## Chief of Party Responsibilities

A chief of party will be designated whenever a transport mission involves multiple personnel. According to FSH 5709.11-42.11, the duties and responsibilities of the Chief of Party (COP) are to:

1. Explain to all personnel at the beginning of travel the transportation arrangements, type of equipment, route of travel, stopping points and estimated times of travel.
2. Have copies of manifests covering all personnel assigned, extra copies available for charter aircraft and receiving units, from the sending dispatcher.
3. Have the telephone numbers of the sending and receiving dispatcher's offices for use when delays of more than 30 minutes occur, to give information as to why and how long the delay will be.
4. Know other chiefs of party.
5. Have all personnel within weight limits, assembled and ready to board the transportation.
6. Provide for the safety and welfare of each person assigned to the manifest.
7. Check Pilot Card and Aircraft Data Card for currency and qualifications. Sample: A night flight requires that the pilot be transport-night qualified.
8. Chief of Party is responsible for ensuring that all passengers arrive at their designated destination.
9. Chief of Party is responsible to have read and understood the contents of this guide and to brief all members of the party regarding its contents.

Additional Reminders for COP

Additionally the COP should perform the following duties:

Ensure that the Air Transport Request (ATR) and the flight justification processes are completed.

Brief the pilot and passengers on the mission profile and objectives.

Review the Forest Hazard Map with the pilot for potential hazards and ensure that the pilot checks the appropriate FAA Notices to Airmen (NOTAM)s for the intended route on Point-to-point flights.

Ensure that the pilot gives a complete safety briefing to passengers.

Supervise boarding and loading of aircraft. Check Weight and Balance.

Record takeoff, landing and standby times.

Ensure flight following is accomplished. Notify dispatch of any changes to planned route of flight.

Monitor pilot and passenger for sign of illness, fatigue or distraction.

Complete, verify or review FS 6500-122 Aircraft Use Report.

Report any unusual circumstances or deviations to dispatch or your Forest Aviation Officer (FAO).

Exhibit 1

## AVIATION USER'S GUIDE

████████████████████████████████████████

1. Schedule any flight through a Forest Service or Regional dispatcher.
2. Inform the pilot and dispatcher of any schedule changes.
3. Be informed of manifesting and flight following requirements.
4. Arrive at least 15 minutes before departure time.
5. Check to make sure pilot and aircraft are certified for the mission.
6. Brief the pilot on the mission.
7. Be attentive when the pilot gives the briefing and follow the instructions.
8. Remain a minimum of 10 feet from stopped or moving propellers.
9. Have pilot operate all doors and windows.
10. Keep safety belts fastened anytime the aircraft is moving.
11. Know the location and use of emergency equipment and exits.
12. Inform the pilot of any other aircraft in close proximity.
13. Refrain from conversing with the pilot during landing and takeoff.
14. Leave safety belts inside and fastened when departing.
15. Report any unusual circumstances of the flight to dispatch. If appropriate, follow up with an incident/accident report. (5700-14).
16. Complete the Flight Use Report (6500-122).

SMOKING is not allowed within 100 feet of the aircraft on the ground, during taxi, takeoff, landing, or in flight, unless approved by the pilot.

Never approach an aircraft with the engine (s) running unless accompanied by an aircraft manager.

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In addition to items under General

1. Avoid flying into box canyons.
2. Avoid flying uphill into higher terrain.
3. Avoid crossing ridges at right angles.
4. Avoid flying into clouds or low visibility.
5. Avoid flying below 500 feet except for take off and landing.
6. Avoid flying when wind speed is 25 miles per hour or more.
7. Avoid flying in sustained strong turbulent air.
8. Avoid flying in smoke columns.

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In addition to items under General and Recon
1. Keep landing area clear of all loose articles and trash.
2. Hold hat, maps and other loose gear tightly when approaching or departing the helicopter.
3. Approach or depart the helicopter only upon signal from the pilot crew person.
4. Remain in pilot's field of vision until clear.
5. Approach and depart the helicopter DOWN slope  to avoid the main rotor blades.
6. NEVER walk to or near the tail of the helicopter.

**Exhibit 2**

## 10 Principles of Retardant Application

1. Determine tactics direct or indirect based on fire size-up and resources available.
2. Establish an anchor point and work from it.
3. Use the proper drop height.
4. Apply proper coverage levels.
5. Drop downhill and down-sun when feasible.
6. Drop into the wind for best accuracy.
7. Maintain honest evaluation and effective communication between the ground and air.
8. Use direct attack only when ground support is available or extinguishment is feasible.
9. Plan drops so that they can be extended or intersected effectively.
10. Monitor retardant effectiveness and adjust its use accordingly.