

**AUTHORIZED AIRCRAFT OPERATIONS**  
(Revised September 2001)

**8314**

**USE OF AGENCY OWNED/LEASED AIRCRAFT**  
(No. 3 November 2002)

**8314.1**

The State Administrative Manual ([SAM](#)) outlines conditions under which State aircraft or aircraft being utilized by the State are authorized to be operated.

The following is an extract from SAM Section 0742 (Sept. 1991), with minor modifications that apply to CDF.

"Use is limited to official business. Do not use aircraft for executive travel if the destination is within two hours driving time or a regular commercial airline serves the location.

Section 0748 outlines exceptions to this policy. Agencies may adopt more strict guidelines. Agency Secretaries ensure that the interpretation and application of the policy is consistent throughout their agencies.

When feasible, agency aircraft may be used on a charter basis by other State agencies or governmental activities. This is billed by the agency at full cost, including the expense of the pilot. The agency's policies regarding passengers apply."

All use of CDF aircraft by other agencies shall be billed by the Aviation Management Unit at appropriate cost allowable by law, including the expense of any pilot services provided.

**APPROVED USES OF AIRCRAFT**  
(No. 3 November 2002)

**8314.2**

Planned use of aircraft which falls within the purpose set forth below will not normally be subject to restrictions. All use of aircraft which does not clearly fall within the types of use described below must be cleared with the Director's office in writing.

1. Primary wildfire detection.
2. Supplemental wildfire detection.
3. Airtanker and helicopter coordination and direction.
4. Reconnaissance and mapping of wildfires (includes Airborne Infrared Imaging System (AIRIS) flights)
5. Air transport of fire line supervisors and crews.
6. Forest pest surveys
7. Airtanker operations
8. Support of fire operations
9. Re-vegetation

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10. Technical supervision and coordination of the Department's Air Program.
11. Emergencies such as conducting aerial reconnaissance of the effects of watershed fires or flood runoff and debris damage.
12. Arson investigation by aerial reconnaissance.
13. Appraisal of site where only practical access is by aircraft.
14. To carry out the Department's responsibilities to respond to emergencies.
15. Inspection of power lines where the only practical access is by aircraft.
16. Training of Department and contract personnel to carry out emergency responsibilities safely and efficiently.
17. Immediate transportation of family members to be with firefighters injured in the line of duty.
18. Any situation when life is at risk and the timely use of CDF aircraft is the only practical resource available.

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## **EXECUTIVE TRANSPORTATION SELECTION CRITERIA      8314.3**

(No. 3 November 2002)

### AUTHORIZATION AND ACCOUNTABILITY

(SAM 0748, September 1991) Transportation Selection Criteria:

Select the least costly method of transportation. Consider direct expense and employee time away from the office. Commercial transportation will be used whenever its total cost is less than agency provided aircraft. Agency aircraft may be used when it proves to be the least costly method. Consider and document these criteria when deciding:

- The total cost of personnel hours lost in travel.
- Total commercial travel costs (airline, rental car, etc.).
- Additional per diem costs.
- Accessibility and/or urgency of the situation.
- Scheduling demands and limitations.
- Driving time to destination would exceed two hours one way.
- Commercial airline service and schedules between points of origin and destination including any intermediate stops or layovers.

To find the cost of agency aircraft include the following estimates:

- Pilot cost (wages and benefits) per hour.
- Operational costs of the aircraft per hour.

## AUTHORIZATION

The agency director or designee is solely responsible for authorizing flights.

## ACCOUNTABILITY

Submit approval request in writing to the agency approval authority as soon as possible but no less than 24 hours before the flight.

Immediate or unanticipated requests can be made verbally. File a confirming written request within 24 hours of trip completion.

Requests will contain:

- Date, time, and names/title of requestor.
- Date(s) and itinerary of requested flight(s).
- Purpose of trip.
- Passengers (including title and organization).
- Transportation selection criteria justification.

Administrative units that provide aircraft services shall evaluate requests for compliance with the transportation selection criteria. They will maintain a record of the aviation activities and prepare a monthly report. The report will be sent to the director or authorized designee and will include the following:

- Dates of flights.
- Pilot (or company if chartered).
- Hours flown.
- Type of aircraft.
- Rate.
- Total cost.
- Short explanation of purpose.
- Destination and stopovers.

Maintain a flight log for each State-owned or leased aircraft. Include in the log the use of the aircraft, passenger's name, dates, destinations, and purposes of flights. Retain logs for four years or until audit, whichever occurs first.

The monthly report shall be sent to the director or his designated representative. Fully completed Flight Log Forms (FC-140) may be substituted for the above report providing they contain all the required information.

## **CDF PROCEDURE FOR DOCUMENTATION OF SELECTION CRITERIA AND AUTHORIZATION**

**8314.4**

(No. 3 November 2002)

CDF employees will use the following procedures to document the administrative aircraft selection process.

1. At least 24 hours prior to requesting use of a CDF administrative aircraft, complete the [Administrative Aircraft Use Worksheet](#), and forward it to the Deputy Director for Fire Protection.
2. The Assistant Deputy Director for Fire Protection, Deputy Director for Fire Protection, Chief Deputy Director, or Director will approve or deny the request on the basis of the information submitted.
3. The Assistant Deputy Director for Fire Protection or the Deputy Director for Fire Protection will advise the requestor of the approval or denial of the request.
4. A copy of the worksheet showing executive approval will be provided to the requester, and
5. A copy will be faxed to the Aviation Management Unit for transmittal to the pilot, and,
6. Prior to takeoff, a copy of the approved worksheet will be provided to the pilot in person, by fax, or by electronic mail.
7. The approved, signed worksheet will be maintained in the Director's Office for auditing purposes, and a copy of the worksheet will be maintained at the CDF Aviation Management Unit.

Refer to [Administrative Aircraft Use Worksheet](#) for worksheet and cost tables.

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## **PUBLIC USE AIRCRAFT OPERATIONS (PRESSLER)** (No. 3 November 2002)

**8314.5**

Effective April 25, 1995, a new federal regulation (FAA Advisory Circular 00-1.1) went into effect that redefined the uses of “non-FAA certified” aircraft. This regulation affects two distinctly different CDF aircraft flight operations. The first involves transportation of passengers in non-certificated public aircraft. The second involves the recovery of operating costs or reimbursements for aircraft operations. To ensure that CDF and its cooperators meet the new requirements to operate as a public aircraft, the following policies have been implemented:

A CDF owned helicopter (UH1) or an OV10A airplane cannot be used to transport passengers whose presence is not required to perform, or whose presence is not associated with the performance of a departmental function such as fire fighting, search and rescue, law enforcement, aeronautical research, or biological or geological resource management. Some examples of individuals who can no longer be transported in public aircraft are: news media personnel, members of a local board of supervisors, and in general the transportation of any “non essential” crew members on a strictly point-to-point basis. This includes management personnel. The issue of point-to-point passenger transport is all-inclusive. As a result CDF personnel can no longer be transported to a site wherein non-aircraft related training will occur. However this does not include move up and cover flights, which are still authorized. See [Application of AC 00-1.1](#) for examples of specific applications of the Pressler Bill to CDF operations.

As noted in the statute, “the unifying characteristics shared involve the carriage of persons as part of a mission for which the use of an aircraft is necessary.

Flights involving the transport of persons who do not clearly meet the above criteria shall be evaluated on a case by case basis and approved by the Director’s Office.

When reimbursement for aircraft cost is made, the following steps must be taken when ordering or receiving goods for a “non FAA certificated” aircraft.

Any time a CDF owned helicopter or OV10 air tactical ship is requested, diverted or assigned by a non state agency where reimbursement to CDF may occur, the following steps must be taken by the appropriate Emergency Command Center (ECC):

1. Receive and document verbal certification on the [Incident Aircraft Certification Form](#). The following is the minimum information needed for a verbal certification:
  - There is a significant and immediate threat to life, property or natural resources.
  - No private operator is reasonably available with the needed capabilities.
  - Date, time, name, title and agency of certifying person.

2. Notify the requesting agency that written certification must be received on the Incident Aircraft certification Form as soon as possible, but no later than noon the next day. The form may be submitted via a fax, with the original mailed to the responsible ECC. At a minimum the following items must be addressed:
  - Date of the operation/incident
  - Flight operations conducted
  - Significant or imminent threat
  - Availability of private sector services
  - Date, time, name, title and agency of certifying person.
3. ECC personnel will receive the written certification, verify that it is complete and forward a copy to the appropriate helitack base or air attack base. The original copy of the certification is to be retained by the responsible ECC with the FC-101 cards.
4. Recertification of mission requirements and the private sector non-availability will be required for each CDF helicopter or air attack prior to lift off each day. It is suggested that re-certification be done by the incident commander or appropriate incident staff and forwarded to the ECC for processing as described in step 3 above.

Any time CDF requests, diverts or assigns a “non FAA certificated” public aircraft to an incident where CDF will reimburse the non state agency, the ordering ECC must provide the following:

1. Verbal certification of a significant or imminent threat to life, property or natural resource and no private sector operator is reasonably available with the needed capabilities.
2. Written certification using the Incident Aircraft Certification Form must be sent to the agency dispatch center as soon as possible but no later than noon the following day. The form may be submitted by fax, with the original mailed to the agency dispatch center.
3. Re-certification of mission requirements and private sector availability must be done prior to lift off each day. It is suggested that the re-certification be done by incident commander or the appropriate incident staff and forwarded to the ECC for processing as described in step 2.

If there are any doubts as to whether or not an aircraft operation falls under the Public Law 103.411, check with region duty chief. The pilot of the aircraft will have the final say as to whether or not he/she can do the mission and must have personal knowledge that the Incident Aircraft Certification has been completed for that day’s operations. Also, if a pilot receives a request for a flight without a certification and a certification is needed, he/she can request the flight to be certified before lift-off occurs.

See listing of examples of [Public Use Aircraft](#).

(see next section)

(see [HB Table of Contents](#))

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