

TITLE 5700 - AVIATION MANAGEMENT

5711.2(a) - Responsibilities

(1) Planning: Aviation contract options are renewed on an annual basis. To accomplish renewal requirements within the first quarter of each fiscal year, program areas and districts will supply the Stikine Aviation Operations with proposed work schedules by December 1, detailing the following information:

- A. Proposed work sites, i.e., Bradfield Canal, Rowan Bay, Stikine River, etc.
- B. Proposed number of flight hours for helicopter.
- C. Proposed number of personnel at each location requiring helicopter support. If possible include employee tours of duty (i.e., 10-day trips, etc.).

(2) Communications: Air-to-ground radio communications are a key element to safe and successful aviation program. All users of aircraft services will:

- A. Identify to the Forest Electronics Technician all areas of proposed work where communications will be needed no less than 6 months prior to the anticipated need.
- B. Be trained in the use and the policies governing the Forest radio network.
- C. Carry a properly operating, personal portable, hand held radio. There will be a minimum of one radio per work crew, whenever being transported by helicopter.

(3) Aviation Operations

- A. The Aviation Operations Officer will solicit a list of individuals authorized to order aircraft (FSM 5731.41 Stikine Area Supplement). This supplement shall be updated by March 1 each year.
- B. Staff Officers and District Rangers will submit final work plans to Aviation Operations by April 1 of each calendar year, detailing and updating the information outlined in Section 1 above.
- C. Aviation Operations will complete a "master" helicopter aircraft flight schedule by April 15 of each calendar year detailing the following information:

1. Flight hours available to each program and district.
  2. Time of day and the day of the week space is available.
  3. When freight flights, administrative flights, etc., can best be accommodated.
- D. Helicopter requests must be submitted to Aviation Operation, 2 weeks in advance of proposed date of use. Any deviation from this policy will require Line Officer and Staff Officer coordination with the Aviation Operations Officer for approval. Schedule change will be based on cost effectiveness and efficiency of the overall Forest work program. All requests received later than 2 weeks in advance will be served on a space-available basis.
- E. Aviation Operations will complete a helicopter schedule 1 week in advance and review work with the appropriate aircraft users.