



# Interagency Aviation SAFETY ALERT



No. IASA 21- 05

Date: August 19, 2021

Page 1 of 2

**Subject:** Aircraft Dispatch Form Accuracy

**Area of Concern:** Flight Operations

**Distribution:** All Aviation Operations and Dispatch Centers

**Discussion:** Heavy wildfire activity has resulted in increasing airspace complexity due to high initial attack activity, transitioning aircraft, multiple frequencies, and Temporary Flight Restrictions (TFRs) that are often in close proximity to one another. When dispatching aircraft, it is critical that the information within the [NWCG Aircraft Dispatch Form, PMS 250](#) is accurate. All dispatching entities should incorporate a quality assurance process to better ensure that the information is accurate as it is imperative for safe operations.

**The Aircraft Dispatch Form**, also referred to as a Kneeboard (KB), FC 106 or a TARO (Tactical Resource Order Form) must have accurate information as it is paramount when addressing multiple ignitions located in close proximity.

**The following information should be listed and verified on the Aircraft Dispatch Form:**

- Latitude/longitude coordinates must be numerically correct and provided in the correct format: **DDD° MM.MMM (degrees decimal minutes)**. When writing coordinates use proper punctuation, ie. degree symbol (°), decimal symbol (.) and minute symbol ('). **Note:** *TFRs are identified in DMS format - degrees (°), minutes ('), seconds (")- on the aircraft dispatch form.*
- Initial Point(s) (IP) (when known); if multiple IPs exist on an incident, double check location and ensure lat/long are current
- Frequencies:
  - Ensure numerical accuracy and check the frequency spread by ensuring the VHF-AM frequencies are as far apart as practical
  - Consider requesting additional frequencies during high IA activity and assign sectors of the zone to the center to help avoid congestion
  - Avoid assigning multiple incidents to the same “VHF Victor and Air-to-Ground”
  - When writing tones, identify Receive Frequency (RX) or Transmit Frequency (TX); if no tones fill in with zeros (RX Tone 000.0)
  - Distribute updated frequency information in a timely manner
- Flight Hazards
  - Identify other incident aircraft
  - Note aircraft hazards, Military Training Routes (MTR), Military Operating Areas (MOA) and Special Use Airspace (SUA)

- Ensure airspace deconfliction is occurring with Airtanker Bases, Smokejumper Bases, SEAT Bases, Helibases, Pilots and neighboring Dispatch Centers
- Reload Base(s) locations/options (closest or designated reload location for retardant aircraft)
- Identify the bearing and distance to the incident *from the aircraft's current location* –this is not necessarily a Very High Frequency Omnidirectional Range (VOR). (Multiple aircraft for different locations require separate bearing and distance)
- When relaying verbal or written Lat/Long coordinates, ensure the correct format is being used (DD.MM.MMM)
- TFR information (when established)
  - Recommend adjustment to TFRs to reflect airspace concerns
  - Assure coordination with adjacent incidents/units occurs before placing TFRs across/near boundaries
- Add critical information in the remarks section of the Aircraft Dispatch Form, such as notes regarding suspended operations, mission turn-downs, etc.

**Aerial supervisors can also add to the safety and efficiency of aviation operations by:**

- Establish routing and initial points (IP) early on in the response to help deconflict routes to and from their assigned incident.
- Confirming with the requesting resource which fire they are responding to prior to granting a clearance; Do not assume
- Immediately communicating airspace needs, hazards or concerns
- Aerial supervisors must use their incident call sign for all communications with air and ground resources.

**Responding aircraft should always:**

- Aircrews should review the information for accuracy and seek clarification with dispatch centers, as needed, to resolve and mitigate errors.
- Adhere to FTA/TFR entry procedures
- Utilize Air Guard (168.6250 MHz) when communication cannot be established; Air Guard can be used for the initial call, recall and redirection of aircraft when no other contact frequency is available

Aircrews heavily rely on dispatch information. Ensuring the accuracy of the information helps prevent airspace conflicts, improves communication and ultimately improves our operational effectiveness.

*Garbage in = Garbage out*

*/s/ Keith C. Raley*

*/s/ Lori Clark*

---

Keith C. Raley  
Chief, Aviation Safety, Training, Program  
Evaluation, and Quality Management  
DOI, Office of Aviation Services

Lori Clark  
Detailed Branch Chief - Aviation Safety  
Management Systems  
USDA, Forest Service