Joint Field Office (JFO) Aviation Branch Operations Manual

Interagency Coordination for Federal Aviation Support to Disaster Operations

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Federal Emergency Management Agency
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MANUAL

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Joint Field Office (JFO) Aviation Branch Operations Manual: Interagency Coordination for Federal Aviation Support to Disaster Operations

Foreword

The JFO Aviation Branch operations manual was written in close coordination with Federal and State partners. Its primary purpose is to coordinate procurement and integration of Federal aviation assets requested by a state in their response to a disaster or emergency. The Aviation Branch has a minimal role in the Command and Control (C^2) of aviation resources. Procedures outlined in this manual should be used in conjunction with other established Federal agency and/or State aviation protocols.

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Name of Signing Authority
Title of Signing Authority
Federal Emergency Management Agency

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Table of Contents

Figures

Tables

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CHAPTER 1 - GENERAL

Homeland Security Presidential Directive-5 (HSPD-5), Management of Incidents, directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, local, tribal, and territorial governments, private-sector, and non-governmental organizations (NGOs) to work together effectively and efficiently to prepare for, prevent, respond to, and recover from incidents, regardless of cause, size, or complexity, including acts of terrorism.

Federal, State, local, tribal, and territorial departments and agencies have diverse roles, statutory authorities, and unique capabilities for domestic incident aviation operations.[1] The development and implementation of a centralized command and control (C^2) structure to direct all air missions is impracticable. However, a unified coordination system that synchronizes the varied Federal, State, local, tribal, and territorial aviation operations could enhance the response effort by providing a safer operating environment through aircraft mission coordination, reducing redundancy, and saving money by combining missions. Unified Coordination will also provide a foundation for the use of NIMS in all incidents, from daily occurrences to incidents requiring a coordinated Federal response.

NIMS represents a core set of doctrines, concepts, principles, terminology, and organizational processes that enable effective, efficient, and collaborative incident management at all levels. At the incident level, in accordance with NIMS, the Operations Section Chief may designate a director for the Aviation Branch when the complexity of air operations requires additional support and effort to meet mission requirements.[2] When tasking aviation resources, Department of Homeland Security (DHS) assets should be contacted first to simplify coordination and speed response. This could be dependent upon the nature of the incident and the availability of air assets.

As part of the Joint Field Office (JFO), the Aviation Branch will coordinate the procurement and integration of Federal aviation assets when a State requests those assets in its response to a disaster or emergency. While the JFO may have operational control or mission assignment authority over some of the aircraft used in the incident area, most aircraft will be directly managed by organizations outside of the JFO.

Flight safety is the paramount concern in complex air operations; it supports the requirement for a designated Aviation Branch to ensure the harmonization of aviation assets and the integration of safety considerations into operational planning and mission execution.[3]

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[1] **Note**: Unless otherwise indicated, the term "aviation operations" used in this document principally denotes response flights conducted by Federal, State, local, tribal, and territorial departments and agencies as well as their associated support activities. This term is not intended to cover the Federal Aviation Administration's (FAA's) Air Navigation Service (ANS), including Air Traffic Control (ATC) services.

[2] *National Incident Management System*, Tab 2 "The Operations Section," Section E, "Air Operations Branch." Department of Homeland Security. March 1, 2004. Online: http://www.nimsonline.com/nims_3_04/the_operations_section.htm#air (last accessed August 20, 2008).

[3] References to the Aviation Branch in this document are specific to the Aviation Branch at the Joint Field Office.

For major incidents that require Federal assistance for affected states, effective responses frequently demand the use of air missions to be carried out by multiple departments and agencies at all levels. These flights are usually extremely varied and include, but are not limited to, evacuation, logistics transport, search and rescue (SAR), firefighting, and damage assessment air missions. These flights are also often carried out in Visual Meteorological Conditions (VMC) and/or under Visual Flight Rules (VFR) for which air navigation services (ANS) provided by the Federal Aviation Administration (FAA) may have been temporarily disrupted or degraded. Additionally, each department and agency operating response aircraft usually uses its own C^2 system to dispatch, manage, and support its flights. During major incidents, the aviation operations environment may rapidly become complex and challenging in terms of the efficient and effective use of available air assets, flight safety, and other critical factors.

1-1. Purpose

A. The main purpose of the Aviation Branch operations manual is to amplify the guidance and information in the JFO and NIMS manuals. The manual will outline basic organizational structures and operating procedures to enable the personnel who are assigned to a JFO Aviation Branch to coordinate aviation operations with a State through a multiagency coordination group.

B. The objective of an aviation operations manual is to be as simple and concise as possible at all levels of complexity, while operating in a safe and efficient manner. This manual establishes parameters for the effective integration of Federal aviation assets operating in the impact area into disaster response and recovery activities.

C. The Aviation Branch's primary responsibility will be to coordinate procurement and integration of Federal aviation assets requested by a State in their response to a disaster or emergency. The Aviation Branch will have a minimal role in the C^2 of aviation resources. Procedures outlined in this manual should be used in conjunction with other established Federal agency and/or State aviation protocols.

D. The Aviation Branch is intended to provide a unified planning and operations coordination mechanism that integrates aviation resources for missions carried out by Federal, State, local, tribal, and territorial departments and agencies participating in the response efforts. This role is enabled by a number of key functions, including:

1. Support of air mission requests
2. Prioritization of aviation missions
3. Mission assignment of available aircraft assets
4. Air mission planning, coordination, and deconfliction
5. Situational awareness of aviation operations in the incident area
6. Coordination of ground support at designated airports/airfields

E. The Aviation Branch should be directly linked to the State emergency operations center (SEOC) aviation component. If co-located, the Federal, State, local, tribal, or territorial organization may operate as a multiagency coordination group.

F. The Incident Command Posts (ICP) will provide local, onsite coordination for operations management, mission planning, assignment, and support. The majority of tactical mission assignments activities (e.g., flight planning, scheduling, and other dispatch services) are carried out by other involved agencies that own and operate the aircraft responding to the incident. ICP will coordinate their aviation requests with the SEOC, which will in turn coordinate with the Aviation Branch to fill shortfalls the State cannot meet.

G. The Aviation Branch serves as the principal interface with the FAA for the incident area. The FAA is the final authority on air traffic management (ATM) matters, including the establishment and management of Temporary Flight Restrictions (TFR); development and implementation of incident response aviation operations coordination plans; coordination with active air traffic control (ATC) facilities; and the mitigation of impacts on the National Airspace System (NAS).

H. The Aviation Branch helps to identify and resolve flight safety issues, especially those involving multiple departments and agencies, in coordination with the FAA, which retains ultimate aviation safety oversight authority.

I. The Aviation Branch works with Emergency Support Function #2 (ESF #2) - Communications to help identify and resolve radio communications and frequency issues. Multiple departments and agencies will use different tactical radios and frequency bands; the Aviation Branch can facilitate communications and coordination among the FAA, the Federal Communications Commission (FCC), and departments/agencies.

1-2. Applicability and Scope

The Aviation Branch operations manual is applicable to all the Federal Emergency Management Agency (FEMA) lead responses that involve Federal aviation assets or missions. This manual outlines the processes for providing a coordinated Federal air response in support of the affected state(s) and/or regions.

1-3. Supersession

This manual supersedes the *Joint Field Office (JFO) Aviation Branch Operations Manual*, Coordinated Draft Version 10.2, dated 31 January 2009.

1-4. Objectives

A. The primary objective of the Aviation Branch operations manual is to amplify the guidance and information in the JFO and NIMS manuals. This manual outlines basic organizational structures and operating procedures to enable personnel assigned to a JFO Aviation Branch to coordinate aviation operations with a State through a multiagency coordination group.

B. Another objective of this manual is to outline the procedures used to coordinate procurement and integration of Federal aviation assets requested by a State in its response to a disaster or emergency.

C. The Aviation Branch operations manual is also useful in identifying and resolving flight safety issues, especially those involving multiple departments and agencies, in coordination with the FAA.

1-5. Authorities

A. HSPD-5, Management of Incidents

B. Public Law (P.L.)109-295, Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA)

1-6. References

A. AFD-070808-022—*Defense Support to Civil Authorities* (DSCA) Handbook: Air Support Handbook, August 1, 2007

B. Air Forces Northern (AFNORTH) Airspace Coordination Plan (ACP): This is a document created for each event. The following is a sample link for the ACP during Hurricane IKE: https://1afnorth.region1.ang.af.mil/IKE/ACP%20AIRSPACE%20CONTROL%20PLAN/Forms/AllItems.aspx

C. AFNORTH Instruction 10-202A, *Joint Concept of Operations (J-CONOPS) Air Mobility Coordination for Crisis Response*, March 2, 2009

D. Air Mobility Command Instruction 10-402, *Civil Reserve Air Fleet* (CRAF), April 5, 2007, http://www.e-publishing.af.mil/shared/media/epubs/AMCI10-402.pdf

E. AMCI 24-201, *Commercial Airlift Management-Civil Air Carriers*, July 1, 2004, http://www.e-publishing.af.mil/shared/media/epubs/AMCI24-201.pdf

F. Chairman Joint Chief of Staff Instruction 3710.01 Department of Defense (DOD), *Counterdrug Support*, January 28, 2008, http://www.dtic.mil/cjcs_directives/cjcs/instructions.htm#3000

G. DHS Management Directive System MD Number: 0021, *Aviation Concept of Operations*, April 18, 2005

H. DHS Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005

I. DHS – Department of Transportation (DOT) Memorandum of Agreement (MOA), *Roles & Responsibilities,*10 November 2007

J. Department of Defense (DOD) Directive 3025 DOD, *Manual for Civil Emergencies*, June 2, 1994, http://www.dtic.mil/whs/directives/corres/pub1.html

K. DOD Directive 3025 Defense Support of Civil Authorities, 5525 Military Support of Civilian Law Enforcement series, January 15, 1993, http://www.dtic.mil/whs/directives/corres/pdf/302501p.pdf

L. DOD – FEMA Interagency Agreement (IAA), draft

M. Federal Aviation Regulation (FAR) Part 91.137, *General Operating and Flight Rules*, October 11, 2001,

http://www.airweb.faa.gov/REGULATORY_AND_GUIDANCE_LIBRARY/RGFAR.NSF/0/AE14A85A811DF2CF86256AD200537CF3?OpenDocument

N. FAR Part 99.7, *Security Control of Air Traffic*, March 30, 2004, http://www.airweb.faa.gov/REGULATORY_AND_GUIDANCE_LIBRARY/RGFAR.NSF/0/3A05D510E879288D862571650050ECBA?OpenDocument

O. FEMA – Air Transport Association (ATA) Agreement, DRAFT

P. National Interoperability Field Operations Guide v1.2, DHS Office of Emergency Communications, March 2008, http://www.npstc.org/documents/NIFOG%20v1.2%204-14-2008.pdf

Q. *National Incident Management System* (NIMS), December 2008

R. *National Response Framework* (NRF), January 2008, http://www.fema.gov/emergency/nrf/

S. PMS 311-83, *National Wildfire Coordinating Group Task Book for the Position of: Area Command Aviation Coordinator* (ACAC), May 2008

T. Transportation Command (TRANCOM), FEMA, and DOT MOA, December 16, 1999; TRANSCOM support to FEMA

U. *U.S. National SAR Supplement* (NSS), May 2000

V. U.S. Forest Service, Bureau of Land Management (USFS/BLM) *Interagency Airspace Coordination Guide*, July 29, 2003, http://www.fs.fed.us/r6/fire/aviation/airspace/web/

W. *U.S. Northern Command (USNORTHCOM) Concept of Execution and per the Deputy Secretary of Defense's Interim Guidance for the Domestic Use of Unmanned Aircraft Systems (UAS),* DRAFT

X. USNORTHCOM (J47), *Air Evacuation Guide*, No Date

1-7. Responsibilities

A. Department of Homeland Security

1. Federal Emergency Management Agency

a. FEMA is responsible for providing a system of civil preparedness for the protection of life and property in the United States.

b. Joint Field Office/State Emergency Management Center

i. Upon commencement of the Federal response, the Operations Section Chief (OSC) may establish an Aviation Branch to coordinate Federal aviation resources in support of State requirements. This organization could be located at the JFO or co-located with its State counterparts.

ii. Figure 1-1 details the relationship among the various organizations responsible for aviation operations/ coordination during activation. The Aviation Branch will

initially stand-up at the Regional Response Coordination Center (RRCC) until a JFO is activated and then it will relocate there. An Air Operations Branch (AOB) or branches may be established on the ground at each airport, airfield, helibase, and/or facility where air missions are carried out.

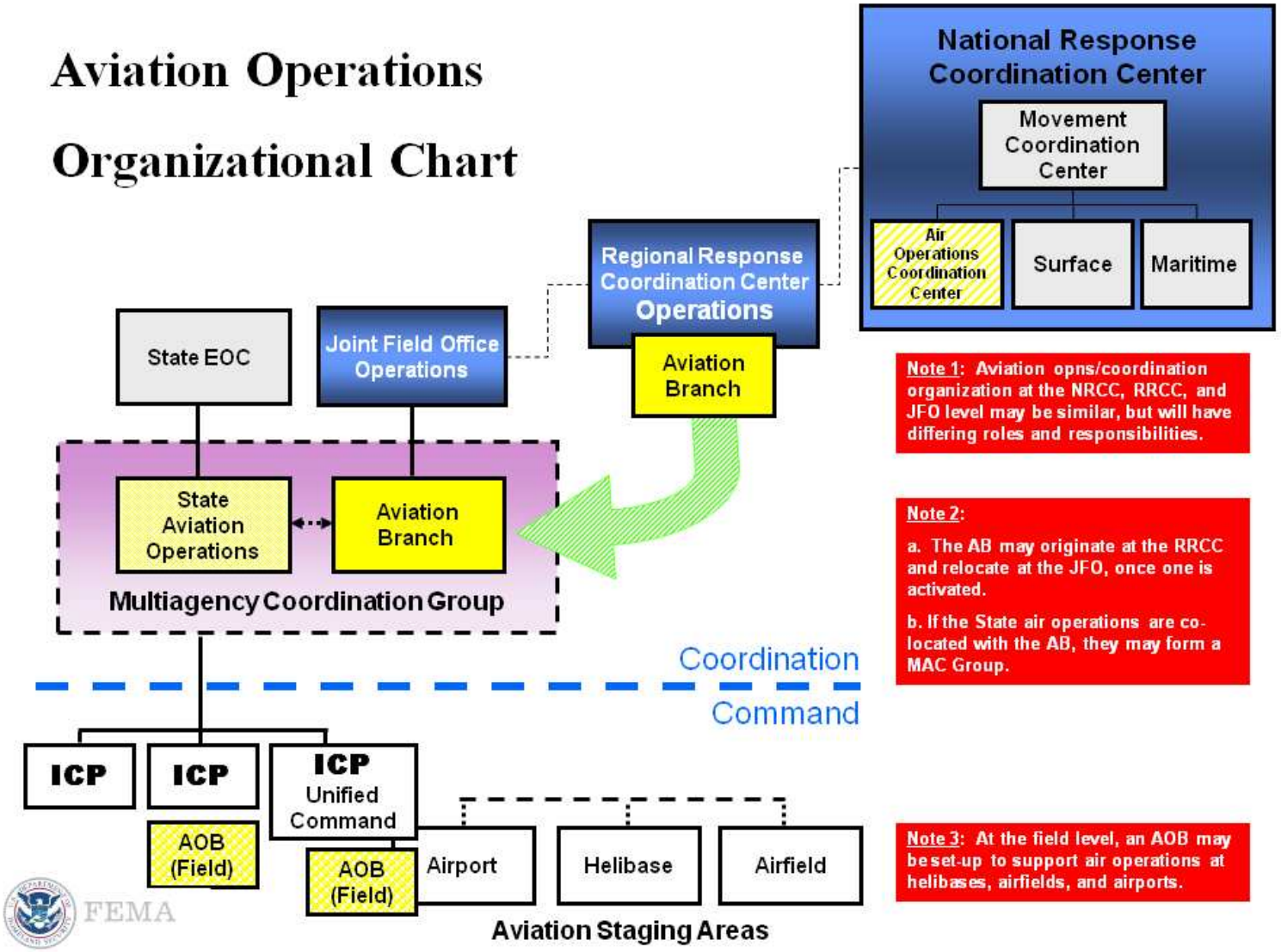

Figure 1-1: Aviation Operations Organizational Chart

c. National Response Coordination Center (NRCC)

i. Maintains overall national situational awareness and is responsible for the mobilization of aviation assets nationally. Additionally, the NRCC is tasked with the prioritization between FEMA regions when multiple regions have incidents.

ii. The NRCC may issue Mission Assignments (MA) and taskings that require additional coordination. These requests are usually generated by senior leadership, contain limited timetables, and require immediate response.

d. Regional Response Coordination Center

i. The RRCC is responsible for activating the RRCC Aviation Branch. The Aviation Branch staff may operate from the RRCC depending on the situation. As quickly as practicable, any activated Aviation Branch will be relocated to the JFO in order to maximize operational linkages with Federal departments, agency elements and State, local, tribal, and territorial counterparts.

2. Customs and Border Protection (CBP)

a. During a disaster, the CBP Office of Air and Marine routinely provides aircraft in order to conduct flight tracking, airspace security, communications support, reconnaissance, imagery, full motion video, video downlink, personnel/equipment movement, medical evacuation, and search and rescue operations in all portions of an incident. Other flight operations may be conducted in direct support of Air and Marine forces and installations within the disaster area.

b. CBP Office of Air and Marine has integrated C^2 of its resources through its Air and Marine Operations Center (AMOC). The AMOC routinely provides flight following and flight advisories to CBP Office of Air and Marine assets, and may be able to provide the similar capability to non-CBP aircraft during a disaster. The AMOC will stand up an Operations Cell in support of an incident to prioritize, coordinate, and assign resources, as necessary.

c. CBP Office of Air and Marine generally provide Liaison Officers (LNOs) to the NRCC, RRCC, and JFO Aviation Branch, as needed, to assist in the coordinate aviation activities.

3. Immigration and Customs Enforcement (ICE)

a. The Office of Detention and Removal (DRO) is a division of ICE. DRO is the primary enforcement arm within ICE for the identification, apprehension and removal of illegal aliens from the United States.

b. The DRO Flight Operations Unit (FOU) manages the DRO's aviation operations. The FOU is tasked with moving and/or removing aliens under detention via contracted aircraft.

c. The goal of the FOU is to enhance DRO aviation support by maximizing aircraft capability, improving aviation capacity, and standardizing flight operations and safety.

4. Transportation Security Administration (TSA)

a. TSA is responsible for security in all modes of transportation with a primary focus in the aviation domain. Through their Office of Security Operations and Office of Law Enforcement/Federal Air Marshals Service (FAMS), TSA is capable of providing security and law enforcement assistance during a mass evacuation. As needed during a disaster, TSA may provide an LNO to the Aviation Branch.

5. U.S. Coast Guard (USCG)

a. During a disaster, the USCG routinely provides the first air asset on scene for coastal disasters, such as hurricane response, and may be the sole provider of SAR capability for the initial critical hours of a major incident. The USCG will provide an LNO in the Aviation Branch to help coordinate its aviation activities, frequencies, temporary airbase establishment (particularly those with Disaster Medical Assistance Team [DMAT] support) and aviation safety and flight following.

B. U.S. Department of Agriculture (USDA)

1. U.S. Forest Service (USFS)

a. If available, provide transportation assets to FEMA, when USFS resources are the most effective to support FEMA's mission.

b. If available, provide appropriate engineering and contracting/procurement personnel and equipment to assist in repair of airport runway facilities and baggage loading/unloading operations.

c. Develop contingency plans for use by the National Interagency Fire Center contract aircraft during incidents.

d. If available, provide equipment and supplies from the Interagency Cache System and use of Interagency Fire Center contract aircraft.

C. Department of Defense

DOD flight activity will be in direct support of emergency/disaster operations. Requests for Assistance/Mission Assignments (RFA/MAs) will drive the participation, but other flight operations may be in direct support of DOD forces and installations within the disaster area.

1. For the continental United States, Alaska, the US Virgin Islands, Puerto Rico, Canada, Mexico, and the surrounding water out to approximately 500 nautical miles:

    a. Depending on the category of support (e.g., strategic airlift, SAR, or aeromedical evacuation [AE]), the visibility of the mission and its requirements will be provided by the Defense Coordinating Officer (DCO), reaching back to United States Northern Command (USNORTHCOM). NORTHCOM utilizes air expertise through Air Forces Northern (AFNORTH). The visibility of U.S. Army flight operations will be provided to the DCO and/ or Joint Task Force (JTF) via U.S. Army North (ARNORTH) or the Joint Forces Land Component Command (JFLCC).

2. The defense of Hawaii and United States territories and possessions in the Pacific theater is the responsibility of U.S. Pacific Command:

    a. Depending on the category of support (e.g., strategic airlift, SAR, or AE), the visibility of the mission and its requirements will be provided by the DCO, reaching back to Pacific Air Force (PACAF) and United States Pacific Command (PACOM). The visibility of Army flight operations will be provided to the JTF and DCO via U.S. Army Pacific (USARPAC) or the JFLCC, if stood up for the response.

3. The defense of Puerto Rico and the U.S. Virgin Islands is the responsibility of U.S. Northern Command:

    a. Depending on the category of support (e.g., strategic airlift, SAR, or AE), the visibility of the mission and its requirements will be provided by the DCO, reaching back to AFNORTH. The visibility of Army flight operations will be provided to the JTF Commander and DCO via U.S. Army North or the JFLCC, if stood up for the response.

4. DOD will provide an aviation LNO to the Aviation Branch to synchronize DOD flight operations with other air response missions. Additionally, the LNO may coordinate all DOD-related issues and requests for DOD assistance for the DCO.

5. The Air Force Rescue Coordination Center (AFRCC) coordinates requests for DOD search and rescue assets for the U.S. Inland SAR Region (continental United States), but normally does not directly conduct the actual responses themselves. In most situations, the actual SAR is carried out by DOD, the USCG, the Civil Air Patrol (CAP), the State, or local rescue services.

6. Civil Air Patrol

    The CAP is a civilian auxiliary of the U.S. Air Force (USAF). In that capacity, it can provide reconnaissance, SAR, and communications

support. If activated, it will provide a representative to the Aviation Branch.

D. Department of the Interior (DOI)

1. The DOI identifies and, if available, provides departmental transportation assets, such as fixed-wing aircraft, and support resources, such as mechanics or pilots, as needed. Resources will be assigned commensurate with each unit's level of training and the adequacy and availability of equipment. ESF #4 or the DOI Operations Center is the contact for this support.

2. The DOI provides information on the status of, need for, and plan for the restoration of infrastructure.

3. Bureau of Land Management[4]

a. BLM's aviation program is the largest within the Department of Interior's eight Bureaus. Aircraft are either Bureau owned, contracted, or obtained through Aircraft Rental Agreements (ARA) to fill the mission requirements to meet BLM management objectives. The DOI actually owns very few aircraft and the majority of DOI aircraft are obtained as "Call-When-Needed" (CWN).

b. Mission requirements are to support wildland fire and prescribed fire operations, disaster response, animal census, wild horse and burro gather, habitat management, range survey, cadastral survey, law enforcement, forest management, photo mapping, SAR, and other uses related to public land and resource management.

c. Types of aircraft include helicopters, Single Engine Air Tankers (SEATS), air tactical aircraft, utility aircraft, Aerial Supervision Modules (ASM1), and smokejumper aircraft.

d. BLM also has a robust airspace management program. They conduct airspace planning, establish TFRs and Notices to Airmen (NOTAMs) as required, provide airspace education, manage airspace agreements, and they participate in the Interagency Airspace Steering Committee (IASC).

e. The BLM in partnership with the US Forest Service has a robust airspace coordination program, which conducts airspace planning, the establishment of Disaster TFRs and NOTAMs as required, provides airspace education, and develops interagency airspace agreements (developed and published the Interagency Airspace Coordination Guide for USFS/DOI).

[4] www.blm.gov

4. National Park Service (NPS)

   a. The NPS conducts operations to include SAR in backcountry, remote, undeveloped, rural, or areas without roads that are primarily accessed using specialized equipment and may require that responders travel over land by alternate methods or by aircraft.

   b. DOI/NPS has a congressional mandate to perform SAR and a cadre of SAR personnel who are specially trained to operate in their respective areas of responsibility. NPS integrates the SAR capabilities of the U.S. Fish and Wildlife Service, U.S. Geological Survey, and other DOI components in planning for ESF #9.

E. Department of Transportation

1. The DOT serves as ESF #1 liaison to aviation operations.

2. DOT provides support to DHS in prevention, preparedness, response, recovery, and mitigation activities among transportation infrastructure stakeholders at the regional, State, and local levels within the authorities and resource limitations of ESF #1 agencies.

3. DOT provides trained personnel to staff ESF #1 positions at the NRCC, the RRCC, the JFO, and any other temporary facility in the impacted region appropriate to the ESF #1 mission.

4. DOT works with primary and support agencies, State and local transportation departments, and industry partners, along with input from the National Infrastructure Coordination Center (NICC) and Transportation Security Operations Center (TSOC), to assess and report the damage to the transportation infrastructure and to analyze the impact of the incident on transportation operations, both nationally and regionally.

5. DOT coordinates and implements, as required, emergency-related response and recovery functions performed under DOT statutory authorities. This includes management of the airspace within and surrounding the disaster-impacted area.

6. Federal Aviation Administration (FAA)

   The FAA is the governing authority over the nation's airspace at all times, before, during, and after the introduction of Federal assistance to states in response to major domestic incidents.[5] The FAA is the country's civil aviation authority (responsible for safety oversight of the U.S. aviation system, including all U.S. operators and airmen) and its sole air navigation services provider (ANSP). In the latter capacity, the FAA, through its air traffic organization, operates the NAS. Accordingly, only the FAA has the authority to designate areas of TFR in a disaster. An FAA representative under ESF #1 will serve as an LNO to the Aviation Branch, providing

[5] ESCAT establishes provisions for DOD priority use of the NAS in extraordinary circumstances.

guidance on aviation airspace issues, including air traffic and airspace management, airport certification, and ANS systems (e.g., navigational aids and surveillance systems). The Aviation Branch Director will work through the designated FAA LNO to the JFO/Aviation Branch on all issues pertaining to NAS operations.

F. Environmental Protection Agency (EPA)

The EPA coordinates, integrates, and manages the overall Federal effort to detect, identify, contain, decontaminate, clean up, dispose of, or minimize discharges of oil or releases of hazardous materials, and to prevent, mitigate, or minimize the threat of potential releases. EPA provides airborne standoff chemical detection system (ASPECT) aircraft for aerial assessment of HazMat spills.

G. Incident Command Post and Geographical Divisions

Numerous ICPs and/or divisions may be established, in coordination with the SEOC or Aviation Branch, and will be responsible for the management of air missions and associated support activities in their area of operational responsibility. These ICPs should coordinate closely with the Aviation Branch, which in turn, will coordinate with the air mission C^2 elements of the participating departments and agencies, the FAA, airport owner/operators, and other key stakeholders.

H. State Aviation Assets

1. The lead for aviation operations in each State may be assigned to the Army or Air National Guard, law enforcement, or another agency.
2. The RRCC or JFO Aviation Branch will coordinate with the SEOC to confirm the agency coordinating State emergency aviation operations.

I. State Emergency Operations Center

1. The SEOC may recommend and/or provide aviation assets and personnel to the Aviation Branch to assist in response and recovery efforts. Additionally, the SEOC will coordinate notification, deployment, and arrival of the State-procured aviation assets and will coordinate with the other organizations, both public and private, to determine the availability of additional or specialized aviation assets.
2. The SEOC may provide logistical support that includes maintenance, facilities, and supplies to support aviation operations, as well as provide a State air operations representative to the JFO Aviation Branch.

1-8. Policy

A. Notification

The Aviation Branch, in coordination with the FAA, provides the aviation community with information regarding disaster operations. This notification will be done through the FAA Domestic Events Network (DEN), NOTAMS, FEMA External Affairs, and industry-related groups.

B. Aviation Branch Plan

The Aviation Branch will produce an Aviation Branch Plan for each specific event. The plan identifies points of contact for air mission requests (AMR), flight-following procedures, emergency procedures, TFR, and communications requirements. The Aviation Branch will serve as a collection and dissemination point for crucial aviation coordination information. Specific operational area tactical information will be addressed as a component of local Incident Action Plans (IAP).

C. Preplanning

1. Establish contacts, develop a directory, and conduct coordination with State emergency aviation operations to include a review of State aviation plans and protocols.
2. Identify and catalog all available aviation assets (e.g., National Guard aircraft) and facilities (e.g., airports and ANS facilities, such as Air Traffic Control Towers [ATCT]) in coordination with the FAA, State aviation departments, and other key stakeholders.
3. The Aviation Branch will develop a directory of personnel who will support aviation operations during activation and determine resource and personnel requirements to support the Aviation Branch from the following organizations:
    a. ESF #1: Transportation
    b. ESF #2: Communications
    c. ESF #4: Firefighting
    d. ESF #5: Emergency Management
    e. ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services
    f. ESF #7: Logistics Management and Resource Support
    g. ESF #8: Public Health and Medical Services
    h. ESF #9: Search and Rescue
    i. ESF #10: Oil and Hazardous Materials Response
    j. ESF #11: Agriculture and Natural Resources
    k. ESF #13: Public Safety and Security
    l. Civil Air Patrol
    m. Customs and Border Protection
    n. Department of Agriculture
    o. Department of Commerce (DOC)
    p. Department of Defense

q. Department of Health and Human Services (DHHS)

r. Department of Homeland Security

s. Department of the Interior

t. Department of Justice (DOJ)

u. Department of Transportation

v. Environmental Protection Agency

w. Federal Aviation Administration

x. General Services Administration (GSA)

y. United States Coast Guard

z. United States Forest Service

D. Aviation Safety

1. Safety is the paramount consideration in all operations. While the FAA is the main authority in aviation safety, each agency or organization involved in the operation will continue to adhere to its own safety standards, as well as FAR. As agencies are tasked with tactical aviation missions in the disaster area by, for example, Incident Management Assistance Teams (IMAT); consideration should be given to defining geographical areas of operation to ensure adequate safety, C^2 and to address constraints among the various agencies.

2. Participating agencies will ensure that appropriate procedures, which comply with FARs, are in place for overdue aircraft. Overdue aircraft, which are suspected to have been lost, are to be reported to the Aviation Branch and FAA immediately.

3. Initial reporting of all incidents should be in accordance with each department/agency and/or military branch guidelines. Each agency will follow its own aviation mishap and investigation procedures. However, all aircraft mishaps, near midair collisions, and/or violations of TFRs will be reported to the Aviation Branch and FAA immediately.

4. Aviation Safety also includes coordinating with the FAA to define the altitudes to be used by different airframes.

E. Resource Management

1. The Aviation Branch will maintain a listing of aviation mission assignments and mission closeouts.

2. The Aviation Branch will compile a list of participating aircraft and other pertinent information to be generated on the Aircraft Assignment List and maintained by the Aviation Branch on Incident Command System (ICS) Form 220 (Air Operations Summary) to be included as part of the daily Air Operations Plan. The Resources Unit of the Planning Section will use

the ICS Form 220 prepared by the Aviation Branch to track the status of the air assets assigned.

3. The Aviation Branch will track current response aircraft status, actual vs. scheduled sorties flown, actual vs. scheduled hours flown, actual vs. scheduled passengers moved, and actual vs. scheduled freight tons moved, and report this information to the RRCC.

F. Air Mission Management

1. Based on mission requests from the JFO Operations Section, the Aviation Branch will coordinate with the appropriate department's or agency's air mission C^2 unit (e.g., an operations cell responsible for dispatch functions) or with the ICP.

2. Requested and assigned aircraft may be assets being coordinated by the Aviation Branch, or assets drawn from other parts of the country in coordination with the RRCC and/or NRCC.

3. CBP Office of Air and Marine's AMOC has radar tracking capability through the use of its Air and Marine Operations Surveillance System (AMOSS) and can provide situational awareness over all aviation resources supporting the incident. Consideration should be given to use AMOC resources when aircraft have been assigned/ tasked to support the incident.

4. With the activation of a multiagency response, it becomes imperative to establish a scalable organizational construct for the coordination of all Federal aviation operations involved in the disaster response. When an Aviation Branch is established, it will assume overall coordination of Federal aviation assets in the impact area. Coordination procedures should be identified that describe the interface among Federal, State, local, tribal, and territorial emergency responders.

G. Flight Following and Traffic Advisories for Aircraft Involved with Disaster Response Missions

1. Aircraft will maintain positive communications, including flight following with the controlling agency (e.g., ATC facilities, airborne C^2 platforms).

2. As requested and as practicable, the FAA may assist with flight following. The FAA may also provide flight advisory services; however, the FAA has historically not provided flight advisory services in the operations area during disaster incidents.

3. The complexity of the operations may require the establishment of geographically separate zones.

4. Airborne C^2 platforms (e.g., CBP P-3, E-3 Airborne Warning and Control System [AWACS]) should be considered when regular air traffic services are disrupted or if the majority of operations are conducted below or outside FAA radar coverage. As practicable, the FAA or, as requested by

the FAA, other involved departments and agencies with assets, such as radar aircraft, may provide VFR flight advisories.

5. In areas where ANS normally provided by the FAA is temporarily disrupted or degraded, the FAA may request assistance from CBP Office of Air and Marine, DOD, and other partner departments and agencies to provide select flight assistance, such as traffic advisories using various airborne and ground assets. The use of these assets must be coordinated with any ATC facilities still active in or adjacent to the impact area.

6. Whenever response aircraft have to operate from airports, airfields, helibases, or other facilities where normal ATC services are temporarily unavailable, the FAA may utilize one of its portable ATCs or request assistance from DOD/National Guard for expeditionary airfield equipment.

1-9. Reporting Requirements

A. Incident Objectives (ICS Form 202): The Aviation Branch works with the Operations Section Chief to provide inputs to the Incident Action Plan (IAP).

B. Organization Assignment List (ICS Form 203): The Aviation Branch works with the Operations Section Chief to provide inputs to the branch personnel assignments.

C. Air Operations Summary (ICS Form 220): The Aviation Branch works with the Operations Section Chief to provide inputs to the IAP by providing a summary of the previous day's air operations.

1-10. Forms Prescribed

This appendix is intended to contain a current and standardized example of all forms necessary to support this operations manual. Use of these forms is intended to facilitate the prompt, efficient, and effective employment of aviation assets.

SAFECOM – Aviation Safety Communiqué

Reported By (Optional):	Name:	Tele #::	
	Org.:		Date:
EVENT:			
Date: / /	Local Time:	Injuries: Yes No	Damage: Yes No
MM/DD/YYYY	24 Hour Clock	Circle	Circle
Location:	State:	Airport, City, Lat/Long, or Fire	
MISSION:			
Type:		Procurement:	
Pax, Cargo, Recon, Sling, Longline, Rappel, etc.		Contract, CWN, Rental, Fleet, Cooperator, etc.	
Number of Persons Onboard:		Special Use? Yes No	HazMat? Yes No
		Circle	Circle
AIRCRAFT:			
N#:	Mfr:	Model:	
Owner/Operator:		Pilot:	
NARRATIVE:			
CORRECTIVE ACTION:			

Temporary Flight Restriction Request Form

(TFR request must be phoned in as per FAA. This form may also be faxed to provide documentation.)

RESOURCE ORDER NUMBER: Request #: A -	DATE: TIME:
TO: FAA ARTCC_____ FAA PERSON CONTACTED: _____ FAA PHONE: _____ FAX: _____	FROM: DISPATCH OFFICE _____ PERSONE REQUESTING TFR: _____ 24-HOUR PHONE (NO TOLL-FREE #s): _____

☐ Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. _____

(Existing TFRs cannot be changed, only cancelled, only cancelled and replaced.)

Geographic Location of Incident (nearest town, state): _____

Location (Circular TFR) List nearest NAVAID (distance should be less than 50 NM) – do not use NDB or T-VOR.				
VOR ID	RADIAL (Degree)	DISTANCE (NM)	LAT/LONG of Center Point (use US NOTAM OFFICE FORMAT ddmmssN/dddmmssW)	RADIUS (NM) (5 NM is Standard)
			N/W	

Or (Polygon TFRs should be rare and only used if circular shape is not adequate.)

Location (Polygon TFR) (List perimeter pints in clockwise order List nearest NAVAID (distance < 50 NM) – do not use NDB or T-VCR.									
Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW	Point #	VOR ID (XXX)	Radial (Degrees)	Distance (NM)	Lat/Long ddmmssN/dddmmssW
1				N/W	5				N/W
2				N/W	6				N/W
3				N/W	7				N/W
4				N/W	8				N/W

Altitude restrictions: _____ FEET MSL (do not use AGL – Standard is 2000' above highest terrain point)

The _____ / _____ at _____ , _____

Agency Name | Incident Name | 24Hr. Phone # (NO TOLL-FREE #s) | VHF-AM Air/Air Frequency

Is in charge of on scene emergency response activities. TFR to provide a safe environment for fire-fighting aircraft operations: effective immediately, until further notice, 24 hrs/day.

The requested TFR affects the following Special-Use Airspace:

The requested TFR affects the Military Training Routes listed below:

Route	Scheduling Activity	Segment(s)	Route	Scheduling Activity	Segment(s)

IMPORTANT NOTE TO FAA: If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

NOTAM #_____ ISSUED AT _____ (Time) On _____ / _____ (Date)

Date/Time TFR Cancelled: _____

By: _____

Interagency Air Mission Request

Requestor Information (Extracted From The ARF)			
Approved by:			
Requestor:		Tele #::	Date:
Type Request:	Urgent:	Immediate:	Routine:
Schedule: Begin Date/Time:		Completion/Time:	
Description (Be as specific as possible)			
Mission Tasking Order (Information to be completed at the Aviation Branch)			
Msn Request Reference #		Date/time Received:	
Mission Priority:			
P1 Life Saving ☐	P2 Life Sustaining ☐	P3 Property Protection ☐	
P4 Rapid Needs Assess ☐	P5 Logistics Support ☐	P5 Other:	
Agency Tasked: ANG ☐ ARNG ☐ CAP ☐ CBP ☐ USCG ☐ USA ☐ USAF ☐ USN USFS ☐ ☐ Other:			
Aircraft Tasked:			
Fixed Wing Type/#:		Rotary Wing Type/#:	
Specific Aircraft Requirements/Capability:			
Mission Geographic Location:			
Navigation Aid Location (if available):			
TFR Controlling Agency Call Sign:			Freq:
Known Hazards:			
Other Aircraft in AOR:			
ATC Call Sign/Freq:		Air to Air Freq:	
Ground Controller/Mobile Tower Call Sign:			Freq:
P/U Location/time (Be Specific):			
D/0 Location/Time (Be Specific):			
Airfield/LZ/DZ Markings:			
Detailed Mission Description:			

Sortie Status Tracking Form

AIRCRAFT ASSIGNMENT AND STATUS													
S #	A/C TYPE	TAIL #	CALL SIGN	PILOT	ASSIGNMENT	PT OF DEP	DEST	ETD	ATD	ETE	ETA	ATA	LCI

A. Initial Aviation Mission Briefing Checklist

1. Where to report and to whom
2. Copy of Daily Air Operations Plan
    a. Communication procedures
    b. Flight following procedures
    c. Aircraft check-in procedures
    d. Airspace coordination procedures (Special airspace restrictions)
    e. Organization chart
    f. Aircraft priorities
    g. Current situation update
    h. Reporting of out of service aircraft
3. Safety
    a. General safety issues
    b. Identified hazards or concerns
    c. Weather
    d. Overdue, missing, or crashed emergency procedures
    e. Mishap or SAFECOM reporting procedures
4. Administrative procedures
    a. Personnel logistics
    b. Conference call schedule
    c. Daily reporting requirements
    d. De-mobilization of aircraft or personnel
5. Materials to distribute to incoming personnel
    a. Communications plan
    b. Sectional of assigned area
    c. Current Air Operations plan
    d. Required maps and charts
6. Other local issues/logistics/information

Incident Radio Communications Plan (ICS Form 205)

INCIDENT RADIO COMMUNICATIONS PLAN	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time

4. Basic Radio Channel Utilization					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks

5. Prepared by (Communications Unit)

Air Operations Summary (ICS Form 220)

AIR OPERATIONS SUMMARY	1. Incident Name	2. Operational Period (Date/Time)	3. Distribution □ Helibases _____ □ Fixed Wing Bases _____

4. Personnel and Communications	Name	Air/Air Frequency	Air/Ground Frequency	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)
Air Operations Branch Director				
Air Mission Group Supervisor				
Air Support Group Supervisor				

6. Location/Function	7. Assignment	8. Fixed Wing		9. Helicopters		10. Time		11. Aircraft	12. Operating
		No.	Type	No.	Type	Available	Commence	Assigned	Base
	13. Totals								

14. Air Operations Support Equipment	15. Prepared by *(include Date and Time)*

ICS 220-FEMA	

Action Request Form

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY **ACTION REQUEST**	See Reverse for Paperwork Disclosure Notice	*OMB. No. 1660-0047* *Expires January 31, 2011*

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1. Requestor's Name (Please Print)	2. Title	3. Phone No.
4. Requestor's Organization	5. Fax No.	6. E-mMail Address

II. REQUESTED ASSISTANCE (To be completed by Requestor)

1. Description of Requested Assistance:

2. Quantity	3. Priority ☑ Lifesaving ☐ Lifesaving/ Sustaining ☐ Normal ☐ High	4. Date and Time Needed

5. Delivery Site Location Louis Armstrong New Orleans International Airport	6. Site Point of Contact (POC)	
	7. 24- Hour Phone No.	8. Fax No.
9. State Approving Official Signature		10. Date

III. SOURCING THE REQUEST – REVIEW/COORDINATION (Operations Section Only)

1. ☐ OPS Review by: ☐ Log Review by: ☐ Other Coordination by: ☐ Other Coordination by: ☐ Other Coordination by:	2. ☐ Donations ☐ Other (Explain) ☐ Requisitions ☐ Procurement ☐ Interagency Agreement ☐ Mission Agreement	3. Assigned to: ESF/OFA_____ Other_____ Date/Time_____

3. Immediate Action Required ☐ Yes ☐ No	4. Date	5. Time Assigned
6. Action Request ESF#	7. Assigned to	

IV. STATEMENT OF WORK (Operations Section Only)		
1. OFA Action Officer	2. 24- Hour Phone No.	3. Fax No.
4. FEMA Project Manager	5. 24- Hour Phone No.	6. Fax No.

7. Statement of Work

Additional Requirement:

FEMA Logistics Support:

Special Equipment/Gear/Uniforms Required:

Route restrictions: _____ (Overland, Through Water [depth])

Mission Assignment Task Orders will be issued for specific times and locations**.**

Type of Assistance:

Accountable property*: (Authorized / Not authorized*)

8. Estimated Completion Date	9. Cost Estimate

V. ACTION TAKEN (Operations Section Only)

☐ Accepted ☐ Rejected ☐ Requestor Notified

Reason / Disposition

TRACKING INFORMATION (FEMA Use Only)

ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	☐ Originated as verbal
Received by (Name and Organization)	State	Date/Time Submitted	

FEMA Form 90-136, Jan 08 **PREVIOUS EDITION OBSOLETE**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting this form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, and Paperwork Reduction Project (1660-0047). **NOTE: Do not send your completed form to this address.**

INSTRUCTIONS

Items on the Action Request form that are not specifically listed are self-explanatory. Indicate "see attached" in any field for which additional space or more information is required.

I. Who is requesting assistance? Completed by requestor.

II. What needs to be done? Completed by requestor.

Description of Assistance Requested: Detail of resource shortfalls, statement of deliverable, or simply state problem/need.

Priority: The requestor's priority, which may differ from the priority in BOX III.

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

If for DFA or TA, State Approving Official: Signature certifies that:

(1) State and local governments cannot perform, nor contact for the performance of the requested word;
(2) Work is required as a result of the event, not a pre-existing condition; and
(3) The State is providing the required assurances found in 44 CFR, 206, 208.

III. Action Review/Coordination (OPS Section Use Only): Completed by the Operations Section Chief.

Accept/Reject: Operations Section Chief accepts or rejects the request; provide reason if rejection. If request accepted, coordinates with others, i.e., LOG EST's, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief Assigns tasks origination. Operations Section Chief may also indicate the Action Officer if known, or tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e.; Logistics), or other organization.

Date/Time Assigned: Operations Section Chief provides date and time

Priority: FEMA Operations Section Chief-assigned priority may be different than Section II.

FEMA P.O.: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in NEMIS.

OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in NEMIS.

Statement of Work: Description of tasks to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 61-1, 40-1, or MA, this goes in "justification" tab in NEMIS.

IV. Action Taken (OPS Section Use Only): Completed by Ops Section Chief, MAC, Logistics.

Action Request Results: Ops Section Chief, MAM, or LOG should note what type of document the action resulted in by "checking" the appropriate box i.e., Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detail description in "Disposition" filed. "Disposition" field should note steps taken to complete the Action, and personnel, sub-tasked agencies, contracts and other resources utilized.

TRACKING INFORMATION. Completed by Action Tracker. Required for all requests.

1-11. Questions

A. All questions concerning this manual should be directed to the FEMA Disaster Operations Directorate Transportation Program Manager or the Air Operations Planner (See Table 1-1).

B. This manual was written after close coordination with the other Federal partners. Table 1-2 lists the name(s) of the office(s), contact number(s) and/or e-mail address(es) to which questions about this manual should be addressed.

Table 1-1: Primary Authors Contact Information

Name	Agency	Phone Number	E-Mail
Jay L. Marts	FEMA Transportation Program Manager	(202) 646-3334	jay.marts@dhs.gov

Table 1-2: Primary Federal Agencies Representatives Contact Information

Name	Agency	Phone Number	E-Mail
Julie Stewart	BLM Airspace	(503) 808-6728	julie_stewart@or.blm.gov
Paul Heller	CBP Air and Marine	(202) 344-1843	paul.heller@dhs.gov
Col. Mark Maier	DOD 1st Air Force	(850) 283-5830	mark.maier@tyndall.af.mil
Robert Sweet	FAA	(202) 267-7102	robert.sweet@faa.gov
David McBride	USCG Search and Rescue	(202) 372-2086	david.a.mcbride@uscg.mil
Paul Linse	USFS Fire & Aviation Management	(202) 205-0974	plinse@fs.fed.us

CHAPTER 2 - JFO AVIATION BRANCH ORGANIZATION

Figure 2-1 is a generic template for an aviation branch. In keeping with the NIMS concepts and principles, it provides functional structure with modular organization. It can be tailored to the type, size, scope, and complexity of an incident.

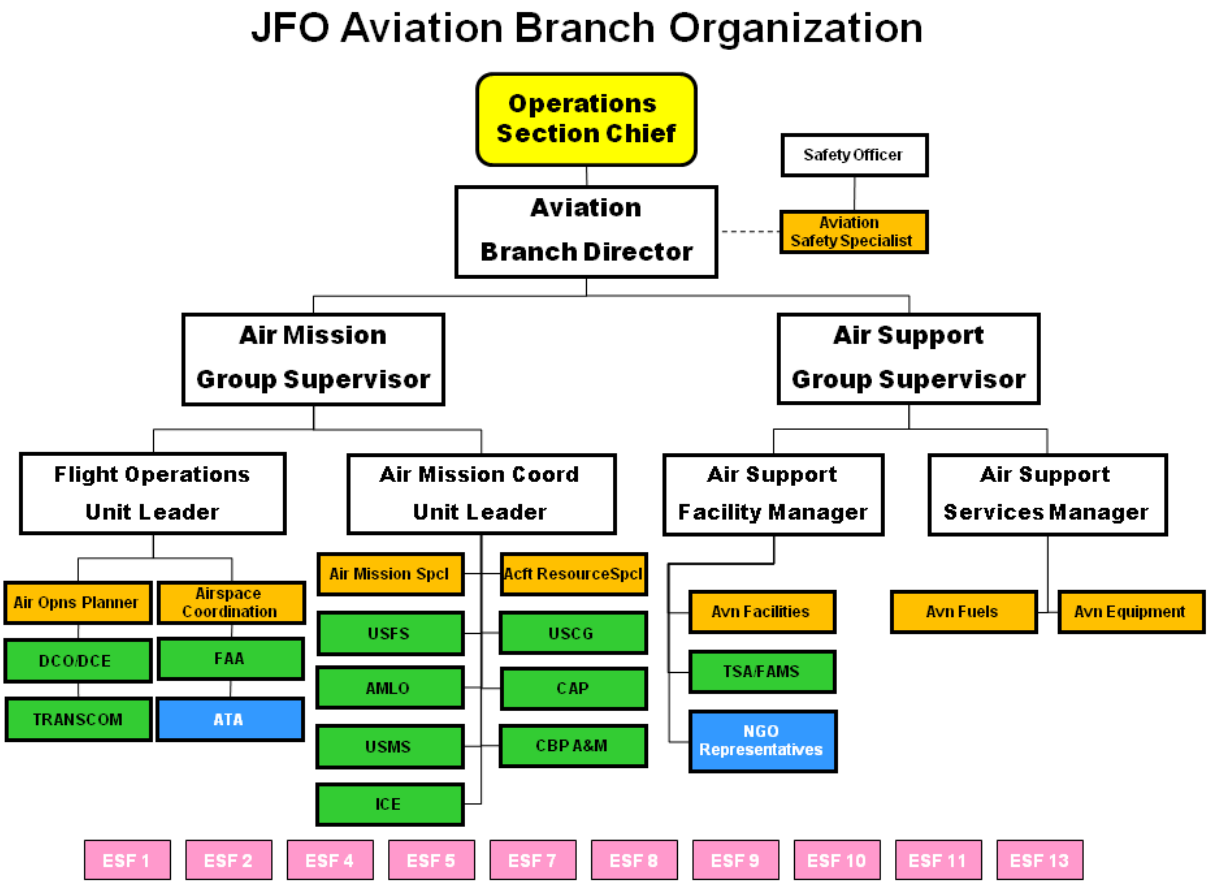

Figure 2-1: Aviation Branch Organization

2-1. Aviation Branch

A. The Aviation Branch is responsible for coordinating the aviation portion of disaster response efforts. The makeup of the Aviation Branch is situation-dependent and could include representatives from Federal, State, local, tribal, and territorial agencies and NGOs. The Aviation Branch is part of the JFO and its only role is to support State aviation needs safely and efficiently.

2-2. Aviation Branch Personnel Activation Procedures

A. FEMA Headquarters and some regional administrators have an aviation cadre of Disaster Assistance Employees (DAEs) that may be activated in order to staff the Aviation Branch. If a FEMA region does not have an aviation cadre, it may request assistance from the FEMA Headquarters Transportation Program

Manager who will identify them. These aviation cadre DAEs are a critical aviation staff resource to the Aviation Branch. They perform key aviation, technical, and administrative functions during disasters requiring an air response. Without this cadre, FEMA's ability to assist State and local governments in air response would be significantly less effective. DAEs are available and free to travel, usually with as little as a one- or two-day notice. They are able to produce high-quality work with minimal supervision, under pressure, and in a hectic work environment. Their roundtrip travel, lodging, meals, other expenses, to include their salary, is funded by the JFO supporting the disaster.

B. There are many different procedures to go through, depending on who owns the DAE: FEMA Headquarters or their parent region. Questions such as, who provides the funding, who cuts the travel authorization, who requests the individual, who cuts the deployment order, etc., should be addressed. All requests for resources, both human and material, are requested by the receiving organization, whether it is the NRCC, a RRCC, or a JFO. These requests should be made by the receiving organization for actual events, as well as exercises.

C. At the RRCC and the JFO, all DAE personnel requests are made using the "Name Deployment Order" form, which is approved by the Operations Section Chief, Chief of Staff, or FCO and forwarded to the Finance and Administration Section, Staff Point of Contact (SPOC) for processing through the Automated Deployment Database (ADD). In the case of requests for Air Operations Specialists, if a Region does not have this resource available, contact FEMA Headquarters Disaster Operations Directorate, Operations Management Division (OMD), Transportation Program Manager (TPM) through the NRCC for available assets.

D. At the Headquarters OMD, DAE personnel requests are made using the "Name Deployment Order" form, which is approved by the TPM and forwarded to the Cadre Management Section for processing through the ADD.

2-3. Aviation Branch Director

A. The Aviation Branch Director will develop priorities in accordance with the JFO/Federal Coordinating Officer's priorities, assign strategic and operational missions, allocate aircraft and other resources, track mission results, provide appropriate briefings, collect cost information, and identify and coordinate the resolution of flight safety issues, particularly between agencies. The Aviation Branch Director should have an understanding of FEMA processes and procedures and interagency roles and responsibilities.

B. The Aviation Branch Director coordinates air activities and aviation information flow among all agencies with aviation assets in the disaster zone to do the following:

1. Deconflict air mission taskings and schedules.

2. Coordinate aviation frequencies and communication protocol with the FAA and air operators performing response air missions.

3. Coordinate with the FAA on mission needs for airspace restrictions and of the identification and resolution of aviation safety issues.

4. Resolve aviation issues.

5. Identify air traffic and/or airspace management issues and coordinate with the FAA.

6. Coordinate air mission and ground support operations.

2-4. Aviation Safety Specialist

The Aviation Safety Specialist works directly for the Safety Officer, but resides in the Aviation Branch. The Aviation Safety Specialist should have knowledge of all aspects of flight safety for the type of aircraft and missions to be flown. Safety is a paramount concern. An experienced airman should be designated to concentrate on safety issues, such as impending weather conditions, crew duty limitations, and any hazardous conditions that exist in the operation. The Aviation Safety Specialist receives and processes all SAFECOMs (See Chapter 10).

2-5. Air Mission Group Supervisor

A. The Air Mission Group Supervisor coordinates the employment of aviation assets performing response air operations. The Air Mission Group Supervisor is responsible for conducting an initial review of requested air missions and assigning them to either the Air Mission Coordination Unit or the Flight Operations Unit for processing, depending on available asset configurations from participating and supporting Federal agencies and the magnitude or scope of the mission request.

B. Additionally, the Air Mission Group Supervisor will keep the Aviation Branch Director informed of all missions that are classified or assigned the highest level of importance by those requesting the aviation missions. The Air Mission Group Supervisor should have an understanding of FEMA processes and procedures and interagency roles and responsibilities.

2-6. Flight Operations Unit Leader

The Flight Operations Unit Leader is responsible for sourcing mission requests that are beyond the capabilities of staged air assets or outside of a reasonable radius from the affected disaster area. The Flight Operations Unit Leader will work with the Air Operations planner to further define flight requests. This coordination and planning may result in the use of pre-scripted action requests and pre-scripted mission assignments to fulfill the requests. These types of flight requests require close coordination and consultation with the Air Support Group Supervisor for both aviation facility and aviation services support to accomplish these mission requests. The Flight Operations Unit Leader should have an understanding of FEMA processes and procedures and interagency roles and responsibilities.

2-7. Air Operations Planner

The Air Operations Planner is responsible for all administrative work in the Aviation Branch, making personnel directories and assisting wherever needed. The Air Operations Planner should have some previous experience with aviation.

2-8. Airspace Coordinator

The Airspace Coordinator establishes and coordinates TFRs to ensure flight safety and provides guidance and briefings to pilots operating within the Joint Operations Area (JOA) or TFR, as well to internal staff. This position will likely be filled by an FAA representative during the initial response phase and by a FEMA or other Federal airspace specialist during the recovery phase due to limited manning availability by the FAA.

2-9. Defense Coordinating Office/Element (DCO/E)

The DCO/E functions as the liaison between the Aviation Branch and the DOD theater command, i.e., NORTHCOM, PACOM, and Southern Command (SOUTHCOM). They also assist the Aviation Branch with all DOD flight coordination.

2-10. Transportation Command

At their discretion, U.S. TRANSCOM may provide an air operations planner to assist with the strategic aspect of air mobility operations. This TRANSCOM LNO is the authorized direct liaison with TRANSCOM and AMC. When deployed, the TRANSCOM LNO is under operational control of TRANSCOM.

2-11. FAA Representative

The FAA will provide a representative that can assist the Aviation Branch with all aspects of air space management during a disaster (e.g., establishing and managing TFR). While deployed under ESF #1, the FAA representative will reside in the Aviation Branch.

2-12. Air Transport Association Representative

The ATA may provide a representative to function as a liaison between the airlines and FEMA. If so designated, the ATA representative will reside in the Aviation Branch.

2-13. Air Mission Coordination Unit Leader

The Air Mission Coordination Unit Leader manages ongoing aviation missions, orchestrates airspace management, acquires aviation assets, develops MAs, and coordinates with other functional area planners and organizations to determine the appropriate aviation assets and Federal aviation airframes to accomplish the mission. The tasking of individual missions will be the responsibility of the assigned Federal agency. Mission and flight information will be entered into a master sortie tracker and communicated back to the original requester through established channels or a Common Operating Picture (COP). The Air Mission Coordination Unit Leader should have an understanding of FEMA processes and procedures and interagency roles and responsibilities.

2-14. Air Mission Specialist

The Air Mission Specialist assists with ongoing aviation missions and airspace management, and coordinates with other functional area planners and organizations. The tasking of individual missions will be the responsibility of the assigned Federal agency. Mission and flight information will be entered into a master sortie tracker and communicated back to the original requester through established channels or a COP.

2-15. Aircraft Resource Specialist

The Aircraft Resources Specialist acquires aviation assets and coordinates with other functional area planners and organizations to determine the appropriate aviation assets and Federal aviation airframes to accomplish the mission. Mission and flight information will be entered into a master sortie tracker and communicated back to the original requester through established channels or a COP.

2-16. U.S. Forest Service

The USFS may provide an aviation qualified member to assist with the coordination of USFS aviation resources in the Federal air response.

2-17. U.S. Coast Guard

The USCG may provide an aviator to function as an LNO between the USCG and ESF #9 and the Aviation Branch.

2-18. Air Mobility Liaison Officer (AMLO)

At their discretion, Air Mobility Command (AMC) may provide a certified AMLO to assist with all aspects of air mobility operations. These highly qualified airlift pilots and navigators will provide expertise on the efficient use of air mobility assets. Additionally, they are authorized direct liaison with all other Federal agencies and departments. When deployed, the AMLO is under operational control of AMC.

2-19. Civil Air Patrol

The CAP may provide an experienced LNO to assist with mission assignments of CAP resources for incident assessment and awareness, SAR, and other CAP missions.

2-20. Customs and Border Protection Air and Marine (CBP A&M)

The CBP A&M may provide an officer from their Air and Marine Division to function as an LNO between the CBP (i.e., AMOC) and the Aviation Branch.

2-21. Air Support Group (ASG) Supervisor

The ASG Supervisor leads efforts to procure or establish all support functions necessary to enable the Aviation Branch. The ASG Supervisor coordinates with other functional area planners and organizations to establish and operate bases for aviation assets. The ASG Supervisor also monitors all aviation ground support operations, including maintenance status, logistics, billeting, and communications.

2-22. Air Support Services Manager

The Air Support Services Manager is responsible for operational planning and coordination with the ordering entity and acquisition services to obtain aviation services

support at facilities (e.g., fuel, equipment, services, ground support operations). The Air Support Services Manager will coordinate logistics requirements with the JFO Logistics Section Chief.

2-23. Aviation Facilities

The Aviation Facilities Specialist conducts the operational planning and coordination with the ordering entity and acquisition services to obtain aviation services support at facilities (e.g., fuel, equipment, services, ground support operations).

2-24. Transportation Safety Administration/Federal Air Marshals Service (TSA/ FAMS)

TSA/FAMS representative facilitates the coordination between ESF #13 and the Aviation Branch. The representative should be familiar with any applicable Federal Support Plan involving aviation security.

2-25. Non-Governmental Organization Representatives

All NGOs providing aircraft or aviation-related support should maintain contact with the Aviation Branch. Close coordination between the NGOs and the Aviation Branch is vital to ensuring a safe and efficient integration of private aviation resources and assets in the Federal response.

2-26. Air Support Facility Manager

The Air Support Facility Manager orchestrates operational planning and coordination for use of aviation facilities, understands aviation flight and ground support operations, and monitors the status of airports, airfields, and helibases supporting the disaster response. Additional responsibilities include the effective employment of TSA and FAMS personnel to ensure safety and security at all aviation facilities, where applicable.

2-27. Aviation Fuels

The Aviation Fuels Specialist coordinates the use of aviation facilities, understands aviation flight and ground support operations, and reports the status of airports (e.g., fuel quantities), airfields, and helibases supporting the disaster response.

2-28. Aviation Equipment

The Aviation Equipment Specialist orchestrates operational planning and coordination for use of aviation facilities, understands aviation flight and ground support operations, and monitors the status of airports (e.g., equipment status), airfields, and helibases supporting the disaster response.

CHAPTER 3 - COMMUNICATION PROCEDURES

3-1. Overview

The Interagency Aviation Communications Plan is intended to provide a template to augment the State aviation planning process. This plan identifies basic guidelines for effective communications for aviation operations during a disaster.

3-2. Considerations for the Development of this Plan

A. Keep plan as simple and concise as possible.

B. Augment local and State communications plans currently in effect.

C. Identify additional frequency resource support that can be utilized.

3-3. Guidelines

A. In order to be ICS compliant, all communications should be in "clear text." This includes radio, briefings, and all command functions. Acronyms and abbreviations should not be used.

B. A current copy of the Incident Radio Communication Plan, ICS Form 205, will be in the IAP.

C. Conserve radio frequency resources in the event of area or geographic separation of aviation operations.

D. All aircraft should have compatible communications capabilities.

E. All requests for radio frequency assignments will be coordinated with the JFO operations section Emergency Communications Branch, the ESF #2 Wireless Unit Leader, when deployed, or directly with the National Telecommunications and Information Administration (NTIA), the FCC (when private airfields are involved), and the FAA.

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CHAPTER 4 - AVIATION ASSET PROCUREMENT PROCEDURES

This section details the request and assignment processes for requesting strategic airlift and tactical fixed-wing and rotary-wing aviation assets. Due to the limited number of aviation assets available, meticulous coordination and the effective use of MAs is vital to efficiently and effectively utilize Federal aircraft.

While aviation assets are limited, there are many sources and methods of procurement available to FEMA. Sources range from commercially chartered and contracted aircraft to DOD aircraft to those of other Federal agencies, such as CBP, National Park Service, USCG, USFS, U.S. Marshals Service, etc. Every effort should be made to task DHS aircraft before seeking assistance from the other Federal agencies.

4-1. Aviation Request and Assignment Process

The aviation request and assignment process uses ICS concepts and principles at all levels. The supported agency will identify the specific parameters of the request (e.g., cargo, timeline, origination location pickup and destination), and the supporting agency will be responsible for sourcing and tasking the appropriate air asset(s) to accomplish this request.

A. Key aviation supporting agency responsibilities

1. ICP Air Operation Branch

   a. Receive and validate the aviation mission request from local agency.

   b. Identify and offer agency-owned air assets and assign mission. If unable to complete, forward the aviation request to the SEOC.

   c. Advise the SEOC of the scheduled mission.

   d. Create a daily IAP highlighting the following day's planned aviation activity.

2. State Emergency Operations Center

   a. Receive and validate an aviation request (the original request or shortfall from the ICP).

   b. Coordinate the air asset to accomplish the mission or submit the aviation request via an Action Request Form (ARF) to the RRCC/JFO for action and communicate the status of the request to the requestor. For disapproved requests, coordinate this information with the requestor only.

   c. Create a daily IAP highlighting the following day's planned aviation activity.

3. Regional Response Coordination Center/Joint Field Office

   a. Receive and validate an aviation request from SEOC.

b. Depending on the size and scope of an incident, the RRCC or JFO may initiate a request (from a regional perspective) to coordinate and direct aviation assets down to the impact area(s) (i.e., to conduct in-state evacuation missions).

c. Coordinate the aviation request with the Aviation Branch Director, Logistics, FCO, ESFs, and Air Operations Coordination Center (AOCC) to determine whether internal FEMA resources or Federal assets at the regional level are available to meet the request.

d. Fill the aviation request with either internal FEMA resources, a Federal asset from within the affected region (via mission assignment), or with a contract through a civilian organization (via interagency agreement).

e. If the resources are unavailable within the region, forward the aviation request to the AOCC (located within the Movement Coordination Center [MCC] at the NRCC) for action and communicate the status with the requestor.

4. National Response Coordination Center – Air Operations Coordination Center (AOCC)

a. Receive and validate the aviation request (shortfall from the RRCC/JFO).

b. Depending on the size and scope of an incident, the NRCC may initiate a request (from a national perspective) to coordinate and direct aviation assets down to the impact area(s) (i.e., to conduct intra-state evacuation missions or imagery/streaming video requests).

c. Fill the aviation request with a Federal asset (via a mission assignment) or contract with a civilian organization (via a memorandum of understanding) and communicate the status to the requestor.

5. Strategic Airlift Mission Request Process: Concept of Operations (CONOPS)

a. Strategic airlift missions are usually based on a fixed-wing, long-haul, heavy lift aviation requirement supporting a response to a preplanned event or in reaction to a no-notice occurrence. In both cases, the process to obtain aviation resources to support the event is identical. These missions originate outside the event area, land within the event area to load or unload cargo, and eventually depart the impact area. They operate on Instrument Flight Rules (IFR) flight plans and are a part of a very structured flow into and out of the event area.

b. Generally, requests for aviation support originate from and are coordinated through the SEOC; however, an aviation request can

originate from any level (ICP, SEOC, RRCC/JFO, or NRCC). The SEOC is the State/Federal point of contact for managing air missions. Within the current capabilities, missions are received, validated, approved, and forwarded to State air organizations for execution.

c. If the aviation request originates from the SEOC and cannot be met at the State level, the SEOC will forward the request to the Operations Section at the RRCC or JFO via an ARF. When submitting a request, States (or other requesters) complete Sections I (Requesting Assistance) and II (Requested Assistance) on the ARF. The ARF should describe what support or action is needed from the Federal Government to support air operations. If the request is from the State, the ARF must be signed by the delegated State Approving Official (SAO).

6. RRCC/JFO

a. The RRCC serves as a temporary operating facility (located at the FEMA Regional Office) for the coordination of Federal response and recovery activities until the JFO is deemed operational. Depending upon the size and scope of the incident, the RRCC will either remain activated during the disaster (together with the JFO) or will deactivate once the JFO is operational. Operational control is generally delegated to the lowest operational level as a means of quickly fulfilling the request (need) as efficiently as possible. The RRCC/JFO may (from a regional perspective) coordinate and direct aviation assets down to the impact area(s) (i.e., to conduct in-state evacuation missions).

B. Receipt and Processing the Action Request Form

1. After receiving the ARF, the RRCC/JFO forwards it to the Action Tracker (AT) to be logged in and then to the Operations Section Chief for review. The Operations Section Chief reviews the ARF to determine if:

a. Sections I and II of the ARF are complete and the requested action is clearly identified.

b. The requested action is eligible under the Stafford Act. If needed, the Operations Section Chief may request guidance from the Comptroller and/or Office of Chief Counsel representative.

c. The request can be filled with internal FEMA regional resources or under an existing or new contract.

d. The action requested is beyond State and local capabilities (not applicable to Federal-to-Federal Support).

e. The action requested falls within the Statutory Authority of another Federal department or Federal agency.

2. The Operations Section Chief completes Section III (Sourcing the Request) of the ARF documenting the review process and coordination with other FEMA programs and partner agencies.

   a. If the ARF does not meet all the applicable criteria outlined in Section B.1 above, the Operations Section Chief returns it to the originator with an annotation in Section V (Action Taken) indicating the reason the ARF has been rejected. The Action Tracker annotates the ARF Log accordingly.

   b. If the ARF meets the criteria outlined in paragraph B.1, the Operations Section Chief coordinates with the other Section Chiefs as appropriate to determine if this request can be met by using FEMA regional resources. If the determination is that FEMA regional resources can meet the request, the Operations Section Chief will assign the ARF to the appropriate Section for action. The Action Tracker updates the ARF Log accordingly.

   c. If the ARF meets the criteria outlined in Paragraph B.1 and cannot be met using FEMA regional resources, the next step is to determine if the request can be accomplished by issuing a mission assignment to other Federal agencies within the region in collaboration with the Aviation Branch Director, FCO, ESFs, and AOCC. If Federal resources within the region are available, the Operations Section Chief proceeds to the next step in the mission assignment process. However, if the RRCC/JFO is unable to fill the request with Federal resources within the region (as a shortfall), the RRCC/JFO (in coordination with the AOCC) will meet the requirements with Federal resources from a national perspective.

   d. The review by the Operations Section Chief is documented in Section III (Sourcing the Request), Block 2 of the ARF indicating the disposition of the request.

3. Once the Operations Section Chief determines that a mission assignment is needed to meet the request; s/he then determines:

   a. If the requested work falls within the scope of an existing mission assignment, can it be accomplished by issuing a MA Task Order.

   b. If an amendment to an existing mission assignment (e.g. adding additional funds) is appropriate, the original statement of work (SOW) must cover the "new tasks."

   c. If a new mission assignment is needed.

4. The Operations Section Chief designates the appropriate FEMA Project Manager (PM) to oversee the work being accomplished under the mission. The assigned Federal Agency designates an Action Officer (AO). The PM

and AO jointly develop a statement of work, a timeline, and a cost estimate.

5. The FEMA PM submits the completed ARF to the Operations Section Chief for review and final approval. Once approved by the Operations Section Chief, the ARF is provided to the MA Manager who enters the information into the Enterprise Coordination and Approvals Processing System (eCAPS), FEMA's MA processing system.

6. Upon final approval and documented disposition (Section V of the ARF) of the request by the Operations Section Chief, the completed and approved ARF is then provided to the MA Manager for processing in eCAPS. The MA Manager provides information to the Action Tracker for updating the ARF Log.

C. Mission Assignment Process (See Figure 4-1)

1. The MA issuance phase follows both the approval of the ARF and the determination that a MA is needed to accomplish the work. This phase includes the final preparation and approval of the MA Form (FF-90-129) in eCAPS, the obligation of funds, and the record keeping procedures.

2. The MA Form (FEMA Form 90-129) results from the MA Manager entering information from the ARF into eCAPS.

3. Information about the FEMA PM and the other Federal agency action officer (name, 24-hour contact, fax number) will be documented in Section II and IV of the MA form.

4. The statement of work, cost estimate, and estimated completion date are entered in Section IV (Statement of Work) of the MA form by the MA staff working with the other Federal agency.

5. Once the information from the approved ARF is transferred to the appropriate sections on the MA form, the MA is routed to the MA Manager, FEMA PM, the SAO (only if direct State assistance), and the Federal Approving Official (FAO).

6. The MA Manager and the FEMA PM review the MA in eCAPS and "accept" it if it is complete and all the information is accurately entered.

7. Once the FAO (and SAO if required) approves/signs the MA in eCAPS, the MA form automatically routes to the Emergency Services module of the National Emergency Management Information System (NEMIS) for financial processing by the Comptroller. When the Comptroller certifies availability of funds by acceptance/signature, the MA is routed to the Integrated Financial Management Information System (IFMIS) and is obligated. When completed, approved, signed, and obligated in IFMIS, the MA Form becomes the official FEMA financial obligating document.

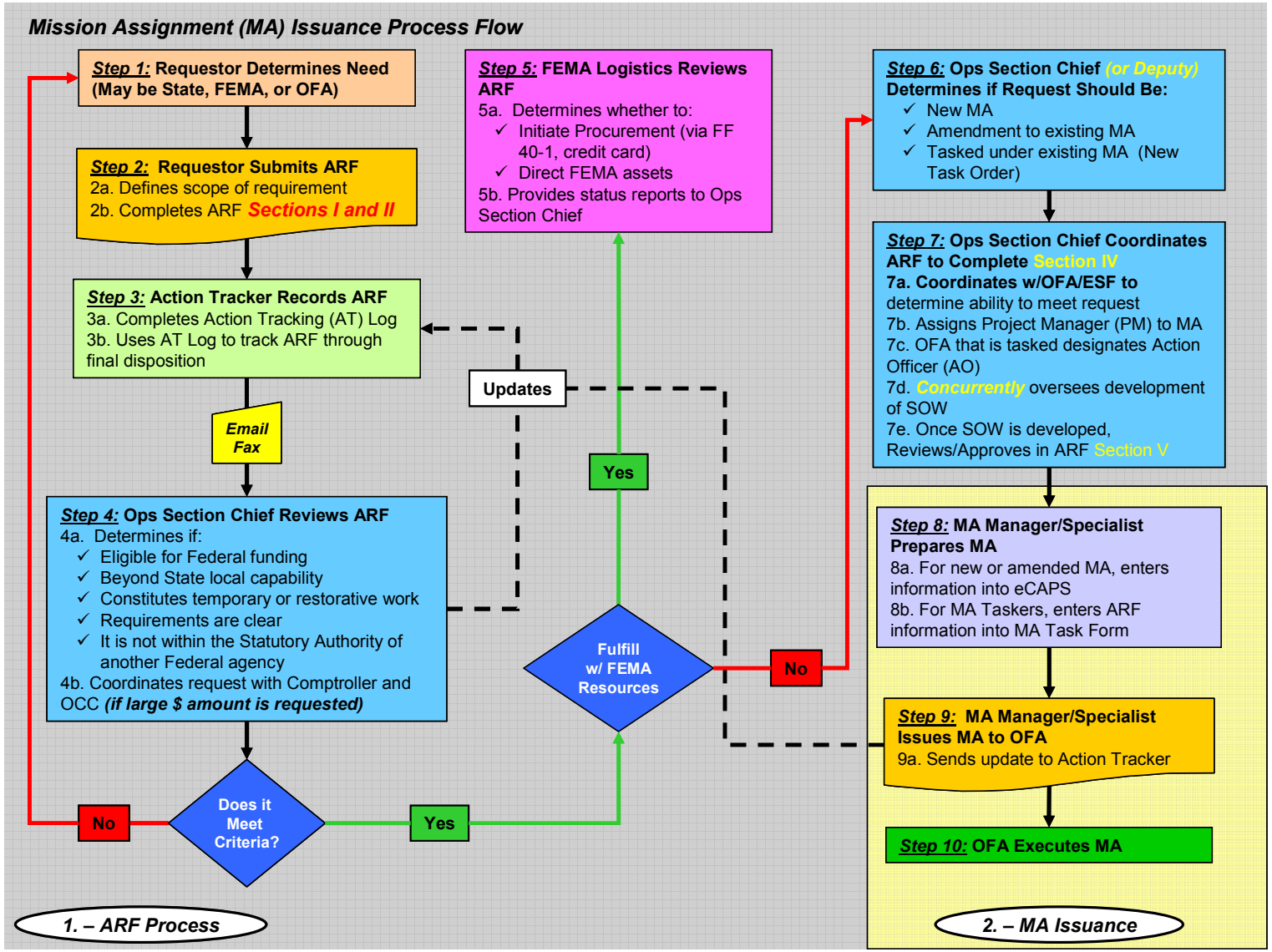

Figure 4-1: FEMA Mission Assignment Process Flow

8. The Comptroller is responsible for sending documentation to the FEMA Finance Center (FFC). The Comptroller ensures that copies of the Presidential declaration letter, declaration amendments, the FEMA/State Agreement, all delegation memoranda and the original copy of all mission assignments are sent to the FFC to be maintained in the FFC's disaster file for the declarations.

9. The MA Manager provides copies of the approved MAs to the FEMA PM and the assigned Federal agency for execution.

D. If the RRCC/JFO is unable to fill the request with Federal resources within the region, the RRCC/JFO will coordinate with the AOCC to determine if Federal resources at the national level are able to meet the requirements of the aviation request. Additionally, the NRCC may initiate an aviation request (for national response activities) to coordinate and direct aviation assets down to the impact area(s) (i.e., to conduct intra-state evacuation missions or imagery/streaming video requests). Aviation requests that are coordinated and directed from the NRCC follow the same ARF and MA process outlined in Paragraphs B.1 and B.1.b above with the following exceptions:

1. If the ARF meets the criteria outlined in Paragraph B.1 and cannot be met using FEMA regional resources, the next step is to determine if the request can be accomplished by issuing a mission assignment to other Federal agencies (from a national perspective) in collaboration with the Aviation Branch Director, FCO, ESFs, and region (RRCC or JFO). Once Federal resources are identified, the Operations Section Chief proceeds to the next step in the mission assignment process.

2. The MA Manager provides copies of the approved MA to the FEMA PM and the assigned Federal agency for execution. Aviation support is also communicated to the RRCC/JFO and SEOC.

E. Figure 4-2 depicts the FEMA Aviation Request Flow at each level.

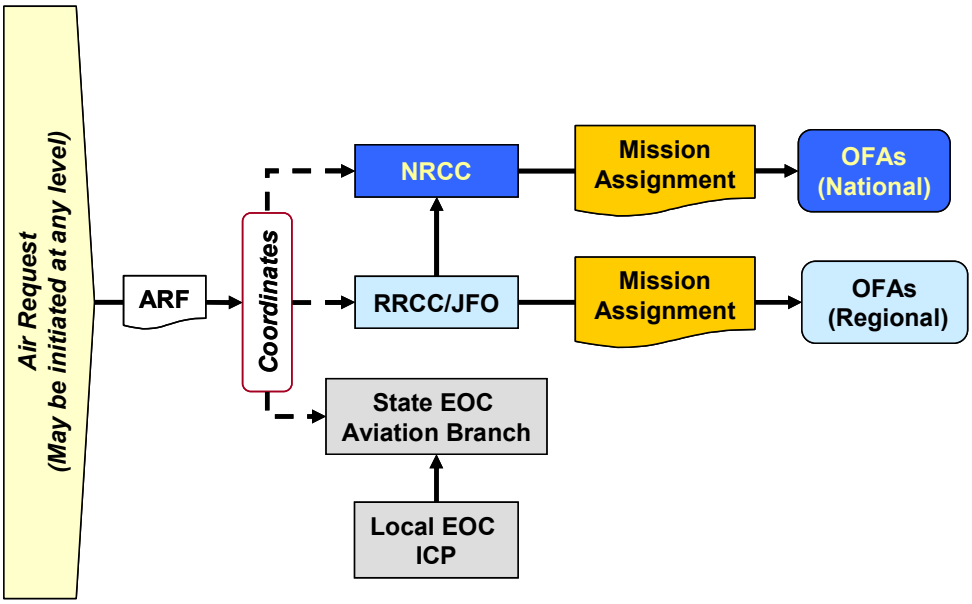

Figure 4-2: FEMA Aviation Request Flow

F. The DOD follows the J-CONOPS, Air Mobility Coordination for Crisis Response for coordinating aviation resources between participating agencies. Actual events and actions may differ based on the actual crisis and the associated response required. However, the intent of their joint concept is to improve their communication and collaboration to effectively and efficiently employ airlift capability in support of the disaster-affected state(s) and FEMA. The success of air operations is highly dependent on the active participation of the agencies identified with the goal of providing effective and efficient airlift support to the incident response.

G. Tactical Mission Request Process: Concept of Operations

1. Tactical aviation missions generally operate within the impact area. They are based on both rotary-wing and fixed-wing, short-haul, light-lift aviation requirements supporting a response to a preplanned or no-notice event. They may file VFR flight plans and operate in an extremely dynamic, challenging, congested and often hazardous flight environment. [6] Unlike the strategic airlift MA process, which involves mainly coordination at the ICS management levels, the tactical-level MA process involves coordination at all levels as well as C^2 of missions at the lower incident site ICS management tier, the ICP.

2. The aviation structure in the tactical arena is different from the strategic arena. In the tactical arena, the airspace is directly over or in close proximity to the event area. Airspace may be divided into incident sub-areas for ease of operation and control of aircraft. Air operations, AMRs,

[6] It is common practice not to file VFR flight plans within the TFR.

and assignments within these sub-areas should be controlled by local officials, although this may not always be feasible. Mission requests and assignments are processed entirely at the ICP level. As long as missions remain within the designated sub-area, C^2 of the air assets are handled internally by the local agency in charge. Aviation missions transiting adjacent sub-areas are coordinated between the two sub-areas or between ICPs with the assistance of the SEOC.

3. Requests for missions to operate within a sub-area are handled internally within that area. An aviation request is submitted to, validated, approved, and tasked by the local ICP if the mission is to be accomplished using local air assets.

4. The ICP Aviation Coordinator forwards the SEOC an Air Operations Summary, ICS Form 220, for the next day's planned aviation activity in their area.

5. Sub-area mission request shortfalls are forwarded to the SEOC for coordination. Air assets identified to fill the shortfalls can be tasked directly to the local controlling agency either for a specific time period or mission, but they operate only in coordination with the local controlling agency. In both cases, a detailed degree of coordination is necessary to ensure the safe, efficient, and effective accomplishment of air operations within that area.

6. At the SEOC, local mission shortfalls and other tactical AMRs are processed using the ICS mission planning process. AMRs are received at and consolidated by the SEOC. The requests are validated at the daily pre-planning meeting by the Operations, Planning, and Logistics sections and on the ICS 215 worksheet identifying the specific parameters for each mission completed.

7. Shortfalls are identified and forwarded to the RRCC or JFO at the earliest possible time utilizing the ARF and MA process detailed in Paragraph B.1 and B.1.b. In addition, as stated above in Paragraph A.5, either the RRCC/JFO or NRCC may initiate an aviation request (from either a regional or national perspective) to coordinate and direct aviation assets down to the impact area(s) (i.e., to conduct in-state or intra-state evacuation missions or imagery/streaming video requests). All AMRs are reviewed and finalized at the daily planning meeting.

8. The Air Operations Summary, ICS Form 220, is completed by the Aviation Branch following the planning meeting. This summary outlines the next day's planned aviation activity. The IAP is then forwarded to all parties for action.

4-2. Contract Aircraft

A. FEMA may request charter or contract commercial aircraft to support evacuation operations. FEMA may request other Federal agencies to contract commercial aircraft in support of incidents and other disaster operations.

B. In the event that local, State, and DHS aviation assets are exceeded or inadequate to handle an incident, the NRCC may forward the shortfall to other Federal agencies for support.

C. FEMA Logistics may contract the movement of freight by air transportation depending on the mission and on the availability of a contract carrier. Otherwise, FEMA Logistics will normally either request DOD air transportation support via the DCO or the GSA for commercial or charter airlift.

D. FEMA Urban Search and Rescue (US&R):

1. CBP may provide both fixed wing resources and helicopters support to US&R. The resources tasked depend on the requirement and size of the US&R teams that have to be moved and/or other details of the request. For group support, the Dash 8 aircraft can carry up to 36 passengers when sensor packages or work stations are removed. Alternately, the Dash 8 can carry up to 15 passengers with sensor packages or work stations installed. The AMOC has direct access to all CBP A & M aircraft and CBP A & M leadership will work to accommodate the request.

2. FEMA's US&R may be moved by both military airlift and non-DOD commercial contract airlift. Non-DOD commercial contract airlift is obtained under the national contract held by the DOT and through GSA commercial tenders. This is accomplished via FEMA Logistics Transportation by the use of eTaskers with appropriate funding in place

E. The USFS maintains a "call when needed" contract for commercial passenger aircraft support, which may be available for use by FEMA.

4-3. Federal Aviation Missions[7]

Any Federal Government agency that owns or hires aircraft may participate in GSA's Interagency Committee for Aviation Policy (ICAP). Eleven Federal agencies currently own aircraft, and in addition, some of these and several other agencies hire aircraft. The following organizations use aircraft to accomplish a wide variety of missions:

A. Department of Agriculture (USDA)

1. Three agencies within the USDA use aircraft:

a. The Agricultural Research Service (ARS) uses aircraft to support research on airborne entomological radar systems and on delivery systems for aerial application of agricultural materials to control crop pests. ARS aircraft tow insect-collection devices to monitor movement of field crop insects. For remote sensing and aerial insect sampling, ARS aircraft test electronic imaging systems and have high-altitude, high-speed photographic capabilities. ARS acquires aerial images for research studies in agriculture, including rangeland, soils, water quality, and other natural resources.

b. The Animal and Plant Health Inspection Service (APHIS) uses its aircraft to support pest control, emergency pest outbreaks, sterile insect dispersal, wildlife management, predator control, and the monitoring of aerial application contractors. APHIS also uses aircraft for research and development. Wildlife Services owns 17 small propeller aircraft and three helicopters. In addition to owned aircraft, the Wildlife Service also contracts 19 fixed-wing propeller-driven aircraft and one helicopter.

c. The USFS uses aircraft to deliver personnel and equipment to remote areas for firefighting. USFS firefighters dispense water and chemical fire retardants from the air and use cameras to take aerial photos, video, or infrared imagery. USFS aviation also supports law enforcement, surveys, and numerous other activities for the management and protection of nearly 188 million acres of National Forest System lands.

i. The National Interagency Fire Center (NIFC) contracts and conducts the flight planning and logistics for the USFS "call when needed" Boeing 737 passenger airliner. They administer the contract from Boise, Idaho, and do not go through GSA to contract their aircraft.

ii. The Boeing 737 is for NIFC's exclusive use during the 108-day contract period. The exclusive use period for the 100 seat aircraft is June 15 through September 30. They

[7] http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=8623&noc=T

pay a daily availability rate, plus an hourly flight rate, plus the associated costs.

iii. The airliner is based in Boise, Idaho, when not transporting firefighters. Given the time of year, location of event, current wildfire activity, and fire crew movements, the jet may be available for non-fire missions. A mission assignment is required (or specifically identified in an MA if assigned to ESF #4). Costs would include daily availability, flight time, ground-handling fees, passenger facility charges, TSA fees, and other applicable charges. The jet may be available during the nonexclusive use period, based on availability; the vendor is generally bidding non-governmental work.

iv. The contracting officer's representative for the NIFC Forest Service contract airliner is: Duty Officer, National Interagency Coordination Center, 24-hour phone: (208) 387-5400.

B. Department of Commerce

The DOC operates a variety of aircraft through the National Oceanic and Atmospheric Administration (NOAA). All NOAA's aircraft are modified and instrumented to perform extremely diverse missions of atmospheric research, air chemistry, photogrammetry, aeronautical charting, coastal mapping, snow survey, fishery survey, marine mammal research, LIDAR nautical charting, and logistical support to scientific parties. NOAA's Aircraft Operations Center is located at MacDill AFB in Tampa, Florida.

C. Department of Defense

DOD is a consultative member of the ICAP. DOD has an aviation force composed of fighter, bomber, attack, and airlift aircraft, as well as specialized aircraft. The specialized systems perform a broad range of functions, including aerial refueling, airborne warning and control, electronic combat and air defense suppression, reconnaissance and surveillance for targeting, SAR, medical evacuations, and special operations. The military aviation force structure also includes rotary-wing aircraft. The diversity and flexibility of these aviation forces reflect, in part, the differing roles and missions of the military services: land-based forces from the U.S. Air Force; carrier-based forces from the U.S. Navy; and expeditionary land and sea-based forces from the U.S. Marine Corps. The U.S. Army has organic helicopter and fixed-wing aircraft to provide air assault, ground attack, medical evacuations, and combat support missions.

D. Department of Energy

The DOE has a small fleet of aircraft to support transportation of general cargo, sensitive nuclear materials, and other hazardous materials, power line patrol, installation security, multispectral photography, transportation of hazardous materials, and passenger transportation. Most aircraft in DOE's fleet are

intensively modified to perform their specialized missions. Additionally, DOE uses special aircraft, primarily unpiloted aerial vehicles, in atmospheric and energy research.

E. Department of Health and Human Services

DHHS does not own or operate any aircraft. However, the department's Indian Health Service (IHS) charters aircraft, as needed, to transport emergency medical patients and occasionally medical personnel, supplies, and equipment in remote areas of the Western U.S. and Alaska. In addition, the Centers for Disease Control lease specially equipped aircraft to carry medical and biological materials.

F. Department of Homeland Security

DHS operates the following aviation programs:

1. USCG operates a specialized fleet of helicopters and fixed-wing aircraft to support missions such as search and rescue, law enforcement, marine safety, environmental response, ice operations, aids to navigation, and boating safety.

2. CBP, in the Directorate of Border and Transportation Security, (formerly U.S. Customs Service and U.S. Border Patrol) use aircraft chiefly to support law enforcement operations, including investigative support and drug enforcement. CBP maintain a fleet of fixed-wing and rotary-wing aircraft that may be available for mission assignment.

G. Department of the Interior

DOI's responsibilities entail management of natural, cultural, and historic resources throughout the United States and U.S. Territories. DOI's eight resource management bureaus use aviation services to support natural resource missions. Aircraft are required for law enforcement, wildlife management (animal capture and tracking), wildland firefighting, scientific research, and other uses. Aircraft are often used to support high-risk missions, such as firefighting to remote areas that are not easily accessible by vehicles. Commercial aviation companies deliver over 90 percent of DOI's aviation support services, with annual usage fluctuating based on the severity of the fire season. To maximize efficiency, effectiveness, and especially safety, DOI has established a centralized aviation service in the Aviation Management Directorate of the DOI National Business Center, which provides management oversight, administrative support, and technical expertise to the bureaus on aviation matters.

H. Department of Justice

DOJ operates aircraft to support the Drug Enforcement Agency, the FBI, and the. USMS. DOJ uses aircraft in two broad mission areas: law enforcement, including investigative support, and transportation of prisoners and aliens.

1. Drug Enforcement Agency (DEA)

The DEA has approximately 140 rotary-wing and multi-engine turbine aircraft. They are potentially available to be mission assigned for reconnaissance, SAR, and distinguished visitor travel.

2. Federal Bureau of Investigation

   The FBI has approximately 100 rotary-wing and multi-engine turbine aircraft. They are potentially available to be mission assigned for reconnaissance, SAR, and distinguished visitor travel.

3. United States Marshals Service

   The USMS has passenger aircraft that can be used if needed for assisting with evacuations and other air response missions. The USMS has six MD-80 type aircraft, which can carry between 100-135 passengers each.

I. Department of Transportation

The DOT operates aircraft through the FAA to accomplish activities such as flight inspection, training, and research and development. The FAA's goal is to ensure that all efforts lead toward a safe, efficient, and effective utilization of the National Airspace System.

J. National Aeronautics and Space Administration (NASA)

The NASA operates a fleet of aircraft for research and development, program support, and mission management. About a quarter of NASA's fleet is highly modified or leading-edge technology airframes designed to explore new aeronautical theories or flight regimes. More than 60 of NASA's aircraft are designated as program support aircraft designed to be platforms for aeronautical research, to carry specific projects, or to train space shuttle crewmembers. The remaining aircraft are used for administrative purposes to transport passengers on official government business in support of NASA's operations.

K. National Science Foundation (NSF)

The NSF maintains a small fleet of aircraft to support research and education in the atmospheric and oceanographic sciences and in polar programs. The fleet is currently performing the following missions:

1. Long-range observations over remote tropical and oceanic regions critical to studies of the global climate
2. Studies of the kinematic and thermodynamic structure of the troposphere (including boundary layer studies)
3. Studies of atmospheric chemistry and aerosols in the troposphere
4. Cloud physics, including penetration of convective clouds

4-4. Nongovernmental Organizations

A. Southeast Airport Disaster Operations Group (SEADOG)

1. SEADOG is a partnership of participating airports that assist each other in coping with and recovering from major disasters. SEADOG is a system that sets up a coordinated emergency response, including a procedure for participating airports to activate a call center up to 72 hours in advance of a possible disruption to operations.[8]

2. Once activated, an assessment team is deployed to the affected airport for the purpose of assessing manpower, resources, and needs associated with the resumption of airfield operations. Pre-staged recovery teams are advised of airfield operational needs and are mobilized to the affected airport. Acquisition of supplies or equipment associated with the airport are supplied through various airports and channeled to the affected airport through logistical methods. Daily briefings and support to the affected airport(s) are managed through daily conference calls on ground status information and planning and coordination efforts.

3. SEADOG is a growing organization with participating airports throughout the Central and South Central regions of the United States.

B. Western Airports Disaster Operations Group (WESTDOG)

1. Airports on the West Coast have formed WESTDOG to perform the same disaster relief efforts in that region that SEADOG provides in the Southeast. WESTDOG was developed and structured to support "airport-to-airport" mutual aid with affiliated airports in the western United States.

2. When activated, the lead airport will establish a Disaster Operations Center (DOC), along with a WESTDOG incident coordinator (WIC), and activate the WESTDOG mutual aid plan (MAP). The lead airport is appointed in advance and serves in that capacity for a one-year period. As of March 1, 2008, the following airports were participating: Seattle-Tacoma, Portland, Denver, Tucson, Phoenix, San Diego, San Francisco, Oakland, Albuquerque, Spokane, Los Angeles, Orange County (John Wayne), Sacramento, Monterey Peninsula Airport District, Friedman Memorial (Idaho), Reno-Tahoe, Las Vegas (McCarran), Eastern Oregon Regional Airport, and Redmond Airport (Oregon).[9]

[8] *SEADOG to the rescue.* Houston Airport System. No date. Online: http://www.fly2houston.com/0/337725/0/1906D1934/ (last accessed November 17, 2008).

[9] *WESTDOG Initiative 2008.* Airports Council International. No date. Online: www.aci-na.org/index/resolveuid/4cd86c6d1e22bb63a37586a79577ad24 (last accessed November 17, 2008.

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CHAPTER 5 - AVIATION SPECIFIC PRE-SCRIPTED MISSION ASSIGNMENTS

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law (P.L.) 93-288, as amended, gives FEMA the authority to direct other Federal departments and agencies (D/A) to provide disaster assistance to State and local jurisdictions impacted by major disasters/emergencies declared by the President.

Other Federal D/As have considerable aviation resources and expertise that can prove effective in lifesaving circumstances and provide major support to the response and recovery process. Under Code of Federal Regulations (CFR) Title 44, Section 206.7, FEMA's role, through the Federal Coordinating Officer (FCO), is to execute the Stafford Act authorities, which includes committing FEMA resources and the Mission Assignment of other Federal D/As.

The ESF concept in the NRF evolved as a means of assigning primary and supporting response actions to Federal D/As to allow for effective planning and coordination.

To expedite the delivery of Federal assistance, FEMA works with Federal D/As to jointly develop Pre-Scripted Mission Assignment (PSMA) language. PSMAs provide standard "statements of work" and cost estimates that can be used to develop MAs for other D/As before an actual disaster or emergency. Thus, PSMAs are not, in themselves, actual MAs. The use of PSMA language is expected to streamline the MA process and to provide a planning base for Federal agencies. However, not all MAs will have pre-scripted language, and those that do may still be modified in the field to meet event-specific needs. As general guidance, PSMAs are created for capabilities that are outside of a department or agency's regular or emergency authority, which involve a known or frequently used resource that could be useful during an incident.

PSMAs are not MAs. This distinction must be understood and cannot be overemphasized. The purpose of the PSMA language is to expedite the MA development process. This language has been approved by FEMA, other Federal agencies, and, if required, by State authorities, can be inserted directly into the ARF. PSMA language may be modified to meet the event-specific requirements.

PSMAs were developed to facilitate rapid response and to standardize MAs for work typically performed by a Federal agency in support of Stafford Act requirements. FEMA and the Federal agencies have mutually agreed that the "pre-scripted" statements of work and projected cost estimates are a guideline (template) that may be used as a starting point in an actual event. The PSMA is intended to avoid "reinventing the wheel" for each event and encourages "thinking ahead."

Using PSMA language does not preclude using the FEMA ARF (FEMA Form 90-136). In fact, PSMA language may be used to develop the statement of work in the ARF and the MA. The pre-scripted statements of work and cost estimates on the ARFs are not official until inserted into the MA form. It is anticipated that the scope of work on the PSMA will be adjusted as necessary to meet event-specific needs, before being inserted into the official MA form. These adjustments

will be made by RRCC and/or JFO Operations section, working with representative(s) from the assigned Federal agency.

Having PSMA language for a specific task does not mean an MA for that work will "automatically" be issued. The decision to issue an MA is at the discretion of a FAO, such as the NRCC Leader, the RRCC Leader, the FCO, or their respective designees.

The following is a list of aviation-specific PSMAs that may be applicable for supporting an air response:

ESF #1 – Transportation

DOT

Title: DOT ESF #1, Federal Transportation Assistance (FOS)

USCG

Title: USCG ESF #1, Rotary Wing Lift (DFA/FOS)
Title: USCG ESF #1, Fixed Wing Transportation Support (DFA/FOS)

DOD

Title: DOD ESF #1, Rotary Wing Lift (Medium) (FOS/DFA/TA)
Title: DOD ESF #1, Rotary Wing Lift (Heavy) (FOS/DFA/TA)
Title: DOD ESF #1, Strategic Transportation Support (FOS/DFA/TA)
Title: DOD ESF #1, Air Component Coordination Element (ACCE) (FOS/DFA/TA)
Title: DOD ESF #1, Airborne C2 - Emergency Management Support (FOS/DFA/TA)
Title: DOD ESF #1, Airspace Control (Ground) (FOS/DFA/TA)

ESF #5 – Emergency Management

U.S. Army Corps Of Engineers

Title: USACE ESF #5, Remote Sensing / Geospatial Information Systems (FOS)

U.S. Coast Guard

Title: USCG ESF#5, Damage Assessment (FOS)

Department Of Defense

Title: DOD ESF #5, Aerial Imagery (FOS/DFA)
Title: DOD ESF #5, Full Motion Video (FMV) Capability (FOS/DFA)

ESF #7 – Logistics Management And Resource Support

U.S. Agency for International Development

Title: USAID ESF #7, International Coordination Support Annex, International Assistance System (IAS) Support (FOS)

U.S. Coast Guard

Title: USCG ESF #7, Acquire Fuel Distribution Points (FOS)

DEPARTMENT OF DEFENSE

Title: DOD ESF #7, Fuel Distribution Points – Military Rotary Wing Aircraft (FOS/DFA)

ESF #8 – Public Health and Medical Services

Health And Human Services

Title: HHS ESF #8, National Disaster Medical System (NDMS) Patient Evacuation (DFA)
Title: HHS ESF #8, NDMS (includes DMAT, NVRT, DMORT) (DFA/FOS)
Title: HHS ESF #8, Mortuary Operations Assistance (Non NDMS) (DFA)

U.S. Coast Guard

Title: USCG ESF #8, Rotary Wing Medical/Casualty Evacuation (DFA)

Department Of Defense

Title: DoD ESF #8, Rotary Wing Medical Patient Evacuation (DFA/TA)
Title: DoD ESF #8, Temporary Medical Treatment Facilities (FOS)
Title: DoD ESF #8, Strategic Patient Movement and Airlift (NDMS Activation) (DFA/TA)
Title: DoD ESF #8, Mortuary Affairs Assistance (FOS)

ESF #9 – Search and Rescue

National Park Service

Title: NPS ESF #9, DOI Force Protection - FEMA SAR Task Forces (FOS)
Title: NPS ESF #9, Search and Rescue – SAR Field Operations (FOS)

U.S. Army Corps Of Engineers

Title: USACE ESF #9, Urban Search and Rescue Support to ESF# 9 (FOS)
Title: USACE ESF #9, Urban Search and Rescue (US&R) Support to ESF #9 (FOS)

U.S. Coast Guard

Title: USCG ESF #9, Search and Rescue Support (DFA)

ESF #10 - Oil and Hazardous Materials Response Annex

Environmental Protection Agency

Title: EPA ESF #10, Oil and Hazardous Materials Response (DFA)
Title: EPA ESF #10, Conduct Aerial Technical Analysis – Oil and Hazardous Materials Impacted Areas (DFA)
Title: EPA ESF #10, Technical Analysis -Oil and Hazardous Materials Response (DFA)

U.S. Coast Guard

Title: USCG ESF #10, Oil/Hazmat Field Response (DFA)
Title: USCG ESF #10, Strike Team Technical Assistance (TA**)**

ESF #13 – Public Safety and Security

U.S. Customs And Border Protection
Title: CBP ESF #13, LE SAR K-9 Team

Immigration And Customs Enforcement
Title: ICE ESF #13, Contract Security Officers - ICE (FOS)

U.S. Coast Guard
Title: USCG ESF #13, Maritime Law Enforcement (FOS)

CHAPTER 6 - AVIATION SAFETY GUIDANCE

Recognizing the high-risk nature of disaster relief missions, FEMA strives to promote and coordinate aviation safety. Aviation safety considerations are paramount and are the responsibility of everyone at every ICS level; they must be carefully addressed during every phase of each mission.

Aviation safety is the paramount consideration in all operations. Aircraft separation is the single largest concern with multiple missions operating in the same area. Each agency/organization involved in the operation should continue to adhere to its own safety standards as well as FAA-required safety regulations. The Aviation Branch may also mandate additional safety practices based upon the specific situation.

All mishaps and unsafe conditions or actions will be reported to the chain-of-command immediately. It is the responsibility of the chain-of-command to correct the situation in order to prevent loss of life and damage to equipment and property. All mishaps will be reported to the FAA and the Aviation Branch Director immediately. Initial reporting of all incidents should be reported in accordance with each specific agency/branch guidelines, as well as the FARs. Each agency and/or military branch will follow its own aviation mishap/investigation procedures. Copies of any mishap/investigation reports will be forwarded to the FAA and the Aviation Branch Director.

The focal point for safety during a response to a disaster is at the SEOC/JFO Command Staff Safety Office and resides with the Aviation Safety Officer. As a qualified aviator normally assigned as a liaison to the Aviation Branch, this individual has the responsibility of maintaining an unbiased view of the overall aviation operation and making recommendations to the Aviation Branch Director, as appropriate. Additionally, the Aviation Branch Director may unilaterally implement specific safety practices based upon operational requirements or situations.

Safety issues that must be constantly addressed include, but are not limited to, ground operations, flight operations, weather, airspace deconfliction, aircraft status, and specific operational mission procedures. Each flying organization is responsible for enforcing its own safety standards and practices to include crew rest and crew duty day regulations, as well as complying with disaster specific FAA procedures.

When a safety issue arises, it is the responsibility of the persons detecting the problem to either stop associated flight operations and/or immediately bring the situation to the attention of supervisory personnel. Flight operations should be discontinued until the situation in question has been resolved. Safety issues should be reported at the earliest possible time so that fast and effective “cross tell” of the incident can be initiated if required.

Safety does not occur without diligent effort, constant attention to detail, and good common sense at every level. It is everyone’s responsibility.

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CHAPTER 7 - AIRSPACE GUIDANCE

Refer to the Interagency Airspace Coordination Guide, dated July 29, 2003. The airspace guidance is available on-line at http://www.fs.fed.us/r6/fire/aviation/airspace/web/.

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CHAPTER 8 - DIRECTORY

This list should be built and updated upon activation for an incident.

Agency	E-mail	Phone
Interagency Coordination Centers		
Applicable State Offices		
Applicable Federal Offices		
County Emergency Management Offices		
FEMA Emergency Numbers		
Law Enforcement		
Airports		
National Guard		
Military Bases (DOD Restricted Airspace)		
Media Helicopter Operations		
Hospital/Medevac		
Search and Rescue		
Operational Helibases		
Incident Command Posts		
JFO Aviation Branch		
FAA ATC Facility		
FAA Air Route Traffic Control Center (ARTCC)		
FAA's Crisis Operations Response Desk (CORD)		
FAA Recovery Desk (FRD)		
FAA Flight Service Station (FSS)		
FAA Flight Standards District Office (FSDO)		
FAA Command Centers		
FAA Airport Towers		
Hospitals/Life Flight		
Appropriate Military Units (DOD and National Guard)		
USFS Regional Office		

Agency	E-mail	Phone
USFS Geographical Area Coordination Center		
DOI — Aviation Management Directorate		(208) 433-5000
U.S. Coast Guard		(202) 372-2208
Appropriate Law Enforcement Officials		
Environmental Protection Agency		
U.S. Customs and Border Protection Air & Marine Operations Center (AMOC)		
Civil Air Patrol National Operations Center	opscenter@cap.gov	(888) 211-1812
FEMA Regional Operations Center		
Disaster Field Office		
Appropriate DOI Agencies		
Critical Incident Management Organization		
NRCC AOCC		

CHAPTER 9 - ACRONYMS AND ABBREVIATIONS

1AF	First Air Force
AE	Aeromedical Evacuation
AFM	Air Force Manual
AFNORTH	Air Forces Northern
AFRCC	Air Force Rescue Coordination Center
AFSOUTH	Air Forces Southern
AMC	Air Mobility Command
AMLO	Air Mobility Liaison Officer
AMOC	Air and Marine Operations Center
AMOSS	Air and Marine Operations Surveillance System
AMR	Air Mission Request
AMT	Airspace Management Team
ANG	Air National Guard
ANS	Air Navigation Services
ANSP	Air Navigation Services Provider
AOB	Air Operations Branch
AOC	Air Operations Center
AOCC	Air Operations Coordination Center
AOO	Area of Operation
AOR	Area of Responsibility
ARF	Action Request Form
ARNORTH	Army North
ASG	Air Support Group
ASPECT	Airborne Standoff Chemical Detection System
ATA	Airline Transport Association
ATA	Actual Time of Arrival
ATC	Air Traffic Control
ATCT	Airport Traffic Control Tower
ATD	Actual Time of Departure
ATM	Air Traffic Management
ATO	Air Tasking Order
AWACS	Airborne Warning and Control System
BLM	Bureau of Land Management
C2	Command and Control
C3	Command, Control and Communications
CAP	Civil Air Patrol
CBP	Customs and Border Protection
CBP A&M	Customs and Border Protection Air and Marine
CFR	Code of Federal Regulations
CFR	Crash, Fire and Rescue
COA	Certificate of Waiver or Authorization
COA	Course of Action
CONOPS	Concept of Operations

CONR	Continental United States North American Aerospace Defense Command Region
CONUS	Continental United States
CORD	Coordinated Operational Requirements Document
CRASS	Contingency Response Air Support Schedule
CRC	Control and Reporting Center
CWN	Call When Needed
D/A	Departments and Agencies
DAE	Disaster Assistance Employee
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DOC	Disaster Operations Center
DOC	Department of Commerce
DOD	Department of Defense
DOI	Department of the Interior
DOJ	Department of Justice
DOT	Department of Transportation
DSCA	Defense Support of Civil Authorities
DV	Distinguished Visitor
eCAPS	Enterprise Coordination and Approvals Processing System
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
ETB	Estimated Time Aircraft Will be on Blocks
ETD	Estimated Time of Departure
ETIC	Estimated Time in Commission
ETE	Estimated Time En route
FAA	Federal Aviation Administration
FAMS	Federal Air Marshals Service
FAR	Federal Aviation Regulations
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FOS	Federal Operational Support
FRD	Federal Aviation Administration Recovery Desk
FSS	Flight Service Station
GSA	General Services Administration
HAZMAT	Hazardous Materials
HSPD	Homeland Security Presidential Directive
HQ	Headquarters
IAA	Incident Awareness and Assessment
IAA	Interagency Airspace Agreement(s)
IAA	Interagency Agreement
IAP	Incident Action Plan
IAS	International Assistance System

IC	Incident Command(er)
ICAO	International Civil Aviation Organization
ICP	Incident Command Post
ICS	Incident Command System
IFR	Instrument Flight Rules
IMAT	Incident Management Assistance Team
IMC	Instrument Meteorological Conditions
ISSA	Inter-Service Support Agreement
JFO	Joint Field Office
JOA	Joint Operations Area
JP	Joint Publication
LAT	Latitude
LNO	Liaison Officer
LONG	Longitude
LZ	Landing Zone
MA	Mission Assignment
MAP	Mutual Aid Plan
MCC	Movement Coordination Center
MOA	Memorandum of Agreement
MOG	Maximum on Ground
MOU	Memorandum of Understanding
MTO	Mission Tasking Order
NAS	National Airspace System
NDMS	National Disaster Medical System
NEMIS	National Emergency Management Information System
NGB	National Guard Bureau
NGO	Non-Governmental Organization
NICC	National Infrastructure Coordination Center
NIMS	National Incident Management System
NOC	National Operations Center
NORAD	North American Aerospace Defense Command
NOTAM	Notice to Airmen
NORTHCOM	United States Northern Command
NRCC	National Response Coordination Center
NRF	National Response Framework
NSARC	National Search and Rescue Committee
NSS	National SAR Supplement
OFA	Other Federal Agencies
OMD	Operations Management Division
OSC	Operations Section Chief
OPLAN	Operating Plan
PAX	Passengers
PSMA	Pre-Scripted Mission Assignment
RFA	Request for Assignment
ROC	Regional Operations Center
RRCC	Regional Response Coordination Center

RST	Remote Sensing Team
SAA	Special Activity Airspace
SAO	State Approving Official
SAR	Search and Rescue
SARDA	State and Regional Disaster Airlift
SEADOG	Southeast Airport Disaster Operations Group
SECDEF	Secretary of Defense
SEOC	State Emergency Operations Center
SOP	Standard Operating Procedure
TC	Transportation Command
TFR	Temporary Flight Restrictions
TPM	Transportation Program Manager
TRANSCOM	Transportation Command
UC	Unified Command(er)
US&R	Urban Search and Rescue
USA	United States Army
USAF	United States Air Force
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forest Service
USN	United States Navy
USNG	United States National Grid
USTRANSCOM	United States Transportation Command
UTC	Universal Time Converted
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
WESTDOG	Western Airports Disaster Operations Group
WIC	WESTDOG Incident Coordinator
WGS-84	World Geodetic System of 1984

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CHAPTER 10 - DEFINITIONS

Administrative Control (ADCON): Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational mission of the subordinate or other organizations. [10]

Aeromedical Evacuation (AE): The movement of patients under medical supervision to and between medical treatment facilities by air transportation.[11]

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances, private-sector organizations may be included. Additionally, NGOs may be included to provide support.[12]

Aircraft: This term is used to include both fixed-wing and rotary-wing.[13]

Aircraft Accident: An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked; in which any person suffers death or serious injury; and in which the aircraft receives substantial damage.[14]

Aircraft Incident: An occurrence other than an accident associated with the operation of an aircraft, which affects or could affect the safety of operations.[15]

Air Mobility Command (AMC): A major command headquartered at Scott Air Force Base, Illinois, was created June 1, 1992. AMC provides America's Global Reach. This rapid, flexible, and responsive air mobility promotes stability in regions by keeping America's capability and character highly visible.[16]

Air Mobility Liaison Officer (AMLO): An Air Force officer specially trained to implement the theater air control system and to advise on control of airlift assets. They are highly qualified airlift pilots or navigators with airdrop airlift experience, and assigned duties supporting U.S.

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[10] Department of Homeland Security Management Directive System MD Number: 0021, *Aviation Concept of Operations*, April 18, 2005
[11] Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, October 17, 2008
[12] *National Response Framework*, January 2008
[13] Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, October 17, 2008
[14] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005
[15] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005
[16] Joint Pub 4-01.8, *Joint Tactics, Techniques, and Procedures for Reception, Staging, Onward Movement, and Integration,* June 13, 2000

Army and Marine units. Air Mobility Liaison Officers provide expertise on the efficient use of air mobility assets.[17]

Airspace Conflict: Predicted conflict of an aircraft and active Special Activity Airspace (SAA).[18]

Airspace Coordination Plan (ACP): The Department of Defense (DOD) document approved by the joint force commander that provides specific planning guidance and procedures for the airspace control system for the DOD joint force operational area.

Air Traffic Control Service: A service provided for the purpose of preventing collisions between aircraft and on the maneuvering area between aircraft and obstructions and expediting and maintaining an orderly flow of air traffic.[19]

Allowable Cabin Load (ACL): The maximum payload that can be carried on an individual sortie.[20]

Assignment: A task given to a resource to perform within a given operational period that is based on operational objectives defined in the IAP.[21]

Aviation Hazard: Any condition, act, or set of circumstances that exposes an individual to unnecessary risk or harm during aviation operations.

Bailed Aircraft: A Federal aircraft that is owned by one executive agency, but is in the custody of and operated by another executive agency under an agreement that may or may not include cost reimbursement.[22]

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.[23]

Charter Aircraft: An aircraft operated and maintained by a commercial aviation service provider that is hired by DHS under a contractual agreement specifying performance and a one-time exclusive use.[24]

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[17] Joint Publication 3-17, *Joint Doctrine and Joint Tactics, Techniques and Procedures for Air Mobility Operations*, August 14, 2002
[18] Federal Aviation Administration, *Pilot/Controller Glossary*, March 12, 2009
[19] Federal Aviation Administration, *Pilot/Controller Glossary*, March 12, 2009
[20] Joint Publication 3-17, *Joint Doctrine and Joint Tactics, Techniques and Procedures for Air Mobility Operations*, August 14, 2002
[21] *National Response Framework*, January 2008
[22] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005
[23] *National Response Framework*, January 2008
[24] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005

Command and Control (C^2): The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.[25]

Commercial Aviation Services (CAS): Includes the following:

- Leased aircraft
- Aircraft chartered or rented for exclusive use
- Full services (i.e., aircraft maintenance providers, aircraft, and related aviation services for exclusive use) contracted or obtained through an inter-service support agreement (ISSA), regardless of the length of the contract or agreement
- Aviation services (i.e., services but not aircraft) obtained by commercial contract or ISSA, except those services acquired to support a Federal aircraft.[26]

Common Operating Picture (COP): A continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing. The common operating picture allows incident managers at all levels to make effective, consistent, and timely decisions. The common operating picture also helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private-sector and nongovernmental entities that are engaged.[27]

Company Aircraft: An aircraft owned by a corporation, a private business, a non-profit organization, or union that is not engaged in public commercial aviation purposes or for hire to the general public.[28]

Contingency Response Air Support Schedule (CRASS): CRASS is used for the benefit of all agencies flying in support to civil authority operations. CRASS is a visibility document for all participating aircraft operating in the airspace control area, to include both Joint Forces Commander (JFC) and non-JFC assets. The CRASS will include all unclassified DOD/Interagency missions, as well as planned flying by other agencies (e.g., Local Enforcement Agency [LEA], Title 32 ANG, etc). The fidelity of this product is highly dependent on the information provided by non-DOD agencies/organizations. It will be published using a common application (Microsoft Excel), ensuring the ability to manipulate data, and requires increased coordination with State EOCs/LEA/other agencies to ensure accuracy. The CRASS can be accessed online at *http://1afnorth.region1.ang.af.mil/default.aspx*.

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[25] Joint Publication 1, *Joint Doctrine for the Armed Forces of the United States*, March 20, 2009

[26] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005

[27] *National Response Framework*, January 2008

[28] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005

Control and Reporting Center (CRC): A mobile command, control, and communications radar element of the U.S. Air Force theater air control system subordinate to the Air Operations Center (AOC).

Coordinate: To systematically advance an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.[29]

Defense Support of Civil Authorities (DSCA): Support provided by U.S. military forces (Regular, Reserve, and National Guard), Department of Defense (DOD) civilians, DOD contract personnel, and DOD agency and component assets in response to requests for assistance from civilian Federal, State, local, and tribal authorities for domestic emergencies, designated law enforcement support, and other domestic activities.[30]

Disaster Assistance Employees (DAEs): A DAE, also known as a Stafford Act employee or Reservist, is a nonpermanent, excepted service employee appointed under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. DAEs perform disaster response and recovery activities, usually at temporary work sites located in disaster damaged areas. Initial appointments are for periods of up to one year and may be renewed in increments of one year.[31]

Disaster Medical Assistance Team (DMAT): A group of professional and paraprofessional medical personnel (supported by a cadre of logistical and administrative staff) designed to provide medical care during a disaster or other event. The National Disaster Medical System (NDMS) recruits personnel for specific vacancies, plans for training opportunities, and coordinates the deployment of the team. To supplement the standard DMATs, there are highly specialized DMATs that deal with specific medical conditions, such as crushing injuries, burn, and mental health emergencies.[32]

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.[33]

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.[34]

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[29] *National Response Framework*, January 2008
[30] *National Response Framework*, January 2008
[31] Federal Emergency Management Agency, *Disaster Assistance Employees*, June 8, 2008
[32] U.S. Department of Health and Human Services, *Disaster Medical Assistance Teams (DMAT),* No Date
[33] *National Response Framework*, January 2008
[34] *National Response Framework*, January 2008

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through the EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.[35]

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof.[36]

Emergency Support Functions (ESFs): Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts, such as typing, inventorying, and tracking, to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.[37]

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.[38]

Event: See Planned Event.[39]

Federal Aircraft: An aircraft that an Executive Branch agency owns, bails, or borrows for any length of time.[40]

Federal Coordinating Officer (FCO): The official appointed by the President to execute Stafford Act authorities, including the commitment of Federal Emergency Management Agency (FEMA) resources and mission assignment of other Federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary Federal representative with whom the SCO and other State, tribal, and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.[41]

Federal-to-Federal Support: Support that may occur when a Federal department or agency responding to an incident under its own jurisdictional authorities requests DHS coordination to

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[35] *National Response Framework*, January 2008
[36] *National Response Framework*, January 2008
[37] *National Response Framework*, January 2008
[38] *National Response Framework*, January 2008
[39] *National Response Framework*, January 2008
[40] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005
[41] *National Response Framework*, January 2008

obtain additional Federal assistance. As part of Federal-to-Federal support, Federal departments and agencies execute interagency or intra-agency reimbursable agreements, in accordance with the Economy Act or other applicable authorities.[42]

First Air Force (AFNORTH, CONR, 1AF): Headquartered at Tyndall Air Force Base, near Panama City, Florida, 1st Air Force (1AF) is assigned to Air Combat Command (ACC). It has the responsibility of ensuring the air sovereignty and air defense of the Continental United States. As the Continental United States geographical component of the bi-national North American Aerospace Defense Command, it provides airspace surveillance and control and directs all air sovereignty activities for the Continental United States.

Flight Following: See Traffic Advisories.[43]

Government Aircraft: An aircraft that is operated for the exclusive use of an executive agency and is a Federal aircraft, which an executive agency owns (i.e., holds title to) or borrows for any length of time under a bailment or equivalent loan agreement, or is a commercial aircraft hired as commercial aviation services (CAS).[44]

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operations Section. See Division.[45]

HSPD-5: Homeland Security Presidential Directive-5, "Management of Domestic Incidents" [46]

Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.[47]

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.[48]

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[42] *National Response Framework*, January 2008
[43] Federal Aviation Administration, *Pilot/Controller Glossary*, March 12, 2009
[44] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005
[45] *National Response Framework*, January 2008
[46] *National Response Framework*, January 2008
[47] *National Response Framework*, January 2008
[48] *National Response Framework*, January 2008

Incident Command: Entity responsible for overall management of the incident. Consists of the Incident Commander, either single or unified command, and any assigned supporting staff.[49]

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.[50]

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.[51]

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.[52]

Incident Management Assistance Team (IMAT): An interagency national- or regional-based team composed of subject matter experts and incident management professionals from multiple Federal departments and agencies.[53]

Incident Management Team (IMT): An incident command organization made up of the Command and General Staff members and appropriate functional units of an ICS organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the "type," or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are State or regional, Type IV are discipline- or large jurisdiction-specific, and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.[54]

Job Aid: A checklist or other visual aid intended to ensure that specific steps for completing a task or assignment are accomplished.[55]

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and NGOs with primary responsibility for

[49] *National Response Framework*, January 2008
[50] *National Response Framework*, January 2008
[51] *National Response Framework*, January 2008
[52] *National Response Framework*, January 2008
[53] *National Response Framework*, January 2008
[54] *National Response Framework*, January 2008
[55] *National Response Framework*, January 2008

response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles and is led by the Unified Coordination Group. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.[56]

Lead Federal Agency (LFA): The agency that is responsible for leading and coordinating all aspects of Federal planning or response. In situations where a Federal agency owns, authorizes, regulates, or is otherwise deemed responsible for an event or emergency response, and has authority to conduct and manage Federal actions onsite, that agency normally will be the LFA.[57]

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.[58]

Maximum on Ground (MOG): Maximum number of aircraft an airfield can have on the ground. [59]

Mission Assignment (MA): The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also Pre-Scripted Mission Assignment.[60]

Mobile Emergency Response Support (MERS): Response capability whose primary function is to provide mobile telecommunications capabilities and life, logistics, operational and power generation support required for the on-site management of disaster response activities. MERS support falls into three broad categories: operational support elements, communications equipment and operators, and logistics support.

Movement Coordination Center (MCC): Coordinates acquisition of transportation capacity and maintains visibility over validated transportation requests for assistance from inception through delivery to a mobilization center.

Multiagency Coordination (MAC) Group: Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency

[56] *National Response Framework*, January 2008
[57] Department of Homeland Security Management Directive System MD Number: 0021, *Aviation Concept of Operations,* April 18, 2005
[58] *National Response Framework*, January 2008
[59] Joint Deployment Training Center, *Frequently Asked Questions*, No Date
[60] *National Response Framework*, January 2008

policies, and provide strategic guidance and direction to support incident management activities.[61]

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.[62]

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of the incident. In the Incident Command System, these incidents will be managed under Unified Command.[63]

Mutual Aid and Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.[64]

National Airspace System (NAS): The common network of United States airspace; air navigation facilities, equipment and services, airport or landing areas; aeronautical charts, information and services; rules, regulations and procedures, technical information, and manpower and material. Included are system components shared jointly with the military.[65]

National Disaster Medical System (NDMS): A federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to establish a single, integrated national medical response capability for assisting State and local authorities in dealing with the medical impacts of major peacetime disasters. NDMS, under Emergency Support Function #8 – Public Health and Medical Services, supports Federal agencies in the management and coordination of the Federal medical response to emergencies and federally declared major disasters.[66]

National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector, and NGOs to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.[67]

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[61] *National Response Framework*, January 2008
[62] *National Response Framework*, January 2008
[63] *National Response Framework*, January 2008
[64] *National Response Framework*, January 2008
[65] Federal Aviation Administration, *Pilot/Controller Glossary*, March 12, 2009
[66] *National Response Framework*, January 2008
[67] *National Response Framework*, January 2008

National Operations Center (NOC): Serves as the primary national hub for situational awareness and operations coordination across the Federal Government for incident management. The NOC provides the Secretary of Homeland Security and other principals with information necessary to make critical national-level incident management decisions.[68]

National Response Coordination Center (NRCC): As a component of the National Operations Center, serves as the Department of Homeland Security/Federal Emergency Management Agency primary operations center responsible for national incident response and recovery as well as national resource coordination. As a 24/7 operations center, the NRCC monitors potential or developing incidents and supports the efforts of regional and field components.[69]

National Response Framework (NRF): Guides how the Nation conducts all-hazards response. The framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and non-governmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.[70]

Non-Governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental organizations (NGO) include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.[71]

Operational Control (OPCON): Those functions of common authoritative direction involving the composition of subordinate forces, the assignment of tasks, and the designation of objectives necessary to accomplish the mission. It does not include administrative, discipline, internal organization, and unit training except when a subordinate commander requests assistance. Inherent in operational control is the authority to assign tactical control.[72]

Operations Section: Incident Command: Responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions, and/or Groups.
Joint Field Office: Coordinates operational support with on-scene incident management efforts.

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[68] *National Response Framework*, January 2008
[69] *National Response Framework*, January 2008
[70] *National Response Framework*, January 2008
[71] *National Response Framework*, January 2008
[72] Department of Homeland Security Management Directive System MD Number: 0021, *Aviation Concept of Operations,* April 18, 2005

Branches, divisions, and groups may be added or deleted as required, depending on the nature of the incident. The Operations Section is also responsible for coordinating with other Federal facilities that may be established to support incident management activities.[73]

Parking Maximum on Ground (Parking MOG): Parking MOG is the total number of planes that can be parked at an air facility. Parking MOG is affected by both the overall size of the facility and by how available space is managed. Larger airfields usually can accommodate a greater number of aircraft. However, if available space is allocated for other missions, parking MOG is reduced.[74]

Planned Event: A planned, nonemergency activity (e.g., sporting event, concert, parade, etc.).[75]

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.[76]

Pre-Scripted Mission Assignment (PSMA): A mechanism used by the Federal Government to facilitate rapid Federal resource response. Pre-scripted mission assignments identify resources or capabilities that Federal departments and agencies, through various Emergency Support Functions (ESFs), are commonly called upon to provide during incident response. Pre-scripted mission assignments allow primary and supporting ESF agencies to organize resources that will be deployed during incident response.[77]

Private Aircraft: Aircraft owned by an individual, or group of individuals, and which is not engaged in commercial aviation activities or for hire to the general public.[78]

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.[79]

Regional Response Coordination Centers (RRCC): Located in each FEMA region, these multi-agency coordination centers are staffed by ESFs in anticipation of a serious incident in the region or immediately following an incident. Operating under the direction of the FEMA Regional Administrator, the RRCCs coordinate Federal regional response efforts and maintain connectivity with SEOCs, State fusion centers, Federal Executive Boards, and other Federal and State operations and coordination centers that have potential to contribute to development of situational awareness.[80]

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[73] *National Response Framework*, January 2008
[74] Joint Deployment Training Center, *Frequently Asked Questions*, No Date
[75] *National Response Framework*, January 2008
[76] *National Response Framework*, January 2008
[77] *National Response Framework*, January 2008
[78] Department of Homeland Security Management Directive System MD Number: 0020.1, *Aviation Management and Safety*, February 22, 2005
[79] *National Response Framework*, January 2008
[80] *National Response Framework*, January 2008

Remote Sensing Team (RST): The Remote Sensing Team (RST) consults and coordinates to determine the Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) process for all Remote Sensing assets (commercial, Intelligence Community, civilian, internal DHS, DOD and State) in support of an emergency response. It is an organizational component of ICS and will expand and contract according to the size and scope of the event. The goal of the RST is to provide visibility of all aspects of the TCPED process for the entire Remote Sensing Community while providing support to our entire Federal, State, local and tribal partners of the emergency management community without duplication of effort.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.[81]

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.[82]

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.[83]

SAFECOM: The system uses the SAFECOM Form AMD-34/FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or the aircraft that has the potential to cause an aviation-related mishap.[84]

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations [if established]).[85]

Shortfall: The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a combatant commander for planning that would adversely affect the command's ability to accomplish its mission.

Situation Report: Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.[86]

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[81] *National Response Framework*, January 2008
[82] *National Response Framework*, January 2008
[83] *National Response Framework*, January 2008
[84] www.safecom.gov
[85] *National Response Framework*, January 2008
[86] *National Response Framework*, January 2008

Situational Awareness (SA): The ability to identify, process, and comprehend the critical elements of information about an incident.[87]

Sortie: In air operations, an operational flight by one aircraft.[88]

Southeast Airport Disaster Operations Group (SEADOG): This non-profit, all-volunteer group of airports provides assistance to airports located in the southeastern United States following a disaster.

Special Needs Population: Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.[89]

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.[90]

Staging Area: Any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.[91]

Status Report: Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).[92]

Strategic Airlift: Long-haul, large aircraft originating outside the event area, and after pickup or drop off of their cargo inside the event area, departing the event area.

Tactical Airlift: Short-haul smaller aircraft operating entirely within the event area.

Tactical Control (TACON): Used in the execution of operations and defined as the detailed and usually local direction and control of movement or maneuvers necessary to accomplish missions or tasks assigned. TACON is subordinate to OPCON.[93]

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[87] *National Response Framework*, January 2008
[88] Joint Publication 3-30, *Command and Control for Joint Air Operations*, June 5, 2003
[89] *National Response Framework*, January 2008
[90] *National Response Framework*, January 2008
[91] *National Response Framework*, January 2008
[92] *National Response Framework*, January 2008
[93] Department of Homeland Security Management Directive System MD Number: 0021, *Aviation Concept of Operations,* April 18, 2005

Temporary Flight Restrictions (TFR): A restriction requested by an agency and put into effect by the FAA in the vicinity of an incident restricting the operation of nonessential aircraft in the airspace around that incident.

Traffic Advisories (Flight Following): [94]ATC is not required to keep VFR traffic separated from other VFR traffic. If their workload permits and the pilot asks, ATC will inform pilots when there is other traffic in the area. These advisories are issued to alert pilots to other known or observed air traffic which may be in such proximity to the position or intended route of flight of their aircraft to warrant their attention. Such advisories may be based on:

- Visual observation
- Observation of radar identified and non-identified aircraft targets on an ATC radar display
- Verbal reports from pilots or other facilities

Note: The word "traffic" followed by additional information, if known, is used to provide such advisories (e.g., "Traffic, 2 o'clock, one zero miles, southbound, eight thousand.")

Unified Coordination Group: Provides leadership within the JFO. The Unified Coordination Group is comprised of specified senior leaders representing State and Federal interests, and in certain circumstances tribal governments, local jurisdictions, the private sector, or non-governmental organizations. The Unified Coordination Group typically consists of the Principal Federal Official (if designated), Federal Coordinating Officer, State Coordinating Officer, and senior officials from other entities with primary statutory or jurisdictional responsibility and significant operational responsibility for an aspect of an incident (e.g., the Senior Health Official, DOD representative, or Senior Federal Law Enforcement Official, if assigned). Within the Unified Coordination Group, the Federal Coordinating Officer is the primary Federal official responsible for coordinating, integrating, and synchronizing Federal response activities.[95]

Unmanned Aircraft System (UAS): That system whose components include the necessary equipment, network, and personnel to control an unmanned aircraft.

Urban Search and Rescue (US&R) Task Forces: A framework for structuring local emergency services personnel into integrated disaster response task forces. The 28 National US&R Task Forces, complete with the necessary tools, equipment, skills, and techniques, can be deployed by the Federal Emergency Management Agency to assist State and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions.[96]

Working Maximum on Ground (Working MOG): Working MOG refers to how many or how quickly parked aircraft can be loaded or offloaded, materiel can be throughput from the port, and aircraft can be serviced and prepared for departure. Material handling equipment; trucks, buses, and other surface transport vehicles; road networks; aircraft support equipment; fuel tankers;

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[94] Federal Aviation Administration, *Pilot/Controller Glossary*, March 12, 2009
[95] *National Response Framework*, January 2008
[96] *National Response Framework*, January 2008

sufficient numbers of trained personnel; and other factors affect working MOG. Ideally, working MOG equals parking MOG. When it does not, backlogs can occur.[97]

[97] Joint Pub 4-01.8, *Joint Tactics, Techniques, and Procedures for Reception, Staging, Onward Movement, and Integration,* June 13, 2000