

NWCG Task Book for the Position of:

**AREA COMMAND AVIATION COORDINATOR
(ACAC)**



(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-83

JUNE 2009

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: _____

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

AREA COMMAND AVIATION 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: _____

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: _____

Additional copies of this publication are available through:
NWCG, Publications Management System at <https://www.nwcg.gov/publications/position-taskbooks>

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.

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

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).

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

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.

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

Area Command Aviation Coordinator (ACAC)

Competency: Assume position responsibilities.

Description: Successfully assume role of Area Command Aviation 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: Gather, update, and apply situational information relevant to the assignment.			
1. Obtain initial briefing from Area Commander on expectations, concerns, and constraints. <ul style="list-style-type: none"> • <i>Area Command issues</i> • <i>Status of incidents and assigned aviation resources</i> • <i>Competition for air resources</i> • <i>Factors affecting resource prioritization</i> 	I		
2. Obtain initial briefings from Assistant Area Commanders (Logistics and Planning) on expectations, concerns and constraints. <ul style="list-style-type: none"> • <i>Logistical factors that may affect aviation</i> • <i>Assistant Area Command, Logistics, issues</i> • <i>Planning factors that may affect aviation</i> • <i>Assistant Area Command, Planning, issues</i> 	I		
Behavior: Establish effective relationships with relevant personnel.			
3. Establish and maintain positive interpersonal and interagency working relationships (e.g., Incident Management Teams (IMTs), agencies, cooperators, command and general staff).	I		

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

Area Command Aviation Coordinator (ACAC)

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	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
4. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> • <i>Recognize, mitigate and communicate potentially hazardous situations.</i> • <i>Monitor condition of assigned resources.</i> • <i>Account for assigned resources.</i> 	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
5. Allocate air and ground-based aviation resources according to area command priorities and objectives.	I		
6. Visit aviation bases and locations, provide oversight and resolve issues.	I		
Behavior: Emphasize teamwork.			
7. Establish cohesiveness among assigned resources.	I		

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

Area Command Aviation Coordinator (ACAC)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
8. Coordinate with local unit(s). <ul style="list-style-type: none"> • <i>Aviation managers</i> • <i>Dispatch centers</i> • <i>Aviation facility managers</i> 	I		
9. Coordinate with geographic area agency aviation managers and coordination centers.	I		
10. Ensure inter-incident movement of aircraft is planned, coordinated and communicated.	I		
11. Coordinate with appropriate aviation personnel to ensure Temporary Flight Restrictions (TFR) are in place, coordinated, and do not overlap. <ul style="list-style-type: none"> • <i>Air Operations Branch Directors</i> • <i>Local unit(s) aviation managers</i> • <i>Dispatch</i> • <i>Federal Aviation Administration (FAA)</i> • <i>Department of Defense</i> • <i>Airspace Coordinator</i> • <i>Local aviation authorities and administrators</i> 	I		
12. Coordinate with appropriate resources to establish coordinated aviation communication plans. <ul style="list-style-type: none"> • <i>Air Operations Branch Directors</i> • <i>Communications Unit Leaders</i> • <i>Frequency coordinators</i> • <i>Coordination centers</i> • <i>Initial attack dispatch</i> 	I		
13. Coordinate demobilization of aviation resources based on overall Area Command prioritization. <ul style="list-style-type: none"> • <i>Communicate and update aviation demobilization plans as necessary.</i> 	I		

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

Area Command Aviation Coordinator (ACAC)

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.			
14. Give status reports and situation appraisals for aviation assets and resources to incident, dispatch and coordination centers.	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
15. Ensure a process for timely transmittal of incident reports and oversee process to ensure corrective action is taken.	I		
16. Maintain a log of strategic decisions and significant events for inclusion in Area Command final package.	I		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
17. Provide incidents, local initial attack forces and other interested parties with an area aviation plan outlining area command aviation procedures and specifics of the area aviation operation.	W		
18. Ensure flight following procedures, entry/exit routes and corridors, hazards, frequencies, and incident air space are documented and known to those affected.	I		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
19. Develop aviation procedural plans as necessary. <ul style="list-style-type: none"> • <i>Initial attack protocols</i> • <i>TFR management</i> • <i>FAA temporary towers</i> • <i>Frequency management</i> 	I		

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

Area Command Aviation Coordinator (ACAC)

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 task
------	------------------	----------------------	--

Behavior: Administer and/or apply agency policy, contracts and agreements.

20. Coordinate contract issues with contracting officers, local aviation managers, and vendors. <ul style="list-style-type: none"> • <i>Fueling</i> • <i>Contract modifications</i> • <i>Contract extensions</i> • <i>Contract interpretation</i> 	I		
21. Coordinate with military officials and agency representatives concerning the assignment, utilization, status, and disposition of military aviation assets.	R		

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

22. Monitor incident(s) aviation cost, efficiency and effectiveness.	I		
23. Determine availability and status of committed and uncommitted aviation resources.	I		

Behavior: Take appropriate action based on assessed risks.

24. Ensure a risk management process is established, documented and maintained.	I		
25. Coordinate and manage aviation program and operations of aviation assets assigned to area command.	I		
26. Schedule and move aviation safety assistance teams among incidents.	I		

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

Area Command Aviation Coordinator (ACAC)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Anticipate, recognize and mitigate unsafe situations.			
27. Ensure potential risks of operating on, near, or within military training routes and special-use airspace are mitigated.	I		
28. Ensure potential risks of aviation operations are mitigated.	I		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
29. Ensure agency(ies) policy, regulations, and safety procedures are followed.	I		
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
30. Coordinate with local and adjacent initial attack aircraft bases and local dispatch to ensure procedures for transiting incident area and corridors are in place.	I		
31. Ensure aviation frequency management.	I		
32. Ensure aviation safety oversight based on agency policy and procedures and FAA regulations.	I		

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): _____

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