

8100 PROCEDURE 408

Aircraft Use Authorization for Non Emergency Incident/Event

(April 2010)

[\(See Policy 8314.2 - Approved Uses of Aircraft\)](#)

[\(See 8100 Exhibit – Aircraft Use Authorization Worksheet\)](#)

There are times when CAL FIRE aircraft are used for non-emergency incidents or events. These incidents/events include static displays and public relations events etc. The movement of CAL FIRE aircraft, for these events, requires the approval of the Region Chief.

Responsibilities and Action

ECC

1. Receive request from the field for CAL FIRE aircraft to be used for any type of use that is not outlined in the Aviation Handbook Policy 8314.2 – Approved Uses of Aircraft.
2. Generate an order number for the event in the dispatch system of record.
3. Generate a request number in the resource ordering system of record.
4. Complete the non-emergency Aircraft Use Authorization Worksheet.
5. Forward the non-emergency aircraft use form to Region OCC and per local procedure.

Region OCC

1. Receive request form for non-emergency aircraft use from the Unit ECC.
2. Review the form for accuracy.
3. Log into the “Live Fire and Aircraft Use” calendar in Outlook:
 - a) Public folders/Southern Region/Southern Operations Center/Common Calendars/ Live Fire and Aircraft Use
 - or
 - b) Public folders/Northern Region/Northern Operations Center/Common Calendars/ Live Fire and Aircraft Use
4. Notify the Region Chief or designee (from the requesting Region) of the request and forward the form to the Region Chief or designee for approval.

5. If the request is approved and the aircraft is from the adjacent Region, forward the tentatively approved Aircraft Use Authorization form to the adjacent Region Duty Officer.
 - a) Receiving Region Duty Officer will forward Authorization Form to their respective Region Chief or designee for approval.
 - b) Once approved or denied by the adjacent Region Chief or designee, return the completed Aircraft Use Authorization form to the requesting Region Duty Officer.

6. The Requesting Region Duty Officer will forward the completed form to the requesting Unit Duty Officer.

Note: For Academy requests the Sac Duty Officer will forward all Aircraft Use Authorization Forms to the Northern Region Duty Officer.

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