

AIRCRAFT DISPATCHER

UNIT 0 - COURSE INTRODUCTION

INSTRUCTIONS TO THE INSTRUCTOR

This unit of instruction should be done by the lead instructor, who should be very familiar with the course material.

The tone of the unit should be positive and upbeat. Make the student feel good about this training experience.

The course agenda must be prepared in advance of the class. An example has been provided in the Instructor Reference section.

NOTES

DETAILED LESSON PLAN OUTLINE

CURRICULUM: BLM Fire and Aviation Training

COURSE: Aircraft Dispatcher

UNIT: 0 - Course Introduction

LESSON: NA

SUGGESTED TIME: 30 minutes

TRAINING AIDS: Overhead projector or computer with CD-ROM and computer projector; projection screen; markers, masking tape or tacks; handouts; flip chart

OBJECTIVES:

- Introduce the course to the students.
- Introduce the participants in the course (students and cadre).
- Define the cadre's and students' expectations of the course and each other.
- Define the objectives of the course.
- Define the aircraft dispatcher's job.
- Explain administrative details.
- Define the course evaluation and student evaluation process and criteria.
- Introduce course materials to students.

OUTLINE	AIDS & CUES
I. WELCOME	00-01-ACDP-EP
II. INTRODUCTIONS <ul style="list-style-type: none"> • Student Introductions • Cadre Introductions 	
III. COURSE OBJECTIVES	
A. Describe the roles and responsibilities of an aircraft dispatcher within the organization.	00-02-ACDP-EP
B. Complete the appropriate Resource Orders when mobilizing air resources such as airtankers, helicopters, and smokejumpers.	00-03-ACDP-EP
C. Describe the importance of airspace management during wildfire operations and actions/procedures followed by an aircraft dispatcher to mitigate airspace conflicts.	00-04-ACDP-EP
D. Identify types of frequencies commonly used during wildfire operations and the reference materials utilized for frequency management.	00-05-ACDP-EP
E. Determine when flight following is required and identify appropriate method for given situations.	00-06-ACDP-EP
F. Use and complete administrative forms such as FS-122, OAS-23, SAFECOM, etc., and follow procedures and guidelines associated with those forms.	00-07-ACDP-EP
IV. UNIT TOPICS	00-08-ACDP-EP
A. Aircraft Flight Planning	
B. Administration	

OUTLINE	AIDS & CUES
<p>C. Flight Following</p> <p>D. Communications</p> <p>E. Airspace Management</p> <p>F. IAMS</p> <p>G. AP1B (optional)</p> <p>V. SCHEDULE OF EVENTS</p> <p>A. Course Agenda</p>	
<p>Distribute and review the course agenda.</p>	00-01-ACDP-IR
<p>B. Administrative Concerns</p>	
<p>Cover the following administrative concerns as needed:</p>	
<ul style="list-style-type: none"> • Lodging • Transportation • Breaks—punctuality and cell phones • Classroom arrangement—students will work in small groups for exercises. • Smoking policy • Message location and available telephones • Restrooms and drinking fountains • Other local concerns 	

OUTLINE	AIDS & CUES
<p>C. Class Roster</p> <p>Pass around the master sheet and have students make corrections to the spelling of their names and/or mailing addresses and e-mail addresses.</p> <p>Collect and make any corrections to course certificates.</p> <p>Provide a copy of the class list to the receptionist or message taker.</p> <p>Provide the students with a final copy for future contact with each other.</p>	
<p>VI. EVALUATION</p>	
<p>A. Instructor's Role</p>	
<p>The instructor's role in this training is to:</p>	
<ul style="list-style-type: none"> • Present information • Facilitate the classroom exercises • Question the students and present solutions to the simulated exercises and case studies • Answer student questions 	
<p>B. Students will be coached and evaluated by their aircraft unit instructor or other member of the instructor cadre.</p>	
<p>C. The unit instructor and other cadre members will be available to help students keep on track for all exercises.</p>	

OUTLINE	AIDS & CUES
<p>VII. STUDENT PERFORMANCE</p> <p>A. Student Participation</p> <ul style="list-style-type: none"> • Your participation is essential for successful completion of this course. • Group participation is emphasized because wildland fire operations require the aircraft dispatcher to interact with many people in various jobs and functions. • Successful coordination between the various people and functions is the key to success as an aircraft dispatcher. <p>B. Student Evaluation</p> <ul style="list-style-type: none"> • Each unit has measurable objectives; these define what the student will be able to do upon completion of that unit. • To satisfy the objectives, the student will be required to participate in the entire class and complete all exercises and assignments. • The cadre will evaluate each individual's performance as either passing or failing through observation of participation and execution of exercises. <p>VIII. COURSE CRITIQUE</p> <p>Students will complete a final course critique at the end of the course.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>Refer students to the course critique on pages 9 and 10 of the Student Guide.</p> </div>	<p>00-02-ACDP-IR SG pages 9 and 10</p>

OUTLINE	AIDS & CUES
<p>The critiques are used for analysis and future course improvements.</p> <p>IX. COURSE MATERIALS</p> <p>Introduce the students to the</p> <p>A. Student Guide</p> <p>The Student Guide is designed to be a reference text for you and a mirror-like image of the Instructor Guide with added space for note taking.</p> <p>B. Aircraft Dispatch Job Aid</p> <p>Review the Aircraft Dispatch Job Aid page by page with the students.</p>	

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POWERPOINT SLIDE INDEX

<u>Reference No.</u>	<u>Description</u>
00-01-ACDP-EP	Title Slide
00-02-ACDP-EP	Course Objectives
00-03-ACDP-EP	Course Objectives
00-04-ACDP-EP	Course Objectives
00-05-ACDP-EP	Course Objectives
00-06-ACDP-EP	Course Objectives
00-07-ACDP-EP	Course Objectives
00-08-ACDP-EP	Unit Topics

NOTES

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UNIT 0 - COURSE INTRODUCTION

INSTRUCTOR REFERENCE

<u>Reference No.</u>	<u>Description</u>
00-01-ACDP-IR	Sample Aircraft Dispatcher Agenda
00-02-ACDP-IR	Student Final Course Evaluation

NOTES

SAMPLE AIRCRAFT DISPATCHER AGENDA

Day 1

0800-0830	Unit 0 – Course Introduction and Logistics
0830-0900	Unit 1A – Flight Criteria and Classification
0900-0915	Break*
0915-1000	Unit 1B – Aircraft Sources
1000-1015	Break*
1015-1200	Unit 1C – Aircraft Ordering Procedures and Exercise
1200-1300	Lunch
1300-1340	Unit 1D – Point Location Descriptions
1340-1430	Unit 2 – Administration
1430-1445	Break*
1445-1545	Unit 2 – Administration (continued)
1545-1600	Break*
1600-1640	Unit 2 – Administration (continued)
1640-1700	Wrap up and daily evaluations

Day 2

0800-0830	Review
0830-0900	Unit 3 – Flight Following
0900-0915	Break*
0915-1015	Unit 3 – Flight Following (continued)
1015-1030	Break*
1030-1130	Unit 4 – Aircraft Use Report
1130-1230	Lunch
1230-1330	Unit 5 – Communications
1330-1340	Break*
1340-1450	Unit 6 – Airspace Coordination
1450-1500	Break*
1500-1600	Unit 6 – Airspace Coordination (continued)
1600-1610	Break*
1610-1710	Unit 6 - Airspace Coordination (continued)
1710-1730	Wrap up and daily evaluation

Aircraft Dispatcher Agenda, continued

Day 3

	<u>Unit 7—IAMS/CAHIS</u>	<u>Unit 8—Airspace Mapping</u>
0800-0815	Review/critique	
0815-1200	Group “A”	Group “B”
1200-1300	Lunch	
1300-1645	Group “B”	Group “A”
1645-1700	Break*	
1700-1715	Close out	

* Adjust breaks as appropriate.

STUDENT FINAL COURSE EVALUATION

Course: **Aircraft Dispatcher Training Course**

Date:

Location:

Check the response that best reflects your opinion. If you have specific input on the course's strengths or improvement opportunities, provide comments in the Remarks section.

This Course

Remarks:

- Exceeded my expectations
- Fulfilled my expectation
- Failed to meet my needs

Course Time Allocated

Remarks:

- Appropriate
- Took too much time (should be shorter)
- Insufficient (needed to be longer)

Level of Instruction

Remarks:

- Appropriate
- Too basic
- Too advanced

Instructor Presentations

Remarks:

(Consider objectives met, clarity of instruction, enthusiasm, training aids, knowledge, methods used)

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Course Materials

(Consider usefulness of texts, handouts, reference materials)

Remarks:

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Classroom and Breakout Room

(Consider lighting, temperature, cleanliness, furnishings, equipment, distractions)

Remarks:

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Correspondence and Guidance

(Consider timing of pre-course materials, travel, lodging, logistics)

Remarks:

- Excellent
- Good
- Satisfactory
- Unsatisfactory

What did you like MOST about this course?

What did you like LEAST about this course?

Recommendations for improving this course (Be specific):

Name (Optional)