Checklist for Large Aircraft Mobilization

1. <u>Initial Planning with NICC/Coordination Center</u>

   ☐ **Notification of Mobilization (Initial):** Communicate with the Mobilization Center Duty Officer or Point of Contact (POC) at the location of a potential mobilization. Mobilization location begins identifying what/who they will need for the mobilization.
   ☐ **Notification of Mobilization (Confirmed):** Communicate specifics to Mobilization Center Duty Officer or POC e.g. what type of resource(s) (crew, CIMT, etc.), point of origin, destination, any specific needs etc.

2. <u>Pre-Arrival Preparation with Sending Unit - Tier 3 Dispatch and Mobilization Center Duty Officer or POC</u>

   ☐ **Flight Strip:** Confirm aircraft and Flight Strip time zone accuracy.
   ☐ **Review Contract**: Review current contract terms and conditions of passenger manifesting and allowable payloads. Identify if there have been changes in procedures/requirement for flying chainsaws or additional items that are prohibited.
   ☐ **FO-1 DOD-BLM/USFS Special Charter Form for Prohibited Items**: Ensure the current form has been obtained from NICC Jet vendor.
   ☐ **Create Passenger Manifest**: Receive resource name and individual names from the dispatch center including any special food requirements. Create fillable manifest, SF-245 Passenger and Cargo Manifest Form.
   ☐ **Flight Requirements Communicated to Passengers:** Ensure weight limitations, prohibited cargo items (TSA/FAA Prohibited Items Charter), and contact information for Mobilization Center Duty Officer or POC is communicated to resource(s) being mobilized.
   ☐ **Create Mobilization Itinerary**: Lodging locations, timeframes for staging/training/meal service/briefing/passenger manifesting/loading, transportation plans, etc.
   ☐ **Validate and Place Meal Orders for Flight:** Box lunches are provided for all flights; each passenger should be provided with 1 or 2 box lunches depending on the length of the flight and plans after arrival at destination. Ensure food order does not require heating or other preparation. Each meal should have a bottle of water or other resealable beverage. Plan to have food delivered at least 2 hours prior to the flight ready-to-load time.
   ☐ **Communicate Itinerary Resources**: Communicate the schedule, reporting times, mobilization center expectations and operating procedures, transportation, and meal plans. Inform resource(s) they should be at the Mobilization Center at least 3 hours prior to ready-to-load time.

3. Manifesting and Departure for Non-Commercial Flight (NICC Jet)

☐ **Weight Manifests:** Document all weights on the SF-245 Passenger and Cargo Manifest Form. ***Estimated or "pre-established" crew manifests do not meet the flight requirements.*** It is best practice to get actual weights the day of the flight.

Passenger Weight: an individual passenger while holding their carry-on gear. *Cargo Weight:* any gear going in the cargo area (Pit) of the plane.

Total weight of any individuals' gear cannot exceed 65 pounds. The total crew weight cannot exceed 5,300 pounds for a 20-person crew. (6,625 pounds for a 25-person crew.

Ensure the weight totals do not exceed the allowable weights outlined in the flight agreement. Ensure no passengers are carrying any of the prohibited items listed in the Prohibited Items Charter.

☐ **FO-1 DOD-BLMUSFS - Special Charter Form for Prohibited Items:** The Crew Supervisors must brief the crew on prohibited items and sign the FO-1 for compliance with FAA and TSA security and safety requirements.

☐ **Provide Completed Documentation Package to Flight Crew**: Provide three (3) Completed flight document packages including SF-245 Passenger and Cargo Manifest Form(s), total crew weights, and signed FO-1 DOD-BLM/USFS Special Charter Form for Prohibited Items to the Captain of the flight at least 1 hour prior to the planned ready-to-load time.

☐ **Provide Completed Documentation Package to NICC Large Transport Desk:** Scan and email a copy of the documentation 1 hour prior to the planned ready-to-load time.

☐ **Organize Crews for Boarding**: Coordinate with the flight crew/ramp staff to determine the best method of loading gear. Organize the crews to ensure loading process is safe, efficient, and accounts for balancing the load on the aircraft.

☐ **Takeoff Time:** When the aircraft lifts off, communicate the actual takeoff time to NICC Aircraft desk for communication with the receiving unit.

4. Pre-Arrival Preparation with Receiving Unit - Tier 3 Dispatch and Mobilization Center Duty Officer or POC

☐ **Flight Strip:** Confirm aircraft and Flight Strip time zone accuracy.

☐ **Receiving Resources**: Communicate flight schedule, resource assignment, reporting times, transportation to/from incident or staging, equipment, and meal plans. Provide a hardcopy of resource order if assignment has changed.