situations. • Ensure completion of timely notification to FAA ARTCC units when dealing with a TFR intrusion. Investigates TFR intrusions and coordinates with appropriate FSDO for follow-up when asked and coordinated through agency Aviation Safety Officer. • Contact AFReps (Air Force Representatives to the FAA), NAVReps (Navy Representatives to the FAA) and DARRS (Department of the Army Representative to the FAA) when needed to mitigate DOD airspace conflicts. • Ensure SAFECOMs are filed for all airspace intrusions. Follow through with State Aviation Managers, Regional Aviation Safety Managers, FAA, DOD, Media or Aircraft Owners and Pilots Association (AOPA) contacts if requested. • Submit SAFECOM findings to unit aviation safety manager, Regional Aviation Safety Manager, Flight Standards Safety Office and National Airspace Program Manager. 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>18. Identify and assess Airspace hazards and recommend mitigation to appropriate levels. Facilitates agency safety practices and assists with the SAFECOM process when there are airspace conflicts: (continued)</p> <ul style="list-style-type: none"> • Facilitate the training of dispatchers and aviation managers for proper airspace coordination procedures, protocols and practices (Interagency Airspace Coordination Guide, Chapter 8, Airspace Conflicts) if requested. • Contact FAA and or Law Enforcement to assist with documentation and investigation during UAS intrusions into TFRs. • Contact FAA and or Law Enforcement to assist with documentation and investigation during UAS intrusions into TFRs. 	I		
<p>19. Ensure transfer of information during transition is complete, accurate and timely.</p> <ul style="list-style-type: none"> • Facilitate ordering of a replacement airspace coordinator • Prepare Transitional Briefing package <ul style="list-style-type: none"> ○ Key intent and objectives ○ Summary of TFR history and current status ○ Key contacts ○ MOUs with DOD, FAA ○ UAS COA's ○ Issues and concerns and how each was handled ○ Work priorities ○ Established operating procedures are consistent with agency/unit process and protocol ○ Lessons learned ○ Actions pending and issues unresolved ○ Incident complexity status (increasing or decreasing) 	I		

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

20. Institute safe personal practices: <ul style="list-style-type: none"> • Know and understand Job Hazard Analysis. • Work appropriate hours or seek additional staffing. • Drive appropriate hours within established regulations. • Monitor fatigue from long hours and take breaks as necessary. • Understand and adhere to agency cell phone/texting regulations. • Adhere to agency work rest guidelines. • Request additional staffing as needed. • Maintains high degree of situational awareness and maintains safe distance from operating aircraft at airport ramps/tarmacs and helibases while following agency safety requirements regarding PPE 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Plan for demobilization and ensure demobilization procedures are followed

<p>21. Ensure Demobilization procedures are followed and required paperwork is complete:</p> <ul style="list-style-type: none"> • Complete close-out with assignment supervisor and with National Airspace Program Manager • Prepare End of Assignment Package <ul style="list-style-type: none"> ○ Number of TFRs ordered ○ Number of TFR modifications and cancellations ○ Number of Temporary Towers ○ Number of NOTAM (D)'s ordered, cancelled and pending. ○ Airport Closures ordered, cancelled and pending. ○ Airspace contact list including FAA, DOD and agency personnel ○ E-mail mailing lists ○ E-mail passwords and account information ○ NES Certificate information (Or Federal NOTAM System) ○ Points of Contact phone numbers for follow-up. ○ Pertinent SAFECOMS and airspace safety issues identified. ○ Any issues identified regarding UAS intrusions or shut down of aviation operations, near mid airs, coordination with law enforcement, etc. 	I		
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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.

Comments:

Evaluator's Signature: _____ Date: _____

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

Additional Evaluation Record sheets can be downloaded at <http://www.nwcg.gov/publications/position-taskbooks>

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.

Comments:

Evaluator's Signature: _____ Date: _____

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

Additional Evaluation Record sheets can be downloaded at <http://www.nwcg.gov/publications/position-taskbooks>

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