

## Air Operations Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Operations Section Chief or Incident Commander.

2. Determine need for subordinate staff and flight crews and order through the Operations Section Chief.

3. Determine aircraft and support equipment needs and order, as necessary.

4. Brief subordinate staff:

- Incident and work objectives, schedules, mission requirements, priorities, time schedules, and process for briefings and debriefings.
- Work-site locations, status of aircraft, and crews and equipment assigned or ordered.

5. Assign personnel to utilize skills and qualifications, and make adjustments, as needed.

6. Establish line of authority and procedures for decision making.

7. Debrief personnel and pilots and make assignment and staffing adjustments, as necessary:

- Identify safety issues and hazards, and mitigate them.
- Determine aircraft status.
- Identify pilot and aircraft mission capabilities (carding).
- Initiate system to monitor flight/duty hour limitations and ensure they are not exceeded.

8. Collect and process incident reports, gather daily fiscal information for other sections to include:

- Flight hours flown.
- Gallons of product applied.
- Number of personnel transported.
- Adjustment to Incident Action Plan (IAP) and support needs for other sections.

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9. Evaluate performance of subordinate personnel and make adjustments, as necessary.

10. Inspect and visit areas of operation to insure compliance with agency rules, regulations, and procedures.

11. Ensure necessary organization positions are filled.

12. Provide for the safety and welfare of assigned personnel during the entire period of supervision:

- Recognize potentially hazardous situations.
- Inform subordinates of hazards.
- Control positions and function of resources.
- Ensure that special precautions are taken when extraordinary hazards exist.
- Maintain work/rest guidelines.

13. Resolve airspace conflicts between incident and non-incident aircraft.

14. Gather intelligence and information for planning meeting (development of IAP):

- Obtain status and availability of aircraft and personnel for the next and future operational periods.

15. Participate in the planning and strategy meeting:

- Advise Operations Section Chief of capabilities and/or limitations to support the IAP.
- Determine mission priority.
- Identify start/stop times for Aviation Operations Branch.
- Make assignments to carry out IAP.
- Identify resources that are or will be excess in meeting the IAP.
- Prepare Air Operations Summary (ICS Form 220) for the next operational period and give to planning staff.

16. Determine what information Aviation Operations Branch needs to furnish to the Logistics, Planning, and Finance/Administration Sections:

- Identify needs for Aviation Operations Branch support from each Section.
- Identify what information Aviation Operations Branch needs to provide to each Section and time frame for each item.

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17. Coordinate with supporting dispatch office:

- Ensure that a Temporary Flight Restriction has been initiated, if appropriate, and is in effect over the incident or operating bases.
- Ensure that contact has been established with the military for special use airspace or military training routes in proximity to the incident.
- Obtain current information on availability and status of aviation resources assigned or ordered for the incident.
- Obtain information on aircraft external to the incident (media, VIPs, others).
- Establish procedures for emergency reassignment of aircraft on the incident.

18. Determine need to close airports that are in or adjacent to the incident area of operations:

- Contact supporting dispatch office and request closure through appropriate channels.

19. Coordinate with vendors, incident personnel, and contractors.

20. Prepare demobilization schedule of aircraft, personnel, and equipment and coordinate with Planning Section and supporting dispatch.

21. Document all activity on Unit Log (ICS Form 214).