

PROCEDURE NO. 008C: Resource Ordering – CAL FIRE Administrative Aircraft (July 2010)

All CAL FIRE administrative aircraft flights (CAL FIRE passenger aircraft) are recorded in the resource ordering system of record by Sacramento CC and have a CDF incident number. All requests for flights must be approved in advance by the Deputy Director of Fire Protection. This procedure covers flights not covered in [HB 8100 Procedure 008H](#).

Responsibilities and Action

Any CC

1. Record request in dispatch system of record.
2. Contact Duty Chief to request approval through the Duty Chief Chain of Command.

Sacramento CC

1. Receive approval from Deputy Director of Fire Protection.
2. Generate request for administrative aircraft flight in resource ordering system of record.
3. Contact the Sacramento Aviation Management Unit (AMU) Duty Officer with request information.
4. Receive fill information from AMU including flight manifest.
5. Notify requesting OCC and ECC.

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