

DCA23LA096

OPERATIONAL FACTORS

Attachment 4: Dispatch Procedures Manual [Excerpts]

May 1, 2024

Chapter 6: Dispatch Flight Package

6.1 General

1. The purpose of this chapter is to provide policy on the required content of the dispatch release and its attachments. The format of each document is shown for reference as needed.

6.2 Dispatch Release, Weather Package and Performance

6.2.1 Regular Operations

1. The dispatch flight package will normally be sent to the Flight Crew no less than 70 minutes prior to departure for Interisland flights and no less than 90 minutes prior to departure for all other flights.
2. The following items of the dispatch release package are required:
 - A. Dispatch Release
 - B. Flight Plan
 - C. Weather Briefing
 - D. Takeoff and Landing Report (TLR)

NOTE

TLR is not a regulatory required item of the dispatch release package.

6.2.2 Irregular Operations

1. During irregular Dispatch operations, the operational paperwork can be sent in a variety of ways. [Refer to Chapter 13: Abnormal Dispatch Procedures.](#)

6.2.3 Dispatch Release

14 CFR: 121.657 121.687(a)(1-5) 121.689(c)

1. The dispatch release and its attachments are made available to the Flight Crew for continual reference. Content therein must be complete and informative. The dispatch release must contain the following information:
 - A. Company Name
 - B. Registration number of aircraft being used
 - C. Aircraft make and model
 - D. Flight Number
 - E. Date of Flight
 - F. Departure Airport
 - G. Destination Airport
 - H. Route
 - I. Takeoff Alternate Airport (if required)
 - J. 1st and 2nd Destination Alternate Airport (if required; one alternate is required for supplemental flights)

4. EXTREME

- A. Turbulence in which the airplane is violently tossed about and is practically impossible to control.

NOTE

Whenever a Pilot encounters a meteorological condition in-flight, the knowledge of which they consider to be essential to the safety of other flights, the PIC will notify an appropriate ground station (ATC or Dispatch) as soon as practical.

- B. Extreme may cause structural damage. Report as extreme turbulence.

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- K. Type of Operation
- L. Minimum Fuel (Required Fuel)
- M. For each flight dispatched as an ETOPS flight, the ETOPS diversion time for which the flight is dispatched
- N. For supplemental flights, the name of each flight crewmember, flight attendant, and pilot designated as Pilot-in-Command (PIC)

NOTE

All Company flights are released by a certificated Dispatcher with a dispatch release generated from the N-Flight Planning (NFP). The term flight release used in supplemental operations will be referred to as a dispatch release.

6.2.4 Flight Plan Accuracy

14 CFR: 121.135(b)(4)

1. The Dispatcher will review the flight planning data for accuracy ensuring that the appropriate aircraft cruise schedule has been used, the ATC filing is correct, and adjustments made for MEL restrictions.
2. The accuracy of forecasted winds and temperatures must be validated by comparing the date of flight with the date of data.
3. Forecasted winds and temperature are loaded into NFP under the following schedule:
 - A. 0000z
 - B. 0600z
 - C. 1200z
 - D. 1800z
 - E. NFP shows a set of wind progs (one for every three hours in an 18hr period) are issued and used in calculation of the plan. Each set is valid for ± 3 hrs (6hr window). The wind prog sets used to calculate the flightplan are shown as multiple 6 digit numbers. The 6 digit number is broken down into three 2 digit numbers and are decoded as follows: [Issue Day] [Issue Time] [Validity Offset]. For example, the wind prog of 201212 is the wind prog issued on the 20th day at 12Z and valid 12hrs from the issue time (12z+12hrs=00Z) for a ± 3 hr period (18Z-03Z).

6.2.5 Weather Attachments

14 CFR: 121.101(d) 121.601(a-b)

6.2.5.1 Weather Package

1. The Dispatcher must provide a weather package to the Pilot-in-Command containing all current reports or information on airport conditions and irregularities of navigation facilities that may affect the safety of the flight for the departure, destination and alternate airports, and while enroute.
2. Before beginning a flight, the Dispatcher must provide a weather package to the PIC with all available weather reports and forecasts of weather phenomena that may affect the safety of flight (including adverse weather phenomena, such as clear air turbulence, thunderstorms, and low altitude windshear) for each route to be flown and each airport to be used.

NOTE

The Company uses NFP and the US National Weather Service for obtaining forecasts and reports of adverse weather phenomena. Refer to OpSpec A010.

Chapter 6: Dispatch Release Package

6.2.5.2 Dispatch Release

14 CFR: 121.687(b)

1. The dispatch release must contain, or have attached to it, weather reports, available weather forecasts, or a combination thereof, for the destination airport, and alternate airports that are the latest available at the time the dispatch release is signed by the PIC and Dispatcher. It may include any additional available weather reports or forecasts that the PIC or the Dispatcher considers necessary or desirable.

6.3 Dispatch Release and Computer Flight Plan

1. The dispatch release and computer flight plan will be generated from NFP.
2. Refer to the Flight Operations Manual (FOM) for a sample of the PDF version and element decoder.

6.4 The Weather Package

1. When the Dispatcher generates a dispatch release in NFP, flight information will be attached to the dispatch release for the PIC. The flight information downloaded and sent to the Flight Crew will be from the National Weather Service or a source approved by the National Weather Service, containing appropriate weather reports, available weather forecasts (or a combination thereof), NOTAMs and anything else that may affect the safety of the flight. This will be attached to the dispatch release.

6.4.1 Weather Package Contents

MISC: 8900.1: Vol 3 8900.1: Ch26 8900.1: Sec2 8900.1: 3-2077

1. Weather packages will include weather reports for departure, destination, intermediate stops, alternate and en route airports, along with winds aloft information that are the latest available at the time the dispatch release is signed by the PIC and the Dispatcher. If available, SIGMETs, Convective SIGMETs, PIREPs, center weather advisories, and adverse weather phenomena. These may affect the flight safety on each flown route and at each used airport. They may also include any additional available weather reports or forecasts that the PIC or the Dispatcher considers necessary or desirable.
 - A. As a minimum, the weather package will contain METAR and TAF, runway conditions, NOTAMs, and SIGMETs from the departure point, through enroute areas, and then at the destination.
2. In addition to the weather required for all flights above, the following additional information shall be provided to flightcrews in the weather package for all oceanic flights: high-level SIGWX charts, upper wind mb charts, lower-level wind charts for equal time points (ETP) (when designated), weather reports and forecasts for ETP airports (when designated) and tropopause height and jetstream location. In addition to the weather required for all and oceanic flights, the following additional information is required for ETOPS and must be included in a weather package for an ETOPS flight: wind and icing conditions at 10,000 feet mean sea level (MSL), weather reports and forecasts for ETOPS Alternates, including FICON and weather reports and forecasts for the Adequate Airports for ETOPS, which are listed in the certificate holder's OpSpecs and are within the ETOPS Area of Operation in which the flight is operating.

6.4.2 NOTAM(S)

1. The NOTAM information contained in the weather package will include irregularities to navigation facilities that will affect flight safety. [Refer to Chapter 24: NOTAM](#) for more information.

6.4.3 Field Condition Report

1. Field condition reports contain information regarding the physical nature of the runway, taxiways, and ramp at the station.

6.4.4 Discrepancies

1. The Dispatcher will review the weather package before it is sent to ensure the appropriate information is included.
 - A. If any required information is missing from the computer system, the Dispatcher will contact the FSS or other approved alternate weather source.
 - B. The Dispatcher will transmit or brief the PIC directly if any information in the weather package is missing.

6.5 Additional Flight Information on Dispatch Release

1. Excluding company required items. Dispatchers will use the dispatch release "remarks" section to include notices to Flight Crews and any information that will impact flight safety.

6.6 Dispatch Release Transmission

1. The Dispatcher preparing the dispatch release, flight plan, TLR, and weather package, will transmit this information using NFP or email. If this process is completed through NFP, it will attach the enroute weather package that includes all applicable NOTAMs and other pertinent weather information.

NOTE

To ensure that the dispatch release has the most current weather package attached, a dispatch release must not normally be generated or sent more than 180 minutes prior to schedule departure time. Under some circumstances, when a dispatch release is required to be sent earlier, it remains the Dispatcher's responsibility to ensure the PIC has the latest available weather before departure.

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