

8100 PROCEDURE 331

Resource Ordering – California National Guard (CNA) Helicopters

(No.57 April 2015)

[\(See HB8500 California National Guard Helicopter Exhibit\)](#)

CAL FIRE may request assistance from the State of California Military Department, also known as the California National Guard (FIRESCOPE Identifier CNA).

When agency helicopters are drawn down to critical levels and no CWN helicopters meeting mission requirements are available, the use of California National Guard Helicopters should be considered. The request for California National Guard Helicopters may be initiated at the Unit, Region or Sacramento level.

California National Guard Helicopters may require a lead time of up to 24 hours for activation. Region and Sacramento staff shall be familiar with the current Cooperative Agreement for State of California Military Department Assets.

The request for California National Guard Helicopters activation may occur at the Region or Sacramento Level. If the request for activation is initiated at the Sacramento Level, the Sac Duty Chief may schedule a conference call with the Regions and Tactical Air Operations (TAO) Duty Officer to discuss the activation.

Informal discussions may take place between TAO and the National Guard prior to activation; however, no resources will be mobilized until a formal order is processed as outlined in the procedure below.

CAL FIRE Executive approval must be obtained prior to making a request to California Office of Emergency Services (Cal OES) for California National Guard Helicopter activation.

When the request for California National Guard Helicopters is approved, a conference call shall be scheduled with the Regions, Sacramento and TAO to discuss at a minimum the following components of the activation: contact information, ordering procedures, resource reassignments, resource limitations, deployment timeframes, and logistical support needs.

Only one CAL FIRE Preposition Number (CA-CDF) will be generated per activation of California National Guard Helicopters.

Responsibilities and Action

Unit CC

1. Place request for the required amount and type of Helicopter(s) to the Region OCC in the Resource Ordering System of Record.

Region OCC

1. Receive request and ensure all Federal and Call When Needed (CWN) helicopters meeting the mission assignment are unavailable.
2. Determine if the activation of California National Guard Helicopters is warranted due to current incident activity and/or actual or predicted conditions.
3. Contact the Region Duty Chief for approval to request California National Guard Helicopter activation.
4. Advise the Tactical Air Operations (TAO) Duty Officer of a possible activation.

Region Duty Chief

1. Notify the Sac Duty Chief of the request for approval to activate a specific number of National Guard Helicopters.

Sac Duty Chief

1. Seek CAL FIRE Executive approval to request an activation from Cal OES.
2. Advise both the CNR and CSR Duty Chiefs of the CAL FIRE Executive decision.
3. If approved:
 - a. Advise the Sac Duty Officer.
 - b. Notify the Cal OES Fire and Rescue Duty Officer.
 - c. Schedule conference call with Region OCCs, Sac CC and appropriate programs to discuss ordering process

Sac CC

1. Receive authorization from Sac Duty Chief to proceed with request.

2. Notify the TAO Duty Officer of authorization to proceed with the request.
3. Prepare the [FC-112 \(National Guard Resource Request form\)](#) using information provided by TAO Duty Officer. Submit FC-112 to the Cal OES Fire and Rescue Duty Officer.

Note: Any change in number of the National Guard helicopters (cancellation of resources, additional resource order, etc.) shall require approval by the Sac Duty Chief, and a new FC-112 shall be completed and processed through Cal OES.

4. Receive approved FC-112 from Cal OES containing Cal OES mission tasking number.
5. Notify Sac Duty Chief of Cal OES approval.
6. Create a preposition incident in the Resource Ordering System of Record.
 - a. CA-CDF Order number generated in the Dispatch System of Record
 - b. Incident Name – “CNA Helicopters, MONTH”
 - i. CNA is the FIRESCOPE three-letter designator for the California National Guard
 - c. Enter the Cal OES mission tasking number in the “Office Reference” field of the CA-CDF preposition
7. Generate the following requests on CA-CDF preposition:
 - a. National Guard helicopters listed on the FC-112 form
 - i. Helicopter, (Type), Special Needs: National Guard
 - b. Overhead name requests as provided by TAO Duty Officer
 - i. Fill, or place requests to the Region OCC
8. Fill National Guard helicopter request(s) with fill information provided by Cal OES.
9. Notify the Sac Duty Chief and Region Duty Officer(s) of updates to activation status.

Region OCC

1. Forward name requests to appropriate Unit(s) to be filled.

Tactical Air Operations Duty Officer

1. Receive notification that the California National Guard is being considered.
2. Contact the California National Guard State Aviation Officer to advise and determine extent of activation, including;
 - a. Number of aircraft requested and available
 - b. Number and location of bases to be activated
 - c. Number of Agency Aviation Military Liaisons (AAML) required
3. Advise the Sacramento Duty Chief and Sac CC on the availability of California National Guard Helicopters.
4. Provide Sac CC with location of California National Guard bases to be used.
5. Identify AAML(s) and forward the name(s) to the Sac CC.

AAML

1. Determine availability of Military Helicopter Managers (MHEM) and trainees needed for activation.
2. Provide Sac CC with name requests of MHEMs, trainees and support personnel.
3. Advise the TAO Duty Officer of assigned MHEMs, trainees and the location of their assignment.

SAC CC

1. Obtain name request information from TAO Duty Officer for;
 - a. Agency Aviation Military Liaison (AAML) for each Army Aviation Support Facility from which the California National Guard helicopters will be deployed. Include contact phone number in the resource request.
 - b. AAML trainees to be assigned (if any)
 - c. Other personnel to be assigned

2. Fill or place name requests of personnel to the Region OCC to be filled in the Resource Ordering System of Record.
3. Fill California National Guard helicopter resources in the Resource Ordering System of Record
4. Notify the Sac Duty Chief and Region OCC of updates to activation status.

Region OCC

1. Forward name requests to the appropriate Unit to be filled in the Resource Ordering System of Record.
2. Notify Sac CC of any changes regarding California National Guard resources.
3. Place Request(s) for California National Guard Helicopter(s) to the Sacramento CC in the Resource Ordering System of Record.

Sac CC

Once the California National Guard Helicopters are activated;

1. Receive an Order and Request from the Region OCC.
2. Reassign the helicopter resources from the CA-CDF "CNA Helicopter, Month" Preposition to the Order/Request number of the requesting Unit.
3. When California National Guard Helicopters are released from an incident they shall be returned to the preposition order number.
 - a. California National Guard Helicopters shall always be returned to the CA-CDF preposition number prior to being diverted or assigned to a new incident

Unit CC

1. When California National Guard Helicopters are released from an incident they will be return to the preposition order number.
 - a. California National Guard Helicopters shall always be returned to the CA-CDF preposition prior to being diverted or assigned to a new incident
 - i. Notify Region OCC of any reassignment or divert

Region OCC

1. Notify the Liaison Officer (LNO) if activated at the Region OCC of any reassignment or divert.
2. Notify Sac CC of any reassignment or divert.

Sac CC

1. Confirm the Liaison Officer (LNO) or the Cal OES Fire and Rescue Duty Officer is advised of any reassignment or divert to assure the Joint Operations Center is advised.

Deactivation of California National Guard Helicopters

Responsibilities and Action

Region OCC

1. Determine there is no longer a need for the California National Guard Helicopters.
2. Advise Region Duty Chief.

Region Duty Chief

1. Notify the Sac Duty Chief that there is no longer a need for the California National Guard Helicopters in their Region.

Sac Duty Chief

1. Confirm with the other Region Duty Chief that they do not have a need for the California National Guard Helicopters.
2. If no need exists, request Executive approval to deactivate California National Guard Helicopters.
3. If approved, advise Cal OES that the California National Guard Helicopters will be deactivated.
4. Advise Sac CC.

Sac CC

1. Receive or confirm notification from the Sac Duty Chief that the California National Guard Helicopters are to be deactivated.
2. Once a resource has returned to home base, release the resource from the preposition in the resource ordering system of record.
3. Once all resources have been released, close the CA-CDF preposition Incident.
4. Finalize the FC-112
 - a. Ensure release times match on FC-112 and the Resource Ordering System of Record
 - b. Submit to Cal OES

[\(see Next Procedure\)](#)

[\(see Handbook Table of Contents\)](#)

[\(see Forms or Form Samples\)](#)