

Airspace Coordinator Northern California Coordination Center (ver.2009)

General: This guide outlines specific daily tasks, routines, and coordination activities with the Aircraft Coordinator. Information contained herein is in addition to the general airspace coordinator responsibilities outlined in the Interagency Airspace Coordination Guide (pgs 2-21 thru 2-24). (See updated "Roles" list attachment 1)

You will be working directly for the Federal Aircraft Coordinator. You will be responsible for all TFR that need to be established for all incidents in the NOPS Geographical Area no matter which agency the incident belongs to. Besides managing the TFRs for active incidents, your job is to keep the pilots and AOBD happy (which is harder then seems at time). Try and give the AOBDs, pilots and the airbases what "they" would like; maps, briefings, data etc, not what you might think they want, or what you have done before. We are here to support the field.

Even though the AOBD might be calling you direct and working with you direct, remember they still work for the Forest/Unit that has the incident. So actually request (the "A" number) will come from the Forest/Unit. The AOBS needs to call that Forest/Unit to get new "A" number for new TFR, updating existing TFRs or canceling TFRs.

The airspace desk at this time is set up next to the Aircraft Coordinator on the active aircraft floor. Noise level is a major concern on the floor. Cell phones need to be put on vibrate mode, to help mitigate the noise level. At this point in time, only certain computers have been certified to enter TFR information and workspace is limited in the building. There are no direct phone lines all calls go through the receptionist. (530-226-2801)

If an airspace kit has not been requested yet, order one up through Julie Stewart. Have it delivered to the Fire Cache, downstairs. (6101 Airport Rd Redding, CA 96002 Atten: Aircraft Coordinator) There is a sectional map on the east wall marked with MTRs and MOAs, there is a list on the desk and in the appendix of the local contact numbers for the routes in the area.

Daily schedule is flexible, though one needs to obey work rest guidelines. Try not to work over a 12 hour day, with the understanding that it can be adjusted as need be with issues that might occur. If the work load does not appear to be slowing down and most likely ramp up, work with the Aircraft Coordinator to request another Airspace Coordinator to come in to assist. (Again remember actual work space is limited) If two Coordinators are working, stagger the work schedules, one early and one late. This gives us coverage at the beginning and end of each day. If two coordinators are being used, briefings, conference calls, break etc, need to be staggered, so one is on the desk at all times.

Documentation is key and a must. Daily logs need to be kept, for use of the Aircraft Coordinator after you are gone, and for in coming Airspace Coordinators after you leave. Please keep this updated daily. Files need to be kept on each incident that has a TFR. Establish a system that work for you if one has not been set up already. Remember other people will need to find information after you have completed your assignment, leave a trail.

Scheduled Tasks

1. **First thing:** Turn on and sign-on Forest Service computer. (unless you are using your own computer- then work with the Coordinator so you can be connected to the network or get wireless set up)

Username:

Password: obtain permissions from Aircraft Coordinator

If you are the **FIRST** Air Coordinator to arrive, an email account system should be set up to allow generic emails for Airspace. Create a Yahoo or Hot mail "Airspace" account. Make sure this account is shared with the Aircraft Coordinator.

If you have **ROSS** computer program skills, indicate this to the Aircraft Coordinator and access will be granted to you. If not as soon as time allows a short lesson will be given to you and then access will be granted.

2. **Beginning of day:** Download and print current NOTAMs from DINS website. Check for any TFRs which may have been entered or deleted during the night without your knowledge. On DINS, check TFRs within the following ARTCCs:
 - Oakland (KZOA)
 - Seattle (KZSE)
 - Los Angeles (KZLA)

3. **Beginning of day:** Receive a text message from webmaster (if there is one set up), confirming that he has loaded the maps onto the website. If you do not receive his text by 0715. Relay confirmation to GIS personnel so they can begin the download and printing of maps. Assure the GIS specialist uses the address: <https://wwwtest.fs.fed.us/r6/fire/aviation/airspace>. (This address goes directly to the map site and avoids mirrored sites which may have delays in uploading the revised information from the previous day.)

After 0730 hrs (so as not to interfere with printing needs by Planning Section), copy appropriate number of NOTAMs, Advisory NOTAMS list and Boundary Zone descriptions for inclusion into briefing packet handout.

4. **Beginning of day:** Check in with GIS specialist to see that he/she is/has printed an appropriate number of 8½" x 11" color maps for inclusion into briefing packet handout.
 - All Northern California TFRs on sectional chart background
 - All Northern California TFRs on shaded relief background
 - NW plate, Northern California TFRs on sectional chart background
 - NE plate, Northern California TFRs on sectional chart background
 - SE plate, Northern California TFRs on sectional chart background
 - SW plate, Northern California TFRs on sectional chart background

Also check to see that he/she has printed an appropriate number of wall-sized maps

- Northern California TFRs on sectional chart background
- Northern California TFRs on shaded relief background

5. **Beginning of day:** Check DINS (along with local intelligence sources) for presence of temporary towers and/or other pertinent advisory NOTAMs. Print and then copy appropriate number of these NOTAMs for inclusion into briefing packet handout.
6. **Beginning of day:** If necessary, modify WORD file containing Boundary Zone description(s). Note: These zones are agreed upon by the AOBDs of adjacent fires with a common TFR boundary. They typically consist of a 1NM virtual boundary on either side of the common TFR line. The common agreement is that prior to aircraft entering the 1 nm area positive contact is made with the adjacent ATGS. The Airspace Coord. is usually involved with these discussions to answer questions and provide input. Print and then copy appropriate number of these description(s) for inclusion into briefing packet handout.
7. **Beginning of day:** Put together and staple briefing packet handouts for distribution during the 0900 Aviation briefing at the Airtanker base. Provide FIRST copy of briefing packet to Aircraft Coordinator. The packet consists of two parts:
 - Part 1: All Northern California TFRs on sectional chart background
NW plate, Northern California TFRs on sectional chart background
NE plate, Northern California TFRs on sectional chart background
SE plate, Northern California TFRs on sectional chart background
SW plate, Northern California TFRs on sectional chart background
 - Part 2: All Northern California TFRs on shaded relief background
Current Notam list from DINS site
Current Advisory NOTAMS (D)
Boundary Zones (if in use) centerline coordinates support.
8. **0815 hours:** Participate in Area Command conference call
Phone number:
Passcode:
9. **0845 hours or so:** On the way to the Airtanker Base briefing at the north end of the airport, drop off the following at the Smokejumper's office downstairs directly below:
 - 3 each, briefing packets
 - 1 each, wall-size Northern California TFRs on shaded relief background
 - 1 each, wall-size Northern California TFRs on sectional chart background
10. **Pre-0900 hours:** At the Airtanker Base briefing area, and before the 0900 Aviation briefing, hang 1 each of the wall-size maps for use during the airspace coordinator's part of the briefing.

11. **0900 hours:** Participate in Aviation briefing at Airtanker Base vehicle parking bay. Attendance is typically pilots and Incident personnel. Provide airspace updates and briefing of TFR status and associated issues, concerns, clarifications etc. During this briefing ***solicit feedback concerning products and Airspace Coordinator support.***
12. **1500 hours:** Participate in Area Command conference call.
 Phone number:
 Passcode:
13. **1730 hours:** Participate in Aviation conference call.
 Phone number:
 Passcode:
14. **End of Day:** Provide a correction map of all TFR changes to GIS for inclusion onto the Relief Map

Recurring Tasks

15. **TFR Tools and Procedures:** TFR numbers, complexity and frequency within Northern California results in a very high operating tempo. To facilitate, organization and efficiency in handling the multitude of requests several tools may be of assistance to the Airspace Coordinator. These are not mandatory and the GACC or individual coordinators may prefer using different tools. However, use of the attached documents or something similar is recommended:
 - **TFR Action Checklist (attachment 2):** used to track receipt, analysis, issuance, changes and cancellations of individual TFRs. This list is normally kept in the front of a folder for each incident TFR.
 - **TFR Progression list (attachment 3):** This list is valuable in keeping a running summary of all TFR actions by number, name, Notam #, Order and A number and frequency.
 - **TOPO USA:** This tool assists the Airspace Coordinator to provide quick-time feedback to the field for TFR questions and analysis. High quality graphics can be e-mailed or immediately printed for use and display. Also, this mapping tool provides the Airspace Coordinator a quick Big Picture status of all TFRs within the zone.
 - **Setting up TOPO USA (Version 7.0):** TOPO can be used to assist the airspace coordinator (ASC) track TFR changes, display potential conflicts (2-D and/or 3D), and provide display options to print and e-mail when constructing TFRs. Using the maps, the Airspace Coord. can also determine distances to closest reload base, which is required on the NES entering of the TFRs in North Ops area. Items which are helpful to insert into the Base project TOPO map are: Tanker Bases (obtained from the Interagency Air Tanker Base Guide), airports (from

AIRNAV, Flight Guide or local dispatch information), current major helibases in use, Special use Airspace (from AP1B) if applicable and any local geographic points utilized by incident aircraft. By using the **SNAGIT program** (can be downloaded to personal laptop on 30 day free trial), the Airspace Coord. is also able to quickly put and insert views of proposed TFR locations into a word document which is then easily e-mailed. Or you can use "Print Screen" and the Paint Program for the same cut and paste type thing.

- **ROSS Support:** The airspace coordinator inputs the TFR "Fill" information into the ROSS program once a TFR NOTAM is published and a number is assigned.
 - **TFR Daily Cancellation List (attachment 4):** Given to the Aircraft Coordinator nightly, this list quickly assists the timely closure of released TFRs through ROSS.
 - **New TFR list:** Given to the Aircraft Coordinator so the Initial Attack Aircraft board can be updated.

16. **Daily or more often:** Check for new e-mail.
 E-mail address: [\(whatever-email-address\)](#)
 Password: **(whatever-password)**
17. **Daily or as needed:** Check with Frequency Coordinator (If there is one assigned to the GACC, if not check with the Aircraft Coord. to ensure air-to-air frequencies listed on the TFRs are appropriate.
18. Every 1-2 days call RDD Tower 221-4475 and ascertain the opportunity /need for them to receive a small copy of the latest NOTAM map. Discuss any problems that TFRs may be causing and facilitate any necessary fixes with AOBDD.
19. **As appropriate or at end of day:** Make entries in and update the daily work log. Be sure information is sufficiently detailed to "build" an end-of-assignment report for Julie and the GACC.
20. On Forest Service computer use NOTAM Entry System (NES) to create and modify TFR NOTAMs.
 NES initials: **Obtain from Aircraft Coord.**
 NES password: **Obtain from Aircraft Coord.**

Oakland Center	(KZOA)	510-475-3331
Seattle Center	(KZSE)	253-351-3520
Los Angeles Center	(KZLA)	661-265-8205

You may apply for your own NES "initials" and password. You may feel this may not be worth it. (To register on NES with your own name, initials and password, see note, below.)

Miscellaneous

Check with Aircraft Coordinator first. To register in 'NES with your own name, initials and password:

- Use a computer which already has an NES Certificate loaded into it. (The Forest Service computer used by Airspace Coordination has it. Aircraft Coordinator will know which other(s) have it, also.)
- Go into NES website.
- In the "Client Authentication" dialog box, click "OK"
- In "Security Alert" dialog box, click "Yes"
- In left-hand column, click on "Register User"
- Follow instructions on screen. (This includes calling NES office to active your password.)

Computer File "tree" Set this up if not already done.

My Documents (folder)

AIRSPACE (folder)

Sub folder Pilot Briefing

NOTAMs (folder)

Advisory NOTAMs (folder)

Boundary Zones (folder)

Folder to Store Downloads (folder)

UAV (folder)

Last-task of evening: Turn off the Forest Service computer... and the lights!

The NOPS Aircraft Coordinator has access into the NOTAM system. This is to create NOTAMS for Smokejumper Practice Jumps. If needed you maybe asked to create a NOTAM for "Parachute Exercises". See the Aircraft Procedures guide for this and the logins. Rights have only been given to NOPS to create these for RDD, FAT and SBD.

ATTACHMENT 1

Airspace Coordinator Roles (updated 2008)

By Julie Stewart

Airspace Coordination Specialist (THSP)

May be ordered to assume or assist with airspace duties within a GACC. An Airspace Coordinator Specialist should be ordered when incident activity is widespread and involves a number of complex TFRs, complex airspace is involved or difficult conflict resolutions exist with various agencies. Many GACCS request an Airspace Coordinator when they have six or more TFRs in their geographic area.

This position is ordered as a technical specialist (THSP). Airspace Coordination Specialists can function in a variety of situations and at various levels within the organization. Please designate the level of expertise when ordering (i.e. Field, GACC, Local, Support).

1. Field Airspace Coordinator Specialist

Ordered to assist with airspace coordination in the field among Area Commands, Incident Management Teams, Dispatch organizations, local airports, general aviation, FAA offices and DoD office. Must have extensive aviation experience coordinating airspace issues, excellent operational knowledge of the field ICS organization (i.e. AOBD position), along with excellent personal communication skills.

2. GACC Airspace Coordinator Specialist

Often located at a GACC and supports airspace activity within a GACC boundary. Requires extensive aviation and dispatch background to facilitate coordinating activity. ICS aviation experience, knowledge and communications skills are mandatory at this level.

3. Local Unit Airspace Coordinator Specialist

Supports airspace activity within a local unit and can often assume airspace coordination duties relieving local unit dispatchers so they can concentrate on initial attack and large incident support. Often has Initial attack background as a dispatcher. Requires extensive aviation and dispatch background to facilitate coordinating activity. ICS aviation experience, knowledge and communications skills are mandatory at this level.

4. Airspace Coordination Specialist Support

Positions to support the airspace program. Must have knowledge of various aviation programs to support the Airspace Coordinator Specialist. Could be a webmaster, computer programmer, GIS specialist, Mapping specialist or likewise.

The Airspace Coordinator has responsibility to:

1. Plot all current TFRs on sectionals. Assess situations involving:
 - Classes of Airspace
 - Airport Approaches and Departures

- Flight Schools, Sky Diving Schools
 - Congested Airspace, Special Use Airspace, MTRs, and unpublished airspace situations
 - Cruise Missile Routes
2. Contact involved ARTCC's with assessment of incident situation and discuss airspace coordination and TFR procedures.
 3. Coordinate the ordering of TFRs with Dispatch. TFRs ordering will involve an Aircraft Resource Order for document purposes. Maintain a log of ALL airspace discussions (for legal purposes). Airspace coordinator will maintain documentation.
 4. Distribute current TFRs to Incident Management Team's aviation operations. Discuss size and altitudes involved.
 5. Coordinate the combining of TFRs when they overlap. Non-circular TFRs are acceptable when coordinated with FAA ARTCC and are described in such a way that the U.S. NOTAM office can publish them. Ask AOBs to modify airspace on a timely basis, particularly if they can downsize the area or lower the ceiling.
 6. Obtain copies of any Airspace Agreements involving land management agencies and military bases. Contact Scheduling Activities (MTRs) or Controlling Agencies (SUAs) with maps of current TFRs. Provide briefing, discussing airspace deconfliction and procedures for handling intrusions.
 7. Obtain copies of TFRs (FDC NOTAMS) from DINS (Department of Defense Internet NOTAM Systems) located at the US NOTAM office. Carefully check published NOTAMS with TFR requests and verify that they are accurate with no typographical errors. Check NOTAMS on a daily basis.
 8. Brief incoming Area Commands, Incident Management Teams, ATGSs and any other assigned pilots on the current TFRs and known airspace hazards.
 9. Coordinate with other agencies. Non-participating agencies often have to continue their work and will be in contact to ask for permission to fly within the TFR. Provisions are already established for media and Law Enforcement entry. Establish contact with respective Air Operations Branch Director and coordinate the agencies request for entry (i.e. mosquito spraying, highway survey, etc.).
Non-participating aircraft should only be allowed into a TFR when it is feasible, safe and previously coordinated so that frequencies are shared.
 10. Receive reports of any intrusions. Take immediate action with ARTCC and or MilReps and Scheduling Activities/Scheduling Agencies. If the intruder is Military, ask for assistance from the Military Operations Specialist (MOS) at the Area Managers desk at ARTCC.
 11. Assure that a SAFECOM be filed for any airspace intrusions. Follow through with FAA, DOD, Media or AOPA contacts on an as needed basis.
 12. Adjust TFRs on an as needed basis (after conferring with the appropriate Air Operations Branch Director). Credibility and good faith will be established if airspace is given back to the FAA when it is no longer needed. Coordinate the establishment of "day time" TFRs when feasible.
 13. Coordinate publishing a list of daily TFRs in the Air Operations

Plan and or GACC Sit report if requested. . The list may include: NOTAM number, VOR/DME, ALT, Radius, Latitude/Longitude, and Incident Name.

14. Coordinate requests for temporary towers. Coordinate any staffing issues with FAA, AOBD and dispatch.

During extremely complex situations, the Airspace Coordinator may find it appropriate to:

1. Contact FAA Regional Airspace Branch Manager with executive briefing and ask for assignment of a FAA Regional Headquarters Liaison.

2. As necessary, brief daily with TFR depictions and assessments:

- ARTCC, FSDO, FSS
- Appropriate FAA Towers and involved airports
- MilReps (AFREP, NAVREP, DARR, ATREP, etc.)
- All involved DoD Bases
- Air Tanker Bases, Helibases, Smokejumper, Rappel Bases
- Incident Management Teams (All Air Ops Branch Directors)
- GACCs and Dispatch Centers
- National Broadcasting Pilots Association (NBPA)
- AOPA Regional Rep or AOPA Pilot Hotline

3. Contact local NBPA members and assess media coordination regarding TFRs.

4. Contact AOPA national office or regional representative with briefing. Establish coordination with AOPA Pilot Hotline and daily briefings with AOPA.

5. If needed, ask FAA Regional Headquarters Liaison if the FAA will issue a press release identifying TFRs and the need for General Aviation pilots to remain away from the incident area.

6. Presidential and Vice Presidential visits will be coordinated through the local ARTCC and assigned FAA Regional Headquarters Liaison. The FAA will coordinate the issuance of the 14 CFR 91.141 TFR.

7. Discuss the 1255 Transponder Code with the FAA. Assure that local FAA is aware of transponder frequency. If they are unaware, share documentation of assignment and fax info to local towers and ARTCCs.

8. Coordinate mailing of airspace or TFR posters to all incidents and involved airports with an attached letter discussing the safety aspects of staying away from TFRs.

TFR ACTION CHECKLIST

Date _____

ISSUANCE:

- _____ Request in ROSS & Fax received from dispatch office
- _____ Lat X Long
- _____ Air to Air Freq
- _____ Altitude (normal 2,000 above highest terrain)
- _____ Radius or corners noted
- _____ Descriptive information
- _____ Initiation of TFR folder
- _____ Determination if revision of previous TFR
- _____ Determination if 24 hour or daily (hours of operation)
- _____ AP1B review completed
- _____ Sectional Map review completed
- _____ Military airspace de-conflicted / contacted
- _____ Mapped on TOPO and options/cautions discussed with AOBD(s) if issues
- _____ Enter information into NES and save. Review for edits, print draft with author's comments.
- _____ Submitted to ARTCC/ followed by phone call to confirm receipt
- _____ Review official NOTAM, noting number and time issued
- _____ Fill information entered into ROSS
- _____ Notify unit and GACC Aviation Coordinator and Forest/Unit that TFR has been issued.
- _____ Print TFR with map and place in labeled folder.
- _____ Place information on the daily "UPDATE MAP" to GIS specialist.

CANCELLATION:

- _____ Cancellation request received from dispatch office
- _____ TFR cancelled via phone call to ARTCC
- _____ Confirm TFR cancellation to Forest/unit & GACC Coordinator
- _____ Cancellation documented in TFR folder
- _____ TOPO map updated
- _____ Provide information on cancellation to GIS specialist

Attachment 4

Cancelled TFRs
NEED RELEASED IN ROSS

Date: _____

<u>TFR #</u>	<u>INCIDENT NAME</u>	<u>INCIDENT CODE</u>	<u>A-NUMBER</u>
8/8490	SODA	CA-MNF-000645	A-84

Attachment 5

Phone List for NOPS area

OFFICE	GREEN	ATSS	FTS	FIRE	PHONE
BTU - (Oroville-Butte Unit)	301	401	201	501	(530) 538-6460
LMU- (Susanville-Lassen-Modoc Unit)	302	402	202	502	(530) 257-5575
NEU- (Grass Valley-Nevada-Yuba-Placer Unit)	303	403	203	503	(530) 477-5764
SHU- (Redding-Shasta-Trinity Unit)	304	404	204	504	(530) 225-2411
TGU- (Red Bluff- Tehama-Glenn Unit)	305	405	205	505	(530) 529-8548
SKU - (Yreka-Siskiyou Unit)	306	406	206	506	(530) 842-7066
CAL FIRE SAC ECC	307	407	207	507	(916) 653-8360
CSR ECC DAY (SOPS)	308	408	208	508	(909) 320-6197
CSR ECC Night (SOPS)		409	209	509	(909) 320-6197
CSR ECC ALT (SOPS)		410	210	510	
MEU- (Howard Forest-Mendocino Unit)	311	411	211	511	(707) 459-7403
HUU- (Fortuna-Humboldt-Del Norte Unit)	312	412	212	512	(707) 726-1280
AEU- (Camino-Amador-Eldorado Unit)	313	413	213	513	(530) 647-5294
LNU- (St Helena-Sonoma-Lake-Nape Unit)	314	414	214	514	(707) 963-4112
MRN- (Woodarce- Marin County)	315	415	215	515	(415) 488-4321
SCU- (Morgan Hill-Santa Clara Unit)	316	416	216	516	(408) 778-1893
CZU- (Felton- San Mateo -Santa Cruz Unit)	317	417	217	517	(831) 335-6719
ENF-TMU (Camino- Eldorado NF/Tahoe M. Unit)	320	420	220	520	(530) 642-5170

KNF (Yreka-Klamath NF)	321	421	221	521	(530)842-3380
LNF- NOD - LNP (Susanville-Lassen NF/BLM, Lassen N.P)	322	422	222	522	(530)257-5575
MNF- SWR- RNP- GNP- RIA- HVP (Mendocino- Mendocino NF)		423	223	523	(530)934-7758
MDF-LKR-BNP (Modoc -Modoc NF)		424	224	524	(530)233-4416
SRF-RWP-HBR-LNP (Fortuna-Six River NF)	325	425	225	525	(707)725-2728
PNF- (Plumas- Plumas NF)		426	226	526	(530)283-0193
SHF-WNP (Redding- Shasta/Trinity NF)	327	427	227	527	(530)226-2400
TNF- (Grass Valley -Tahoe NF)	329	429	229	529	(530)477-7237
OSC-Southern CA. Operations (SOPS)	330	430	230	530	(941)276-6725
NICC BOISE		432	232	532	(208)387-5400
Select Outside Line: GREEN, ATSS, FTS, Fire					
Press Sp. Dial THEN THREE DIGIT NUMBER					

- Units ending in “*U* are CAL FIRE (Except TMU-Tahoe Management Unit, Howard Forest is a CAL FIRE unit)
- Names in “Purple” are the Call Sign of the Forest/Unit.

GREEN line CAL FIRE line, **ATSS** CAL FIRE line, **FTS** Forest Service line.

ROUTE	Segments	Miles off center Line	Office	
VR 1250	A-L	2	LEMORE	
VR 1251	B-G	2	LEMORE	
VR 1254	C-D	2	LEMORE	
VR 1261	B-H	2	LEMORE	
VR 202	B-G	2	LEMORE	
IR 207	H-O	5	LEMORE	
IR 300	B-D	4	MTN HOME	
SR 300	Q-U	3	TRAVIS	
SR 301	A-E	3	TRAVIS	
SR 311	A-F	3	MOFFETT	
SR353	A-G	3	MOFFETT	
SR 359	A-I	3	MOFFETT	
SR 398	A-D	3	MOFFETT	
MOA	GOOSE/DOLPHIN		541-885-6686	4/08

Military Training Route Quick Reference

Lemore---559-998-1034
 Moffett---650-603-9357
 Travis-----707-424-5582,1075,1073
 Mountain Home 208-828-2172
 208-828-5800 WKD & after 1530