

# Aircraft Flight Schedule

TO BE COMPLETED BY FLIGHT MANAGER/PILOT PRIOR TO DEPARTURE / SEE PAGE 2-3 FOR INSTRUCTIONS

## Aircraft and Pilot Information

|                  |  |                  |  |                 |  |
|------------------|--|------------------|--|-----------------|--|
| FAA# & Call Sign |  | Make/Model       |  | Color           |  |
| Pilot(s)         |  | Pilot(s) Phone # |  | Aircraft Vendor |  |

## Passenger Information

|                |  |                               |  |                           |  |             |  |
|----------------|--|-------------------------------|--|---------------------------|--|-------------|--|
| Point to Point |  | Flight Following with the FAA |  | Chief of Party (COP)      |  | COP phone # |  |
| Mission Flight |  |                               |  |                           |  |             |  |
| Fixed Wing     |  | Agency Flight Following       |  | # of Passengers – Pilot + |  | Charge Code |  |
| Helicopter     |  |                               |  |                           |  |             |  |

## Passenger Manifest

| Passenger Name | DPT | DST | Passenger Name | DPT | DST | Passenger Name | DPT | DST |
|----------------|-----|-----|----------------|-----|-----|----------------|-----|-----|
|                |     |     |                |     |     |                |     |     |
|                |     |     |                |     |     |                |     |     |
|                |     |     |                |     |     |                |     |     |
|                |     |     |                |     |     |                |     |     |
|                |     |     |                |     |     |                |     |     |

## Flight Itinerary

| Departure   |       |         |     | ETE | Arrival |     | Drop Off |
|-------------|-------|---------|-----|-----|---------|-----|----------|
| Flight Date | # PAX | Airport | ETD |     | Airport | ETA | # PAX    |
|             |       |         |     |     |         |     |          |
|             |       |         |     |     |         |     |          |
|             |       |         |     |     |         |     |          |
|             |       |         |     |     |         |     |          |
|             |       |         |     |     |         |     |          |

## Mission Details/Notes

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|                                  |                                |                               |  |
|----------------------------------|--------------------------------|-------------------------------|--|
| National Flight Follow Frequency | Rx/Tx 168.650 Rx/Tx tone 110.9 | Local Flight Follow Frequency |  |
| Air Guard                        | Rx/Tx 168.625 Tx Tone 110.9    |                               |  |

- **Purpose:** Tool used between aviation crews and the dispatch system to share flight information critical for resource tracking and, if warranted, mishap response
- **Requirement (Per National Interagency Standards for Resource Mobilization Policy, Ch 50)**  
Aircraft Flight Request/Schedules will be completed by the pilot or flight manager (regardless of type of flight plan filed) and shared with the originating dispatch center when the flight meets all the following criteria.
  - **Under agency operational control,**
    - Applies to CWN aircraft hired on resource orders and mobilizing to requested delivery location. Does not apply to CWN aircraft released back to the vendor “provided no government personnel or cargo on board.”
    - Applies to all government owned aircraft
    - Does NOT apply to contracted aircraft relocating in preparation for the beginning of a mandatory availability period (MAP) for an exclusive use contract. These aircraft are not under agency operational control until beginning of their exclusive use MAP.
  - **Leaving the local area (dispatch zone), and**
  - **Admin/non-tactical/point-to-point flight OR tactical/mission flight that is leaving the local area and includes a scheduled stop** for a tactical briefing, fuel stop, or passenger pick-up/drop-off enroute to an incident.

### **Form Completion Guidance**

- **Aircraft and Pilot Information**
  - Important for mishap response procedures if necessary
  - Pilot contact information – Please list all pilots. Information allows recipient the ability to clarify information if needed.
- **Flight Following Methods – CHOOSE ONE**
  - *Flight Following with the FAA*
    - Selection of the Flight Following with the FAA option indicates the pilot and/or designated flight manager has obtained FAA flight following and, apart from initial call out and final close out with dispatch, will not be receiving agency flight following.
  - *Agency Flight Following*
    - Local dispatch centers, beginning with the aircraft’s originating dispatch office, will track the aircraft’s location and condition at regular intervals throughout the duration of the flight or until flight following is terminated by the designated flight manager or pilot.
    - Accomplished through Automated Flight Following (AFF) or radio check ins occurring at least every 15minutes and relaying call sign, lat/long, and heading.
- **Passenger Information**
  - Please identify the chief of party (COP) and their contact information. This can be the same as the pilot (if so, you can re-enter pilot information or put same as pilot) or may be the flight manager, HMGB, ATGS, etc. If the COP is not on board, please notate this in the Mission Details/Notes.
  - # of passengers refers to the number of passengers in addition to the pilot(s) on board. This information is important in the event mishap response must be initiated.
- **Flight Itinerary**
  - Please indicate all anticipated legs of the flight with airports and ETD/ETA specified. These locations and times are important for resource tracking, flight following, and mishap response.
  - Per the National Interagency Standards to Resource Mobilization – “The Flight Manager will contact the sending unit dispatch when the flight plan has deviated more than 30 minutes from the original flight plan.”
- **Mission Details/Notes**
  - Space can be used to include any pertinent information on the flight not recorded elsewhere on the form (e.g. alternate contact numbers, Incident #, etc.)
- **NICC Resource Tracking Phone Number – Flight Following vs Resource Tracking**

- The NICC does not have radios and thus lacks the capability to attempt to contact an aircraft if they turn red on AFF (initial steps in aviation mishap response). Therefore, NICC is incapable of flight following aircraft. NICC instead resource tracks aircraft.
- *Flight Following:*
  - The process(s) through which an aircraft is actively monitored, at regular intervals, using approved agency flight following methods from departure point to destination. This results in the knowledge of aircraft location and condition providing a reasonable degree of certainty such that, in the event of a mishap, search and rescue may be initiated.
- *Resource Tracking:*
  - An approved method by which the intended movement of a resource is documented and coordinated prior to departure, at completion of each leg, and upon arrival at destination. This results in the reasonable confirmation of a resource's status and location.
- **Dissemination**
  - Once completed, save document and relay to the originating dispatch center who will be responsible for further dissemination dependent on flight path/purpose. Please ensure form is complete and submitted in a timely manner.