

SOUTHWEST COORDINATING GROUP AVIATION DUTY OFFICER

GUIDELINES AND PROCEDURES FOR THE 2012 SEASON

The Southwest Area Aviation Committee Charter (as approved January 11, 2012) establishes a goal for the committee to *“Assign a member of the Southwest Area Aviation Committee to act as SWCG Aviation Duty Officer when the Geographic Area Preparedness Level is at PL-3 or higher.”* The committee has established the following guidelines and procedures to facilitate the effective use of this position.

GENERAL GUIDELINES

--The Duty Officer is an additional aviation professional that is made available to provide assistance at the Geographic Area level when the fire aviation workload increases, or when problems arise. The Duty Officer's goal is to reduce workloads on others. The Duty Officer may be called on to resolve issues, or take a lead role in specific circumstances.

--The Chair of the Southwest Area Aviation Committee will appoint an individual from the committee as the SWCG Aviation Duty Officer at Southwest Area Preparedness Level 3 (PL-3) and above. The name of the individual acting as Duty Officer will be made known to the Southwest Coordinating Group (SWCG) Chair, and the Southwest Coordination Center (SWCC) Center Manager, and will be posted at the SWCC web site, on the SW Area Aviation Committee page.

--The Duty Officer will work for, and report directly to, the SWCG Chair. The Duty Officer will work closely with the SWCC Center Manager on aviation issues. It is important that the Duty Officer performs a support role to the SWCC Center Manager, as opposed to providing direction to SWCC.

--The length of assignment as Duty Officer will be negotiated with the individual, based on workload and other commitments. The Duty Officer responsibilities will be the priority fire duty for that person. For example, the individual should not be available for assignments as a single resource, or be committed to an incident management team while serving as Duty Officer.

--The Duty Officer function will be rotated among the agencies as much as possible, subject to the workloads and expertise of the committee members.

--The Duty Officer will not necessarily be stationed at the USFS Regional Office (R.O.) building. It is presumed that at PL-3, the Duty Officer's workload will be sporadic, and can be conducted from the individual's home unit. However, at the higher Preparedness Levels, it is likely that the Duty Officer will need to be physically located at the R.O. Stationing the Duty Officer at the R.O. will be dependent on workload and availability of office space at the R.O.

GENERAL DUTIES:

--Monitor overall fire situation in the SW Area, watching for trends and emerging situations related to aviation. Particular areas to focus on will include safety, fatigue, and operational efficiencies.

--Maintain positive communication with the SWCG Chair, the SW Aviation Committee members, and the SWCC Center Manager.

--Ensure that the SW Area Aviation Committee responsibilities, as outlined in the charter, are being accomplished.

--Accomplish tasks as directed by the SWCG Chair, and as requested by the SWCC Center Manager.

--Make recommendations to the SWCC Center Manager, the SWCG Chair, and the Southwest Area MAC Group as needed. Examples may include recommendations to re-allocate scarce resources, mobilize MAFFS, activate an ASTAT, etc.

SPECIFIC DUTIES:

--When the SW Area MAC Group is activated, attend the "general session" portion of all MAC Group conference calls/meetings. Work closely with the MAC Group Coordinator to facilitate information flow.

--When requested, assist with reviews or investigations of accidents, incidents with potential, etc.

--Serve as a liaison from the SW Area Aviation Committee to ASTAT teams, when an ASTAT is activated in the SW Area.

Guidelines Approved by: _____ /s/ John Selkirk

_____ 5/17/12

John Selkirk, Chair, SW Area Aviation Committee

Date