NWCG Aircraft Flight Schedule Form

TO BE COMPLETED BY FLIGHT MANAGER OR PILOT PRIOR TO DEPARTURE — SEE PAGE 2 FOR INSTRUCTIONS

Items with an asterisk (*) and outlined in red are minimum required information.

Aircraft and Pilot Information

*FAA# and Call Sign		*Make/Model		*Color	
*Pilot(s)		*Pilot(s) Phone #		*Aircraft Vendor	

**Flight and Aircraft*

Point-to-Point	☐
Mission Flight	☐
Fixed-Wing	☐
Helicopter	☐

**Flight Following*

Flight Following with the FAA	☐
Agency Flight Following	☐

Passenger Information

*Chief of Party (COP)		*COP Phone	
*Number of Passengers (Pilot +)	Only Pilot(s) on Boa	*Charge Code	

Passenger Manifest

Passenger Name	DPT	DST	Passenger Name	DPT	DST	Passenger Name	DPT	DST

Flight Itinerary

Departure					Arrival		Drop Off
* Flight Date	* # PAX	* Airport	*ETD	*ETE	* Airport	*ETA	*# PAX

Mission Details and Notes

National Flight Follow Frequency	Rx/Tx 168.650 Rx/Tx Tone 110.9	**Local Flight Follow Frequency**	
Air Guard	Rx/Tx 168.625 Tx Tone 110.9	**NICC Resource Tracking**	1-800-994-6312

Purpose: Tool used by aviation crews and dispatch to share flight information critical for resource tracking and, if warranted, mishap response.

Requirement: Per National Interagency Standards for Resource Mobilization, Ch 50 (https://www.nifc.gov/nicc/logistics/reference-documents), *NWCG Aircraft Flight Schedule Form*, PMS 249 will be completed by the pilot or flight manager (regardless of type of flight plan filed) and shared with the originating dispatch center when the flight meets all the following criteria:

- **Aircraft under agency operational control,**
  - Applies to Call-When-Needed (CWN) aircraft hired on resource orders and mobilized to the requested delivery location. Does not apply to CWN aircraft released back to the vendor "provided [there are] no government personnel or cargo on board."
  - Applies to all government owned aircraft.
  - Does not apply to contracted aircraft relocating in preparation for the beginning of a mandatory availability period (MAP) for an exclusive-use contract. These aircraft are not under agency operational control until the beginning of their exclusive-use MAP.
- **Leaving the local area (dispatch zone),** and
- **Administrative/non-tactical/point-to-point flight OR tactical/mission flight that is leaving the local area and includes a scheduled stop** for a tactical briefing, fuel stop, or passenger pick-up or drop-off en route to an incident.

Form Completion Guidance

Aircraft and Pilot Information

- Important for mishap response procedures, if necessary.
- Pilot contact information: List all pilots. Information allows recipient the ability to clarify information, if needed.

Flight Following Methods — CHOOSE ONE

- *Flight Following with the FAA:* The pilot or designated flight manager has obtained FAA flight following and, apart from initial call-out and final closeout with dispatch, will not be receiving agency flight following.
- *Agency Flight Following:* Local dispatch centers, beginning with the aircraft's originating dispatch office, will track the aircraft's location and condition at regular intervals throughout the duration of the flight or until flight following is terminated by the designated flight manager or pilot.
  - Accomplished through Automated Flight Following (AFF) or radio check-ins occurring at least every 15 minutes and relaying call sign, latitude/longitude, and heading.

Passenger Information

- Identify the chief of party (COP) and contact information. This may be the pilot (if so, enter pilot information or same as pilot) or the flight manager (e.g. Helicopter Manager (HMGB), Air Tactical Group Supervisor (ATGS)). If the COP is not on board, note this in the Mission Details and Notes section.
- "Number of Passengers" refers to the number of passengers in addition to the pilot(s) on board. This information is important in the event mishap response must be initiated.

Flight Itinerary

- Indicate all anticipated legs of the flight with airports and ETD and ETA specified. These locations and times are important for resource tracking, flight following, and mishap response.
- Per the National Interagency Standards to Resource Mobilization, "The flight manager will contact the sending-unit dispatch when the flight plan has deviated more than 30 minutes from the original flight plan."

Mission Details and Notes

- Include any pertinent flight information that is not recorded elsewhere on the form (e.g., alternate contact numbers, incident number).

NICC Resource Tracking Phone Number — Flight Following versus Resource Tracking

The National Interagency Coordination Center (NICC) does not have radios and thus lacks the capability to attempt to contact an aircraft if they turn red on AFF (initial steps in aviation mishap response). Therefore, NICC is incapable of flight following aircraft. NICC instead resource tracks aircraft.

- *Flight Following:* The processes through which an aircraft is actively monitored, at regular intervals, using approved agency methods from departure point to destination. This results in obtaining the knowledge of aircraft location and condition, providing a reasonable degree of certainty such that, in the event of a mishap, search and rescue may be initiated.
- *Resource Tracking:* An approved method by which the intended movement of a resource is documented and coordinated prior to departure, at completion of each leg, and upon arrival at the destination. This results in the reasonable confirmation of a resource's status and location.

Dissemination

- Once completed, save the document and relay to the originating dispatch center who will be responsible for further dissemination dependent on flight path and purpose. Ensure the *NWCG Aircraft Flight Schedule Form*, PMS 249 is complete and submitted in a timely manner.