

**CALL WHEN NEEDED
TYPE III LIGHT HELICOPTERS**

INSTRUCTIONS

The Schedule/Information Chart contained in this book is a **Sample Only**. For current information go to Region 6 Acquisition Management Fire web page at:

<http://www.fs.fed.us/r6/ppm/fire-procurement.shtml>

and look for **CALL WHEN NEEDED TYPE III LIGHT HELICOPTERS**. The current Schedule/Information Chart will be listed under the above category.

BEFORE USING ANY HELICOPTER, THE HELICOPTER MANAGER SHALL DETERMINE THAT THE HELICOPTER AND PILOT HAVE BEEN INSPECTED AND APPROVED AS EVIDENCED BY THE AGENCY APPROVAL CARDS ISSUED FOR THIS PURPOSE.

The following information is needed for each fire assignment:

- Daily Diaries – At the completion of your assignment submit the original diary to the Contracting Officer (CO) at the address shown on page 2 of this document.
- Completion of Flight Use Invoice in ABS – Submitted daily in the ABS program
- Helicopter Evaluation (EXHIBIT 15 Performance Report – At the completion of your assignment submit the original evaluation to the CO at the address shown on page 2 of this document.

When the helicopter is released or reassigned to another fire, and there will be a change in helicopter manager, it is essential that both managers communicate with the COR what actually took place. ABS will only accept one invoice, so the receiving manager needs to assure they have the correct information to provide to the COR so they can update the Flight Use Report for that day. Coordination between fires shall be accomplished to prevent erroneous entries.

When the helicopter is released to ferry home, agree to an estimated ferry time with the pilot and document the agreement in the “Remarks” block of the Flight Use Report in ABS. Request the pilot to contact you or the COR of the vendors contract with the actual times when the ferry flight is completed. Either the Helicopter Manager of the COR shall verify the reasonableness of the time claimed, make changes, if necessary to the Flight Use Report, and submit the invoice in ABS.

YOUR ASSISTANCE IN COMPLETING THE FLIGHT USE REPORT FORMS IN ABS WITH ALL REQUIRED INFORMATION IS REQUESTED. MAKE SURE YOU CAPTURE THE ARRIVAL TIME AT THE FIRE AND WHEN THE AIRCRAFT WAS PUT INTO SERVICE. WHEN THE AIRCRAFT IS RELEASED NOTE THE TIME OF RELEASE FROM THE INCIDENT. AS A PART OF THE INFORMATION TO BE SUPPLIED, THE MANAGER INPUTTING THE INFORMATION INTO ABS ON BEHALF OF THE GOVERNMENT IS TO INPUT THE FOLLOWING INFORMATION IN THE “REMARKS” BLOCK OF THE FLIGHT USE REPORT:

(1) FULL NAME

(2) HOME UNIT

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(3) HOME OFFICE TELEPHONE NUMBER

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REGION 6 PERSONNEL, ADDRESSES AND PHONE NUMBERS

NAME AND TITLE	ADDRESS	TELEPHONE & FAX NO.s
Orrin Corak CONTRACTING OFFICER ocorak@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504 7273 Cell (541) 306-1788 FAX (541) 504-7258
Ken Ross R6 - HELICOPTER PROGRAM MANAGER kross01@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7265 Cell (41) 408-7100 FAX (541) 504-7269
Dave Glose R-6-HELICOPTER OPS. SPECIALIST dglose@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7274 Cell (541) 408-7276 FAX (541) 504-7269
Kim Reed REGIONAL. AVIATION OPS. MANAGER HELICOPTER INSPECTOR PILOT kimreed@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7264 Cell (541) 408-7737 FAX (541) 504-7269
Jim Lucas HELICOPTER INSPECTOR PILOT jblucas@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7286 Cell (541) 280-1789 FAX (541) 504-7269
David Heydt REGIONAL. MAINTENANCE PROG MGR dheydt@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7250 Cell (541) 480-8342 FAX (541) 504-7276
Mike Cook AVIATION MAINTENANCE INSPECTOR mlcook@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7267 Cell (541) 408-2247 FAX (541) 504-7276
Jim Reed AVIATION AVIONICS INSPECTOR jreed@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7254 Cell (541) 408-2366 FAX (541) 504-7276
Jon Rollens REGIONAL AVIATION OFFICER jrollens@fs.fed.us	USDA – Forest Service Regional Office P.O. Box 3623 Portland, OR 97208-3623	Office (503) 808-2359 Cell (503) 708-8399
Gary Sterling REGIONAL AVIATION SAFETY MANAGER gsterling@fs.fed.us	USDA – Forest Service Regional Aviation Group 1740 S.E. Ochoco Way Redmond, OR 97756	Office (541) 504-7263 Cell (971) 227-0732 FAX (541) 504-7258

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**COR'S
&
PAYMENT OFFICES**

COR ADDRESS & PAYMENT OFFICE	COR ADDRESS & PAYMENT OFFICE
<p align="center">COR</p> <p>Bob Reis (425) 783-6155</p> <p>PSICC 3509, 109th Street SW Everette, WA 98204</p> <p align="center"><u>PAYMENT OFFICE</u> USDA Forest Service Albuquerque Service Center Attn: Incident Business – Contracts 101B Sun Avenue NE Albuquerque, NM 87109</p>	<p align="center">COR</p> <p>Steve Arasim (360) 891-5142</p> <p>Mt. Hood NF 16400 Champion Way Sandy, OR 97055</p> <p align="center"><u>PAYMENT OFFICE</u> USDA Forest Service Albuquerque Service Center Attn: Incident Business – Contracts 101B Sun Avenue NE Albuquerque, NM 87109</p> <p align="center">Inspector Karen Hale (503) 668-1760</p>
<p align="center">COR</p> <p>Mark Hocken (541) 899-3830 Cell (541) 261-1085</p> <p align="center">Rogue River – Siskiyou National Forest MICC 3040 Biddle Road Medford, OR 97504 Phone (541) 618-2510</p> <p align="center"><u>PAYMENT OFFICE</u> USDA Forest Service Albuquerque Service Center Attn: Incident Business – Contracts 101B Sun Avenue NE Albuquerque, NM 87109</p>	<p align="center">COR</p> <p>Amanda Lucas (541) 618-2104 Cell (541) 255-6365</p> <p>Miles Hancock (541) 962-8648</p> <p>NOIFC. 60131 Pierce Road LaGrande, OR 97850</p> <p align="center"><u>PAYMENT OFFICE</u> USDA Forest Service Albuquerque Service Center Attn: Incident Business – Contracts 101B Sun Avenue NE Albuquerque, NM 87109</p>
<p align="center">COR</p> <p>Theresa Youmans (541) 225-6400</p> <p>Willamette National Forest P.O. Box 10607 Eugene, OR 97440</p> <p>IF EXPRESS MAIL</p> <p>Willamette National Forest 211 E. 7th Eugene, OR 97401</p> <p align="center"><u>PAYMENT OFFICE</u> USDA Forest Service Albuquerque Service Center Attn: Incident Business – Contracts 101B Sun Avenue NE Albuquerque, NM 87109</p>	<p align="center">COR</p> <p>Jada Altman (541) 416-6820</p> <p>COIDC 4550 SW Airport Way Prineville, OR 97754</p> <p align="center">AVIATION BUSINESS SYSTEM “ABS”</p> <p align="center">http://www.fs.fed.us/business/abs</p> <p align="center">ABS Helpdesk 866-224-7677</p>