Standard Operating Procedures for Dispatch of Missoula Area Aviation Resources

February 2017

Purpose

The purpose of this plan is to identify standard operating procedures for dispatching and flight following FS Regional and National shared aviation resources based in the Missoula area.

Annual Review

Standard Operating Procedures contained in this document will be reviewed and updated annually by Northern Rockies Coordination Center (NRCC), Missoula Dispatch Center (MDC), Missoula Smokejumpers (MSJC), and R1 Pilots. Annual review will occur in January of each year. Further needs for revision will be evaluated on an as-needed basis.

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Airtankers and Leadplanes

1. NRCC is the single point of contact for ordering airtankers and leadplanes located in the Missoula area.
2. MDC is the single point of contact for flight following in the Missoula area.
3. Per Mob Guide direction (NRMG Ch. 50, Required Use) a leadplane or ASM will be ordered with airtankers. In the event there is a shortage of leadplanes the NRCC Coordinator will assess the fire situation and leadplane availability at that time and assign priorities.
4. Concerning airtankers based at Missoula Airtanker Base, MDC will notify NRC with a fax and verbally with airtanker and leadplane requests with attention to values at risk as defined in the Northern Rockies Mobilization Guide. This will afford NRC situational awareness and GAC prioritization if needed. MDC will include NRC when faxing airtanker requests using the same aircraft dispatch form sent to the airtanker base.
5. Requests must include detailed information in special needs. Refer to the Aviation Reminders on the NRCC website at http://gacc.nifc.gov/nrcc/dispatch/aviation/AT_LP_SMJ_AA_TFR_ticklers.pdf NRCC will prioritize airtanker and leadplane requests received from multiple dispatch zones. NRCC will contact requesting dispatch centers directly for information to make priority determinations.
6. NRCC will assure orders received at NRCC, which are to be filled by MDC, are complete and accurate, before passing the order to MDC.
7. MDC will fax orders and pertinent information to pilot ops, NRC and the airtanker base. MDC will phone the LP pilot and airtanker base to advise of incoming information.
8. At time of order, flight following requirements for each mission will be assessed and confirmed by MDC.
9. MDC will pass flight following ATDs and ATAs to their neighbors (BRC, DDC, GDC, HDC, KDC, KIC, GVC). Otherwise, pass this information to NRCC to relay to other centers.
10. When filling leadplane orders MDC will contact the first pilot up. Pilot Ops will contact MDC with the lineup by 1000 each morning. Airtanker orders will be filled according to pit order at Missoula airtanker base.
11. MDC will send a Commit message when an airtanker or leadplane is assigned, and an Uncommit upon their release.
12. NRCC will determine the need for airtankers or leadplanes to remain on duty beyond 1800 hours each day and try to notify host centers by 1715mdt. NRC will notify MDC, and MDC will notify lead plane pilots and the tanker base by 1730 so they can go off duty by 1800. Start call-around from East to West because of time zones.
13. Airtanker on/off times and airtanker tickets will be kept at the airtanker base, and communicated on the airtanker base ramp frequency of 123.975.
14. MDC will advise the airtanker base and NRC of Load & Return information as it occurs.
15. MDC will advise NRCC of events affecting airtanker and airtanker base status, i.e., on hold, out of service, 1-hr call-back, on delay due to lunch, etc.
16. NRCC will determine where airtankers and leadplanes will RON. This discussion begins when aircraft is assigned. NRCC will finalize the decision by 1700mdt, and discuss ½ hour commuting distance from airbase to hotel guidelines with the host dispatch.
17. When additional airtankers are needed within the Geographic Area, NRCC will determine where the additional airtanker(s) will be assigned and coordinate their assignment with a hosting dispatch center in ROSS.
18. NRCC will coordinate with the host dispatch center before placing airtanker and leadplane requests out-of-area.
19. NRCC will ensure all airtanker and leadplane orders are sorted out in ROSS at end of shift. Hosting dispatch centers will reassign leadplanes and toggle them available on a local pre-position order and airtankers will be released to their current base and toggled available in ROSS.
20. In the event a fire code is needed for a resource on a pre-position order NRCC will provide it. I.e., an AD assigned to an ASM.
21. The trigger point for discussion of the number of heavy airtankers operating out of Missoula is four (or three + SEAT activity). MDC will coordinate with the Missoula Tanker Base if there are orders for more than four airtankers on fires located within a 20 nm radius of MSO, and consider:
    - limiting the number of airtankers operating on the fires
    - loading some airtankers at an alternate reload base
    - deciding if additional airtankers may be loaded at Missoula Tanker Base

Smokejumpers (Missoula Base Only)

1. NRCC is the single point of contact for ordering Missoula smokejumpers (SMJs).
2. MDC is the single point of contact for flight following in the Missoula area.
3. NRCC will prioritize requests for SMJs from multiple dispatch zones. NRCC will contact requesting dispatch centers for information to make determinations about priorities.
4. NRCC prefers SMJ requests in ROSS but a paper resource order or Smokejumper IA Request form via IM, email, or fax are temporarily acceptable.
5. NRCC will not accept verbal orders for SMJs.
6. All Missoula SMJ requests placed to NRCC and approved to be filled will be placed to MSJC for filling. NRCC will print four copies to MSJC's printer.
7. MSJC will communicate order information with SMJ pilots to launch aircraft. NRCC will add bearing and distance to incident off of MSO to the order when possible.
8. MSJC will communicate order information and will request flight following services with MDC. The preferred method of information transfer will be a telephone call and a copy of the resource order.
9. MSJC Operations will provide the requesting dispatch center and NRCC with a manifest of SMJs on board including identification of any Type 3 IC's. The manifest will be sent to the requesting unit, via fax or email, using the Smokejumper IA Request Form.
10. MSJC will send a commit message when SMJ aircraft launch, and an uncommit upon their return to MSO.
11. Upon return, MSJC will fill the order 'without configuration' in ROSS and assign subordinate Adots to those SMJs that lept.
12. NRCC will be the first point of contact for dispatch centers releasing SMJs if arranging for an aerial retrieval. MSJC will coordinate with NRCC and communicate demob arrangements to the host dispatch office(s).
13. NRCC will do a 1700mdt call around to dispatch center for anticipated needs for AT/LP, SMJ/RAP past 1800mdt. NRC also checks with AFD Operations (vice Gilman/Murphy). NRC will notify MSJC operations of any extended hours, and MSJC will notify SMJ pilots and MDC.
14. The SMJ duty officer may coordinate with NRCC to determine the need for SMJs to remain on duty beyond 1800mdt hours each day, and coordinate with SMJ ops for numbers of SMJs needed the next day, charge codes, etc. Extension of shift will be communicated by NRCC via a commit message and MSJC will call SMJs pilots and MDC.
15. NRCC and MDC include MSJC's hours of operation on daily tactical aviation summaries.
16. Notification of proficiency jumps should be made by MSJC to MDC with as much prior notice as possible. The preferred method of information transfer will be a telephone call. MDC is responsible for notifying the appropriate duty officers when proficiency jumps take place in their area of responsibility.
17. If an IA request comes in after hours, NRCC will notify the on-call MSJC duty officer. This is especially critical if the requested delivery time is early morning. MSJC will notify SMJ pilots and MDC.
18. **To order a BOOSTER for the Missoula SMJ Base**, the conversation can be initiated at any level. NRCC will make the final decision and will place the resource order accordingly. MSJC will generate the MT-R01 overhead requests in ROSS**.**
19. **To order Initial Attack Pounders**, centers follow the same ordering protocols as for individual Overhead, O#s for SMKJs in ROSS with all the details spelled out in special needs, i.e., # of SMJs needed, SMJs travel in vehicles, per whom?, and document why).
20. **Para Cargo Aircraft** are dispatched in the same manner as SMJ aircraft, exceptions are:
    - Order aircraft in ROSS as an A# (Fixed wing, Cargo) and food/cargo as one 'support' S#. See Para Cargo Ordering How-to, (http://gacc.nifc.gov/nrcc/dispatch/aviation/aviation.htm)
    - The NR Fire Cache will take the supply order from the requesting unit. When airdrop is specified as the means of delivery, the cache will call Missoula SMJ operations and request an aircraft. MSJC will create a flight strip and coordinate with NRCC. MSJC will send commit/uncommit email messages.
    - **Para Cargo Food Drop** - Order aircraft in ROSS as an A# with a 'support' S# from ordering unit with special needs identifying the number of people, number of meals, and number of days, Air to Ground frequency and specific Lat/Long of cargo drop site. Pass both A# and S# orders to MSJC to fill. MSJC creates the flight strip.

- When selecting an aircraft for a para cargo mission coordinate with SMJ duty officer #4896.
- If the para cargo request comes in after hours, notify the SMJ duty officer. This is especially critical if the requested delivery time is early morning as it often takes 4-8 hours to package the supplies/fresh food for airdrop. MSJC will notify SMJ pilots. MSJC will coordinate with requesting center and NRCC.

21. **Preposition of SMJs** - when requested to an alternate location (or NRCC deems it necessary) the order shall be processed in ROSS as an IA load followed by a flight strip and commit/uncommit messages from MSJC.
22. **Spike Bases** - aircraft is ordered on an A#, and the SMJs are ordered on a booster order as O#s. Order through NRCC, MSJC to fill in ROSS.

Administrative Flights

Pilots Ops and scheduling (Meekin and Fandrich) send out a Weekly Aviation Plan of scheduled aircraft and pilots. Both Meekin and Fandrich are the POCs (point of contact) for scheduling questions. NRC will provide updated email list for pilots annually.

Admin flight requests originating from the **FS Regional Office, R1 Aviation Staff at the AFD, Fire Lab, MTDC, Missoula SMJs and the Rocky Mountain Research Station**, will be submitted to the pilot schedulers/POC using the Administrative Flight Forms available at http://gacc.nifc.gov/nrcc/dispatch/aviation/avforms.htm Also reference the USDA Administrative Use of Aircraft Desk Reference on NRCC website.

1. The requesting party POC will complete the Administrative Flight forms package (which includes the Flight Justification, Cost Comparison, the Request for Administrative Flight, and the Day Trip Authorization) and submit them to the pilot schedulers and Ken Wabaunsee.
2. Pilots/Ken will proof the forms for completeness and arrange which aircraft and pilot will be filling the order. When **finalized**, pilots then send completed forms and flight strip to NRCC to share, file/archive.
   - NRCC will send the Flight Strip to MDC for flight/resource tracking purposes.

3. If the flight includes an SES passenger then the RAO will ensure forms have OGC approval and are completed in advance of the flight date.
4. If the flight is for R1 pilots then they will fill out their flight strip and appropriate admin flight forms and share with NRCC.
5. NRCC will coordinate with the flight POC and pilots regarding final arrangements, fill information, loading times, and locations.
6. MDC will pass flight following ATDs and ATAs to their affected neighbors; otherwise they will pass this information to NRCC to relay to other centers.
7. NRCC will notify pilots and pilot ops via email and text message of changes to flight strips after normal business hours for flights occurring the next day or the next day after a weekend. For example, if there is a passenger change on an admin flight at 1730 on a Friday for a flight on Monday at 0700, NRCC will email the updated flight strip to the affected pilot(s) and pilot ops, and notify the pilot(s) and pilot ops of the change via email text message. Pilot will confirm receipt of text to ops and NRCC. Pilot cell phone text addresses are as follows:

Bak:	call: 406-240-9090
Fandrich	call: 406-431-0045
McDonald:	4065466810@VTEXT.COM
Meekin:	4063703351@VTEXT.COM
Sannella:	4063703345@VTEXT.COM
Stickler:	4063703348@VTEXT.COM

8. Admin Flight requests originating from **MDC partner agencies (i.e., Lolo NF, DNRC, CSKT, etc.)** will be submitted to MDC. If MDC or its neighbors are unable to fill the request, the order will be placed to NRCC.
   - MDC will notify NRCC of any administrative flights leaving the MDC zone and provide NRCC with a copy of the flight strip.
   - MDC will notify NRCC by phone or IM of ATDs and ATAs, as they occur.

Pilot Proficiency Flights – see Appendix G

Cargo Flights (Non Fire)

Cargo flights to support non-fire or back country airstrips coordinate closely with R1 pilots regarding times, weights, airstrip readiness, charge codes, etc. When these requests come from outside the Missoula area the requester shall go through their own dispatch center to ensure there is not a local vendor available at a competitive price. That dispatch should then make arrangements with neighboring centers or NRC for further assistance. Local dispatch and NRCC should be involved in ordering, changes to flight plan, cancellations and postponements.

Air Attack

1. NRCC or R1 Fixed Wing Ops Specialist (Ken Wabaunsee or Mike Vanderpas) will schedule ATGS/ATS and trainee coverage for Regional aircraft (i.e. N111Z, GVC EXU, HDC EXU or other).
2. NRCC will prioritize use of regional air attack as needed (including N111Z and GVC exclusive use)
3. Orders for an Air Attack (platform and/or ATGS) which has been identified as available for the geographic area will be ordered through neighbors then through NRCC.
4. NRCC will place orders approved for fill to MDC.
5. MDC will fill order and provide flight following services.

Light Fixed Wing (LFW)

1. Orders for LFW aircraft follow neighborhood policy.
2. NRCC will fill or place orders approved for WCF aircraft to MDC.
3. MDC will fill orders and provide flight following services.

Miscellaneous

1. Pilots are responsible for providing updates to their quals in IQCS (through training rep.)
2. R1 pilots requested as Overhead in ROSS will be filled and travel arranged by MDC, like all other fire resources.
3. When pilots are asked to extend past 14 days on fire assignments out of area, pilot will ensure the request is approved at the host GAC first, then seek approval from R1 supervisor.
4. R1 pilots using personal-owned aircraft for government travel will either file a VFR flight plan with the FAA or provide a flight strip to MDC and follow resource tracking/flight following protocols with a call at each stop.
5. Maintenance downtimes for USFS-owned or leased aircraft will be reported by pilots to NRCC. NRCC will share information with MDC and MSJC as needed.

Landing Fees for the Missoula Airport

The MSO ATB will keep landing records for all airtanker revenue flights arriving at the MSO ATB. MDC will keep landing records for all other visiting aircraft that exceed the 12,500 lb weight limit. MSJC's local aircraft are not subject to landing fees because the FS is a tenant on the airport. NRCC will consolidate records for payment each fiscal year and forward on to WMAZ for payment. We no longer keep landing records of the NICC jets landing at MSO.

R1 FS Ramp Operations

1. MDC and the Deck/Ramp Coordinator work closely together. All orders in which aircraft will arrive or depart our FS ramp will be relayed to MDC.

I&DC (Bug) Flights

1. Coordinated through NRCC, flight following is through MDC as needed.

Research Flights

1. Coordinated through NRCC, flight following is through MDC as needed.

Preposition Orders in ROSS

1. If a lead plane/ASM is visiting MSO it should be released/reassigned at the end of shift to a local Prepo Order and toggled available for the next shift.

Appendix A – Contacts

Missoula Dispatch (MDC)

Missoula Dispatch 24-hour		829-7070
Missoula Aircraft Desk (main & after hours)		829-7060
Missoula Aircraft Desk FAX		829-7083
Kate Holsapple	Center Manager	829-7050
Joy Williamson	Asst. Center Manager Ops	829-7052
Cobey Williamson	Asst. Center Manager Logistics	829-7048

Northern Rockies Coordination Center (NRCC)

Northern Rockies 24-hour		329-4880
Northern Rockies FAX		329-4891
Kim Thomas	Aircraft Coordinator	329-4883
Kat Mount	Asst. Aircraft Coordinator	329-4882
Kathy Pipkin	Center Manager	329-4709
Ken Wabaunsee	Fixed Wing/Air Attack Coord	329-4914

Missoula Smokejumpers (MSJC)

Smokejumper Operations	329-4896/7	
Smokejumper Operations FAX	829-6995	
Duty Officer Cell Phone	370-5877	
Tory Kendrick SMJ Ops Foreman	329-7362	Cell 370-0022
Louis Fleming SMJ Ops	329-4704	Cell 240-6251
Dan Cottrell SMJ Ops	329-4897	Cell 847-217-6692
Bat Phone (Fire Line)	829-7374	

Pilot Scheduling

Kevin Meekin	Supervisory Pilot	329-4777	Cell 370-3351
Abe Fandrich	Supervisory Pilot	329-4915	Cell 431-0045
Ken Wabaunsee	Fixed Wing Specialist	329-4914	Cell 370-5896

Appendix B – R1 Pilots and Aircraft

R-1 Pilot Qualifications 2017

	SD3-60 B Sherpa	C-23A Sherpa	BE-90 King Air	BE-200 King Air	C-206 Station Air
Bak, Shane	PIC	PIC/IP	PIC		PIC/IP
Fandrich, Abe	PIC		PIC	PIC	
McDonald, Dolan Bravo/ L1-4		PIC	PIC/IP	PIC	PIC/IP
Meekin, Kevin Bravo/ L1-2		SIC	PIC/IP	PIC	PIC/IP
Sannella, Joe		PIC/IP	PIC		PIC/IP
Stickler, David Bravo/ L1-9		SIC	PIC/IP	PIC	PIC/IP
John Lesnik, Contract Pilot		SIC/PIC			
New Hire Pilot - May/June	?	SIC/PIC T			PIC
New Hire Pilot - May/June	?	SIC/PIC T			PIC

PIC: Pilot in Command; **SIC**: Second in Command; **IP**: Instructor Pilot; **T**: Trainee

N417SH – Beech C90GT King Air, USFS-R1 contract. Leadplane/ASM and 5 pax transport.

N50HV - Beech B200 King Air, USFS - National Contract.

N179Z – Shorts C-23A Sherpa, USFS owned. White/Orange/Black. Smokejumper Aircraft. Restricted aircraft, used for special mission cargo, paracargo, personnel transport including but not limited to fire, search & rescue, project, etc.

N161Z - Logistical Sherpa. Crewing this aircraft is our lowest priority.

N111Z – Cessna 206, USFS owned. White/Orange/Black. Used for Air Attack, recon, research and passenger transport, back country carded. Staffed through R1 Fixed Wing Ops Specialist, prioritized through NRCC daily.

Appendix C – IA Flow Charts

Initial Attack Flow Charts for Neighbors and
Customers of Missoula Area Aircraft

1. All flight following procedures will follow guidelines in the Northern Rockies Mobilization Guide.
2. When practical, NRCC and MDC encourage the use of IM for the relay of aircraft and resource information.

Initial Attack Smokejumper Request IA Flow Chart

Initial Attack Smokejumper Request

Gather and confirm the **Minimum Information Needed**:
- **Lat/Long** (enter via the Initial Incident Screen)
- **Hazards** (enter via the Incident Screen)
- **Frequency** (enter via the Incident Screen, include Air to Air and Air to Ground)
- **Air to Ground Contact** (enter via the Incident Screen, Frequency tab)
- **Descriptive Location** (enter via the Initial Incident Screen under Descriptive Location)
- **Elevation** (enter in Special Needs via the New Request Screen)

Smokejumper Operations requests detailed information in **Special Needs**:
- **Estimated size**
- **Position on slope**
- **Aspect**
- **Estimated number of smokejumpers needed**
- **Identify if ICT3 is needed**

If ordering on an ABCD Miscellaneous incident, enter the specific incident lat/long in Special Needs.

ROSS is the preferred method to order all tactical aircraft.
However, a faxed resource order or Smokejumper IA Request Form will be temporarily acceptable.

ROSS Procedure:
- Using an A# and the Groups category, order "Load, Smokejumper, Initial Attack", Without Configuration," pass request to NRCC, who will pass it to MSJC to fill in ROSS upon return.
- **Initial attack pounders** follow the ordering protocols as for individual overhead with O#s for smokejumpers, with specifications for ground travel in Special Needs and document who decided this method and why.

MSJC will:
- Fill ROSS requests
- Commit and uncommit the aircraft and smokejumpers via email
- Request flight following through MDC
- MSJC to fill with master roster in ROSS **IF** directed by host center when aircraft returns

In the event of a **DIVERT** situation, coordinate verbally through NRCC.

NRCC will be the first point of contact for dispatch centers **releasing smokejumpers** and **arranging for retrieval with aircraft.**

Spike Base Requests – Ideally, the aircraft is ordered on an A#, and the smokejumpers are ordered on a booster order as O#s. Order through NRCC, MSJC to fill in ROSS.

Airtanker, Leadplane, National Helitack and Regional Air Attack IA Request Flow Chart

Refer to the airtanker/smokejumper reminders on the NRCC website:
   http://gacc.nifc.gov/nrcc/dispatch/aviation/AT_LP_SMJ_AA_TFRticklers.pdf
To order a Missoula airtanker or leadplane all requests go direct to NRCC.

Airtanker, Leadplane/ASM, Helitack, Air Attack

Gather and confirm the **Minimum Information Needed**:

- **Lat/Long**   (enter via the Initial Incident Screen)
- **Reload base**   (all bases automatically show after lat/long is entered, edit bases from administration screen, organization)
- **Hazards**   (enter via the Incident Screen)
- **Frequency**   (enter via the Incident Screen, include Air to Air and Air to Ground)
- **Values at Risk**   (ALWAYS entered in Special Needs via the New Request Screen)
- **Air to Ground Contact** (enter via the Incident Screen, Frequency tab)
- **Descriptive Location** (enter via the Initial Incident Screen under Descriptive Location)
- **Elevation**   (enter in Special Needs via the New Request Screen)

Requests MUST include detailed information in Special Needs:
Enter values at risk:

Human Life	**Property**	**Natural Resources**
- Entrapment	- Primary residences	- T&E species
- Reinforce escape route or safety zone	- Seasonal residences	- Wildlife habitat
- Medivac	- Commercial	- Grazing allotments
- Highways, rec. areas	- Outbuildings/livestock	- Designated critical areas

ROSS with a kneeboard report is the preferred method to order all tactical aircraft. However, faxed resource orders are acceptable temporarily for more efficient mobilization.

ROSS Procedure:
- Using an A#, order "Airtanker, Type 1 or 2," also order "Fixed Wing, Leadplane."
- Place requests direct to NRCC.

MDC will:
- Fill ROSS requests
- Commit and uncommit the aircraft via email
- Flight follow aircraft until positive handoff with host unit

In the event of a **DIVERT** situation, coordinate verbally through NRCC.

Reload requests and release info shall be relayed via phone/IM from host center to NRCC, NRCC will relay to MDC and vice versa.

At end of shift – host units will 'Release to Base' in ROSS all airtankers and toggle available, NRCC will follow up nightly to confirm airtankers were released properly. Leadplanes should be released to home or reassigned to a preposition order, dependent upon the situation.

Montana SWLO DNRC Helicopter

Reference Appendix I of the Northern Rockies Mobilization Guide

Appendix D – Missoula Smokejumper Operations Procedures Guide

Daily Smokejumper ROSS Duties:
1. Confirm status of aircraft/IA loads in ROSS.
2. Check individual overhead status as needed.

Initial Attack Requests:
1. Log into ROSS, check pending requests
2. Call pilots
3. Print requests if needed
4. Transfer pertinent information to IA Smokejumper Request Forms
5. Request flight following from MDC via phone call
6. Send IA Smokejumper Request Form with manifest to requesting dispatch center & NRCC via fax or email
7. Commit aircraft in email using subject line: Example: COMMIT: J-15 to "X" fire, MT-LNF-XXX, Lat/Long, with # SMJs on board, X# SMJs available at MSO with J-79
8. Upon return of aircraft, fill ROSS order with appropriate aircraft and roster
9. Send an uncommit email using subject line: Example: UNCOMMIT: J-15 back at MSO with X# smokejumpers available at MSO
10. When aircraft is released from incident, change the status of aircraft load in ROSS to available

Booster/Detail Requests:
1. Booster requests will be sent as individual overhead requests and placed and/or filled by the smokejumper coordinator at NRCC.
2. Travel on agency aircraft will be coordinated by MSJC Ops/NRCC. A flight strip will be created by MSJC, sent to NRCC, and sent to MDC for flight following purposes via fax or electronically.
3. Commercial travel will be made by MSJC and the paperwork will be shared with NRCC.

Overhead Requests:
1. Check pending requests.
2. Fill with appropriate person.
3. MSJC will arrange commercial travel and fill in ROSS for the individual.

Proficiency Jumps:
1. Inform the NRCC aircraft desk of upcoming proficiency jumps.
2. Coordinate with pilots.
3. Request flight following services from Missoula Aircraft via Aircraft Dispatch Form and call.
4. Missoula Aircraft will contact LNF districts with notification.

Start here →

Remember: everything is negotiable with dispatch, and if there's a question, ASK. We're all in this together!

Was this flight ordered through an aircraft resource order (A#)?

Yes →
- ✓ MDC /MSJC will complete flight strip, if one is required.
- ✓ IF going out of GACC or flight is point-to-point, non-tactical, FILE FAA FLIGHT PLAN and phone calls to MDC at enroute stops for resource tracking.
- ✓ IF staying in GACC or flight is tactical (ie, SMKJ's flying IA ready) agency flight following w/radio checkins on takeoff & landing.

No ↓

Will you be leaving the GACC?

Yes → **Was the flight initiated by R1 pilots?**

Yes →
- ✓ Pilot creates a Flight Strip and Cost Comparison / Justification
- ✓ File FAA Flight Plan w/ radio calls on takeoff and landing for flight following purposes.
- ✓ Phone call to MDC on ALL departures and landings for resource tracking

No ↓

Will you be leaving the Missoula Dispatch area?
as depicted on accompanying map

Yes → **Was the flight initiated by R1 pilots?**

No →
- ✓ NRCC creates the Flight Strip
- ✓ Pilot Ops coordinates through NRCC with Cost Comparison / Justification
- ✓ File FAA Flight Plan w/ radio calls on takeoff and landing for flight following purposes.
- ✓ Phone call to MDC on ALL departures and landings for resource tracking

Yes ↓

- ✓ Pilot creates a Flight Strip with Cost Comparison / Justification
- ✓ File FAA Flight Plan or Agency flight following w/ radio calls on takeoff and landing. FAA Flight Plan is preferred for flight following after hours & for point to point flights.
- ✓ Phone call to MDC on ALL departures and landings for resource tracking

No ↓

- ✓ Pilot Ops coordinates through NRCC with Cost Comparison / Justification
- ✓ NRCC creates the Flight Strip
- ✓ File FAA Flight Plan or Agency flight following w/ radio calls on takeoff and landing. FAA Flight Plan is preferred for flight following after hours.
- ✓ Phone call to MDC on ALL departures and landings for resource tracking

No ↓

- ✓ No flight strip needed
- ✓ Heads up phone call to MDC for resource tracking
- ✓ Agency flight following w/ radio calls on takeoff and landing for flight following purposes

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Appendix F – Ninemile Airstrip Jumpspot Protocol

1. **Communication**
    a. The day prior to the scheduled activity, call the Ninemile Front Desk: **626-5201.** Front desk staff will call the Ranch Manager and District FMO and will call back if there is a problem.
    b. Notify Missoula Aircraft Desk with ETD/ETA and duration of flight.
2. **Airstrip:**
    a. Motorized vehicles including ATVs, fuel trucks and full sized rigs are required to stay on the two track in the airstrip. Do not drive off the two track road to retrieve gear or pick up jumpers. Driving on off the two track compacts the soil, leaves ruts and impacts hay production.
    b. Use the hardened site near the road at the south end of the airstrip for helicopter landings, yurts, portable toilets and vehicles required for safety, etc.
    c. Most vehicles should be parked across the road in the outside hay storage area. Parking should be signed for bigger operations.
    d. People should not sit on or move irrigation equipment such as the wheel line and hand lines.
3. **District:**
    o Do not drive ATVs or full-sized vehicles off road into meadows.
    o Please drive slowly on forest roads especially when driving past private residences along gear retrieval routes.
    o Streamers should be picked up whenever possible.
    o Flag lines and any other equipment related to rookie training should be removed from the district as soon as possible

Appendix G – Flight Following Direction from MDC and R1 Supervisory Pilot

1. Missoula Aircraft is responsible for flight following agency aircraft travelling outside of the 4.4 nm radius of the Missoula tower and are inside the MDC Zone who have not filed an FAA flight plan.

2. If an agency pilot has filed a VFR or IFR FAA flight plan (not to be confused with FAA flight following), then agency flight following/tracking requirements are met and Missoula Aircraft has no further responsibility for flight following other than reporting on and off times (resource tracking) (FSM 5709.16 Section 33.04a3). FAA "flight following" can be requested by a pilot at any time, however, the FAA can also discontinue "flight following" at any time during a flight due to increased activity. Because of this, FAA "flight following" does not fulfill requirements for agency flight following policy – therefore pilots are required to report departures, arrivals and delays of one hour or more to dispatch, per policy.

3. Agency flight following must be provided if an FAA flight plan (VFR or IFR) has not been filed. AFF is the preferred method of agency flight following, with radio check-ins on takeoff and landing. 15 minute radio check-ins are to be used if AFF is inoperable. When flight following via AFF, Missoula Aircraft will set a timer and document the aircraft location every fifteen minutes from the Flight-tracker program. **If flight is delayed more than 30 mins call dispatch with verbal update.**

4. If a non-fire or non-tactical flight is going outside of Missoula's Dispatch Zone (see Appendix G.), a flight strip must be done, with one exception:
   - Non-Fire flights originating from Missoula and headed to the entire Bitterroot drainage (including Stevensville, and as far South as Lost Trail Pass) are the exception. In this case, Missoula Aircraft will coordinate with the Bitterroot to let them know aircraft is in their area. This area is a common place for maintenance and proficiency flights to take place and the goal is to make this as easy as possible for all involved.
   - **Flights occurring within the Bitterroot drainage from Stevensville Airport and north will flight follow with Missoula Dispatch. Flights that will be taking place from the Stevensville Airport and south will require a radio check-in on frequency Bitterroot North with Bitterroot Dispatch. BRC will take over flight following responsibility for that flight. Missoula Dispatch will send Bitterroot Dispatch the WildCAD incident for those flights occurring south of Stevensville Airport.**

5. If a flight is going point to point across a geographic area boundary, a flight strip must be done. When crossing a geographic area boundary, pilots will file an FAA flight plan and not rely on agency flight following.

6. Pilots will plan ahead as much as possible and call MDC first so Missoula Aircraft can plan staffing. Normal office hours for Missoula Dispatch are Mon – Fri from 0800-1630. 24/7 staffing is provided during periods of high fire activity in the local area. Not all of our employees are able to use FS pay codes for time spent after hours. If we know ahead of time, we can plan our staffing to make sure someone can stay later.

7. Pilots will notify MDC by 1430 of plans for flying that afternoon/evening to ensure there will be flight following provided. If flight following cannot be accomplished by Dispatch and the flight is for TRAINING. (Note this should be the exception not the rule, use prior planning!)
   - The crew will call their supervisor and let them know what they are doing before the flight.
   - If the flight is IFR the crew will file an IFR flight plan and WILL NOT cancel that flight plan while in the air.
   - If the flight is VFR for training the crew will remain within visual and radio range of the tower at all times (within Class D airspace). The crew will call the tower prior to flight to ensure they will be able to flight follow with the tower.
   - The crew will call their supervisor after the flight is completed.

Note: for flights transferring aircraft without a FM Radio and/or AFF.

- Flights will be made IFR if possible.
- If the flights cannot be made IFR the following items apply:
  - The crew will call their supervisory prior to each leg being flown as well as at the end of each leg being flown.
  - The crew will get a Portable AFF if possible.
  - The crew will use the File a VFR flight plan, will make 30 Minute check-In calls with Flight Service reporting their location along the flight route and will cancel their flight plan once on the ground at the end of each leg.

Appendix H – MDC Zone Map