CHAPTER 2: PERSONNEL.

I. Introduction.

This chapter establishes common duties and responsibilities for individuals functioning in helicopter or helibase management positions. Position descriptions cover both incident and resource/project operations. Minimum staffing requirements for fire helicopters are also established.

II. Qualifications, Certification, Currency and Experience.

To meet minimum qualification standards, an individual must be trained, experienced, current and certified. Many types of helicopter and helibase management positions exist with incident and resource/project applications. Training, experience and currency requirements for various positions are found in a variety of documents.

A. Incident Helicopter and Helibase Management Positions.

Minimum qualification standards for individuals serving in helicopter and helibase management positions on wildland and prescribed fire are established by the National Wildfire Coordinating Group (NWCG) in the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). Each agency may require additional training, experience and currency standards of their employees, as long as they meet the PMS 310-1 minimum standards. Certification in these positions uses the Incident Qualifications and Certification System (IQCS) and is generally authorized by the local unit Fire Management Officer.

B. Resource/Project Helicopter Manager, Flight Manager and Crewmember Positions.

Training standards for resource/project helicopter manager, flight manager and crewmember include S-271, S-372 or applicable modules identified in the Interagency Aviation Training (IAT) Matrix found in OPM-04. Aviation users should refer to their bureau policy for resource position requirements.

C. Specialized Helicopter Positions.

Minimum position qualification standards for many specialized helicopter positions are established in various interagency guides and handbooks. Examples of these include the Interagency Aerial Ignition Guide, Interagency Helicopter Rappel Guide, Helicopter Short-haul Guide, Aerial Capture Eradication and Tagging of Animals (ACETA) Handbook, etc. State or regional aviation staff shall provide oversight and guidance.
III. Helicopter Management.

Chart 2-1 contains minimum staffing requirements for fire helicopters. It is recommended that Exclusive-Use staffing for off-unit dispatch include the complete Exclusive-Use crew.¹

**Chart 2-1: Minimum Daily Staffing Requirements for Fire Helicopters**

<table>
<thead>
<tr>
<th>TYPE HELICOPTER</th>
<th>Federal Aviation Administration (FAA) STANDARD / TRANSPORT CATEGORY</th>
<th>FAA Standard Category Temporarily Designated for Limited Use</th>
<th>FAA Standard Category Permanently Designated for Limited Use* or FAA Restricted Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager plus Four (4) Helicopter Crewmembers (HECM)</td>
<td>Manager only</td>
<td>Manager only</td>
</tr>
<tr>
<td>2</td>
<td>Manager plus Three (3) HECMs</td>
<td>Manager only</td>
<td>Manager only</td>
</tr>
<tr>
<td>3</td>
<td>Manager plus Two (2) HECMs</td>
<td>Manager only</td>
<td>Manager only</td>
</tr>
</tbody>
</table>

CWN Helicopter and Module should marry up away from incident(s) or fire operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the minimum module configuration.

Limited Use Designation: This is an agency term used to denote a helicopter that can only be used in a limited role and not for passenger transport. Use would typically include external cargo transport or water/retardant dropping missions. This may be a temporary designation or it may be a permanent designation dictated by the contract or agency policy. During the period that a Type 1, Type 2, or Type 3 helicopter is temporarily designated as “limited use,” the assigned Helicopter Manager/Module are the only government employees authorized to function as aircrew and only when necessary (examples include ferry flights, initial attack size-up and bucket deployment or other non-external load missions).

The appropriate agency Aviation Manager at the state or regional level must grant approval any time a Standard Category helicopter is temporarily designated as “limited use” or re-designated to Standard Category. Any helicopter performing standard use missions requires full staffing of the module.

Two (2) Type I or Type II helicopters designated as “limited use” or FAA Restricted Category helicopters may be managed by one qualified Helicopter Manager only when the following conditions are met:

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¹ Exclusive-Use crew members are used to fill critical helibase management positions.
• An order for another Helicopter Manager for the second helicopter has been placed and is actively trying to be filled.
• Both helicopters are working out of the same helibase and are physically located side-by-side.
• A Helibase Manager is assigned.
• The appropriate agency Aviation Manager at the state or regional level must grant approval on a case-by-case basis.

The management of two helicopters by one Helicopter Manager, as described above, should not be a standard operating procedure.

Standard Category Type III Helicopters may be temporarily designated and used as “limited use”, thus not requiring a standard module. A Helicopter Manager is all that is required. The following missions are authorized for Limited Use Type III Helicopters:

• ATGS- Air Tactical Group Supervisor
• HLCO-Helicopter Coordinator
• PSD- Plastic Sphere dispenser operations
• Infrared and aerial mapping
• Bucket Operations
• Cargo Operations
• Reconnaissance

The appropriate agency Aviation Manager at the state or regional level must grant approval on a case-by-case basis.

IMPORTANT NOTE: An Air Operations Branch Director or Air Support Group Supervisor may request delegated authority to approve “2 for 1” or “limited use” designation from the Regional or State Aviation Manager.

Limited Use Type III Helicopters are not included in the option of managing two helicopters with one Helicopter Manager.

• State and local agencies may have other minimum requirements for personnel and aircraft. Alaska agencies such as the Alaska Fire Service (AFS) have different staffing requirements when operating in Alaska. However, as a minimum, a Helicopter Manager must be ordered and assigned to all Exclusive-Use and Call-When-Needed (CWN) Helicopters in Alaska.
IV. Helicopter Management Personnel Roles and Responsibilities

A. Helicopter Manager.

The position of Helicopter Manager applies to the following:

- Exclusive-Use Contract Fire Helicopter Manager (including Helicopter Managers assigned to agency-owned aircraft)
- CWN Fire Helicopter Manager
- Exclusive-Use Contract Helicopter Flight Manager
- Resource Helicopter Manager

The duties and responsibilities of the Helicopter Manager.

1. Coordinate with scheduling office, Pilot, and users on flight planning (see Chapter 3), including, but not limited to:
   - Identify specific project requirements
   - Complete and review of Aircraft Flight Request/Schedule and, if special use, Hazard Analysis (this is applicable to project flights only. Fire missions are initiated on a Resource Order with job hazard analyses incorporated into operational procedures, helibase checklist and briefing formats, etc.)
   - Review of aircraft selection
   - Ensure that necessary equipment is available
   - Obtain required approvals and authorizations for the flight

2. Establish work schedule and coordinate with users and the scheduling office for use of helicopter.

3. Complete required administrative and operational forms specified in Appendix A and optional forms as required by local aviation management; complete required forms as outlined in Appendix B and optional forms as required by the Helibase Manager.

4. Verify that the aircraft and Pilot are approved and authorized for the type of operation to be conducted by checking Pilot Qualification Card and Aircraft Data Card.

5. Review vendor completed records and reports required by the procurement document (see Appendix A) including, but not limited to:
   - Vendor Service Truck Fuel Quality Control Log
   - Helicopter Power Check Turbine Engine and Helicopter Turbine Engine Performance Analysis Chart
   - Equipped weight as configured
- Helicopter Load Calculation
- Payment documents

6. Ensure required personal protective equipment is available and used correctly. See *Aviation Life Support Equipment (ALSE) Handbook.*

7. Perform preflight briefing and ensure a preflight passenger briefing by the Pilot is accomplished prior to the flight. See Chapter 10.

8. Ensure that flight following and resource tracking is performed; perform a preflight radio check. See Chapter 4.

9. Review and sign helicopter load calculations; complete, or delegate the completion of helicopter passenger/cargo manifests; may complete the Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads for planning purposes. See Chapter 7 and Appendix A.

10. Direct personnel in the conduct of helicopter operations (helispot location and construction, manifesting, loading and unloading of cargo and personnel, marshaling helicopters, rigging of external loads, etc.).

11. Ensure that, except in an emergency, there is no deviation from established flight plan or type of intended use unless such deviation is relayed and/or approved through identified procedures and that any requirements of such a deviation are met.

12. Assist the Pilot in aerial hazard identification; ensure a high-level reconnaissance is made prior to low-level flight.

13. Report any deviation from planned flight or normal operations immediately utilizing agency incident/hazard report.

14. Perform daily inventory checks and ensure that tool, equipment, and vehicle maintenance and refurbishment are performed; responsible for overall readiness of the helicopter crew. See Chapter 9.

15. Lead and participate in safety sessions and critiques; present safety topics to crew; maintain awareness of changes in aviation policy, regulations, and procedures; responsible for crew’s and other users’ welfare and safety in all aspects of job.

16. Complete Aircraft Fuel Facility Inspection Log at helicopter fueling facilities for which the government is responsible, or for those operated by the vendor but which are located on government land. See Chapter 13.

17. Monitor vendor personnel for compliance with flight time, driving time, and duty day limitations as contained in the procurement document; complete cumulative logs for vendor personnel as specified in Appendix A.

18. Ensure flight payment documents are accurate and submitted according to direction found in procurement document.

19. Function as the contracting officer’s representative (COR) or Project Inspector (PI); monitor and ensure contract compliance by the vendor and vendor personnel utilizing the Aircraft Contract Daily Diary to document discrepancies; refer conflicts beyond immediate resolution to the COR if functioning as PI, or to the CO if functioning as COR. See Appendix A.
B. **Helicopter Flight Manager.**

Non-complex project missions need only be supervised by a Helicopter Flight Manager who has been trained and is qualified to conduct simple helicopter missions. Non-complex missions are defined as:

- Point-to-point transport of personnel from one developed heliport/helibase or airport to another developed heliport/helibase or airport
- Low and high-level reconnaissance
- Landings at or takeoffs from improved or unimproved sites with no extensive transport of groups of personnel or cargo from one site to another

**Helicopter Flight Manager duties and responsibilities.**

1. Coordinate with scheduling office, Pilot, and users on flight planning (see Chapter 3), including but not limited to:
   - Identify specific project requirements
   - Complete and review of Aircraft Flight Request/Schedule and, if special use, Hazard Analysis
   - Review of aircraft selection
   - Ensure that necessary equipment is available
   - Obtain required approvals and authorizations for the flight

2. Complete required administrative and operational forms specified in Appendix A and optional forms as required by local aviation management.

3. Ensure required personal protective equipment is available and used correctly. See *ALSE Handbook*.

4. Perform preflight briefing and ensures a preflight passenger briefing by the Pilot is accomplished prior to the flight; verification that the aircraft and Pilot are approved and authorized for the type operation to be conducted by checking Pilot Qualification Card and Aircraft Data Card. See Chapters 5 and 10.

5. Ensure that flight following and resource tracking is performed; perform a preflight radio check. See Chapter 4.

6. Ensure that load calculation and manifests are completed correctly. See Chapter 7 and Appendix A.

7. Ensure that, except in an emergency, there is no deviation from established flight plan or type of intended use unless such deviation is relayed and/or approved through identified procedures and that any requirements of such a deviation are met.

8. Assist the Pilot in aerial hazard identification; ensure a high-level reconnaissance is made prior to low-level flight.
9. Report any deviations from planned flight or normal operations immediately utilizing agency incident/hazard report.

10. When requested, assist Pilot in loading and unloading passengers and cargo.

11. Ensure flight payment documents are accurate and submitted according to direction found in procurement document.

C. Helicopter Crewmember (Fire and Resource Exclusive-Use or Call-When-Needed).

The HECM serves as a trained member of a helicopter crew, assisting the Helicopter Manager in the performance and completion of helicopter missions.

Duties and responsibilities of the HECM:

1. Constructs helispots, manifests, loads, and unloads cargo and personnel, marshals helicopters, rigs external loads, etc. See Chapters 8 and 10 and 11.

2. Assists Manager in performing daily inventory checks and in ensuring operational readiness of helicopter unit; performs tool, equipment, and vehicle maintenance and refurbishment; performs facility and cache maintenance. See Chapter 9.

3. Participates in proficiency checks and drills. See Appendix E.

4. Participates in safety sessions and critiques; provides preflight safety briefings to passengers; ensures own and others’ safety and welfare in all aspects of job.

5. Completes aviation forms, vehicle reports, and requisitions as required.

V. Pilot Duties and Responsibilities.

The Pilot is an essential part of any aviation mission and must be made an integral part of a team effort whose objective is flight safety and efficiency. The Pilot is in command of the aircraft and has ultimate responsibility, under both FAA and agency regulations, for the safety of the aircraft and its occupants.

IMPORTANT NOTE: The Pilot’s decisions and judgment are final. No agency employee shall explicitly or implicitly ask or require a Pilot to perform any mission or flight maneuver which compromises flight safety.

Pilot duties and responsibilities.

- Adheres to Federal Aviation Regulations (FAR’s), agency regulations (for agency Pilots), and the requirements of the procurement document (vendor Pilots).

- As applicable, coordinates with dispatcher, helicopter manager, and/or helibase manager on project or incident planning and logistics; reviews manifests and intended loads to ensure aircraft is capable of performing the mission; is responsible for knowledge of hazards in area of operations. See Chapter 3.

- Ensures that all aircraft and communications equipment is in good condition and operable; performs flight following as required by the agency. See Chapter 4.
• Carries a current Interagency Pilot Qualification Card; ensures the Aircraft Data Card is physically present in the aircraft; presents the card upon request (Exception: Military, Cooperator and Other-Government Agency aircraft may have non-carded aircraft and/or Pilots but a copy of the approving document must be available). See Chapter 5.
• Performs preflight aircraft checklist and preflight safety briefing of passengers, or delegates the briefing responsibility to qualified personnel. See Chapter 10.
• Completes Helicopter Load Calculation using applicable aircraft Flight Manual Performance Chart(s); ensures that payload does not exceed allowable payload. See Chapter 7.
• Meets contract requirements for fueling using approved static bonding procedures. See Chapter 13.
• Is responsible for the security of the aircraft.
• Except in an emergency, does not deviate from flight plan without relaying change to appropriate dispatch office or other flight following facility; does not descend below 500 feet above ground level (AGL) unless such flight has been authorized in advance or an in-flight deviation is approved; makes no descent below 500 feet AGL without first performing a high-level reconnaissance of the operations area to identify hazards. See Chapter 3.
• Wears personal protective equipment as required by agency directive (agency Pilots) or the procurement document (vendor Pilots).
• Completes flight payment documents per agency or procurement document direction.

IV. Helibase/Helispot Management.

Refer to the Glossary for definitions of helibase, helispot, and unimproved landing sites. Helibases and helispots must be staffed appropriate to the level of activity and complexity. Further information on specific requirements for helibase and helispot management can be found in Chapter 15, or in other appropriate chapter(s) of this guide.

Unless otherwise specified, the following job descriptions apply to both incident and resource operations.

Subject to the processes and procedures contained in this guide, the duties and responsibilities contained in the Wildland Fire Incident Management Field Guide have been expanded upon and incorporated into the following helibase organization job descriptions.

A. Helibase Manager (Type I or Type II).

The Helibase Manager has primary responsibility for managing all activities at the assigned helibase. Within the ICS system, the Helibase Manager is supervised by the Air Support Group Supervisor. On projects, the Helibase Manager may report to an Air Support Group Supervisor or Air Operations Branch Director if these positions are assigned. Otherwise, the Helibase Manager usually reports to the Project Aviation Manager.
Helibase Managers are qualified at two levels: Type I Helibase Manager, HEB1 (6 or more helicopters) and Type II Helibase Manager, HEB2 (5 or fewer helicopters).

**IMPORTANT NOTE:** The Helibase Management Incident Complexity Analysis is intended to assist a HEB2/ASGS/AOBD/Aviation Manager, in assessing the current helibase operations and help in determining if a HEB1 should be ordered. This is a risk analysis tool that will help to quantify the complexity of an incident helibase operation and support a decision to request a HEB1 even if the number of assigned helicopters is five or less. This complexity analysis should be completed by the helibase/aviation manager and routed through their incident supervisor. See Appendix B.

Training, qualifications, currency, and experience requirements for this position are listed in PMS 310-1.

The Daily Helicopter Operations Briefing/Debriefing Checklist and the Helibase Manager’s Reminders List are the primary management tools of the Helibase Manager. See Appendix F and H.

A complete review of all items on the Reminders List prior to the establishment of a helibase, and a daily or more frequent review of the List thereafter, will significantly enhance the safety and efficiency of helibase operations.

Most of the following duties and responsibilities will be fulfilled through completion of the Daily Checklist.

The duties and responsibilities of the Helibase Manager are as follows (refer to Appendix B for instructions on completion of referenced forms):

1. Obtain briefing from supervisor; obtain Incident Action or Project Aviation Safety Plan, including ICS Form 220, Air Operations Summary if available; plan helicopter missions accordingly; enter missions to the Helibase Mission Request Log.
2. Obtain a flight hazard map of the area of operations from supervisor or from the local unit; incorporate hazards into both the Helibase Facilities, Hazard, and Flight Route Map and the Incident or Project Map.
3. Check the status of any Temporary Flight Restriction (TFR) that has been planned or implemented by the local unit under FAR 91.137; request and implement restrictions if necessary; ensure air traffic control procedures are followed and that requirements for arriving and departing helicopters and procedures for deconfliction of airspace are in effect (see Interagency Airspace Coordination Guide for guidance and requirements).
4. Participate in helibase and helispot site selection, or, if already established, evaluate appropriateness of site(s); take necessary action in coordination with supervisor, including any relocation or adjustment; establish helibase facilities and layout. See Chapter 8.
5. Establish a helibase display board and a communications/operations area.

6. Participate in incident or project aviation planning activities; coordinate frequently with supervisor concerning priorities and conflicts.

7. Ensure that missions are accomplished effectively and according to tactical and logistical priorities; receive and respond to special requests for logistical or tactical support.

8. Submit personnel, aircraft, equipment, and supply needs to supervisor; establish an internal tracking system to track status and delivery of ordered resources. Provide for signing and security of helibase.

9. Manage special operations such as aerial ignition, retardant, seeding, or spraying, mixing, and loading operations.

10. Ensure load calculations, manifesting, and loading/unloading of personnel and cargo are performed correctly.

11. Provide for helicopter fueling and maintenance services and areas. See Chapter 13.

12. Ensure dust abatement measures are provided and used; if chemical means are used, ensure environmental concerns are addressed. See Chapter 8.

13. Establish crash rescue procedures and manage appropriate services for the helibase and helispots. See Chapter 12.

14. Establish flight following procedures utilizing the Helibase Flight Following Log. See Chapter 4.

15. Manage resources (personnel, equipment, supplies and aircraft) assigned to the helibase, to include:
   - Ensuring the safety and welfare of personnel, both agency and contract, assigned to the helibase
   - Assigning trained and qualified personnel utilizing the Helicopter Crew Information Sheet or other sources of information; ensuring each individual understands his/her responsibility and authority; Individual knowledge and skill levels vary, every effort should be made to assign the most capable person based on the complexity and nature of the assignment
   - Keeping an up-to-date record utilizing, as needed, the Helibase Aircraft Information Summary
   - Ensuring required personal protective equipment (PPE) is worn according to requirements. See Chapter 9
   - Meeting timekeeping, eating, sleeping, and transportation needs
   - Conducting briefings for helibase/helispot personnel and Pilots utilizing the Daily Helicopter Operations Briefing/Debriefing Checklist. See Appendix F.
   - Monitoring and managing operations utilizing the Helibase Manager’s Reminders List. See Appendix H.
16. Maintain agency records and reports of helibase activities; complete required forms and checklists relating to helibase management as required and outlined in Appendix B; use optional forms outlined in Appendix B if necessary or as required by supervisor.

17. Ensure the completion and maintenance of agency records and reports of helicopter activities by ensuring that Helicopter Managers of assigned aircraft complete required helicopter management forms as outlined in Appendix A.

18. Conducts a debriefing at the end of each day’s operation and obtains feedback on day’s operations; takes timely corrective action concerning problems identified.


B. Helispot Manager.

When assigned, HECMs manage helispots and are under the supervision of the Helibase Manager. When functioning as helispot managers, HECMs are responsible for providing safe and efficient management of all activities at the assigned helispot.

Since helispots are physically separate from the helibase, resulting in the inability of the Helibase Manager to oversee and monitor helispot operations, it is essential that the Helibase Manager assign experienced HECMs to supervise these helispots. Individual knowledge and skill levels vary, every effort should be made to assign the most capable person based on the complexity and nature of the assignment.

Prior to the start of operations, the Helibase Manager should extensively review helispot manager duties and responsibilities, as well as the load capability planning forms in Appendices A and B.

Management of the helispot involves the following duties and responsibilities:

1. Obtain briefing from Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, including ICS Form 220, Air Operations Summary and Communications Plan, if available.

2. Ensure that qualified helicopter crew members are assigned to assist in helispot management, providing on-the-job training as necessary; conduct regular briefings with helispot crew; ensure all assigned personnel understand their responsibilities and authority; manage resources/supplies dispatched to helispot.

3. Obtain necessary equipment and supplies for the operation of the helispot (tools, fire extinguishers, wind indicators, etc.).

4. On incidents, ensure that all helispot personnel are capable of and prepared to perform fire suppression duties in and around the helispot; ensure that helispot crew is equipped to remain overnight, even in adverse weather conditions.

5. Obtain allowable payload information for the helispot for each assigned helicopter, utilizing forms outlined in Appendices A and B.
6. Obtain transportation and report to the assigned helispot; establish radio communications with the helibase; provide the Helibase Manager with initial or additional information for the Helispot Information Summary.

7. Ensure that all helispot personnel and personnel to be transported wear required personal protective equipment. See Chapter 9.

8. Ensure the helispot and landing pad is constructed and prepared properly to ensure safe use of the highest gross weight helicopter and/or helicopter with the largest diameter rotor blades; construct the helispot according to safety standards; if required, obtain approval prior to making improvements. See Chapter 8.

9. Install wind indicators and sign the area perimeter as necessary; perform any necessary aerial and ground hazard reduction and safety improvements2 anticipate dust abatement needs and provide or request as necessary; make crash rescue equipment such as fire extinguishers available; number and map the helispot in coordination with the Helibase Manager.

10. Ensure helispot air traffic control procedures (safe flight patterns inbound and outbound) are in place; ensure that flight routes and area hazards are made known to all Pilots; ensure communications and parking tender(s) are in place.

11. Complete manifests accurately for all flights originating from assigned helispot; perform manifesting, briefing, and loading of personnel and cargo. See Chapters 7, 10 and 11.

12. Return external load equipment (nets, leadlines, swivels) and excess firefighting equipment to the helibase promptly.

13. Inform Helibase Manager of helispot activities; coordinate activities and requests for air support with the Helibase Manager.

14. If applicable, supervise or perform water or retardant loading at helispot.

15. Maintain records and reports of helicopter activities for later inclusion in the Helicopter Daily Use and Cost Summary. See Appendix A.

16. If returned to the helibase, attend the nightly debriefing and provide feedback on day’s operations; otherwise, provide by radio.

C. Deck Coordinator.

The Deck Coordinator (DECK) is supervised by the Helibase Manager and is responsible for providing coordination at the helibase for personnel and cargo movement. The DECK supervises the Parking Tenders and Loadmasters.

The individual assigned must have a complete knowledge of helibase operations, and especially of helibase layout and setup, passenger and cargo transport, load calculations and manifesting, external load operations, fueling, and helibase air traffic coordination procedures.

Environmental considerations may affect the construction of a helispot. However, at no time will aircraft or personnel safety be compromised. Significant helispot improvements such as the cutting of numerous trees should be cleared by the Helibase Manager with a higher-level authority (for example, the Air Operations Branch Director or Project Aviation Manager in consultation with the Resource Advisor).
NOTE: During highly complex helibase operations, the assignment of a fully-qualified Type I or II Helibase Manager to this position is strongly recommended.

The DECK’s duties and responsibilities are as follows (refer to Chapter 15 and Appendix B for specific information on completion of referenced forms):

1. Obtain briefing from the Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, including ICS Form 220, Air Operations Summary and Communications Plan, if available.

2. Provide input to and assist the Helibase Manager in completing the Helibase Facilities, Hazard, And Flight Route Map; review with all personnel involved, including Pilots.

3. Obtain sufficient trained and qualified personnel to manage the deck safely and efficiently; supervise personnel assigned to the deck, to include:
   - Ensuring the safety and welfare of personnel (both agency and contract) as- signed; ensuring all personnel understand their responsibility and authority; monitoring their actions to ensure duties and responsibilities are correctly performed
   - Conducting briefings of subordinates
   - Ensuring personal protective equipment is worn by both personnel assigned to the deck and by personnel being transported. Ssee Chapter 9.
   - Meeting timekeeping, eating, sleeping, and transportation needs

4. Assist the Helibase Manager in completing the Daily Helicopter Operations Briefing/Debriefing Checklist by ensuring that all requirements of the Checklist for the deck are met prior to commencement of operations; review the parts of the Helibase Manager’s Reminders List applicable to the deck. See Appendix F and H.

5. Establish, number, and mark touchdown pads and emergency landing areas. Ensure separation of landing areas for cargo, personnel, fueling and other specialized operations (e.g., retardant, helitorch, etc.).

6. Ensure the separation of ground vehicle traffic and parking areas from flight operations and overflight by departing or arriving helicopters.

7. Ensure deck access is restricted to personnel and vehicles by posting of warning signs, flagging, etc.; establish staging areas, ground traffic routes, and cargo and personnel manifesting and weighing areas utilizing flagging or other means.

8. Ensure crash rescue requirements are understood by deck personnel and that personnel are trained and qualified in the use of extinguishers, crash rescue, and evacuation kits; conduct on-the-job training sessions as necessary. See Chapter 12.

9. Ensure hand signals are mutually understood by Parking Tenders and Pilots; conduct on-the-job training sessions as necessary.

10. Anticipate dust abatement needs and provide or request as necessary.

11. Complete manifests accurately for all flights originating from assigned helispot; perform manifesting, briefing, and loading of personnel and cargo.
12. Ensure helicopter fueling is performed according to requirements and that Parking Tenders provide fire extinguisher protection during refueling.

13. Coordinate with the Takeoff and Landing Coordinator (TOLC) to ensure air traffic coordination; assumes the TOLC position if unassigned.


15. Coordinate frequently with the Helibase Manager; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.


D. Parking Tender

The Parking Tender is supervised by the DECK and is responsible for ground and air traffic in and around the assigned landing pad and for the landing and parking of helicopters at that pad.

Parking Tenders should be fully briefed regarding responsibility for the landing pad to which each is assigned, as well as the helicopter(s) assigned to the pad. Parking tender should perform the bulk of their duties from outside the safety circle.

Aside from marshalling helicopters, duties include providing standby fire extinguisher service during refueling and the ability to respond quickly to an aircraft emergency. See Chapter 12 for crash rescue responsibility.

The use of push-to-talk headsets under the hard hat or flight helmet with portable radio adapter is strongly encouraged to facilitate monitoring TOLC and Radio Operator communications with inbound, outbound, holding, and parked helicopters.

NOTE: Since the Pilot must be able to distinguish the parking tender from other ground personnel working on the deck, the use of non-flammable high-visibility vests is strongly recommended.

Parking Tender duties and responsibilities:

1. Obtain briefing from the DECK; obtain radio frequencies and other information necessary to perform the job.

2. Whenever the assigned helicopter’s engine is running, or whenever it is approaching or departing the parking spot, supervise activities at the assigned landing pad, including personnel, ground vehicle, and helicopter movement.

3. Know and understand crash rescue procedures; ensure that extinguishers are placed at the landing pad; be responsible for extinguisher operation in the event of fire either on landing, takeoff, or refueling.
4. Ensure touchdown pad is properly prepared, numbered, and maintained.
5. Ensure there is adequate communications between the pad, Pilot, DECK, and the TOLC.
6. Know and understand helicopter hand signals; provide wind advisories and other landing, takeoff, and holding directions to the Pilot; assist the Pilot as needed when the helicopter is departing, approaching, or is on the landing pad. Communication with the Pilot may be done either through hand signals or by way of radio communication. Positive communication over the radio by the Parking Tender via a patch cord and flight helmet is the preferred method. Parking Tender should be positioned outside the safety circle.
7. Be alert for potential conflicts between inbound and/or outbound aircraft.
8. Coordinate with loadmasters on the loading and unloading of personnel and cargo; ensure that loading personnel check personnel seat belts, cargo restraints, and helicopter doors prior to departing the area.
9. Monitor the fueling of helicopters; report any problems to the Helibase Manager.
10. Coordinate frequently with the DECK; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.

E. **Loadmaster (Personnel or Cargo)**

The Loadmaster is supervised by the DECK and is responsible for the safe loading and unloading of personnel and/or cargo.

It is essential that all Loadmasters be briefed concerning the characteristics of each make/model helicopter assigned, as well as standard aircraft safety briefing procedures, personnel/cargo weighing, etc. Chapters 7, 9, 10, and 11 and Appendix A provide information on load calculations/manifesting and personnel/cargo transport requirements.

Loadmaster duties and responsibilities:

1. Obtain briefing from DECK; obtain radio frequencies and other information necessary to perform the job.
2. Ensure designation and signing of crew and cargo staging areas and of egress and ingress routes to the deck. See Chapter 8.
3. Obtain sufficient personnel resources to load personnel and cargo; supervise personnel assigned to loading positions, to include:
   - Ensuring the safety and welfare of personnel (both agency and contract) assigned; ensuring all personnel understand their responsibility and authority; monitoring their actions to ensure duties and responsibilities are correctly performed
   - Conducting briefings of subordinates
• Ensuring personal protective equipment is worn by both personnel assigned to the deck and by personnel being transported. See Chapter 9.

• Meeting timekeeping, eating, sleeping, and transportation needs

4. Supervise the manifesting of personnel and cargo according to requirements;

• Ensure that appropriate hazardous materials regulations are enforced as outlined in the *Interagency Aviation Transport Of Hazardous Materials Handbook/Guide*

• Ensure the Pilot is aware of weight and nature of all loads being transported

• Supervise loading and unloading crews

• Ensure all passengers receive preflight briefings

5. Ensure external load equipment is checked for proper operation before use.

6. Know and understand crash rescue procedures; inform personnel of helibase and helicopter crash rescue procedures.

7. Coordinate with TOLC and Parking Tenders.

8. Coordinate frequently with the DECK; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.

**F. Takeoff and Landing Coordinator.**

The Takeoff and Landing Coordinator (TOLC) is supervised by the Helibase Manager and is responsible for providing coordination of arriving and departing helicopters and movement around the helibase. When this position is not filled, the DECK or Aircraft Base Radio Operator (ABRO) will usually assume this function.

The individual assigned must have a complete knowledge of helibase operations, and especially of communications, helibase layout and setup, and helibase air traffic coordination procedures.

During highly complex helibase operations, FAA Air Traffic Control personnel may act as TOLC. Consult the geographic area *Mobilization Guide* and the *Interagency Airspace Coordination Guide* for ordering guidelines and other considerations (i.e. timekeeping, equipment needs, etc). Their effectiveness can be enhanced by providing them with a reconnaissance flight of the incident or project.

This position is responsible for providing coordination of arriving and departing helicopters and all helicopter movement on and around the helibase. The TOLC’s responsibility is to provide advisories on the safe takeoff and landing of helicopters. It is not to be a radio operator for general messages.

The TOLC works with the Helibase Manager and must be proficient in radio use and flight route planning. Prior to the start of a shift, review the Helibase Facilities, Hazard, and Flight
Route Map. Identify all landing pads and their letter or number identifiers. See Appendix B.

The TOLC needs to establish communications with deck personnel (Loadmasters and Parking Tenders) to inform them of incoming helicopters. This communication is often established on a Very High Frequency-Frequency Modulated (VHF-FM) or Ultra High Frequency-Frequency Modulated (UHF-FM) logistics frequency.

The TOLC’s duties and responsibilities are as follows (refer to Chapter 15 and Appendix B for specific information on completion of referenced forms):

1. Obtain briefing from the Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, including ICS Form 220, Air Operations Summary and Communications Plan, if available.

2. Assist in the completion of the Helibase Facilities, Hazard, and Flight Route Map; review with all personnel involved.

3. Coordinate with the ABRO on helicopter flight routes and patterns; establish air traffic control procedures with Pilots; ensure established flight routes and patterns in and out of the helibase are maintained; control movement of helicopters in hover lanes.

4. Establish and maintain discrete communications with all incoming and outgoing helicopters, usually on discrete Very High Frequency-Amplitude Modulated (VHF-AM) frequency(ies); maintain constant communications with the ABRO(s).

5. Coordinate with DECK and Parking Tenders on movement of aircraft when arriving at or departing from the Helibase; provide advisories (traffic, winds, etc.) to landing and departing helicopters.

6. Coordinate frequently with the DECK and the ABRO; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.

G. Aircraft Base Radio Operator.

The ABRO is supervised by the Helibase Manager and is responsible for establishing and facilitating communications among incident or project assigned helicopters, helibases, helispots, air operations staff or Resource/Project Aviation Manager, and the TOLC. This individual is key to efficient communications, flight following, and mission assignment.

The ABRO should communicate frequently with the Helibase Manager concerning mission assignments, priorities, etc. The Helibase Manager should review the requirements of Form HBM-6, Helibase Mission Request Log and Form HBM-5, Flight Following Log with this individual prior to the start of operations.

After the morning briefing, the ABRO should review the Incident Action or Project Aviation Plan in depth. The ABRO should post ICS Form 205, Incident Radio Communication Plan, for quick reference. The position is instrumental in recommending and establishing a communication plan for the helibase.
Information from the Communication Plan should be transferred to the Helibase Organization Chart, which lists aircraft frequencies, and to the Air Operations Communications Plan.

ABRO duties and responsibilities (refer to Appendix B for specific information on completion of referenced forms):

1. Obtain briefing from Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, or, at a minimum, ICS Form 220 Air Operations Summary, Communications Plan, Medical Unit Plan, and Incident or Project Map.

2. Receive orders for support or tactical missions, enter on the Helibase Mission Request Log, and assign these missions in consultation with the Helibase Manager. If conflicts among missions occur, the ABRO should inform the Helibase Manager who, if unable to resolve, will contact higher-level authority. ABRO must keep abreast of priority changes, helicopter missions, and incident objectives.

3. Notify TOLC of incoming aircraft.

4. If applicable, receive approval from Air Tactical Group Supervisor or HLCO before directing aircraft for takeoff.

5. Establish procedures for and maintain flight following with all assigned aircraft utilizing the Helibase Flight Following Log.

6. Establish and maintain proper radio procedures.

7. Obtain necessary timekeeping forms and record operational times of assigned helicopters; as needed, track available time (flight and duty day) remaining utilizing the Helibase Flight Time Tracking Record; record other information on the Helibase Aircraft Information Summary.

8. Obtain Helicopter Daily Use and Cost Summaries from Helicopter Managers and complete the Helibase Daily Use and Cost Summary prior to the end of each shift and submit to the Helibase Manager.

9. Understand crash rescue and medevac procedures and notifications; notify supervisor immediately of any overdue, missing, or crashed aircraft; institute emergency response procedures if necessary (refer to Helibase Emergency Response Plan and Incident Medical Plan ICS 206).

10. Coordinate with the Helibase Manager, DECK, and TOLC; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective actions.

H. **Mixmaster - Retardant.**

The Mixmaster is supervised by the Helibase Manager and is responsible for preparing fire retardant for helicopters at the rate specified and for the expected duration.
IMPORTANT NOTE: Retardant operations at helibases or other off-airport locations are conducted primarily by commercial vendors using Mobile Retardant Base (MRB) on emergency equipment rental agreements. Most of the Mixmaster duties outlined below are fulfilled by vendor personnel, with government involvement limited to contract administration and verification of payment documents. The duties below are provided as a guideline for what the Helibase Manager supervising an MRB operation may expect from the vendor, and the type of coordination that is required. Duties and responsibilities should be adjusted accordingly, given the vendor-government relationship.

If a portable retardant operation is ordered, it is advisable that the Helibase Manager immediately order a Mixmaster who is knowledgeable and trained in the type of portable retardant operation to be conducted.

Although it is recognized that many portable retardant operations come fully staffed by the vendor, it is advisable to order this position to function as the government representative monitoring retardant quality control, reviewing and approving payment documents, and generally overseeing the retardant operation.

Mixmaster duties and responsibilities:

1. Obtain briefing from Helibase Manager; obtain Incident Action or Project Aviation Safety Plan. If these are unavailable, a minimum of Air Operations Summary (ICS 220), Communications Plan, and Incident or Project Map.

2. Coordinate mixing and loading activities with the TOLC and DECK.

3. Determine needs and plan for necessary personnel, equipment, facilities, and supplies; ensure supply of retardant is adequate to meet demand.

4. Coordinate with the Helibase Manager or Helispot Manager to plan the retardant site layout and establish a retardant dip point and/or mixing area (this is usually performed in coordination with the retardant vendor).

5. Check accessory equipment such as valves, hoses, and storage tanks.

6. Supervise the mixing crew during setup and operations, to include:
   - Ensuring the safety and welfare of personnel (both agency and contract) as- signed; assigning qualified retardant mixers and loaders and ensuring all personnel understand their responsibility and authority; monitoring their actions to ensure duties and responsibilities are correctly performed
   - Ensuring required personal protective equipment is worn at all times. See Chapter 9.
   - Conducting briefings of subordinates
   - Meeting timekeeping, eating, sleeping, and transportation needs

7. Ensure that preflight inspections of drop equipment (fixed-tanks, buckets) are made prior to operation.
8. Coordinate with Helibase Manager to evaluate efficiency of the retardant operation:
   • Retardant mixture meets specifications
   • Cost-effectiveness of the operation, to include location of mix site relative to drop points and retardant effectiveness
   • Type of fill operation

9. Provide for proper storage and management of supplies and equipment; ensure that all environmental concerns and requirements are met; ensure that cleanup is performed prior to departure; a Resource Advisor should be able to help with local area concerns.

10. Keep required records for water, foam, and retardant use.

VII. Specialized Positions.

A. Helicopter Aerial Ignition Positions.

See Interagency Aerial Ignition Guide for additional information.

B. Helicopter Rappel and Short-Haul Positions.


C. Law Enforcement Helicopter Positions.

Sensitive mission requirements and objectives may require security clearances of personnel participating in the mission. Any individual deemed not suitable for the mission by the Law Enforcement Officer (LEO) shall be removed from the operation and documentation of the action taken shall be submitted to the unit Aviation Manager. See Chapter 16.

1. All law enforcement aviation operations using helicopters shall, depending on the mission profile, be conducted either by a qualified Resource or Fire Helicopter Manager or by a Helicopter Flight Manager.

   It is recommended that qualified LEOs fill the Helicopter Manager position.

   The one exception to personnel being required to fulfill the above requirements is when the agency is using other-government agency or military aircraft, and the provider of the aircraft is also providing all helicopter and/or helibase management services (for example, flight following, loading/unloading of personnel and/or cargo, external load operations, etc.).

2. Helicopter Crewmember. Any law enforcement personnel participating as a HECM and not solely as a passenger being transported shall meet the requirements for a Resource/Project HECM.
3. All law enforcement personnel filling helibase positions shall meet requirements.

4. Law Enforcement Pilots. Section V of this chapter outlines standard Pilot duties and responsibilities. Pilots from other law enforcement agencies, the National Guard, or Department of Defense shall be either approved through a Memorandum of Understanding or similar agreement, or shall possess a current Interagency Pilot Qualification Card.

Sensitive mission requirements may require security clearances of the Pilot and/or vendor to ensure mission integrity. Law Enforcement Helicopter Managers are responsible for informing the scheduling unit of any such requirements.

D. Search and Rescue Helicopter and Helibase Positions.

Refer to Chapter 17 for operational procedures. Helicopter Managers and Crewmembers performing search and rescue missions shall meet resource/project requirements for helicopter or helibase management, as well as associated duties and responsibilities for each position filled.

E. Helicopter Coordinator.

The HLCO is supervised by the Air Tactical Group Supervisor and is responsible for coordinating tactical or logistical helicopter missions(s) at the incident.

The HLCO’s duties and responsibilities are as follows:

1. Obtain briefing from Air Tactical Group Supervisor.

2. Survey assigned incident area to determine situation, aircraft hazards, and other potential problems.

3. Coordinate with Air Support Group Supervisor and/or Helibase Manager in establishing locations and takeoff and landing patterns for helibase(s) and helispot(s).

4. Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with the Air Tactical Group Supervisor.

5. Ensure that all assigned helicopter Pilots know appropriate operating frequencies.

6. Coordinate geographical areas for helicopter operations with Air Tactical Group Supervisor and make assignments.

7. Inform Air Tactical Group Supervisor when mission is completed and reassign helicopter as directed.

8. Report incidents or accidents to Air Tactical Group Supervisor immediately.

9. Maintain record of activities.

10. Attend a debriefing and provide feedback to both the Air Tactical Group Supervisor, Air Support Group Supervisor, and Helibase Manager.
F. Military Helicopter Management.

For aviation operations using Active Duty/Reserve Military helicopters and National Guard units officially “federalized” by Department of Defense, refer to Chapter 70 of the Military Use Handbook for specific policy and procedural information.

The use of National Guard units for federal firefighting purposes within their state must be outlined in national, regional, state or local agreements and Memorandums of Understanding (MOUs).

G. Aerial Capture, Eradication, and Tagging Of Animals Helicopter Positions.

Vendors who provide gunners and muggers for ACETA operations are not required to adhere to the agency personnel requirements outlined below.

1. The Helicopter Manager of an ACETA operation shall meet the requirements for a Resource Helicopter Manager. The Helicopter Manager participating in ACETA operations has mission specific duties and responsibilities as follows:
   - Ensures that Pilot and aircraft are carded and certified for ACETA operations
   - Ensures dual controls are removed prior to commencement of the ACETA operation
   - Ensures crew and passengers wear PPE as specified in the ALSE Handbook, as well as in agency specific manuals and handbooks
   - Ensures all cargo is restrained according to requirements

2. The Gunner of an ACETA operation shall:
   - Operate appropriate weapon(s); ensures the weapon is not loaded or cocked unless the muzzle is outside and pointed away from the aircraft
   - Identify the animals(s) to target
   - Ensure adequate covering for protection of control mechanism and under seat area to prevent ejected shells, etc., from interfering with controls

3. The HECM participating on an ACETA operation as a mugger shall meet the requirements for a Resource/Project HECM.

4. All agency personnel filling helibase positions on an ACETA project shall meet position requirements.

5. ACETA Pilots must be carded for the ACETA mission and specific animals targeted. If single-skid, step-out, or toe-in landings are to be performed, Single skid Toe in Exit Procedures (STEP) training is required as well as an approved exemption granted by the appropriate agency aviation manager.