

**CALL WHEN NEEDED
TYPE III AND IV LIGHT HELICOPTERS**

Page 1 of 3

FLIGHT USE REPORT DISTRIBUTION/INSTRUCTIONS

The Schedule/Information Chart contained in this book is a **Sample Only**. For current information go to Region 6 Acquisition Management Fire web page at http://www.fs.fed.us/r6/ppm/fire_procurement.htm and look for **CALL WHEN NEEDED TYPE III AND IV LIGHT HELICOPTERS**. The current Schedule/Information Chart will be listed under the above category.

The following instructions are to be adhered to in making distribution of Flight Use Report Forms, FS 6500-122

- (1) ORIGINAL (*white*) and ONE COPY (*pink*) – give to helicopter pilot/Contractors Representative. Contractors are responsible for submitting originals to the COR listed on the Schedule/Information Chart under Home Base Forest/COR (see complete Forest mailing address for COR's and Payment Office's on page 3).
- (2) ORIGINAL (*white*) – submitted by the Contractor to the Contracting Officer's Representative (COR) listed on the Schedule/Information Chart under Home Base Forest/COR. COR to review and submit to payment office for processing.
- (3) ONE COPY (*yellow*) – For the Helicopter Manager.

When the helicopter is released to ferry to another fire, and there will be a change in helicopter managers, the receiving fire will document the ferry time between fires. Coordination between fires shall be accomplished to prevent duplicate entries. Coordination can be accomplished by an appropriate note in the "Remarks" block of the Flight Use Report Form (FS 6500-122).

When the helicopter is released to ferry home, agree to an estimated ferry time with the pilot and document the agreement in the "Remarks" block of the Flight Use Report Form (FS 6500-122). The pilot can then show the actual times when the ferry flight is completed. The paying office will verify reasonableness of the time claimed.

YOUR ASSISTANCE IN LEGIBLY COMPLETING THE FLIGHT USE REPORT FORMS WITH ALL REQUIRED INFORMATION IS REQUESTED. AS A PART OF THE INFORMATION TO BE SUPPLIED, THE PERSON SIGNING THE FORM ON BEHALF OF THE GOVERNMENT, IS TO SHOW THE FOLLOWING INFORMATION IN THE "REMARKS" BLOCKS OF EACH FORM.

- (1) ***PRINTED NAME***
- (2) ***HOME UNIT***
- (3) ***HOME OFFICE TELEPHONE NUMBER***

BEFORE USING ANY HELICOPTER, THE HELICOPTER MANAGER SHALL DETERMINE THAT THE HELICOPTER AND PILOT HAVE BEEN INSPECTED AND APPROVED AS EVIDENCED BY THE AGENCY APPROVAL CARDS ISSUED FOR THIS PURPOSE.

**CALL WHEN NEEDED
TYPE III AND IV LIGHT HELICOPTERS**

REGION 6 PERSONNEL, ADDRESSES AND PHONE NUMBERS

<i>NAME AND TITLE</i>	<i>ADDRESS</i>	<i>TELEPHONE & FAX NO.s</i>
Orrin Corak CONTRACTING OFFICER ocorak@fs.fed.us	USDA – Forest Service Regional Aviation Group 1738 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504 7273 Cell (503) 819-8715 FAX (541) 504-7269 Home (541) 447-1123
Ken Ross HELICOPTER OPS. SPECIALIST kross01@fs.fed.us	USDA – Forest Service Regional Aviation Group 1738 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7265 Cell (503) 807-4925 FAX (541) 504-7269 Home (541) 504-1785
Kim Reed HELICOPTER PROG. MANAGER kimreed@fs.fed.us	USDA – Forest Service Regional Aviation Group 1738 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7264 Cell (503) 807-4926 FAX (541) 504-7269 Home (541) 416-9539
Jim Payne REGIONAL AVIATION OFFICER jepayne@fs.fed.us	USDA – Forest Service Regional Office P.O. Box 3623 Portland, OR 97208-3623	Office (503) 808-2359 Cell (503) 708-8399
Gerry Day CENTER MANAGER gday@fs.fed.us	NORTHWEST COODINATION CENTER 5420 N.E. Marine Dr. Portland, OR 97218	Office (503) 326-7405 Cell (503) 522-8086 FAX (503) 808-2750 Home (503)- 777-1177

**CALL WHEN NEEDED
TYPE III AND IV LIGHT HELICOPTERS**

**COR'S
&
PAYMENT OFFICES**

COR ADDRESS & PAYMENT OFFICE	COR ADDRESS & PAYMENT OFFICE
<p align="center">COR</p> <p>Richard Warthen PSICC 3509, 109th SW Everette, WA 98204</p> <p align="center">PAYMENT OFFICE Mt. Baker Snoqualmie National Forest 21905 64th Avenue, West Mount Lake Terrace, WA 98043-2278</p>	<p align="center">COR</p> <p>Reggie Huston (Same address as shown below)</p> <p align="center">PAYMENT OFFICE Mt. Hood National Forest 16400 Champion Way Sandy, OR 97055</p>
<p align="center">COR</p> <p>Phil Cardin (Same address as shown below)</p> <p align="center">PAYMENT OFFICE Rogue River National Forest 333 West 8th Street P.O. Box 520 Medford, OR 97501</p>	<p align="center">COR</p> <p>Bob Shoemaker Applegate R.D. 6941 Upper Applegate Road Jacksonville, OR 97530</p> <p align="center">PAYMENT OFFICE Siskiyou National Forest 200 NE Greenfield Road P.O. Box 440 Grants Pass, OR 97526</p>
<p align="center">COR</p> <p>Theresa Youmans (Same address as shown below)</p> <p align="center">PAYMENT OFFICE Willamette National Forest 211 E. 7th Avenue P.O. Box 10607 Eugene, OR 97440-2607</p>	<p align="center">COR</p> <p>Kelly Swinney North Fork John R.D. Fraizer Rappel Base P.O. Box 158 Ukiah, OR 97880</p> <p align="center">PAYMENT OFFICE Umatilla National Forest 2517 SW Hailey Avenue Pendleton, OR 97801</p>