

APPENDIX A - Teton Interagency Dispatch Flight Following and Flight Plan Procedures

Just prior to the flight, the Chief of Party/Pilot is responsible for notifying dispatch when a flight following plan is to be initiated. All administrative aircraft flights in airspace over or surrounding the Park or Forest will be conducted under a formal flight plan, submitted to TIDC or filed with the FAA. All helicopter and "special use" fixed-wing missions will require 15 minute flight following.

These procedures are established to facilitate mission safety and to alleviate potential conflicts of multiple aircraft within Park and surrounding area airspace simultaneously.

Flight Following: [Required for all helicopter and "special use" fixed wing missions.]

Dispatch or local flight following is responsible for flight following and will continue monitoring the radio until aircraft is passed to another dispatch center or the aircraft has returned to home base.

- Incident Commander or Flight Manager or Pilot will contact TIDC or local flight following RADO to initiate flight following and establish 15-minute flight following intervals.

- Communicate to Dispatcher/RADO the following:

- Communication frequency.
- Type of mission.
- Aircraft type and identification number ("N" number).
- Number of passengers and pilots.
- Proposed flight route or destination.
- Confirm AFF is working.

- Depending on aircraft communication capabilities the following procedures will be adhered to:

When flight following **WITHOUT AFF**, relay the following information to dispatch every 15 minutes:

- Current location (geographic, legal location, or latitude / longitude).
- Current direction of flight.
- Next destination or area to be surveyed.
- Estimated time on ground (if landing).

When flight following **WITH AFF**, the aircraft dispatcher or flight follower will check the status of the aircraft every 15 minutes.

- Flight Manager or Pilot will communicate to dispatch any deviations to the last report of flight intentions
- Aircraft dispatcher or flight follower will call the aircraft if there is any unexpected change or deviation from last report

- Terminate flight following with Dispatch at end of mission or advise intent to contact or positive contact with adjacent dispatch center. TIDC will contact that dispatch center for positive handoff.

Flight Plans: [option for non-special use fixed wing missions.]

- Incident Commander or Flight Manager initiate.
- File a formal flight plan with TIDC or the FAA.
- Close the flight plan with TIDC or the FAA.

Aircraft of cooperating agencies are asked to notify Teton Interagency Dispatch (307-739-3630) of the start and end of their missions performed over Grand Teton National Park (GRTE) or the Bridger Teton National Forest (BTF). Flight following may be provided if the BTF and GRTE are benefitting from the activity.

APPENDIX B – USFS Flight Request/Justification for Administrative Use of Aircraft

USDA Forest Service

FS-5700-10 (9/93)

**FLIGHT REQUEST/JUSTIFICATION FOR ADMINISTRATIVE USE OF AIRCRAFT
(FSM 5710; FSH 5709.11, Ch. 10)**

User: _____ Date(s) of Use: _____
Agency/Unit

Purpose of trip: _____

Service requested _____

Planned travel requires the use of air transportation, and Forest Service-operated or charter aircraft will be used because (check a, b, or c. If c is checked, attach a cost comparison) :

- (a) The aircraft is schedule to perform a bona fide mission, training, or proficiency activity compatible with secondary use of the flight for transportation, and the minimum mission, training, or proficiency requirements have not been exceeded.
- (b) No airline service is reasonable to effectively fulfill the transportation requirement within the same calendar day as required.

Explanation: _____

- (c) The actual cost¹ of using this aircraft is not more than other suitable and available air transportation. (Use FS-5700-11, Cost Comparison Travel Worksheet.)

Signature _____

¹ This cost should be the total cost to the Government; calculations should include per diem, overtime, and lost work time as well as actual transportation costs.

APPENDIX C – USFS Cost Comparison Travel Worksheet

USDA Forest Service

FS-5700-11 (09/93)

COST COMPARISON TRAVEL WORKSHEET (FSM 5710; FSH 5709.11, Ch. 10)

ITEMS TO BE COMPARED: GOVERNMENT OPERATED AIRCRAFT, AIRLINE, COMMERCIAL AIRCRAFT UNDER CONTRACT AND ANY OTHERS.

STEP 1: ANALYZE TRAVEL NEED

Consider number of travelers, weight and nature of baggage or cargo, and all known constraints. Typical constraints could be time away from home station, working time needed at destination(s), specific dollar limits, and vulnerability to weather delays. Do not include a method of transport that is obviously unsuitable. Normally, the decision to travel by air will have been made before using this form, but columns for other means are provided for use when appropriate. Summarize analysis: (example) Government-operated and charter aircraft both capable of performing requested service. Airline service did not meet time constraints for conference, nor did any form of ground transport.

STEP 2: COST COMPARISON

	Common Carrier (Airline)	Common Carrier (Rail)	Government Owned Aircraft	Commercial Aircraft (Contract)	Other	Other
1. Fares/Flight costs						
2. Per diem/overnight charges						
3. Lost work time						
4. Local transportation						
5. Overtime/standby						
6. Other						
7. Total cost						

Name of Preparer _____

Unit _____

APPENDIX D – USFS Day Trip Authorization

USDA Forest Service
(9/93)

FS-5700-12

DAY TRIP AUTHORIZATION (FSM 5710: FSH 5709.11 Ch. 10)

Date: _____

Make/Model of Aircraft:
Operator:

Registration No:

Purpose of trip:

Route of flight:

Passenger Name	Affiliation

Forest Service sponsoring unit:

I certify that the person(s) listed above has an official purpose for being on this flight and any associated surface transport. I recognize that the Government may incur increased liability exposure under the Federal Tort Claims Act, 28 U.S.C. 2671-2680, and that ownership of the conveyance(s) in question does not alter the Government's liability (Comptroller General Decision B-231814, January 19, 1989). I have determined that the benefits justify the operation.

Signature and title of sponsoring unit representative (FSM 5716.4)

APPENDIX E 2016 Interagency Flight Request Form

This form must be completely filled out in order to schedule a flight and be submitted electronically to the Interagency Aviation Officer.

Name of Project / Mission:

HELICOPTER		FIXED WING			
REQUESTING UNIT (Agency, District, Subgroup):					
CONTACT PERSON:			CONTACT PHONE #:		
			e-mail:		
Date of Request:			Planned Date(s) of Use:		
PROJECT DESCRIPTION (Describe the Scope and Type of Project)					
BASE OF OPERATIONS / PICK UP POINT:					
Latitude:		Longitude:			
Township:		Range:		Section:	
Pick-Up Time:			Estimated Duration of Project:		
DESTINATION POINT / PROJECT AREA:					
Latitude:		Longitude:			
Township:		Range:		Section:	
IS SPECIAL APPROVAL NEEDED FOR LANDING?					
IF SO, HAS APPROVAL BEEN COMPLETED? (Y / N) :					
NAMES OF ALL PASSENGERS AND FLIGHT WEIGHTS (Flight Crew Member Participant List on last page may also be used):			TYPE OF CARGO AND ACTUAL WEIGHT:		
ACCOUNT CODE (FS or NPS):			BILLEE CODE:		
AGREEMENT #:					

APPENDIX E 2016 Interagency Flight Request Form

Flight Justification (select one):

- Explain why other methods of transportation or delivery are not adequate.
- Is this a non-emergency request that is time sensitive?
- Has a project aviation safety plan, PASP, been completed and approved for this mission?

****If the flight is postponed or cancelled for any reason, this authorization is good for 30 working days from the date and time listed in the flight data section. ALL passengers should be prepared with gear, food, and water in case of inclement weather or other unscheduled events.**

REQUESTED BY:	
Title: _____	Date _____
All flight crew members are current in required aviation training for this project and the mission fits within the program described in the approved Aviation Management Plan.	
THIS SECTION TO BE COMPLETED BY NPS DIVISION CHIEF or FS PROGRAM MANAGER OF REQUESTING INDIVIDUAL	
The above requested flight is the most appropriate tool for the job. I recognize that all passengers and supervisors are required to be current and in compliance with required basic aviation training.	
Signature _____	Date _____
INTERAGENCY AVIATION OFFICER REVIEW	
Signature _____	Date _____
THIS SECTION TO BE COMPLETED BY NPS SUPERINTENDENT'S OFFICE or FS DUTY OFFICER IF APPROVAL IS NOT ALREADY PROVIDED VIA AN NPS DIVISION'S OR FS PROGRAM'S OPERATIONS PLAN	
The above requested flight is APPROVED DISAPPROVED MODIFIED AS NOTED:	
Signature _____	Date _____

Approval of this flight request form indicates authorization to charge any premium pay (i.e. overtime, hazard pay) incurred during the accomplishment of this mission to the account number provided above.

Flight Crew Member Participant List

2016 Teton Interagency Fire Helicopter Project Request Protocol

Non-emergency helicopter requests require submission of an Interagency Flight Request Form, Appendix E of the Interagency Aviation Plan.

The Interagency Flight Request Form is required for all flights except:

Wildland fires
Search and Rescue
Other time sensitive missions*

*Other time sensitive missions require approval within a short time frame. An example of a time sensitive mission is a timely response to a malfunctioning mountain top radio repeater. The IAO will expedite these requests in coordination with TIDC.

Flight requests are required for prescribed burns; but it is understood the actual dates and length of the assignment will be variable depending on burning conditions. Once approved and implementation has begun, any additional aircraft needs, and changes in the length of commitment will be requested directly through Teton Interagency Dispatch (TIDC). TIDC will notify the agency duty officers and Interagency Aviation Officer (IAO) of these requests, and an evaluation of the availability of the assigned aircraft or a suitable alternative will be determined. A response will be promptly relayed by TIDC to the requesting Burn Boss.

All Forest Service missions that use the Teton Interagency Helicopters must have an agreement in place with a valid job code to pay for flight time, over time and hazard pay. Park Service missions also require a DOI code.

Project Aviation Safety Plans, PASPs, are required for all non-emergent and special use project missions. Programmatic PASPs are located on the Teton Interagency Fire website. For missions without a programmatic PASP, a specific PASP is required. Contact the IAO if you have questions regarding the need for a PASP; adequate time must be provided for the development, review, and approval of a PAPS.

Process for requests:

1. Requesting party completes an electronic flight request form with their NPS Division Chief's or FS Program Manager's signature of approval and submits to the IAO. **It is the requester's responsibility to contact the IAO if a timely response is needed. Questions regarding completion of the form should be directed to the IAO.**

The IAO, or in his/her absence the Duty Officer for the requesting agency, reviews the request and forwards through the appropriate approval chain outlined in the process for requests below.

2. The IAO reviews the request form to validate adequate planning and risk assessment have occurred, personnel requirements and qualifications can be met, prevent other mission scheduling conflicts, and that prerequisite approvals are satisfied.

APPENDIX E 2016 Interagency Flight Request Form

3. The IAO obtains approval from the NPS Superintendent or FS Duty Officer if approval is not already granted via approval consented within an NPS Division's or FS Program's operations plan.
4. Following approval, the IAO forwards the approved request to TIDC. TIDC will notify the requesting party and the NPS and FS Duty Officers via email that the request has been approved, scheduled and Helitack has been notified. If the request is not approved, the Aviation Officer will contact the requesting party.
5. Helibase will determine if contact with the requesting party is required before the mission to determine any special mission requirements.
6. An approved mission that is postponed or cancelled will not require re-approval unless the actual mission has changed, or more than 30 days has passed since the originally scheduled date. Rescheduling will be requested to Dispatch with concurrence of the two agency duty officers.
7. Requests for more than a one day project may be approved, but will be subject to daily availability as conditions change. In the event that an approved project requires significant additional flights (or another day) beyond the original request, the Forest or Park Duty Officer, with consultation of the IAO, may approve if the additional flights are within reason. **All Scheduling changes must go through Teton Dispatch.**
8. The Park and Forest Duty Officers reserve the right to postpone or reschedule these flights for any reason including but not limited to: Current and expected fire load, work rest needs, and other competing priorities.

**Teton Interagency Fire
Helicopter Project Request Flow Chart**

Non-Emergency Mission
Planned or Unplanned



Requesting party completes an electronic flight request and sends to the IAO.



IAO reviews validates mission requirements and prerequisite approvals. IAO provides support to requesting party if PASP creation is needed.



IAO obtains approval from the NPS Superintendent or FS Duty Officer. IAO forwards approval to TIDC.



Dispatch notifies requesting party, NPS and FS Duty Officers via email that the request has been scheduled and Helitack has been notified.



Helibase determines if contact with the requesting party is required before the mission to determine any special mission requirements.



Mission set to go. Contact TIDC if any changes are required. All Scheduling changes must go through TIDC

The Park and Forest Duty Officers reserve the right to postpone or reschedule these flights for any reason.

Appendix F – NPS ASLE Waivers

- GRTE Jenny Lake District Ranger Environmental Conditions PPE waiver is stored electronically and filed by the IAO and the Jenny Lake District Ranger
- GRTE Science and Resource Management Environmental Conditions PPE waiver is stored electronically and filed by the IAO and SRM Wildlife Biologist

Appendix G – NPS Short-haul Enhancements

- GRTE Short-haul Enhancement is stored electronically and filed by the IAO and the Jenny Lake District Ranger
- GRTE and Teton County Wyoming Short-haul Enhancement is stored electronically and filed by the IAO and the Jenny Lake District Ranger

Appendix H – Programmatic PASP's and Project Specific PASP's*

- GRTE and the BTF have three programmatic PASP's for routine and reoccurring mission
 - Communication Sites (radio repeater, RAWWS, SNOTEL, and Webcam maintenance)
 - Fire Detection/Aerial Reconnaissance
- Project Specific PASP's

*All the above PASP's are reviewed annually by the local program managers and by regional aviation managers. They are approved locally by the appropriate level line officer prior to implementation. Program managers and the IAO store these PASP's electronically and file them at the local unit.