POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
AIR OPERATIONS BRANCH DIRECTOR (SINGLE TYPE)

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1. Competency: Assume position responsibilities

Description: Successfully assume the role of Air Operations Branch Director and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same	E, F, I		
2. Obtain complete incident and logistical information: ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links	E, F, I		
3. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: ● Supplies: ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: ○ Agency-specific forms appropriate to the function	E, F, I		

1b. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Acquire current situational awareness of aviation resources.	E, F, I		
5. Demonstrate functional knowledge of general aviation or military aviation planning and operations.	E, F, I, J		
6. Locate and print maps of each airfield showing the runway orientation, headings, taxiways and ramps.	E, F, I, J		

7. Obtain and review necessary documentation: ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers	E, F, I		
8. Obtain charts showing all airspace in or near the operational areas.	E, F, I, J		
9. Receive briefing from the Operations Section Chief or the outgoing Air Operations Branch Director: ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products ● Current aviation tactics	E, F, I		

1c. Behavior: **Establish or determine organizational structure, resource and staffing needs**

TASK	**CODE**	**EVALUATION RECORD #**	**EVALUATOR INITIALS AND DATE**
10. Ensure all aviation personnel and aircraft are certified for mission requirements based on Federal Aviation Administration (FAA) and AHJ requirements or contract specifications.	E, F, I		
11. Evaluate staffing needs required to manage the branch: ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions	E, F, I		
12. Utilize branch personnel: ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control	E, F, I		

2. Competency: **Communicate effectively**

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: **Ensure the exchange of relevant information during briefings**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Lead staff briefings and debriefings.	E, F, I		
14. Prepare for and participate in briefings: ● Ensure briefings are accurate, timely and include appropriate personnel ● Brief external support organizations ● Share and evaluate information	E, F, I		

3. *Competency:* Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. *Behavior:* Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Create a positive work environment: ● Communicate leader's intent and guidance ● Manage branch and its activities effectively ● Proactively assume responsibility for the branch and initiate action	E, F, I		
16. Establish and maintain positive interpersonal and interagency working relationships: ● Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies	E, F, I		
17. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
18. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: ● Establish and modify an effective organization based on changing incident and resource conditions ● Maintain appropriate span of control ● Act as a representative of incident leadership	E, F, I		

3b. *Behavior:* Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Communicate with assigned personnel: ● Communicate priorities, objectives, strategies and any changes ● Inform personnel of their assigned tasks and expectations ● Clearly explain conflict resolution procedures and ensure that personnel understand ● Ensure that assigned objectives and expectations for the operational period are reasonable and accurate	E, F, I		
20. Ensure debriefings occur and participate as necessary: ● Ensure incident situation status information is current and complete	E, F, I		
21. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: ● Federal, state, local, tribal, territorial and regional relationships, as appropriate ● Roles and responsibilities of potential responder agencies ● Scope, jurisdiction and authority of potential responder agencies' contingency plans	E, F, I		

22. Supervise and hold personnel accountable for executing assigned tasks: ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations	E, F, I	

3c. *Behavior:* **Ensure the health, safety, welfare and accountability of assigned personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate knowledge of, and comply with, relevant health and safety requirements: ● Direct and oversee branch operations to ensure compliance with health and safety considerations and guidelines ● Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines	E, F, I		
24. Evaluate mental and physical fatigue of assigned personnel: ● Ensure adequate rest is provided to section personnel	E, F, I		
25. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: ● Adjust operations in response to hazards, weather and other relevant events	E, F, I		
26. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel	E, F, I		

3d. *Behavior:* **Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
27. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.	E, F, I, J		
28. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
29. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. *Competency:* **Conduct operations and ensure completion of assigned tasks**

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. *Behavior:* **Set the branch priorities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Analyze work assignments and staffing levels to ensure achievement of branch objectives.	E, F, I		
31. Attend and participate in strategy meetings as necessary: ● Assess organizational needs ● Identify additional resource needs ● Identify critical factors to ensure branch success ● Prioritize incident, section and branch objectives	E, F, I		
32. Disseminate priorities and expected completion timelines to staff.	E, F, I		
33. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. *Behavior:* **Develop and implement plans**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Approve completed plans: ● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives	E, F, I		
35. Coordinate daily communications plans with all incident aircraft flying that day to ensure crews can talk with the Air Tactical Group Supervisor, ground resources and other incident aircraft operating in the airspace.	E, F, I, J		
36. Establish a plan for meeting immediate area response needs based on Incident Command requests and operational support requirements.	E, F, I		
37. Establish procedures for updating Operations leaders on the progress of air operations related to the Incident Action Plan (IAP).	E, F, I, J		

38. Participate in the planning process:
● Prepare for and participate in planning meetings
● Assist in the development of plans, as necessary:
  ○ Long-range
  ○ Strategic
  ○ Contingency
  ○ Demobilization
  ○ Continuity of Operations Plan (COOP)
	E, F, I		

39. Provide input for coordination of assignments: ● Operations planning worksheet ● Air operations summary ● Air operations plan ● Special instructions	E, F, I		
40. Provide subject matter expert input to planning process.	E, F, I, J		

41. Review, validate and modify plans: ● Analyze alternate strategies and explain decisions ● Validate or revise branch objectives ● Review information covering health and safety principles, known hazards and importance of all periods ● Validate branch organizational structure ● Validate branch resource assignments ● Review reserve resources ● Evaluate immediate support needs ● Review incident air operations summary	E, F, I		

4c. *Behavior:* Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

42. Coordinate with all federal, state, local, tribal and territorial aviation assets operating on the incident:
● State or AHJ Aviation Officer
● Air National Guard
● Army National Guard
● Civil Air Patrol
● State and local police
● Federal Bureau of Investigation (FBI)
● Fire department air division or National Interagency Coordination Center (NICC), if firefighting aircraft are operating in or near incident operational areas
● United States Air Force (USAF):
  ○ Air Force Rescue Coordination Center (AFRCC)
  ○ Air Force National Security Emergency Preparedness (AFNSEP) Defense Support of Civil Authorities (DSCA) cell
● National Transportation Safety Board (NTSB)
● FAA
	E, F, I, J		

43. Coordinate with Finance/Administration Section, as necessary, for any services provided to support fixed wing aircraft and helicopters.	E, F, I, J		
44. Coordinate with responders to report their usage or observation of unmanned aerial system (UAS) activity.	E, F, I, J		
45. Establish effective relationships and coordinate with incident personnel: ● IMT personnel ● Other supporting personnel	E, F, I		
46. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		

4d. *Behavior:* Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
47. Complete all work according to organization/agency direction, policy and incident objectives: ● Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
48. Demonstrate knowledge of—and apply—relevant legal, regulatory and fiscal constraints.	E, F, I		

4e. Behavior: **Make appropriate decisions based on evaluation of gathered information, risks and incident situation and use information to produce outputs and modify approach**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
49. Coordinate deviations from planned aviation activities, planned crew availability and planned support facilities, as well as limiting factors for decision-making.	E, F, I		
50. Establish procedures for responding to in-flight emergencies (IFE): ● Assist in locating suitable nearby airfields ● Alert local airfield to inbound IFEs ● Track relayed GPS positions ● Contact the NTSB or FAA as required	E, F, I, J		
51. Monitor the expenditures of air operations.	E, F, I		

4f. Behavior: **Ensure documentation is complete**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
52. Capture cost documentation for Finance/Administration Section.	E, F, I		
53. Ensure that staff accurately record flight hours on the air operations summary.	E, F, I, J		
54. Maintain accurate air operations summary to document location of staged aircraft in coordination with the Planning Section.	E, F, I, J		
55. Maintain and collect personal records related to incident: ● Time sheets ● Rental records ● Accident forms ● Property records ○ Equipment time records ● Receipts	E, F, I		
56. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: ● Property loss/damage reports ● Agency-required incident reports ● Activity log ● Changes in strategy and tactics	E, F, I		
57. Review documents for accuracy, timeliness and appropriate distribution.	E, F, I		

4g. Behavior: **Maintain full situational awareness of all aviation operations**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

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58. Access current radar and satellite imagery to monitor weather in the operational area and surrounding area.	E, F, I, J		
59. Coordinate aircraft in flight: ● Ensure safe separation among all visual flight rules (VFR) aircraft operating in the area ● Communicate minimum safe altitude (MSA) ● Communicate with diversion airports	E, F, I, J		
60. Coordinate aircraft/helicopter arrival and departure times at uncontrolled airports to maintain safety.	E, F, I, J		
61. Coordinate with the FAA to request appropriate Notices to Airmen (NOTAM) for the operational area.	E, F, I, J		
62. Determine, in coordination with the pilot, the operational ceilings in relation to obstructions and high terrain for all aircraft.	E, F, I, J		
63. Divert aircraft to alternate airfields when crosswinds or other weather factors are outside safe limits.	E, F, I, J		
64. Maintain contact with all airborne aircraft to monitor mission status and recall when necessary.	E, F, I, J		
65. Maintain GPS coordinates: ● Helispots, helibases and airports used to drop supplies, equipment or personnel ● Hospital landing zones ● Airfields suitable for diversion ● Known hazardous areas ● Restricted flight zones	E, F, I, J		
66. Monitor each aircraft's fuel and flight time status to enable a safe return to base: ● Monitor flying time for each aircraft in flight; check fuel and flight time status as missions extend	E, F, I, J		
67. Monitor weather for potential hazards: ● Potential icing conditions, especially at lower altitudes ● Density altitude ● Visibility below minimums ● Crosswinds	E, F, I, J		
68. Request that the FAA restrict airspace over all or parts of the operational area, when necessary.	E, F, I, J		
69. Schedule aircraft launches; monitor landings, available flight times and weather forecasts in coordination with Operations.	E, F, I, J		

4h. Behavior: **Supervise Air Support Group operations**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
70. Ascertain from the resources function or the Contracting Officer's Representative (COR) whether a use/lease agreement is necessary: ● Work with resources function to determine the best way to obtain access to necessary assets ● Work with Finance/Administration Section to execute use/lease agreements as necessary	E, F, I		
71. Coordinate or establish all ground support functions necessary to ensure the success of proposed incident air operations.	E, F, I		
72. Establish procedures for in-flight reassignment of aircraft.	E, F, I, J		

4i. Behavior: Confirm the suitability of all airfields in the area of operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
73. Coordinate with the airfield manager to ensure completion of an airfield survey if there are concerns about an airfield's capabilities after a natural or human-caused disaster.	E, F, I, J		
74. Coordinate with the FAA, the primary state aviation regulatory agency and airfield managers regarding airport suitability for incident operations.	E, F, I		
75. Create a list of airfield managers and include after-hours phone/cell phone numbers.	E, F, I, J		
76. Demonstrate the ability to find and access local airports, collecting applicable information: ● All known public and private airports in or near the operational area ● Services offered ● Names of Fixed Base Operators (FBO) ● Hours of operations ● Runway lengths ● Instrument flight rules (IFR) capabilities ● Ramp restrictions ● Available vs. restricted ramp space	E, F, I, J		
77. Review potential facilities and aircraft parking areas for incident aircraft support.	E, F, I		

4j. Behavior: Coordinate aviation support facilities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
78. Coordinate with FBOs to provide extended operating/on-call hours to service aircraft throughout 24-hour operations.	E, F, I, J		
79. Coordinate with the Logistics Section to transport aircraft parts or personnel for servicing/repairs, as necessary.	E, F, I, J		
80. Determine support requirements for equipment, feeding, billeting, sanitation, communications and security.	E, F, I		
81. Review aviation bases and other aviation facilities with federal, state, local, tribal and territorial partners in relation to incident support.	E, F, I		

4k. Behavior: Manage aircrews and aviation personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
82. Coordinate with aircrew: ● Compile contact numbers ● Determine where aircrew are lodging or staying	E, F, I, J		

83. Coordinate with the airfield manager to ensure completion of an airfield survey if there are concerns about an airfield's capabilities after a natural or human-caused disaster.	E, F, I, J		
84. Coordinate with the Logistics Section to ensure aircrews have transportation: ● To and from airports, helibases and helispots ● To and from meal/lodging locations	E, F, I, J		
85. Monitor crew work rest requirements based on AHJ requirements.	E, F, I, J		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
86. Complete all necessary reports and narratives following common standards before turnover: ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization	E, F, I		
87. Complete the process for demobilizing position responsibilities: ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations	C, E, F, I, J, T		
88. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative	E, F, I		
89. Participate in transition or incident closeout: ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
90. Coordinate and execute the demobilization, transition or release of: ● Equipment ● Flight crews ● Facilities under contract or agreement ● Radio frequencies ● Temporary flight restrictions/NOTAMs	E, F, I		

91. Participate in the development, approval and implementation of the demobilization plan: ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities	E, F, I		