Appendix K – Charters

USDA FOREST SERVICE – FIRE AND AVIATION MANAGEMENT
NATIONAL AERIAL DELIVERED FIREFIGHTER STEERING COMMITTEE
CHARTER

Background
In order to provide oversight and establish a Forest Service National Aerial Delivered Firefighter Program (including helitack, rappel, and smokejumper operations), the Director of Fire and Aviation Management (FAM) has established the National Aerial Delivered Firefighter Steering Committee (NADFSC).

Name
The name of the committee hereinafter referred to as the National Aerial Delivered Firefighter Steering Committee (NADFSC) of the Forest Service Fire and Aviation Management (FAM) program.

Authority
The Committee is established pursuant to the authorities granted by the Director of Fire and Aviation Management.

The deliberations of this Committee are exempt from the Federal Advisory Committee Act under section 204 of the Unfunded Mandates Reform Act of 1995.

The Committee receives leader’s intent and direction from the Director of Fire and Aviation Management and reports to the Director through the Assistant Directors Operations and Aviation.

The Chair of the Committee is authorized to convene meetings, schedule agenda items, make contacts, negotiate work assignments, make commitments on behalf of the Committee, may charge members or technical specialists with tasks, create working groups and task teams, or commit such resources as available within the Committee or as authorized by the Director of Fire and Aviation Management.

Purpose
NADFSC provides oversight and direction for all aerial delivered firefighter operations in support of FS fire suppression, all risk incidents and non-fire operations in which firefighters are engaged. The NADFSC recommends FS policy, operational procedures, standards, quality assurance, mission requirements, technology, equipment and specifications for acquisition.

Organization and Membership
The NADFSC is composed of the following voting members:

- NADFSC Chair – Co Chair; Regional Fire Directors*
- Assistant Director, Operations – WO
- Assistant Director, Aviation – WO
- Branch Chief, Aviation Safety Management Systems - WO
- Regional Aviation Officer – RAO Council Designated*
- Regional Aviation Safety Manager – RASM Council Designated*
The Steering Committee may establish Working Groups staffed by Technical Specialists to support the NADFSC as required.

The term for the Chair will be two years. Tenure for the asterisked positions is three years. Members may serve multiple terms.

Recommendations and decisions should be determined by consensus. If consensus is not achieved, recommendations and decisions will be reached through a majority vote with a quorum (9) with membership proxy. The decision process will be conveyed along with the documented decision.

**Responsibility**
Provide advice and counsel to the director of FAM on the development, implementation, continuous improvement and monitoring of the national aerial delivered firefighter program. This includes, but is not limited to; aerial platforms, standardized principles and practices, risk management, utilization, and cost efficiencies. Documentation will be included for all recommendations and decisions.

**Cooperation and Coordination**
The NADFSC will work with the Assistant Directors Operations and Aviation to ensure appropriate coordination, collaboration, and information sharing with other groups and organizations for the subject matter and specific tasks of the team. Information releases from the steering committee will be vetted through the assistant directors listed above.

**Charter Approval**
This charter is effective as of the date of approval and shall remain in effect until revised or revoked.

**Approved**

Tom Harbour
Director, Fire and Aviation Management

Date 5/1/2013
National Rappel Working Team Charter

Background:
To provide operational oversight for the Forest Service National Rappel Program, the Director of Fire and Aviation Management (FAM) has established the National Rappel Working Team (NRWT).

1. Objective
The NRWT will assure and support the development, implementation, and monitoring of the standardization of all Forest Service rappel operations. This includes crew structure, equipment, helicopters, training, operations, facilities and data management systems.

2. Name
The Forest Service National Rappel Working Team is hereinafter referred to as the NRWT.

3. Authority
The NRWT is chartered by the Director of Fire and Aviation Management- US Forest Service. The deliberations within NRWT are exempt from the Federal Advisory Committee Act under section 204 of the Unfunded Mandates Reform Act of 1995.

The NRWT reports to and receives direction from the Assistant Director Aviation and the Assistant Director Operations (Assistant Directors) WO Fire and Aviation Management. The Director of Fire and Aviation Management authorizes the Chair of the NRWT to convene meetings, schedule agenda items, make contacts, negotiate work assignments, make commitments, may charge members or technical specialists with tasks, or create working groups and task teams as authorized by the Assistant Directors.

4. Purpose
The NRWT will develop and oversee FS rappel operations in support of FS fire management; rappel mission requirements, contract development, operational compatibility, policies and procedures for the Forest Service National Rappel Program. The purpose will include developing rappel policy, procedures and standards, mission requirements, aircraft, equipment and support services specifications for acquisition, and working with other federal agencies, aviation specialists and maintenance experts to ensure compliance with Federal Aviation Regulations (FAR) and agency policy. The NRWT recommends and submits any policy change to the Director of Operations.

5. Organization and Membership
The NRWT is comprised of the National Helicopter Rappel Specialist and the Regional Helicopter Operations Specialists (RHOS) from Regions 1, 2, 3, 4, 5 and 6 (or designee). The Working Team is chaired by the National Helicopter Rappel Specialist. The co-chair is a Regional Helicopter Operations Specialist. The term for the co-chair is two years.
NRWT includes one established subcommittee: The Operations subcommittee is made up of current designated rappel check spotters or regional rappel specialist, one member from each of the six regions: R1, R2, R3, R4, R5, and R6.

Subcommittee members are appointed by the corresponding Regional Helicopter Operations Specialist. The subcommittee will appoint a chair with the chair holding the position for two years.

The Technical Specialists membership is minimally comprised of:
- MTDC Program Specialist
- National Aeronautical Engineer
- Avionics Inspector
- National Aviation Maintenance Inspector (NAMI)
- National Helicopter Operations Specialist (NHOS)
- Helicopter Inspector Pilot (HIP)
- Regional Fire Director
- Aviation Management Specialist from FS HQ
- Regional Aviation Safety Manager (RASM).

The Technical Specialists participation will be on a request basis by the Chair.

The terms of tenure are indefinite for the NRWT and the Technical Specialists. The chair is authorized to convene meetings and to schedule agenda items. The chair is also authorized to make contacts, negotiate work assignments, make commitments on behalf of the NRWT, and to commit such resources as are available within the Working Team or as authorized by the Director of Operations. The Co-chair will assume duties in the absence of the Chair.

Voting membership consists of one member from each Region and the National Rappel Specialist for a total of seven votes. A quorum of five members must be present to be considered a voting body.

6. Cooperation and Coordination
The NRWT will coordinate directly with the Forest Service National Rappel Steering Committee (NRSC). The NRSC is chartered to provide oversight to and facilitate the development of the National Rappel Program.

The NRWT will forward decisions to the National Rappel Steering Committee (NRSC) for review. The NRSC will forward recommended decisions through the Assistant Directors to the Director of FAM for approval.
7. **Responsibility**
   The NRWT has the primary responsibility of developing the Forest Service National Rappel Operations program in support of fire management operations as approved by the Director of FAM.

8. **Working Group Life Limit**
   The NRWT will be in affect from the recognized approval date, as stated below, unless re-chartered by the Director of Operations.

9. **Charter Approval**
   This charter rescinds the National Rappel Working Team charter approved by the Director of FAM on January 13, 2011.

   This charter is effective as of the date of approval and shall remain in effect until revised or revoked.

   Approved: ____________________  SEP -1, 2011
   
   Tom Harbour
   Director, Fire and Aviation Management
National Rappel Operations Subcommittee Charter

Background:
To provide support to the National Rappel Working Team (NRWT) in all Forest Service National Rappel Program matters, the Chair of the NRWT has established the National Rappel Operations Subcommittee (ROS).

1. Objective
The primary mission for the Operation Subcommittee is to establish a formal process for review and evaluation of current and proposed helicopter rappel equipment and rappel procedures for the United States Forest Service. Based on those evaluations, the Operations Subcommittee will submit recommendations to the US Forest Service National Rappel Working Team (NRWT).

2. Name
The National Rappel Operations Subcommittee is hereinafter referred to as the ROS.

3. Authority
The ROS reports to and receives direction from the NRWT. The NRWT authorizes the chair of the ROS to convene meetings, schedule agenda items, make contacts, negotiate work assignments, and create working groups or task teams.

The chair may also charge technical specialists listed in the NRWT charter with tasks.

4. Purpose
The ROS will solicit, review, and evaluate inputs from the field on rappel equipment and procedures from the US Forest Service Helicopter Rappel Program. The ROS will respond to issues and concerns regarding currently approved rappel equipment and procedures. The ROS will prepare and submit proposals and recommendations to the NRWT.

5. Group Composition
The ROS is composed of one member from each of the six regions currently or formerly having rappel operations, R1, R2, R3, R4, R5, and R6. Each member is either a current designated rappel check spotter or regional rappel technical specialist.

Subcommittee members are appointed by the corresponding Regional Helicopter Operations Specialist (RHOS).

To ensure that ROS recommendations for revisions to rappel equipment, cargo letdown equipment, or rappel/cargo letdown procedures reflect applicable technical and safety standards, the MTDC Rappel Project Leader will participate as needed in ROS evaluations, meetings, conference calls, and communications as a non-voting member and technical advisor.
Other technical specialists may be requested as needed.

Voting membership consists of one member from Region 1 thru 6 for a total of six votes. A quorum of four members must be present to be considered a voting body. A proxy may be designated with concurrence from the RHOS for participation in ROS business.

6. **Replacement of Members**
   Replacement of members will be solicited from the respective RHOS.

7. **Selection of the Chairpersons**
   The committee will elect a Chair and Co-Chair from group members for a term of two (2) years. At the end of the two (2) year term the Co-Chair will become the Chair and a new Co-Chair will be elected.

8. **Charter Approval**
   This charter is effective as of the date of approval and shall remain in effect until revised or revoked.

Approved:

David Glose
Acting NRWT Chair

1/12/2013
Date