

Air Operations Branch Director (AOBD)

1. **Preparation** - Assemble AOBD supplies (status board, pens, sectional charts, EVAC Air Operations Manual, etc.), including flight plan folders:
 - a. Aircraft waiting assignment
 - b. Aircraft on assignment.
 - c. Completed flights.

2. **Aircraft Status Board** - Prepare aircraft mission status board or log (example):

Tail #	AC	Assignment	ETE	ETD	ATD	ETA	ATA	Notes
2827C	R182	P/U Fire Chief	1.5	1500L	1515L	1545L	1605L	On ground
1355S	182							Ready to launch

3. **General Mission Briefing** - Prepare general mission briefing and communications information for all flights. Include specifics as to the range of assignments aircrew's may receive so they may self brief prior to your general briefing.
4. **Aircrew Sign In** - Sign in aircraft and pilots, have pilots prepare weight and balance, flight plans and make sure aircraft and crew are ready for assignment. An incomplete flight plan should be kept in the "Aircraft Waiting Assignment" folder.
5. **Mission Assignment** - When an assignment is ready, brief the aircrew and make sure the crew is prepared to fly. The AOBD should make a determination from all available information whether or not the crew is safe to fly (check FAA documents, aircraft, proper charts, pilot is current, etc.). The Load Master and other staff should assist the AOBD. **Remember SAFETY is our number one concern.** Aircrew should be reminded that if they experience any delays enroute or at the pick up location that they should contact the EVAC base with an updated ETA.
6. **Mission Activated** - When an aircrew received their assignment, the status board should be updated and a flight plan should be kept in the "Aircraft on assignment" folder indicating that this is an active assignment. The Air Base Radio Operator should update the AOBD on actual aircraft departure and arrival times for the status board. If possible aircraft should report in via radio with status information.
7. **Overdue aircrew** - all available communications methods should be used to contact aircraft that have not landed within 30 minutes of their ETA based upon any updates. Should an aircrew go missing all efforts should be made to locate the aircrew BEFORE any other missions are launched. This may include contacting the remote airport to determine whether the aircrew arrived or departed that facility. Note that the aircraft is overdue on the status board.
8. **Debriefing** - Once an aircrew arrives safely back at the EVAC base the aircrew should be debriefed as to the details of the flight. In the debriefing, information such as weather, traffic, communications problems, etc. should be noted for future flights. Completed flight plans should be kept in the "Completed Flights" folder and the aircraft status board should be updated.
9. **Leads** - If the mission includes the gathering of information or leads, leads should be documented on a lead log and the details should be noted. All leads should be immediately forwarded to the appropriate planning, operations or incident commander for action.
10. **Crew Recycling** - Once a mission is complete the aircrew should prepare the aircraft for another mission, take care of personal necessities and rest. Aircrews should not be assigned for more than 8 hours of flight per day and should not fly unless the crew is adequately rested.
11. **End of Mission** - Upon the completion of the operation all documentation should be forwarded to the Incident Commander for record keeping purposes.