

CHIEF OF PARTY RESPONSIBILITIES
FSH 5709.11 - 42.11

Chief of Party is supervised by Forest or Zone Dispatcher and is responsible for all personnel on the manifest.

Chief of Party duties:

1. Explain to all passengers; transportation arrangements, equipment used, route of travel and estimated times of arrival.
2. Have copies of manifest covering all passengers. Have extra copies for aircraft pilot and for incident check-in.
3. Have telephone numbers of sending and receiving dispatch offices. Report all delays of more than 30 minutes.
4. Know other assigned Chiefs of Party.
5. Have all passengers assembled, within weight limits and ready to board transportation.
6. Provide for the safety and welfare of each person on the manifest.
7. Check Pilot and Aircraft Data Cards for currency and qualifications. Both must be approved for specific mission.
8. Ensure that all passengers arrive at their destination.
9. Sign Daily Flight Report-Invoice for all flights except for Domestic Air Carriers; Airlines.

Directives require that a flight plan be filed with FAA and Agency Dispatch Centers and that flight, following requirements are met.

All aircraft accidents, incidents, maintenance deficiencies and hazards shall be reported to forest or zone dispatcher, documented on form FS 5700-14 and forwarded to the Regional Aviation Unit.

A passenger may refuse to fly with any pilot or in any aircraft or cancel an existing flight; if in the opinion of passenger, conditions exist which make the flight unsafe. The pilot may refuse to perform in situations which, in HIS opinion, exceeds either his ability or capabilities of the aircraft or existing environmental conditions. The responsible forest or zone dispatcher shall be contacted immediately and informed of situation. Circumstances shall be documented on form FS 5700-14 and forwarded to Regional Aviation Unit.

NOTE: EARLY MORNING PICKUPS AT BAY AND COASTAL AIRPORTS. Due to the frequency of fog in these areas aircraft may not be able to land at a requested airport. If this should occur pilot will proceed to the nearest airport where he can safely land and notify the ordering dispatcher of his location and circumstance. As a passenger you should contact your dispatcher when flight does not arrive within 30 minutes of its schedule. Give your telephone number and dispatcher will attempt to get aircraft and passengers together as conditions permit.