Flight Manager Duties and Responsibilities

The Flight Manager is supervised by the sending unit dispatch office until destination is reached and is responsible for all personnel assigned on the manifest list.

1. To explain to all personnel at the beginning of travel, transportation arrangements, type of equipment, route of travel, stopping points, ETAs, etc.
2. To have copies of manifests covering all personnel assigned, extra copies available for charter aircraft and submission to receiving ramps, etc., from sending dispatch office.
3. To ensure proper flight following procedures are met. The Flight Manager will immediately notify the ordering office of any changes in pilots, aircraft, destinations, costs, and delays over 30 minutes of scheduled flight plan.
4. To have the telephone numbers of the sending and receiving dispatch offices for use when delays of more than 30 minutes occur, and to give information as to why and how long the delay will be.
    a. Originating Dispatch # :
    b. Receiving Dispatch # :
    c. NICC 24 Hour # :
5. Know other Flight Managers.
6. Have all personnel within the weight limitations assembled and ready to board aircraft.
7. Provide for safety and welfare of each person assigned to the manifest list.
8. Check pilot card and aircraft data card for currency and qualifications. Example: Night flight requires that the pilot be carded for transport-night qualified.
9. The Flight Manager has total responsibility for ensuring that all passengers arrive at their destination.
10. The Flight Manager will be responsible for signing the Daily Flight Report – Invoices (Form 6500-122 or OAS-23) for all flights (except domestic air carriers – airlines). Southwest policy allows for agency dispatcher, COR, or FMO certification/approval.
11. Ensure all personnel have a copy of their resource order (if applicable).
12. To attend Flight Manager training, visit the Interagency Training Website at http://iat.gov/.