

CHAPTER 8

REPORTING

REVISED JUNE 2024

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CHAPTER 8

REPORTING

1. PILOT TRACKING SYSTEM (WEB-BASED CHP 92 APPLICATION).

- a. General. The purpose of the Pilot Tracking System (PTS) is to document pilot currency, generate pilot training currency reports, and record pilot flight time using an electronically generated CHP 92, Pilot's Monthly Flight Time Report.
- b. History. The PTS incorporates the same information as the CHP 92, which provided a recording of pilot flight time, type of flight time, training received, and instrument time. The PTS uses the same data to produce an electronic CHP 92 that includes pilot currency reports to ensure pilots are within Federal Aviation Administration (FAA) regulations and CHP policy. The application does not replace an FAA required logbook.
- c. Completion. The PTS shall be utilized for recording pilot flight time. All departmental pilots, including those undergoing flight training, shall record flight time in accordance with this manual.
- d. Submission. The PTS shall be updated after each day of flight operations and submitted at the end of the month. The CHP 92, after appropriate aerial supervisor review, shall be placed into the pilot's file, at the area level, by the tenth working day of the following month.
- e. Review. The aerial supervisor shall review the submitted CHP 92 for accuracy.
- f. User Guide. See Annex A for a comprehensive user's guide of the PTS.
 - (1) The user guide provides a detailed explanation for updating the PTS.

2. AIRCRAFT/FLIGHT DUTY REPORT (WEB-BASED CHP 93 APPLICATION).

- a. General. The purpose of the Aircraft/Flight Duty Report (web-based CHP 93 application) is to document flight and ground activities, flight hours, ground and response times, and aircraft down time due to staffing or maintenance.
- b. History. The Aircraft/Flight Duty Report (web-based CHP 93 application) incorporates the same information as the previous CHP 93 and CARS, which reported crew activity, flight hours, ground time, and response time. Unlike the previous versions, the web-based CHP 93 application is based on aircraft call

signs instead of crews. The application was expanded to include documentation of times and reasons an aircraft is not flown, such as extended aircraft maintenance, no crew assignment, non-operational unit (outside of normally manned aircraft time), aircraft on loan to another Division, or crew attendance at required departmental training.

c. Completion. A CHP 93 shall be completed for each assigned aircraft call sign within a Division, excluding the Office of Air Operations (OAO) aircraft, every 24-hour period.

(1) Each CHP 93 is limited to a 24-hour period except when using the maintenance and on-loan status codes in the aircraft status box. Crews should complete a CHP 93 covering multiple days when these two status codes are used.

(2) Each crew change requires the initiation of a new CHP 93, except for training flights with multiple crew changes. There is no limit on the number of CHP 93s completed within a 24-hour period. Since reporting for the application is based on aircraft call signs instead of crew shift times, CHP 93 times will not overlap.

(3) When crews are unavailable to fly due to departmental non-flight training or other required training or no flight time is logged, a CHP 93 is still required to be completed. If a crew is assigned to an aircraft, the activity lines are used. If no crew is assigned, the aircraft status boxes are used.

d. Submission. Crews shall submit CHP 93s within 24 hours after the end of the shift.

e. Review. The aerial supervisor shall review the submitted CHP 93 for accuracy, and to ensure dates and times are correct and cover a 24-hour period. In the event of an extended absence of an aerial supervisor, OAO shall be notified.

f. User Guide. See Annex B for a comprehensive user guide of the Aircraft/Flight Duty Report.

(1) The user guide provides a detailed explanation on the proper completion of the CHP 93.

3. CHP 93F, AIRPLANE FLIGHT HOUR LOG.

a. Completion. The CHP 93F (Annex C) is used to track airplane flight time, tachometer time, and fuel and oil use, and shall be prepared each month. Special attention should be given to the following:

(1) The most current Hobbs reading and appropriate engine tachometer reading or start cycles. The CHP aircraft number, month/year, and location code shall be entered on each page.

(2) After each flight, the pilot shall enter their name, date, ending Hobbs reading, tachometer reading, total hours flown, fuel, location where fuel was obtained, and oil added to the aircraft in the appropriate columns.

b. Remarks. All preflight inspections shall be recorded in this section. Any deficiencies noted upon preflight or postflight shall also be recorded in this section.

(1) The following abbreviations shall be used in the remarks section:

(a) PF – Preflight inspection complete

(b) TA – Turnaround inspection complete

(c) ALF – After last flight inspection complete

c. Close Out of CHP 93F. At the end of each month the CHP 93F will be closed out. The first page of the form for each month will contain the end of the previous month's Hobbs meter and, if applicable, the engine tachometer readings and total flight hours entered in the appropriate spaces.

d. Distribution. The original CHP 93F and all fuel receipts for the month shall be submitted to the aerial supervisor and retained at the unit for three years, plus current.

4. CHP 93TBN, TURBINE AIRPLANE FLIGHT HOUR LOG.

a. Completion. The CHP 93TBN (Annex D) is used to track airplane flight time, number of takeoff/landing cycles, number of start/shutdown cycles, and fuel and oil use. Special attention should be given to the following:

(1) The most current Hobbs reading, takeoff/landing cycles, engine start/shutdown cycles. The CHP aircraft number, month/year, and location code shall be entered on each page.

(2) After each flight, the pilot shall enter their name, date, ending Hobbs reading, number of takeoff/landing cycles, number of engine start/shutdown cycles, total hours flown, fuel, location where fuel was obtained, and oil added to the aircraft in the appropriate columns.

b. Remarks. All preflight inspections shall be recorded in this section. Any deficiencies noted upon preflight or postflight shall also be recorded in this section.

(1) The following abbreviations shall be used in the remarks section:

(a) PF – Preflight inspection complete

(b) TA – Turnaround inspection complete

(c) ALF – After last flight inspection complete

c. Close Out of CHP 93TBN. The CHP 93TBN will be closed out at the end of each month. The first page of the form for each month will contain the end of the previous month's Hobbs meter, previous number of takeoff/landing and engine start/shutdown cycles, and total flight hours entered in the appropriate spaces.

d. Distribution. The original CHP 93TBN and all fuel receipts for the month shall be submitted to the aerial supervisor and retained at the unit for three years, plus current year.

5. CHP 93KA, AIRPLANE FLIGHT LOG - KING AIR.

a. Completion. The CHP 93KA (Annex E) is used to track King Air missions, assigned crew, route of flight, flight time, number of takeoff/landing cycles, number of start/shutdown cycles, fuel use and expenses, 30-day Very High Frequency Omnidirectional Range (VOR), and fire extinguisher checks. Special attention should be given to the following:

(1) The most current aircraft hours and landings total, the hours and cycles total for each engine, the prop time, and the next maintenance due hours and date shall be carried over to each new sheet in the appropriate boxes.

(2) The date of the flight, assigned crew, departure and destination airport for each leg of the flight, number of passengers, the initials of the crew member who completed the weight and balance calculations, engine start and shutdown times, Hobbs flight time, and fuel totals before and after the flight.

(3) After each flight, the crew shall enter which crew member acted as pilot-in-command (PIC) for each leg, the number of takeoffs and landings, if the takeoffs

and landings occurred during the day or night, the number and type of instrument approaches, and the total shift time as PIC for each crew member.

(4) The crew shall indicate the total aircraft hours, landings, engine hours, cycles for each engine, and fuel expenses for each leg of the flight including location, which card was used, total gallons, and total dollar amount.

(5) The crew shall enter any open or deferred discrepancies.

b. Remarks. All preflight inspections shall be recorded in this section. Any deficiencies noted upon preflight or postflight shall also be recorded in this section.

c. Close Out of CHP 93KA. The CHP 93KA will be closed out at the end of each month. The previous month's aircraft hours and landings total, the hours and cycles total for each engine, and the hours and date of the next maintenance due shall be filled out in the appropriate boxes.

d. Distribution. The original CHP 93KA and all fuel receipts for the month shall be submitted to the chief airplane pilot and retained at OAO for three years, plus current.

6. CHP 93S, HELICOPTER FLIGHT HOUR LOG.

e. Completion. CHP 93S (Annex F) is used to track helicopter flight time, cycles, landings, and fuel use. Special attention should be given to the following:

(1) The most current Hobbs reading, appropriate start cycles, CHP aircraft number, month/year, location code, and upcoming inspections shall be entered on each page.

(2) After each flight, the pilot's name, date, ending Hobbs reading, cycle readings, total hours flown, fuel, location where fuel was obtained, and landings shall be recorded in the appropriate columns.

(3) The number of landings shall be recorded when engine or airframe components have time life based on landings.

f. Remarks. All preflight inspections shall be recorded in this section. Any deficiencies noted upon preflight or postflight shall also be recorded in this section.

(1) The following abbreviations shall be used in the remarks section:

(a) PF – Preflight inspection complete

(b) TA – Turnaround inspection complete

(c) ALF – After last flight inspection complete

g. Close Out of CHP 93S. The CHP 93S will be closed out at the end of each month. Only the first page of the form for each month will contain the end of the month Hobbs meter, total cycle readings, and total flight hours entered in the appropriate spaces.

h. Distribution. The original CHP 93S and all fuel receipts for the month shall be submitted to the aerial supervisor and retained at the unit for three years, plus current.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE

California Highway Patrol

WEB-BASED PILOT TRACKING SYSTEM (PTS) USER'S GUIDE

Revised 11-01-2023



Office of Air Operations

This user's guide was written by the California Highway Patrol (CHP) Office of Air Operations. This guide is provided to assist personnel assigned to Air Operations units in the use of the web-based Pilot Tracking System (PTS) program.

The CHP reserves the right to revise this publication at any time without notification of such revisions.

This guide may be copied in its entirety by any CHP Officer or employee for use. Once copied, it is the user's responsibility to revise any copies of this guide as necessary.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

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ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

PILOT TRACKING SYSTEM (PTS) OVERVIEW

PURPOSE

The purpose of the Office of Air Operations Pilot Tracking System (PTS) is to provide for documentation, on a monthly basis, of CHP quarterly pilot training requirements and Federal Aviation Administration (FAA) currency requirements, documentation of all pilot flights in CHP aircraft and other aircraft to meet training and currency requirements, and production of the Pilot's Monthly Flight Time report (CHP 92). It also provides a means to electronically submit CHP 92s for approval.

REQUIREMENTS AND LOGGING ONTO PTS:

To access this system, the user must:

- Use a CHP computer connected to the CHP network.
- Be assigned to the Office of Air Operations (OAO), an air unit, or another office as authorized by OAO.
- Be granted system permissions by a chief pilot or authorized representative.

Once authorized, users access the program at the following web address:

<http://airops.eprise.ad.chp.ca.gov/>.

PILOT'S MONTHLY FLIGHT TIME REPORT (CHP 92)

The CHP 92 provides for recording Departmental pilot flight time. This form does not replace an FAA required logbook. All Departmental pilots, including those undergoing flight training, shall record flight time in accordance with this user guide and policy. Non-departmental times shall not be included unless it serves to meet training, night, or instrument currency requirements.

Completion. Each pilot shall complete a CHP 92 for each calendar month. This CHP 92 shall be completed using the web-based program provided by the Department. If the web-based program becomes temporarily unavailable, the CHP 92 located in the Forms section of the CHP Starpoint can be completed manually by entering the required information listed in this section until PTS becomes available.

Submission. Each completed CHP 92 shall be submitted for review each month. The review process may be conducted electronically or by submitting a printed and signed CHP 92. Chief pilots will designate which process to use. Unit training pilots and/or aerial supervisors shall review each CHP 92 for accuracy and content. Following this review and approval, the CHP 92 shall be submitted to the appropriate chief pilot by the fifth working day of the following month.

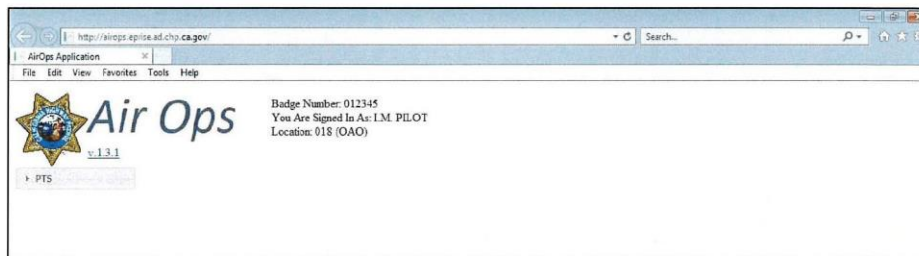
ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

Zero Hour Month. If a pilot does not fly during an entire calendar month, they shall complete a CHP 92 by selecting "Submit Zero Hour Month" on the Flight Log page of the web-based program. The pilot shall provide a reason in the remarks section for not having flown, (e.g., vacation, sick leave, and special assignments).

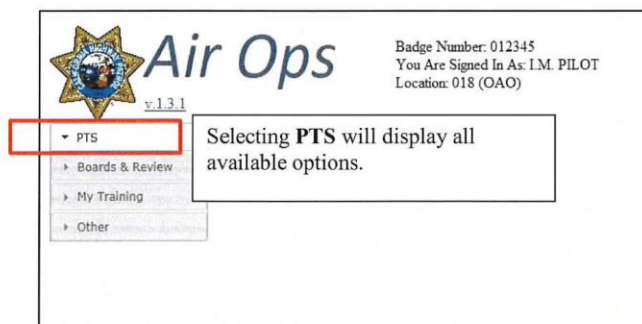
MAIN SCREEN, SUBORDINATE TABS, AND OPTIONS

Upon accessing PTS on the Air Ops web page, the main screen with the **PTS** Tab will be displayed.



Depending on the PTS user's permission settings, different tabs will be displayed under PTS.

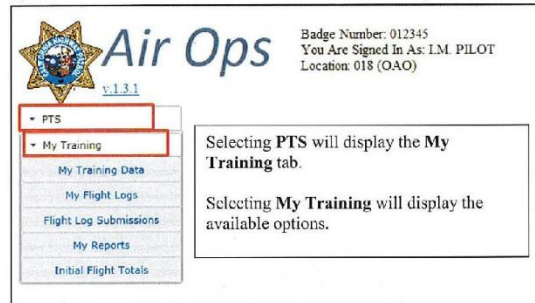
- All Pilots will see the **My Training** Tab.
- Aerial Supervisors and Training Pilots will also see the **Boards and Review** and **Other** Tabs.



ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

MY TRAINING TAB



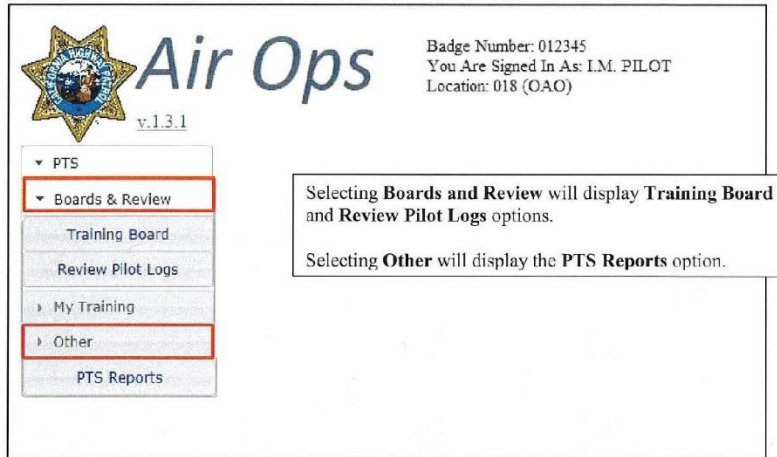
Selecting the **My Training** Tab will display the following options:

- **My Training Data** – Allows the user to set a "default" aircraft type and tail number. Displays expiration dates for various currency requirements. Lists endorsements, restrictions, and external load notes.
- **My Flight Logs** – Contains a table of all flights by month/year and entry boxes to add additional flights to the log.
- **Flight Log Submissions** – Displays a table of monthly flight log electronic submissions and their statuses.
- **My Reports** – Provides access to export flight logs and the following reports: CHP 92, Pilot Summary, and Lifetime Log
- **Initial Flight Totals** – Provides a means to record CHP flight times from paper CHP 92s prior to November 15, 2017.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

BOARDS AND REVIEW TAB



The screenshot shows the 'Air Ops' web interface. At the top left is a logo with a star and the text 'Air Ops v.1.3.1'. To the right of the logo, user information is displayed: 'Badge Number: 012345', 'You Are Signed In As: I.M. PILOT', and 'Location: 018 (OAO)'. Below the logo is a navigation menu with the following items: 'PTS', 'Boards & Review', 'Training Board', 'Review Pilot Logs', 'My Training', 'Other', and 'PTS Reports'. The 'Boards & Review' and 'Other' items are highlighted with red boxes. A text box on the right side of the menu provides instructions: 'Selecting **Boards and Review** will display **Training Board** and **Review Pilot Logs** options.' and 'Selecting **Other** will display the **PTS Reports** option.'

Selecting **Boards & Review** will display the following options:

- **Training Board** – Provides options to view the quarterly training status, training due dates, restrictions, and endorsements for all unit pilots.
- **Review Pilot Logs** – Opens a page to electronically review a pilot's CHP 92 and forward it to the chief pilot.

OTHER TAB

Selecting **Other** will display the following option:

- **PTS Reports** – Provides access to reports for all assigned pilots including Training Reports, Upcoming/Past Due Reports, Export flight logs, CHP 92, Pilot Summary, and Lifetime Log.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

5) GENERAL DEFINITIONS

Day: The time flown between the beginning of morning civil twilight and the end of evening civil twilight as published in the American Air Almanac. Includes all flights, including training "in-category and class" departmental aircraft.

Night: The time flown between the end of evening civil twilight and the beginning of morning civil twilight as published in the American Air Almanac. (14 CFR 1.1) The number of night take-offs and landings is the number conducted during the period one hour after sunset until one hour before sunrise. It includes all flights, including training in "in-category and class" departmental aircraft.

Night Vision Goggles (NVG): The time flown between one hour after sunset to one hour before sunrise as published in the American Air Almanac where the pilot maintains visual surface reference using night vision goggles in an aircraft approved for such an operation. (14 CFR 61.51(k) and 61.1)

Mtn. (Mountain): The time flown above 4,000-foot mean sea level (MSL) for operations conducted in mountainous terrain. This is in addition to day/night contact times. Enter density altitude for mountain landings or hover operations in the "remarks" section.

Non-CHP aircraft: A non-CHP owned or contracted aircraft used to meet the requirements of Federal Aviation Regulation (FAR) 61.57(d) and (e) for night or instrument currency. Note: Flight time(s) are not included in the total sum of the flight hours; only the number of approaches (actual and simulated) and night take-offs and landings are counted in the totals for currency requirements.

Simulated instrument: The time an aircraft or simulator, including instrument procedures trainers, is operated solely by reference to cockpit instruments in simulated instrument conditions (using hood or other appropriate view limiting device in aircraft).

Actual instrument: The time a pilot, who is departmentally certified to act as pilot in command (PIC) (under instrument conditions) of that CHP aircraft, operates it solely by reference to cockpit instruments under actual instrument flight conditions.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

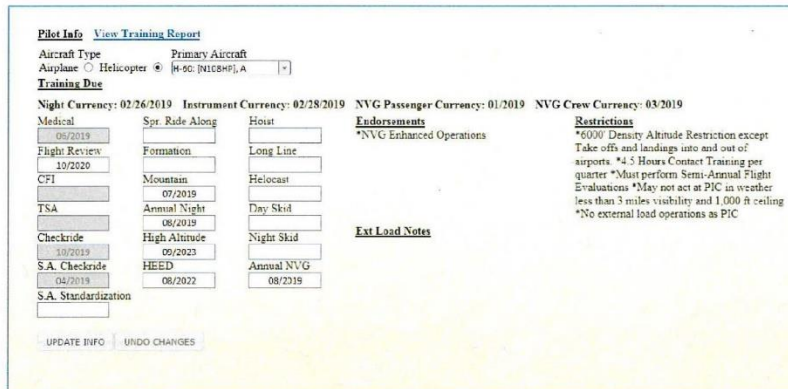
MY TRAINING TAB

My Training tab contains five options: My Training Data, My Flight Logs, Flight Log Submissions, My Reports and Initial Flight Totals.



MY TRAINING DATA

The following page is displayed when My Training Data is selected. It includes a list of Training Due: Night Currency, Instrument Currency, NVG Passenger Currency, NVG Crew Currency, Endorsements, Restrictions, and Ext Load Notes.



NOTE: Greyed-out boxes, FAA currencies, Endorsements, Restrictions, and Ext Load Notes cannot be modified by the pilot. The FAA currencies are updated based on flight entry logs while the others are updated by OAO.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

HEADER INFO

Pilot Info	View Training Report
Aircraft Type	Primary Aircraft
Airplane <input type="radio"/> Helicopter <input checked="" type="radio"/>	H-60: [N108HP], A <input type="text"/>

View Training Report: Selecting this hyperlink will open a new browser window with your training report. The training report lists all due dates, currency dates, endorsements, restrictions, and external load notes.

Aircraft Type: Select the appropriate type of aircraft.

Primary Aircraft: Select a primary tail number to autofill your flight log aircraft and model boxes. This box may be left blank.

FAA CURRENCY DUE DATES

Night currency, instrument currency, NVG passenger currency, and NVG crew currency are automatically updated based on flight log entries.

Training Due			
Night Currency:	02/25/2019	Instrument Currency:	11/30/2018
NVG Passenger Currency:	01/2019	NVG Crew Currency:	03/2019

CHP DUE DATES

Enter the **DUE** dates for the respective boxes as required. Any empty box will be displayed as "n/a" in reports. Requirements for training are located in Highway Patrol Manual (HPM) 100.7, Air Operations Manual, Chapter 4, Training, paragraph 4; Chapter 5, Safety, paragraph 11; and Chapter 11, Helicopter External Load Operations, paragraph 2.

Medical 06/2019	Spr. Ride Along Formation	Hoist Long Line
Flight Review 10/2020	Mountain 07/2019	Helocast Day Skid
CFI	Annual Night 08/2019	Night Skid
TSA	High Altitude 09/2023	Annual NVG 08/2019
Checkride 10/2019	HEED 08/2022	
S.A. Checkride 04/2019		
S.A. Standardization		

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

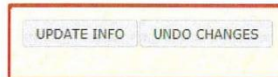
ENDORSEMENTS, RESTRICTIONS AND EXT LOAD NOTES.

These areas are updated by the chief pilots. If they do not match your current restrictions, contact OAO.

<u>Endorsements</u> *NVG Enhanced Operations	<u>Restrictions</u> *6000' Density Altitude Restriction except Take offs and landings into and out of airports. *4.5 Hours Contact Training per quarter *Must perform Semi-Annual Flight Evaluations *May not act as PIC in weather less than 3 miles visibility and 1,000 ft ceiling *No external load operations as PIC
<u>Ext Load Notes</u>	

SAVING CHANGES

Once all updates have been made, click on "Update Info" to update your changes or "Undo Changes" to return to the original entries.



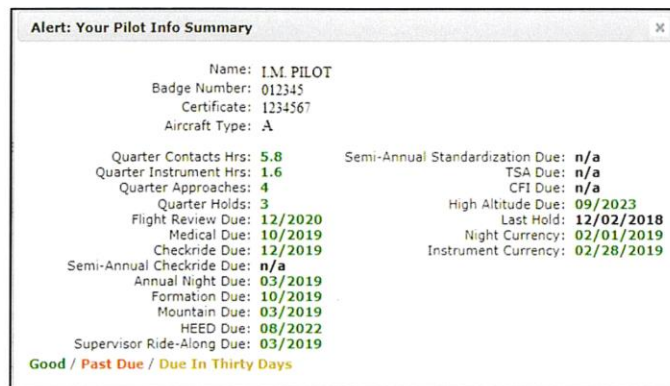
ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

MY FLIGHT LOGS

This page lists the current month's flight logs in a table format. Below this table will be the entry box section to add flight logs to the table.

Upon selecting this option, the Your Pilot Info Summary dialog box will be displayed.



This dialog box displays quarterly requirements and training/currency due dates. This information is based on entries in **My Training Data** and **My Flight Logs**. You can display this screen at any time by clicking the Pilot Info hyperlink below the flight logs.

- Text in **Red** – The item is overdue or quarterly training requirements have not been met.
- Text in **Yellow** – The item is due to expire in 30 days.
- Text in **Green** – The item is current or quarterly training requirements have been met.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE *(continued)*

FLIGHT LOG SEARCH AND TABLE

Pilot Flight Log Search Parameters **Header Section**

Select Month: Select Year: Deleted: Yes No All

Pilot Flight Log Search Results									
	VOIDED		SUBMISSION STATUS	NON CHP	FLIGHT DATE ±	TRAINING FLIGHT	UNIT	AIRCRAFT	DAY HOUR
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED			<input type="checkbox"/>	617	N108HP - AS350B3	0.0
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED			<input type="checkbox"/>	617	N108HP - AS350B3	0.0
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED			<input type="checkbox"/>	617	N108HP - AS350B3	0.0
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED	<input type="checkbox"/>	11/10/2018	<input type="checkbox"/>	617	N108HP - AS350B3	0.0
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED	<input type="checkbox"/>	11/11/2018	<input type="checkbox"/>	617	N108HP - AS350B3	0.0
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED	<input type="checkbox"/>	11/26/2018	<input type="checkbox"/>	617	N108HP - AS350B3	0.0
<input type="button" value="SELECT"/>	<input type="checkbox"/>	<input type="button" value="REMOVE"/>	NOT SUBMITTED	<input type="checkbox"/>	11/28/2018	<input type="checkbox"/>	617	N108HP - AS350B3	0.0
Month Totals:									0
GRAND TOTALS:									0

Buttons

HEADER SECTION:

This box allows for a search of other month's flight logs.

Pilot Flight Log Search Parameters

Select Month: Select Year: Deleted: Yes No All

Select Month/Year. The current month and year will automatically be displayed. Clicking the drop-down arrows will allow you to select additional month/year combinations.

Deleted. Use these buttons to either display or hide records removed from the flight log table.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE *(continued)*

FLIGHT LOG TABLE

Pilot Flight Log Search Results										
	VOIDED		SUBMISSION STATUS	NON CHP	FLIGHT DATE	TRAINING FLIGHT	UNIT	AIRCRAFT		DAY HOURS
SELECT	<input type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/04/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
SELECT	<input type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/07/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
SELECT	<input type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/09/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
SELECT	<input type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/10/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
SELECT	<input type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/11/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
SELECT	<input checked="" type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/26/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
SELECT	<input type="checkbox"/>	REMOVE	NOT SUBMITTED	<input type="checkbox"/>	11/28/2018	<input type="checkbox"/>	617	N108HP - AS350B3		0.0
									Month Totals:	0
									GRAND TOTALS:	0

Page 1 of 1

Select. Use this button to edit flight logs. The information for the flight will be displayed in the entry boxes below.

Remove. This button will remove the entries in this flight log from the totals. It will NOT delete the line. (There is no way to delete a log; you can change the date and enter a different flight.)

Scroll to the right to see all of the data and columns for the flight logs.

NOTE: The flight logs may be hidden using the small black button at the top right corner of the table.



BUTTONS:



Submit Flight Logs. This is part of the electronic submission program. Use this button to submit an electronic CHP 92 to your training pilot or aerial supervisor for review. After clicking this button, you will be asked to confirm your action. The submission status in the flight log will change to "SUBMITTED FOR REVIEW" and the button text will change to "UNSUBMIT FLIGHT LOGS". You will be unable to change any flight logs unless you rescind the logs, or they are returned for corrections.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

View Your CHP 92 Report. Click on this button and a new browser window will display your CHP 92 for the selected month/year.

View CHP 92 Review Notes. Click on this button to review any notes from the training pilot or chief pilot.

Submit Zero Hour Month. Use this button to complete a CHP 92 when you don't fly for the month. Provide a reason in the remarks section for not having flown, (e.g., vacation, sick leave, or special assignments).

FLIGHT LOG ENTRY SECTION:

Links		Flight Entries	
Pilot Info	View Your Training Report	Approaches Total	
Note: NVG fields will now show for all Pilots.		1 ADD	
Non CHP Flight <input type="checkbox"/>			
Aircraft *	Model *	Flight Date *	
N108HP	AS350B3	11/28/2018	
Flight Entries			
Training Given			
Day Hours	Night Hours	NVG Hours	
0.0	0.0	0.0	
Training Received			
Contact Day Hrs	Contact Night Hrs	Contact MTN Hrs	Cont. NVG Hrs
0.0	0.0	0.0	0.0
Instrument Time			
Simulated CHP Hrs/Apr	Simulated Other Hrs/Apr	Actual Instrument Hrs/Apr	<input type="checkbox"/> Trained with a training pilot
0.0	0.0	0.0	<input type="checkbox"/> Holds
0	0	0	<input type="checkbox"/> Track/Intercept
Pilot In Command			
Cross Country	MTN	NVG Hrs/Ops	
0.0	0.0	0.0	
0	0	0	
Day Hrs/T.O./Lnd	Night Hrs/T.O./Lnd	Totals Hrs: 0.0	
0 0	0 0	T.O.: 0 Lnds: 0	
ADD NEW FLIGHT LOG CLEAR			
Remarks *		Flight Partner	
Notes		Departure Airport	
Intermediate Airport		Arrival Airport	

DEFINITIONS:

Time: For recording purposes, flight time corresponds to Hobbs time and is entered in decimal tenths of hours (e.g., 1.3).

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

Day: The time flown between the beginning of morning civil twilight and the end of evening civil twilight as published in the American Air Almanac. Includes all flights, including training in "in-category and class" departmental aircraft.

Night: The time flown between the end of evening civil twilight and the beginning of morning civil twilight as published in the American Air Almanac. (14 CFR 1.1) The number of night take-offs and landings is the number conducted during the period one hour after sunset until one hour before sunrise. It includes all flights, including training in "in-category and class" departmental aircraft.

Night Vision Goggles (NVG): The time flown between one hour after sunset to one hour before sunrise as published in the American Air Almanac where the pilot maintains visual surface reference using night vision goggles in an aircraft approved for such an operation. (14 CFR 61.51(k) and 61.1)

Mtn. (Mountain): The time flown above 4,000-foot MSL for operations conducted in mountainous terrain. This is in addition to day/night contact times. Enter density altitude for mountain landings or hover operations in the "remarks" section.

Non-CHP aircraft: A non-CHP owned or contracted aircraft used to meet the requirements of FAR 61.57(d) and (e) for night or instrument currency. Note: Flight time(s) are not included in the total sum of the flight hours; only the number of approaches (actual and simulated) and night take-offs and landings are counted in the totals for currency requirements.

Contact and Instrument training requirements are located in HPM 100.7 Chapter 4, paragraph 4.

LINKS:

[Pilot Info](#) [View Your Training Report](#)

Note: NVG fields will now show for all Pilots.

Pilot Info. This link will display the Pilot Info Summary dialog box.

View Your Training Record. This link will display a new browser window with your training report. The training report is a one-page report which includes the pilot's quarterly contact and instrument hours, NVG operations, approaches and holds, all due dates, endorsements, restrictions, and external load notes.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

FLIGHT ENTRIES:

Non CHP Flight <input type="checkbox"/>			
Aircraft *	Model *	Flight Date *	
<input type="text" value="N108HP"/>	<input type="text" value="AS350B3"/>	<input type="text" value="11/28/2018"/>	
<u>Training Given</u>			
Day Hours	Night Hours	NVG Hours	
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	
<u>Training Received</u>			
Contact Day Hrs	Contact Night Hrs	Contact MTN Hrs	Cont. NVG Hrs
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Non-CHP Aircraft. If a non-CHP registration number is entered, the “Non CHP Flight” box will automatically be checked. This box can also be manually checked.

Aircraft. Enter the aircraft registration number, starting with "N". If the aircraft is a CHP aircraft or an aircraft used during OAO contracted training (i.e., Helistream or CP Aviation), the N number will appear in the drop-down box. Select the N number to enter the aircraft. If the aircraft is not a CHP aircraft, enter the complete N number.

Model. If a CHP or contracted aircraft is selected, the model will automatically be entered in the model box. If a non-CHP aircraft N number is entered, the model must be manually entered.

Date. Select the date of the flight.

Training Given. This section is only used by the chief pilots, their designated alternates, and unit training pilots. Enter flight instruction time given to other departmental pilots or pilot trainees in the appropriate "Day", "Night", or "NVG" box. The name of the pilot receiving training shall be included in the "remarks" section. Training provided to each pilot shall be entered separately.

Training Received. Enter all training or checkride (evaluation) time received from a designated training pilot, chief pilot, or other person authorized by this manual in the day and/or night boxes. In addition to day/night, enter the associated mountain and NVG training time in the appropriate box as required. The name of the pilot giving the training shall be included in the "Remarks" section.

Instrument Time

<u>Instrument Time</u>			
Simulated CHP Hrs/Apr	Simulated Other Hrs/Apr	Actual Instrument Hrs/Apr	<input type="checkbox"/> Trained with a training pilot
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="checkbox"/> Holds
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> Track/Intercept

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

Sim Inst. Enter the simulated instrument training time. The time is recorded in the upper portion of the split box and the number of approaches is recorded in the lower portion.

Simulated instrument is time an aircraft or simulator, including instrument procedures trainers, is operated solely by reference to cockpit instruments in simulated instrument conditions (using hood or other appropriate view limiting device in aircraft).

CHP. Enter hood training time and/or approaches flown in Departmental aircraft in which they have been departmentally certified.

Other. Enter all instrument training time and/or approaches flown in simulators, instrument procedure trainers, or aircraft, including Departmental, in which the pilot is not departmentally certified.

Actual Instrument. Enter the actual instrument time and/or approaches. The time flown is recorded in the upper portion of the split box and the number of approaches is recorded in the lower portion.

Actual instrument is the time a pilot, who is departmentally certified to act as PIC (under instrument conditions) of that CHP aircraft, operates it solely by reference to cockpit instruments under actual instrument flight conditions.

If accomplished with a training pilot, this time counts towards meeting quarterly training requirements. Enter the training or chief pilot's name in the "remarks" section.

Check Boxes:

Trained with a training pilot. Check this box when an instrument training flight is flown with a training pilot. This time will be included in the quarterly instrument training time.

Holds. Check this box when a hold is performed during simulated or actual instrument flights.

Track/Intercept. Check this box when tracking and intercepting is performed during simulated or actual instrument flights.

Pilot-In-Command (PIC).

Enter the time in accordance with FAR 61.51(c) only when the pilot holds the appropriate pilot rating and is selected for departmental training, or is departmentally certified to act as PIC of that aircraft.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

Pilot In Command					
Cross Country	MTN	NVG Hrs/Ops			
0.0	0.0	0.0			
Day Hrs/T.O./Lnd		Night Hrs/T.O./Lnd		Totals	
0.0		0.0		Hrs: 0.0	
0	0	0	0	T.O.: 0 Lnds: 0	

Cross Country: Enter the appropriate cross-country time IAW 14 CFR 61.1(b).

Mtn. (Mountain): Enter the appropriate mountain time.

NVG Hrs/Ops: Enter the appropriate NVG time and operations IAW 14 CFR 61.57(k).

Day/Night: In the top boxes, enter the total day and/or nighttime for the flight. This time will include training given and received (contact), mountain, NVG, instrument, and cross-country times. The day/night total should equal the total flight time. In the bottom boxes, enter the number of day and/or night take-offs and/or landings.

Totals. The day and night PIC times, take-offs, and landings are automatically calculated.

Approaches.

Approaches	Total
<input type="text"/>	1
	ADD
<div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	

To document both actual and simulated approaches, enter the airport ICAO, the type and number of approach(s) flown. Type in the ICAO and select the approach flown from the drop-down list. Enter the number of approaches and select "Add". These entries will be automatically entered in the remarks section of the CHP 92.

Remarks.

Remarks *
<div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>

Remarks in this box are required. Enter density altitude for mountain landings or hover operations when mountain time is recorded, the type of checkride if appropriate, the name of the training, chief pilot, or supervisor administering training or evaluation, the name of the safety pilot for instrument currency flights, and/or any other comments as needed. You do not need to enter approaches or airports as these are transferred from the approach and airport boxes into the remarks section.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

Notes.

Enter any additional notes as required. Any notes entered into this section are saved in the flight log entry but are not displayed on the CHP 92.

Flight Partner:

Enter the name of the flight officer or pilot as required. This name will not appear in the Remarks section of the CHP 92.

NOTE: The names of training pilots, chief pilots, and supervisors administering training or evaluations, and the names of safety pilots are required entries in the remarks section.

Departure, Intermediate, and Arrival Airport.

Departure Airport
Intermediate Airport
Arrival Airport

Enter the names of airports as required. More than one intermediate airport and/or off-site location can be entered. When entering multiple intermediate airports, or off-site locations, place a single "-" (dash) between each entry. These entries will be automatically entered in the remarks section of the CHP 92.

SAVING FLIGHT LOGS

<input type="button" value="ADD NEW FLIGHT LOG"/>	<input type="button" value="CLEAR"/>
---	--------------------------------------

To enter the flight information into the flight logs, select "Add New Flight Log" when complete.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

MAKING CORRECTIONS

Corrections can be made to any flight log by clicking on SELECT for any flight log in the table.

Pilot Flight Log Search Results							
	VOIDED		SUBMISSION STATUS	NON CHP	FLIGHT DATE ^	TRAINING FLIGHT	UNI
<u>SELECT</u>	<input type="checkbox"/>	<u>REMOVE</u>	NOT SUBMITTED	<input type="checkbox"/>	11/04/2018	<input type="checkbox"/>	61
<u>SELECT</u>	<input type="checkbox"/>	<u>REMOVE</u>	NOT SUBMITTED	<input type="checkbox"/>	11/07/2018	<input type="checkbox"/>	61
<u>SELECT</u>	<input type="checkbox"/>	<u>REMOVE</u>	NOT SUBMITTED	<input type="checkbox"/>	11/09/2018	<input type="checkbox"/>	61

The current entries will appear in the entry boxes below the table. Update the appropriate field(s) and then select the UPDATE FLIGHT LOG button at the bottom of the entries.

The totals for a logged flight may also be removed from the monthly totals by selecting REMOVE. Removed flight logs will remain in the table, but their entries will not be included in the totals and will not be displayed on CHP 92. The DELETED button in the header is used to display or hide these logs.

NOTE: You cannot delete a flight log from the table. If you select Remove, the data for that flight log will not be included in the totals. However, you can change the date of the flight log and then overwrite the existing data with new data for the new date.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

FLIGHT LOG SUBMISSIONS

The **Flight Log Submissions** page is used to manage the electronic submission process for monthly flight logs.

When the electronic submission process is used, pilots shall submit their CHP 92 to their respective training pilots or Aerial Supervisors by using the SUBMIT FLIGHT LOG button in **My Flight Log** or by selecting SUBMIT LOGS FOR REVIEW in the table on this page.

Once the flight logs are submitted for review, the status is changed to "SUBMITTED FOR REVIEW" and they can be reviewed by training pilots and Aerial Supervisors.

Users can retrieve their monthly flight logs until the training pilot or Aerial Supervisor begins the review process of the submitted flight logs. Users can select RESCIND LOGS in the table on this page or the UNSUBMIT FLIGHT LOG button in **My Flight Logs**.

Training pilots and Aerial Supervisors review the flight logs and can either return the flight logs to the pilot for corrections or approve the flight logs. If the flight logs are approved, the respective chief pilot reviews the flight records and will either approve or return the logs for corrections. All reviewers can provide notes, which are viewable by selecting VIEW NOTES.

SEARCHES: Allows searches by month, year, or status.

<u>Flight Logs Submitted Search Parameters</u>			
Select Month	Select Year	Select Status Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="SEARCH"/> <input type="button" value="CLEAR SEARCH"/>

STATUS DEFINITIONS:

SUBMITTED FOR REVIEW: The pilot has submitted the flight logs.

NOT SUBMITTED: The pilot has not submitted the flight logs.

RESCINDED: The pilot submitted the flight logs but pulled them back.

RETURNED TO PILOT: The training pilot has returned the flight logs for corrections.

RETURNED TO TRAINING PILOT: The chief pilot has returned the flight logs for corrections.

COMPLETED BY TRAINING PILOT: The training pilot has approved the flight log.

COMPLETED BY CHIEF PILOT: The chief pilot has approved the flight log.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

RESTARTED REVIEW PROCESS: The flight logs were returned without being approved and the review process must start again.

FLIGHT LOG SUBMISSION TABLE:

Viewing Flight Logs		MONTH/YEAR	STATUS	TOTAL FLIGHTS	
VIEW 92	SUBMIT LOGS FOR REVIEW	11/2018	NOT SUBMITTED	7	
VIEW 92	SUBMIT LOGS FOR REVIEW	10/2018	NOT SUBMITTED	5	
VIEW 92	SUBMIT LOGS FOR REVIEW	09/2018	NOT SUBMITTED	15	
VIEW 92	SUBMIT LOGS FOR REVIEW	08/2018	NOT SUBMITTED	19	
VIEW 92	SUBMIT LOGS FOR REVIEW	07/2018	NOT SUBMITTED	15	
VIEW 92	SUBMIT LOGS FOR REVIEW	06/2018	NOT SUBMITTED	12	
VIEW 92	SUBMIT LOGS FOR REVIEW	05/2018	NOT SUBMITTED	21	
VIEW 92	SUBMIT LOGS FOR REVIEW	04/2018	NOT SUBMITTED	12	
VIEW 92	SUBMIT LOGS FOR REVIEW	03/2018	NOT SUBMITTED	1	
VIEW 92	SUBMIT LOGS FOR REVIEW	VIEW NOTES	02/2018	RESCINDED	13
VIEW 92	SUBMIT LOGS FOR REVIEW		01/2018	NOT SUBMITTED	10
VIEW 92	SUBMIT LOGS FOR REVIEW		12/2017	NOT SUBMITTED	6
VIEW 92	SUBMIT LOGS FOR REVIEW	VIEW NOTES	11/2017	RESCINDED	8

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View 92. Select this link to display the CHP 92.

Submit Logs for Review. Select this link to submit the monthly flight logs for review.

Rescind. Select this link to rescind the monthly flight logs already submitted for review. Note: If the review process has started, this option will not be available.

View Notes. Click this to see notes from the training pilot or chief pilot.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

MY REPORTS

There are three reports available for the pilot on this tab: CHP 92, Lifetime Log, and Pilot Summary. The flight logs can also be exported to an Excel document.

Note: The Training Report is also available in **My Flight Logs**.

To view any report or to export flight logs, select it from the drop-down menu, enter a date if required, and select the "View Report" button.



The screenshot shows a web interface for selecting a report. At the top, it says "Select Report". Below that is a dropdown menu with the text "Select a Report" and a small downward-pointing arrow. Underneath the dropdown are two buttons: "VIEW REPORT" and "CLEAR".

CHP 92

The CHP 92 is displayed when selected and contains the following items:

Totals. Page, monthly, previous, and new totals are automatically calculated and entered into the appropriate columns.

CHP Certification Due Dates. These dates are automatically entered and are based on the entries in the My Training Data page.

FAR 61.57 Requirements. The Night Exp and Instrument Exp dates are automatically calculated based on flight log entries. The Flt Rev Exp and Medical Exp are automatically entered and are based on the entries in **My Training Data**.

Contact Training. Contact training times are automatically calculated based on flight log entries and entered into the appropriate boxes.

Instrument Training. Simulated and actual instrument times and approaches are automatically calculated from the flight logs. Times are entered in the upper portion of the boxes and approaches are entered in the bottom box.

The CHP 92 can also be viewed by selecting the VIEW YOUR CHP 92 REPORT button in **My Flight Logs**.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

PILOT SUMMARY

This report provides a summary of all of the pilot's due dates, IPR hours, and approaches in the past six and 12 months, a summary of the contact training, instrument times, day and night times/take-offs and landings, and NVG times, and operations for each quarter of the current year and each month flight logs were completed.

LIFETIME LOGS

This report provides a list of each flight log entered into PTS.

EXPORT FLIGHT LOG

This option allows the pilot to export all of the data contained within the flight logs to an Excel file.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

INITIAL FLIGHT TOTALS

The Initial Flight Totals option was used to document CHP flight time from paper CHP 92s prior to the implementation of the Pilot Training System on Nov 15, 2017.

If you have years worth of flight log data that you do not plan on entering into this system, please use the below fields to input your flight log totals as they are up to a particular date; input this "cutover" date into the "Hours As Of" field. For example, if you plan on only be entering in flight logs into this system as of 01.14.2017, then input your flight totals as of 01.14.2017. The system should carry this balance of flight totals along with any new flight log data from this date going forward. Note: upon checking the "Void" checkbox and saving, the totals input will not be calculated into your 92 form totals. It is suggested that you input a cutover date that is at the end of a month as to avoid miscalculations on the 92 form.

Hours As Of	Training Given (Total)		Training Received (Total)		Pilot in Command (Total)		
09/30/2015	Day Hours	Day Contact Hrs	Night Contact Hrs	A.I. Hrs/Apps	MTN Hrs		
	0.0	90.4	2.6	1.2	22.5		
	Night Hours	MTN Contact Hrs	NVG Contact Hrs	2			
	0.0	5.0	0.0				
	NVG Hours	S.I. CHP Hrs/Apps	S.I. Other Hrs/Apps	Day Hours/Lnds	Night Hours/Lnds	NVG Hours/Ops	
	0.0	28.1	30.6	1201.5	26.8	0.0	
		44	51	0	62	0	

Void These Values (On Your 92, these values will not be factored into your totals)

UPDATE TOTALS CLEAR CHANGES

All hours prior to a cut-off date are entered into the appropriate fields. To ensure correcting reporting on the PTS CHP 92 quarterly totals, the cut-off date was moved six months before the PTS starting date. Each six-month total was entered as one entry on the last day of each month to display quarter totals on the CHP 92.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

BOARDS AND REVIEW

This Tab has two options: **Training Board** and **Review Pilot Logs**.

TRAINING BOARD

The **Training Board** option lists all pilots for the area and allows training pilots and Aerial Supervisors to review the status of all quarterly training, currency requirements, due dates, endorsements, and restrictions. They can also print training reports for all assigned pilots.

The screenshot shows the 'PTS - TRAINING BOARD' interface. At the top, there are search parameters: 'Select Area' (BORDER DIVISION), 'Select Quarter' (Q4: OCTOBER - DECEMBER), 'Select Year' (2018), and 'Select Aircraft Type' (Airplane, Helicopter, Both). Below this is a table titled 'Border Division Training Board Data: October - December, 2018'. The table has columns for Badge Number, Name, Total Contact, Total Hrs Gvn, Total Inst, Total Appr, Total Holds, NVG Ops, Last Hold, Night Cntrc, Instr. Cntrc, NVG (Pass), and NVG (Crew). The data rows show various pilots with their respective statistics and dates.

BADGE NUMBER	NAME	TOTAL CONTACT	TOTAL HRS GVN	TOTAL INST.	TOTAL APPR.	TOTAL HOLDS	NVG OPS	LAST HOLD	NIGHT CNTRC.	INSTR. CNTRC.	NVG (PASS)	NVG (CREW)
VIEW REPORT 012545	IM PILOT	0	0	0	0	0	0	09/06/2018	10/16/2018	11/30/2018		01/2019
VIEW REPORT		19.2	0	2	4	1	0	10/18/2018	02/05/2019	03/31/2019		
VIEW REPORT		16.1	0	3	7	5	N/A	12/06/2018	03/21/2019	04/30/2019	N/A	N/A
VIEW REPORT		2	5.8	0.4	4	5	N/A	12/06/2018	01/05/2019	03/31/2019	N/A	N/A
VIEW REPORT		8.5	0	1.5	3	1	18	12/07/2018	02/24/2019	02/28/2019	02/2019	03/2019
VIEW REPORT		7	0	1	5	1	47	10/08/2018	08/22/2019	02/28/2019	02/2019	04/2019
VIEW REPORT		2.8	12.8	0.2	4	3	N/A	12/09/2018	03/07/2019	11/17/2019	N/A	N/A
VIEW REPORT		5.8	0	1.6	4	3	N/A	12/02/2018	02/01/2019	02/28/2019	N/A	N/A

SELECT AREA: You can search pilots by quarter, year, and aircraft type.

VIEW REPORT: This link will open a new browser window displaying the training report for the selected pilot. The training report lists all due dates, currency dates, endorsements, restrictions, and external load notes.

VIEW TRAINING BOARD REPORT: This link will open a new browser window displaying the training reports for all pilots in the list.

NOTE: Scroll to the right to see all data and columns.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE *(continued)*

REVIEW PILOT LOGS

The Review Pilot Logs page provides training pilots or Aerial Supervisors access to review, approve, or return pilots' monthly flight logs. Selecting this option will display a search page.

SEARCH:

The search allows for searches by area, pilot, month, year, type of aircraft, or status. Leaving an entry blank will default to all available entries.

Flight Log Review Search Parameters

Select Area: Select Pilot: Select Month: Select Year:

Select Aircraft Type: Airplane Helicopter Both Select Status Code:

After selecting the search parameters and clicking the SEARCH button, a table containing the flight logs will be displayed.

EARLE, JENNIFER Logs for 617 - 2018		FLIGHT PERIOD	STATUS	TOTAL FLIGHTS	BADGE NUMBER	NAME	LATEST UPDATE	UPDATED BY
VIEW LOGS		12/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	15	017969	EARLE, JENNIFER		
VIEW LOGS	VIEW NOTES	11/2018	EARLE, JENNIFER LOGS FOR 617 RESCINDED	11	017969	EARLE, JENNIFER	11/30/2018	017959
VIEW LOGS		10/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	5	017969	EARLE, JENNIFER		
VIEW LOGS		09/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	15	017969	EARLE, JENNIFER		
VIEW LOGS		08/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	19	017969	EARLE, JENNIFER		
VIEW LOGS		07/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	15	017969	EARLE, JENNIFER		
VIEW LOGS		06/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	12	017969	EARLE, JENNIFER		
VIEW LOGS		05/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	21	017969	EARLE, JENNIFER		
VIEW LOGS		04/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	12	017969	EARLE, JENNIFER		
VIEW LOGS		03/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	1	017969	EARLE, JENNIFER		
VIEW LOGS	VIEW NOTES	02/2018	EARLE, JENNIFER LOGS FOR 617 RESCINDED	18	017969	EARLE, JENNIFER	3/30/2018	017959
VIEW LOGS		01/2018	EARLE, JENNIFER LOGS FOR 617 NOT SUBMITTED	10	017969	EARLE, JENNIFER		

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TABLE:

VIEW LOG: If the pilot has not submitted the flight logs, this link will allow you to view the CHP 92. If the pilot has submitted the flight logs, this link will open another page to review the CHP 92.

VIEW NOTES: Click this to see notes from the training pilot or chief pilot.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE *(continued)*

STATUS DEFINITIONS:

SUBMITTED FOR REVIEW: The pilot has submitted the flight logs.

NOT SUBMITTED: The pilot has not submitted the flight logs.

RESCINDED: The pilot submitted the flight logs but pulled them back.

RETURNED TO PILOT: The training pilot has returned the flight logs for corrections.

RETURNED TO TRAINING PILOT: The chief pilot has returned the flight logs for corrections.

COMPLETED BY TRAINING PILOT: The training pilot has approved the flight log.

COMPLETED BY CHIEF PILOT: The chief pilot has approved the flight log.

RESTARTED REVIEW PROCESS: The flight logs were returned without being approved and the review process must start again.

CHP 92 REVIEW PAGE

The screenshot displays the 'Flight Logs for 017909 : 3/2017' page. At the top, there is a menu with icons for save, print, zoom, and a close button, labeled 'Menu for the CHP 92'. Below the menu, the user's name 'JENNIFER EARLE' and other identifying information are shown. The main part of the page is a large table with columns for 'AIRCRAFT', 'TRAINING RECEIVED', 'INSTRUMENT', and 'PILOT IN COMMAND'. The table contains multiple rows of flight log data. To the right of the table, there is a notes section with three distinct areas: 'Type notes here.' (for T.O. notes), 'Chief notes', and 'Previous notes displayed here.' At the bottom right of the page, there are two buttons: 'Accept Logs' and 'Return For Corrections', which are highlighted with a red box.

This page includes the CHP 92 for review, an area to enter notes, and buttons to accept or return the CHP 92.

CHP 92: The CHP 92 includes a menu to save, print, zoom, or show the Adobe Acrobat Reader

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

toolbar.

Notes: Notes can be entered in the top right box and previous notes will be displayed below this box.

Accept Log: To approve the flight logs, select the ACCEPT LOG button. This will display a confirmation box. Click "OK" to approve the flight logs and send them to the chief pilot or "Cancel" to go back.

Return For Correction: If the submitted flight logs need corrections, click on the RETURN FOR CORRECTIONS button. This will also display a confirmation box. Click "OK" to return the flight logs to the pilot or "Cancel" to go back.

When "OK" in the confirmation box is selected, the flight logs will close, and the status will be updated in the table.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

OTHER TAB

This tab has one option - **PTS Reports**.

PTS REPORTS

Training pilots and Aerial Supervisors can print reports for all pilots assigned to their area. In addition to the reports included in **My Reports**, there are two additional reports available:

Pilot Report. This is the same report as the Training Board report.

Upcoming/Past Due Report.

This report lists the due dates for the following items: Checkride, Medical, Flight Review, CPI, TSA, Annual Night, and Night and Instrument Currency.

Overdue items will be listed in red and items due within 30 days will be in yellow.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

ADMIN FUNCTIONS

The PTS admin functions include the PILOT tab and the UTILITIES tab. These tabs are available to users who have been given PTS admin permissions.

PILOT TAB

The Pilot Tab only has one option – MANAGE PILOTS. This option allows users to update information, dates, endorsements, and restrictions for existing pilots and to remove and add pilots to PTS.

When the manage pilots tab is opened, a search bar and a list of all existing pilots are shown. Use the search bar to search by aircraft type, unit, ID, name, pilot status, and overall status.

Pilot Search Parameters

Aircraft Types Unit ID Number First Name Last Name Status Deleted Yes No All

Pilot Search Results:		UNIT	AIRCRAFT	ID #	FIRST NAME	LAST NAME	LICENSE	ACTIVE	VOIDED	
	VIEW REPORT	018	HELICOPTER	012698	GREG	DRAPER	2748134	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RESTORE
SELECT	VIEW REPORT	018	HELICOPTER	013777	TYLER	JOHNS	3096541	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REMOVE
SELECT	VIEW REPORT	018	AIRPLANE	054440	RONNIE	MENESES	5057452	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REMOVE
SELECT	VIEW REPORT	018	AIRPLANE	016700	MARK	MAYLOR	2929745	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REMOVE
SELECT	VIEW REPORT	018	HELICOPTER	018318	BRYAN	SOUZA	3104160	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REMOVE
	VIEW REPORT	041	AIRPLANE	A16092	DARRIN	BIRTS	123456789	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RESTORE
	VIEW REPORT	109	HELICOPTER	012620	STEVE	YOUNGS	2792338	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RESTORE
	VIEW REPORT	109	AIRPLANE	013329	BRYAN	SINGLETON	2798162	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RESTORE
SELECT	VIEW REPORT	109	HELICOPTER	015068	SHAWN	BAINBRIDGE	3189764	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REMOVE

Page 1 of 3 View 1 - 50 of 112

In the search results list:

Select: This will display the selected pilot's information in the boxes below the list. Users can update or edit information in the boxes as required. (See next page for picture.)

When all edits are done, select "UPDATE PILOT" to save the changes.

View Report: This will open the selected pilot's training report in a new tab.

Restore or Remove: Use this link to remove or restore a pilot from be listed in PTS reports and in the Boards and Review section.

When a pilot is removed, the "Voided" box is selected. The "Active" box refers to a user's status for all functions within the Air Ops web page. This option should be selected using the Admin Tab on the Air Ops webpage and not in PTS.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

Pilot Info

Aircraft Type
 Airplane Helicopter ID Number 012345 First Name I.M. Last Name PILOT Unit 617 Certificate 3490029 Status Active Inactive

Training Due

Night Currency: 03/09/2020 Instrument Currency: 02/29/2020 NVG Passenger Currency: 01/2020 NVG Crew Currency: 03/2020

Medical 03/2020 Spr. Ride Along 08/2020 Hoist 03/2020 Endorsements Restrictions
 Flight Review 10/2020 Formation 08/2020 Long Line 02/2019 *Formation Lead *NVG Enhanced only
 CFI Mountain 04/2020 Helocast *Corrective Lenses
 TSA Annual Night 02/2020 Day Skid 03/2020
 Checkride 10/2020 High Altitude 09/2022 Night Skid
 S.A. Checkride HEED 08/2021 Annual NVG 02/2020
 S.A. Standardization

Ext Load Notes

UPDATE PILOT CLEAR

UTILITIES TAB

The UTILITES Tab is used to manage the list of pilot endorsements and restrictions and the list of instrument approaches.

MANAGE RESTRICTIONS AND ENDORSEMENT

The tab is used to add, delete, or update the list of pilot restrictions and endorsements.

When this option is selected, a search bar and search results list are shown. Use the search bar to search by description, aircraft type, endorsement or restriction, and status.

Restriction/Endorsement Search Parameters

Description Aircraft Type Airplane Helicopter Both Endorsement/Restriction Endorsement Restriction Both Deleted Yes No All SEARCH CLEAR SEARCH

Approach Search Results				
	TYPE	AIRCRAFT TYPE	DESCRIPTION	VOIDED
SELECT	ENDORSEMENT	AIRPLANE	ASPEN	REMOVE
	ENDORSEMENT	AIRPLANE	CESSNA 182S	REMOVE
SELECT	ENDORSEMENT	AIRPLANE	CESSNA T206H	REMOVE
SELECT	RESTRICTION	AIRPLANE	CORRECTIVE LENSES	REMOVE
SELECT	ENDORSEMENT	AIRPLANE	FORMATION FLIGHT	REMOVE
SELECT	ENDORSEMENT	AIRPLANE	FORMATION LEAD	REMOVE
SELECT	ENDORSEMENT	AIRPLANE	G-1000	REMOVE
SELECT	ENDORSEMENT	AIRPLANE	GA-8	REMOVE
SELECT	ENDORSEMENT	AIRPLANE	MX-15	REMOVE

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ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

In the search results list:

Select: This will display the selected endorsement or restriction in the box below the list.

Restore or Remove: Use this link to remove an endorsement or restriction from the associated drop-down list. Restore will add the endorsement or restriction back onto the list.

When an endorsement or restriction is removed, the "Voided" box is selected.

Below the list, the edit or add box will be shown. Use this box to edit the type, description, or aircraft type of a selected endorsement or restriction or to add a new endorsement or restriction.

The screenshot shows a form for editing or adding endorsements/restrictions. It features two radio button groups: "Aircraft Type" with options "Airplane" (selected) and "Helicopter", and "Endorsement/Restriction" with options "Endorsement" (selected) and "Restriction". Below these is a large text area labeled "Description". At the bottom of the form are two buttons: "ADD NEW RESTRICTION/ENDORSEMENT" and "CLEAR".

When all edits or additions are done, select "UPDATE RESTRICTIONS/ENDORSEMENTS" or "ADD RESTRICTIONS/ENDORSEMENTS" to save the changes.

MANAGE APPROACHES

The tab is used to add, delete, or update the list of approaches available for selection in PTS. Each procedure can be added, deleted, or edited individually, or the entire list can be updated using a csv or txt file.

Updating Individual Procedures

To update individual procedures, open the Manage Approaches option. Scroll down to the search bar and search results list. Use the search bar to search by procedure name, airport name, airport ID, city, or state.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE *(continued)*

	PROCEDURE NAME	AIRPORT NAME	AIRPORT ID	CITY	STATE	VOL	FLAG	TYPE	VOIDED	REMOVE
SELECT	ARSENAL VISUAL RWY 30	LONG BEACH (DAUGHERTY FIELD)	KLG5	LONG BEACH	CA	SW-3		IAP	<input type="checkbox"/>	REMOVE
SELECT	COPTER NDB RWY 32	TUJI A-HP (HUNTER LIGGETT)	KHGT	FORT HUNTER LIGGETT, CLON	CA	SW-3		IAP	<input type="checkbox"/>	REMOVE
SELECT	COPTER RWAY (GPS) RWY 32	TUJI A-HP (HUNTER LIGGETT)	KHGT	FORT HUNTER LIGGETT, CLON	CA	SW-3		IAP	<input type="checkbox"/>	REMOVE
SELECT	COPTER TACAN RWY 21	CAMP PENDLETON MCAS (MUNN FIELD)	KMFC	OCEANSIDE	CA	SW-3		IAP	<input type="checkbox"/>	REMOVE
SELECT	LOP 1st IALAN RWY 27	IMPERIAL BEACH NOLF (REANI FLD)	KNIS	IMPERIAL BEACH	CA	SW-3		IAP	<input type="checkbox"/>	REMOVE
SELECT	FAIRGROUNDS VISUAL RWY 30L/R	NORMAN Y MINETA SAN JOSE INTL	KSJC	SAN JOSE	CA	SW-2		IAP	<input type="checkbox"/>	REMOVE
SELECT	FOUR STACKS VISUAL RWY 15	BOB HOPE	KEUR	BURBANK	CA	SW-3		IAP	<input type="checkbox"/>	REMOVE
SELECT	CPS RWY 01	WESTOVER FIELD AMADOR COUNTY	KJAO	JACKSON	CA	SW-2		IAP	<input type="checkbox"/>	REMOVE
SELECT	GPS RWY 04	MOJAVE A/R AND SPACE PORT	KMHV	MOJAVE	CA	SW-3	C	IAP	<input type="checkbox"/>	REMOVE

Procedure Name:
 Airport Name: Airport ID:
 City: State:
 Vol: Flag: Type:

In the search results list:

Select: This will display the selected procedure in the box below the list.

Restore or Remove: Use this link to remove an endorsement or restriction from the associated drop-down list. Restore will add the endorsement or restriction back onto the list.

When an endorsement or restriction is removed, the "Voided" box is selected.

Below the list, boxes to edit or add will be shown. Use these boxes to edit the procedure or to add a new procedure.

When all edits or additions are done, select "UPDATE APPROACH" or "ADD APPROACH" to save the changes.

Updating the Approach Database.

In order to update the entire approach database, the current procedures must be downloaded from an FAA website and uploaded into PTS.

Downloading the file:

Go to the FAA Instrument Flight Procedures Information Gateway web page at https://www.faa.gov/air_traffic/flight_info/aeronav/procedures/ and click on the "ADVANCED SEARCH" button. (Hint: Use CTRL-LEFT CLICK on the link below to navigate to the webpage.)

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

The screenshot shows the homepage of the Instrument Flight Procedures Information Gateway. On the left is a navigation menu with categories like 'Aeronautical Information Services', 'Alerts/Notices', 'Catalog of Products', 'Digital Products', 'Order FAA Products', 'Aeronautical Data', 'Obstacle Data', 'Critical DME List', 'Instrument Flight Procedures Information Gateway', 'IFP Request Form', 'IFP Announcements & Reports', 'PBN Implementation Plan', 'IFP Initiation', 'IFP Inventory Summary', and 'Aeronautical Charting Meeting'. The main content area features the title 'Instrument Flight Procedures Information Gateway' and a breadcrumb trail: 'FAA Home • Air Traffic • Flight Information • Aeronautical Information Services • Instrument Flight Procedures Information Gateway'. Below the title is a 'Sign in to Information Gateway' button and a list of services: 'Charts', 'IFP Production Plan', 'IFP Coordination', and 'IFP Documents - Navigation Database Review (NDBR)'. A search bar is present with the text 'Search by' and a 'Go' button. To the right is a video player titled 'IFP Information Gateway Instructional Video' showing a map of the United States.

After clicking on the "ADVANCED SEARCH" button, click on the "State or Territory" drop-down and select "CALIFORNIA."

The screenshot shows the 'Advanced Search' page. The breadcrumb trail is 'FAA Home • Air Traffic • Flight Information • Aeronautical Information Services • Instrument Flight Procedures Information Gateway'. The page title is 'Advanced Search'. Below the title is a 'Search by Location' section with the following fields: 'Service Area' (dropdown menu), 'Region' (dropdown menu), 'State or Territory' (dropdown menu with 'California' selected), 'City' (text input field), and 'Airport ID' (text input field with the example 'Example: KOKC or OKC').

Scroll to the bottom of the page and select "IAP" to limit the search to ONLY Instrument Approach Procedures. Select "SEARCH" to view the results.

ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (continued)

Search for these Chart Types:

- APD
- DP
- HOT
- IAP
- LAH
- MIN
- ODP
- STAR

The "IFP INFORMATION GATEWAY SEARCH RESULTS" page will appear. Scroll to the bottom and click on "Export to CSV" to save the file.

Aeronautical Information Services FAA Home • Air Traffic • Flight Information • Aeronautical Information Services • Instrument Flight Procedures Information Gateway

Alerts/Notices
Catalog of Products
Digital Products
Order FAA Products
Aeronautical Data

IFP Information Gateway Search Results

The IFP Information Gateway is your centralized instrument flight procedures data portal, providing a single-source for:

- Charts — All Published Charts, Volume, and Type*

LOC/DME	PLANT 42	(KPMD)
RWY 25		

Showing results 1 - 50 of 634

< Previous 1 2 3 4 5 6 7 8 9 10 ... Next >

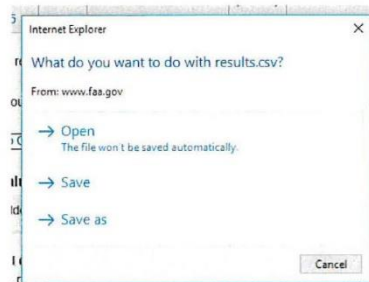
[Export to CSV](#)

Flag Values:

"A" Added since last cycle "D" Deleted since last cycle "C" Changed since last cycle

For general comments, e-mail us at 9-amc-aerochart@faa.gov. For specific questions/comments about airports and/or procedures, please use the "Email FAA" links next the specific Procedure(s) to allow us to support you better.

After clicking "Export to CSV" option, the following dialog box will appear.



ANNEX A

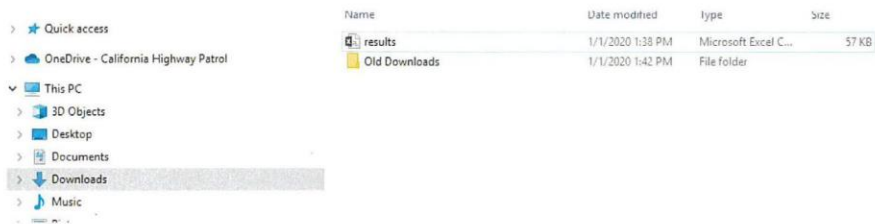
WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

Click "Save" and the file will be saved to your "Downloads" folder as "results". You may be presented with the following Dialog Box at the bottom of your screen. If so, click the "X" at the far right.



Uploading the file to PTS:

To upload a file, it must be modified first. Open the file in Microsoft Excel.



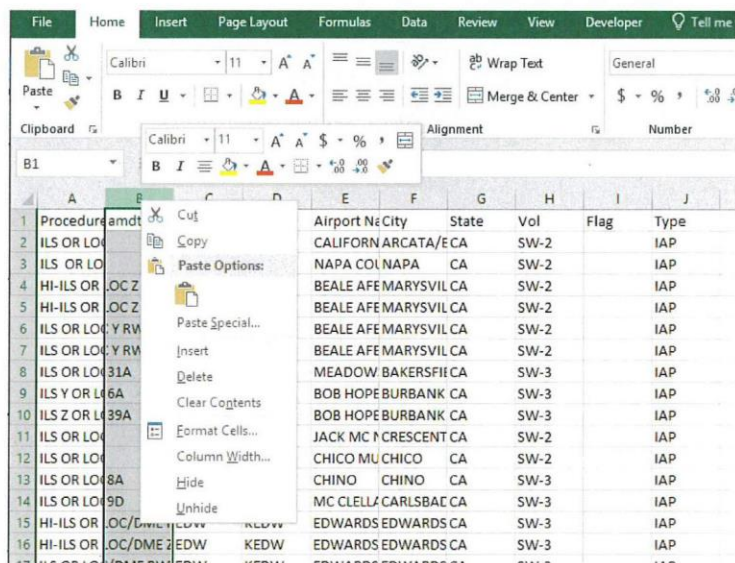
After opening the file, click on the column header "B" to highlight the column.

	A	B	C	D	E	F	G	H	I	J	K
1	Procedure	amdtnum	Airport ID	ICAO ID	Airport N:	City	State	Vol	Flag	Type	
2	ILS OR LO	3	ACV	KACV	CALIFORNARCATA	CA	SW-2			IAP	
3	ILS OR LO	1	APC	KAPC	NAPA COL NAPA	CA	SW-2			IAP	
4	HI-ILS OR	LOC Z RWY	BAB	KBAB	BEALE AFEMARYSVIL	CA	SW-2			IAP	
5	HI-ILS OR	LOC Z RWY	BAB	KBAB	BEALE AFEMARYSVIL	CA	SW-2			IAP	
6	ILS OR LO	Y RWY 15	BAB	KBAB	BEALE AFEMARYSVIL	CA	SW-2			IAP	
7	ILS OR LO	Y RWY 33	BAB	KDAB	BEALE AFEMARYSVIL	CA	SW-2			IAP	
8	ILS OR LO	31A	BFL	KBFL	MEADOW BAKERSFRI	CA	SW-3			IAP	
9	ILS Y OR L	6A	BUR	KBUR	BOB HOPEBURBANK	CA	SW-3			IAP	
10	ILS Z OR L	39A	BUR	KBUR	BOB HOPEBURBANK	CA	SW-3			IAP	
11	ILS OR LO		9	CEC	KCEC	JACK MC CRESCENT	CA	SW-2		IAP	
12	ILS OR LO		12	CIC	KCIC	CHICO M UCHICO	CA	SW-2		IAP	
13	ILS OR LO	8A	CNO	KCNO	CHINO CHINO	CA	SW-3			IAP	
14	ILS OR LO	9D	CRQ	KCRQ	MC CLELLA CARLSBAC	CA	SW-3			IAP	
15	HI-ILS OR	LOC/DME	FEDW	KEDW	EDWARDS EDWARDS	CA	SW-3			IAP	
16	HI-ILS OR	LOC/DME	FEDW	KEDW	EDWARDS EDWARDS	CA	SW-3			IAP	

Once the "B" column is highlighted, right-click, and select "DELETE" to delete the column.

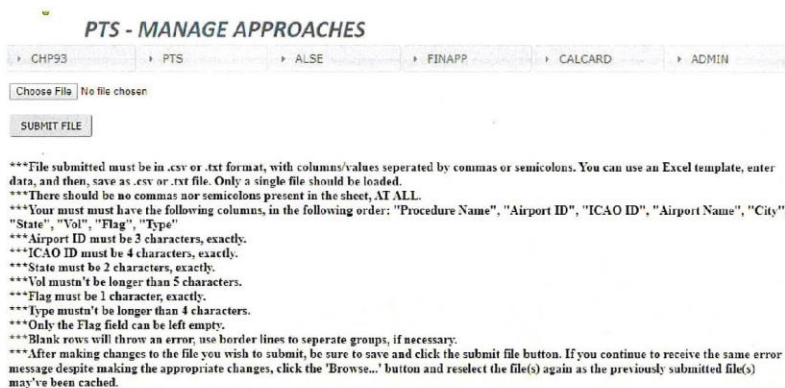
ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE *(continued)*



Once the column has been deleted, save and close the file. The location and name can remain the same.

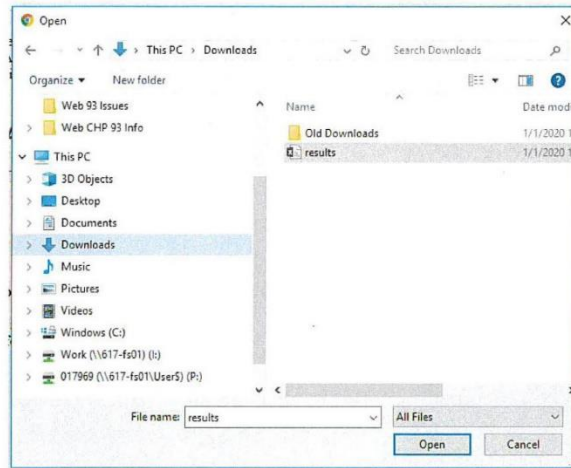
Return to PTS - Utilities - Manage Approaches and select the "Choose File" button to find the file.



ANNEX A

WEB-BASED PILOT TRACKING SYSTEM USER'S GUIDE (*continued*)

The following dialog box will open:



File the file again in "Downloads" (unless it was saved somewhere else.). Select the file and then "Open".

Select "SUBMIT FILE" to upload the file to PTS.



Encountering errors:

If errors are encountered, the most likely cause is that there is a blank field in the "CITY" column. To correct these errors, open the file with Microsoft Excel and find any missing "CITY" fields. Fill in the field with the appropriate city name or county name and then close and save the file. Re-attempt to upload the file again.

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ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE

California Highway Patrol

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT (CHP 93) USER'S GUIDE

Revised 11/02/2022 (v1.4.2)



Office of Air Operations

This user's guide was written by the California Highway Patrol (CHP) Office of Air Operations. This guide is provided to assist personnel assigned to Air Operations units in the use of the web-based program for the Aircraft/Flight Duty Report (CHP 93).

The CHP reserves the right to revise this publication at any time without notification of such revisions.

This guide may be copied in its entirety by any CHP Officer or employee for use. Once copied, it is the user's responsibility to revise any copies of this guide as necessary.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

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ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

OVERVIEW

WEB BASED (WB) CHP 93 PROGRAM:

The purpose of the Aircraft/Flight Duty Report (CHP 93) is to document flight and ground activities, flight hours, ground and response times, as well as aircraft down time due to manning and maintenance.

The WB CHP 93 program incorporates the same type of information as the previous CHP 93 programs (CARS and paper), which reported crew activities, flight hours, response and ground time. Unlike these previous programs, the WB CHP 93 program is based on aircraft callsigns, instead of crews. This program was expanded to include documenting times and reasons an aircraft is not flown, such as extended aircraft maintenance, a crew is not assigned, the unit is non-operational (outside of normally manned aircraft time), the aircraft is on loan to another division, and the crew is attending required departmental training.

Completion. CHP 93s are completed for each assigned aircraft call sign within a division for every 24-hour period, 365 days a year. A CHP 93 can be completed several ways to ensure all times for aircraft callsigns are documented. Units can use the aircraft status box to document times when no crew is assigned to the aircraft, the activity lines when crews are assigned to aircraft, or a combination of both.

Each CHP 93 is limited to a 24-hour time period except when using the Maintenance and On-Loan status codes in the aircraft status box. Crews may complete a CHP 93 covering multiple days when these two status codes are used.

Each crew change requires a separate CHP 93, except for training flights with multiple crew changes. There is no limit on the number of CHP 93s completed within a 24-hour period. Since the WB CHP 93 program is reported based on aircraft callsigns instead of crew shift times, CHP 93s times will not overlap.

When crews are unavailable to fly due to departmental non-flight training or other required training or no flight time is logged, a CHP 93 is still required to be completed. If a crew is assigned to an aircraft, the activity lines are used. If no crew is assigned, the aircraft status boxes are used.

Submission. Crews will submit CHP 93s at the end of the shift unless there are extenuating circumstances. Users are not able to submit a CHP 93 more than 30 days past the 93 Date. CHP 93s with dates beyond this limit require Local Admin/Reviewer action to submit.

Review. At a minimum, the CHP 93 will be reviewed to ensure the CHP 93 dates, start/end times and Hobbs times are correct and align with the adjacent CHP 93 to provide 24/7 coverage. Reviewers will ensure all monthly CHP 93s are reviewed and approved by the 5th day of the following month.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

REQUIREMENTS AND LOGGING ONTO WEB-BASED CHP 93 PROGRAM:

To access this system, the user must:

- Use a CHP computer connected to the CHP network.
- Be assigned to the Office of Air Operations (OAO), a field air operation office or other office as authorized by OAO.
- Be granted system permissions by OAO or authorized representative.

Once authorized, users access the program at the following web address:

<http://airops.eprise.ad.chp.ca.gov/>.

A desktop shortcut (Air Ops Web Link) can be downloaded from the Software Center located in computer programs - Microsoft System Center.

ROLES

There are three roles designated with the WB CHP 93 Program.

- User: This include all pilots and flight officers and other personnel as approved by OAO.

User Permissions:

- Create a CHP 93.
- View unit CHP 93s.
- Update CHP 93s they created or are listed as a pilot or FO.
- Submit CHP 93s they created or are listed as a pilot or FO.

- Local Admin: This includes Aerial Supervisors and unit designated officers.

Local Admin Permissions:

- All User permissions
- Review unit CHP 93s and Return for Corrections or Approve
- Edit data for submitted unit CHP 93s

- Full Admin: This includes persomel designated by OAO.

Full Admin Permissions:

- All User and Local Admin permissions
- Review CHP 93s and Return for Corrections or Approve
- Edit CHP 93s regardless of status

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (continued)

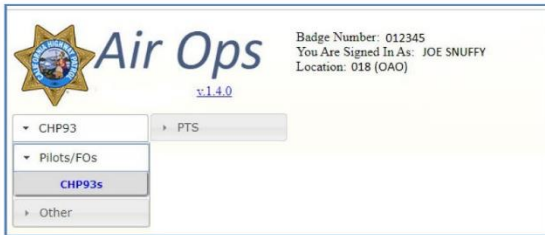
WEB CHP 93

AIR OPS PAGE

Upon accessing the website, the Air Ops page will open. The CHP 93 Tab, along with any other programs for the user is permitted to access, will be displayed.



To see CHP 93 Options, select the CHP93 Tab.



To open CHP 93s, select "Pilot/FO" and then "CHP93s"

To go to CHP 93 Data Reports, select "Other"

THE CHP 93 PAGE

When the CHP 93 Page opens, a List of CHP 93s is displayed.

The screenshot shows the 'CHP93 - CHP93S' page with search filters and a table of records. The search filters include: From Date: 08/06/2019, To Date: 11/04/2019, Call Sign, Pilot FO, and Status. The table has columns for AREA, NCIC, 93 DATE, 93 SIGN, TAIL NUMBER, 93 START TIME, 93 END TIME, HOBBS START, HOBBS END, PILOT 1, FO 1, PILOT 2, FO 2, TIME GAP, HOBBS GAP, STATUS, and CREAT DATE.

AREA	NCIC	93 DATE	93 SIGN	TAIL NUMBER	93 START TIME	93 END TIME	HOBBS START	HOBBS END	PILOT 1	FO 1	PILOT 2	FO 2	TIME GAP	HOBBS GAP	STATUS	CREAT DATE
UPDATE	9617	11/04/2019	H-60	N108HP	0730	0730	14522.8	14524.8	EARLE, JENNIFER	DARLING, DARRIN			5330	-2.0	ACTIVE	11/04/20
REVIEW	9617	11/01/2019	H-60	N108HP	0730	0200	14522.8	14524.8	DE LOS REYES, NILO	GUZMAN, GERALD			8630	33.6	SUBMITTED	11/02/20
REVIEW	9617	10/28/2019	H-60	N108HP	0730	1700	14489.2	14490.2	EARLE, JENNIFER	STERLE, SCOTT			2400	-10.4	REVIEW	10/24/20
REVIEW	9617	10/28/2019	H-60	N108HP	0730	1700	14489.2	14489.2	EARLE, JENNIFER	STERLE, SCOTT			-9.30	-1.0	SUBMITTED	11/02/20
VIEW	9617	10/26/2019	H-60	N108HP	0730	0730	14486.5	14489.6	EARLE, JENNIFER	GUZMAN, GERALD			0.00	6.1	COMPLETED	10/25/20
VIEW	9617	10/25/2019	H-60	N108HP	1700	0730	14490.2	14490.2	EARLE, JENNIFER				9.50	1.0	COMPLETED	10/24/20
VIEW	9617	10/24/2019	H-60	N108HP	0730	1100	14484.1	14485.8	EARLE, JENNIFER		STERLE, SCOTT		0.00	0.0	COMPLETED	10/24/20
VIEW	9617	10/24/2019	H-60	N108HP	1100	1315	14485.8	14487.6	ARRIS, DONOVAN		STERLE, SCOTT		0.00	0.0	COMPLETED	10/24/20
UPDATE	9617	10/24/2019	H-60	N108HP	1215	0730	14487.6	14489.2	DE LOS REYES, NILO	PHOENIX, CHARLES			0.00	0.0	RETURNED	10/24/20
UPDATE	9617	10/23/2019	H-60	N108HP	0730	0730	14482.5	14484.1	ARRIS, DONOVAN	DARLING, DARRIN	EARLE, JENNIFER	GUZMAN, GERALD	0.00	0.0	RETURNED	10/24/20

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

To remove a single entry from a search box with dropdowns, select "delete" with the cursor in the box, and then "ESC". Selecting "Clear" will remove all entries and return the dates to their original setting.

The List View may be minimized by selecting the small black circle at the top left corner of the list. The two arrows in a circle in the bottom left corner can be used to refresh the screen.

The far-left column displays the actions available to a user for each CHP 93. They are:

- View: Select this link to view a CHP 93. The CHP 93s cannot be edited with this option.
- Update: Select this link to update or correct a CHP 93s. CHP93s created by the user or where the user's name appears in the pilot or FO boxes may be edited.
- Review: This action is only available to users with local admin rights and is used to review a CHP 93.

The remaining columns in the List View are self-explanatory except for:

The Gap Columns

- The Hobbs gap shows the difference between the previous CHP 93 Ending Hobbs and the current CHP 93 Starting Hobbs for CHP 93s with the same Tail Number.
- The Time Gap shows the difference between the previous CHP 93 End Time and the current CHP 93 Start Time for CHP 93s with the same Call Sign.
- Anything other than "0" means there is missing time (positive value) or overlapping time (negative value).
- Missing or overlapping times will be underlined. Select the link to highlight the related CHP 93 in the List View and to open the CHP 93.

Status Column: The Status Column describes the current state of the CHP 93. They are:

- Active: The CHP 93 is not complete and is still being worked on.
- Submitted: The CHP 93 has been submitted for review.
- Review: The CHP 93 was opened by local admin user, but was not approved or returned.
- Returned: The CHP 93 was returned to the user(s) for corrections.
- Complete: The CHP 93 was approved.

CREATING A NEW CHP 93

NEW CHP93 To open a new CHP 93, select the green button above the List View. The CHP 93 will open below the List View.

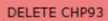
OPENING AN EXISTING CHP 93

To open an existing CHP 93, select "View" or "Update" in the far-left column of the List View. The CHP 93 will open below the List View.

ANNEX B


WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

DELETING A CHP 93

A rectangular button with a red background and white text that reads "DELETE CHP93".

To delete a CHP 93, select the “DELETE CHP93” button near the bottom right of the CHP 93. Once a 93 is completed, it can no longer be deleted.

PRINTING A CHP 93

Two adjacent rectangular buttons with a light yellow background and black text. The left button says "SUBMIT" and the right button says "PRINT".

Select the “PRINT” button at the bottom of the CHP 93 form to open a new window with a printable version of the CHP 93. A CHP 93 can be printed in any status.

SAVING A CHP 93

A CHP 93 is automatically saved after information is entered into a box and the user tabs out or exits the box. It is also saved when the CHP 93 is closed. There is no save button.

SUBMITTING CHP 93 FOR REVIEW

Two adjacent rectangular buttons with a light yellow background and black text. The left button says "SUBMIT" and the right button says "PRINT".

A CHP 93 is submitting by selecting the “Submit” button at the bottom of the CHP 93.

To be submitted, the following items must be correct or contain an entry:

- Aircraft, Tail Number, 93 Date, 93 Start and End Times, and Location Code.
- Flight time entered in the activity lines must equal the total Hobbs Time.
- Remaining time must be zero.
- All activity lines must have an Agency Code.
- All Incidents must have an Agency code, an Assist Type and a CHP Area.
- All Patrol Lines must have an Agency code and a CHP Area.
- When activity lines contain data, a pilot name must be entered.
- The CHP 93 date must be within the submission time limit.

If one of these is not correct, red error message will be displayed below the CHP 93 and the associated box will be highlighted in red.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

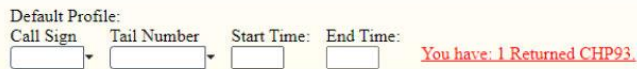
RESCINDING A CHP 93



A CHP 93 can be rescinded and edited after being submitted by a user by selecting the “Rescind” button at the bottom of the CHP 93. This will change the status back to “Active” and the “View” will change to “Update” in the far-left column of the List View. Once the CHP 93 is in Review or Completed status, it can no longer be rescinded.

RETURNED FOR CORRECTIONS

When “Returned” appears in the far-left column of the List View or a red notification statement appears to the right of the Default Profile section, the reviewer has returned a CHP 93 for corrections.



Select “Update” to open the CHP 93 and make required corrections. Selecting the red statement will open returned CHP 93(s) in the List View.

Any comments from the reviewer will be visible below the Additional Pilot and FO comment box. After corrections, the CHP 93 needs to be submitted again for review.

DEFAULT PROFILE

The profile section allows users to enter default entries for selected items. These items will be auto-populated when a user creates a new CHP 93.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

COMPLETING THE WEB CHP 93

ACCOUNTING FOR TOTAL TIME

There are three ways to account for the total time of a CHP 93. A CHP 93 may be completed:

- Using only the Aircraft Status box. The total time between the 93 Start and End Times will match the total time in the Status Box. No crew is assigned to the aircraft, so pilot and/or FO entries are not required.
- Without using the Aircraft Status box. A crew is assigned for the entire time of the CHP 93 and the Activity Lines are used to document all times. The total time between the 93 Start and End Times will match the total time in the Activity Lines.
- Using a combination of the Aircraft Status box and the Activity Lines. The total time between the 93 Start and End times will match the combined total time of the Activity Lines and the Aircraft Status times.

HEADER INFORMATION

CALL SIGNS, TAIL NUMBERS AND LOCATION CODES

Aircraft

Select the call sign to be documented on this CHP 93.

Normally, the callsign will match the assigned tail number, but there are occasions where it may not. For example, if the air unit borrows another division's aircraft to use as a replacement for an assigned aircraft, enter the user's division callsign, not the other division's callsign.

There may be circumstances when a CHP 93 needs to be completed for another division's call sign. If the air unit was temporarily assigned an aircraft from another division in addition to assigned aircraft, the other division's callsign is used on the CHP 93.

Refer to examples at the end of this section.

Tail Number

Select the tail number of the aircraft. The tail number doesn't have to match the assigned call sign.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

Location Code / Name

Enter the CHP 4-digit location code associated with the Division where the aircraft is being flown. The Location code may not match the unit where the tail number or callsign is assigned.

NOTE: Metro will use location code 9518 for all their assigned aircraft, to include assigned Border Division callsign H-62.

Examples of Aircraft, Tail Number and Location Code:

Maintenance Loaner: Golden Gate's assigned aircraft N981HP was temporarily relocated to Coastal to replace N983HP because it was down for maintenance.

- Coastal will complete a CHP 93 with aircraft H-70, tail number N981HP and location code 9708.
- Golden Gate will complete a CHP 93 with aircraft H-30, tail number N981HP, location code 9314 and use the Aircraft Status code "On Loan". This can be done on one CHP 93.

Aircraft Swap: Valley Division and Golden Gate Division swap their assigned airplanes, N159HP and N153HP respectively, for a week.

- Valley Division crew will complete CHP 93s using aircraft A-21, tail number N153HP and location code 9216.
- Golden Gate crews will complete CHP 93s using aircraft A-31, tail number N159HP and location code 9314.

Special Events / Aircraft Temporary Relocations: N108HP from Thermal is temporarily assigned to Metro to support an event for several days in addition to all of Metro's assigned aircraft. Crews flying from Metro will use aircraft callsign H-60 during flights. Crews will complete CHP 93s for N108HP using aircraft callsign H-60, the tail number N108HP, and location code 9518.

Note: Units must coordinate to ensure CHP 93 Start and Ending times and Hobbs times don't overlap or gap.

DATE AND TIMES

93 Date - Enter the date the CHP 93 starts. By default, the day a new CHP 93 is created is entered in the box. Change the date as required.

93 Start Time - Enter the time the CHP 93 starts. This time does not depend on crew shift times or crew availability. It matches the ending time of the previous CHP 93.

93 End Time - Enter the time the CHP 93 ends. Again, this time does not depend on crew shift times or crew availability.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

Example: Crew A starts at 0800 and ends at 1700. Crew B starts at 1500 and ends at 0100. If Crew A turns the aircraft over to Crew B at 1600. Use 1600 for the ending time for the first crew and the starting time for the second crew.

Hobbs Start - Enter the starting Hobbs time to the nearest tenth.

Hobbs End - Enter the ending Hobbs for the 93 to the nearest tenth. Edit the Hobbs end time as required.

Total Flight Times - The flight time is automatically calculated based on the Hobbs start and end times. It is displayed as both decimal hour and as hour: minutes.

CREWS – NAME / ID:

Enter the name or the ID of the crew members assigned to the aircraft during the time covered by the activity lines. Once one is selected, the other box will auto populate with the correct information.

Pilot ID or Name - Select the Last Name or ID of the Primary pilot.

F.O. ID or Name - Select the Last Name or ID of the Primary flight officer.

Pilot ID or Name - Select the Last Name or ID of the Secondary pilot.

F.O. ID or Name - Select the Last Name or ID of the Secondary flight officer.

Every crew change requires a separate CHP 93 with the following exception: Training flights with multiple crew changes can complete one CHP 93 for all training if there are no additional entries besides "T". Crews will include the crew changes and associated flight time and information in the comment section.

No crew names are required when the 93 is completed using only the Aircraft Status Box and no activity lines.

AIRCRAFT STATUS BOX

The Aircraft Status box is used to document the time a callsign was not flown due to one of the statuses listed below.

Status Box Fields:

Aircraft Status: There are four options:

- **Maintenance** - An aircraft is not available to be used due to aircraft maintenance (scheduled or unscheduled). In addition, there is no crew assigned. This status is not used

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

when a crew is assigned and waiting for maintenance to be completed. If an aircraft is in maintenance more than one day, the unit's non-operational hours are included as maintenance time since the aircraft is not available to fly.

- **No Crew Assigned** - An aircraft is available to be flown, but no crew is assigned during the unit's normal operational/duty hours.

Example: There are two aircraft available for B watch, but only one B watch crew. The status for the unused aircraft would be shown as "No Crew Assigned" in the status box.

- **Non-Operational (Non-op) Hours** - An aircraft is available to be flown (i.e. aircraft not in maintenance or on-loan), but the time is outside the unit's normal operational/duty hours. On-call time is included as non-operational hours. If the crew is called in to fly, then the status time and CHP 93 start and end times would be adjusted as needed.

Example: The normal A watch hours for an aircraft are 0800 to 1700 and the B Watch hours are from 1600-0100. There is no C Watch. The non-operational hours are from 0100-0800.

- **On Loan** - An aircraft is not available to be flown because the tail number has been loaned to another unit as a replacement for one of the other unit's tail numbers or as an addition to their assigned aircraft.

Start Date - The CHP 93 start date is automatically entered in this box. Edit this date as required.

Start Time - Enter the start time of the selected status.

End Time - Enter the end time of the selected status.

End Date - The appropriate CHP 93 date based on the end time is automatically entered in this box. Edit this date as required. Except for aircraft in maintenance or on loan, the date should be the same or the next day to keep the CHP 93 times with a 24-hour time limit.

Delete - Selecting this "X" will delete all information in the adjacent status line.

ACTIVITY LINES

The Activity Lines are used to document all flight and ground activities when a crew has been assigned to an aircraft. The lines can include both incidents or non-incidents. All lines are assigned an Alpha Code. Only Incident Alpha Code lines are numbered, and the numbers are auto generated by the program when selected.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

ALPHA CODE: Select one of the following codes:

S - Standby (Ground)

Standby is used to document the time when the aircraft and crew are available to respond to calls while on the ground. This includes pre and post-flight inspections, lunch, refueling, non-mission ground-time, and Departmental non-flight training where the aircraft is immediately available.

P - Patrol (Flight)

The Patrol code is used to document the time is a crew is flying but is not actively involved in an incident. Patrol lines are documented separately for each agency or CHP area supported.

I - Incident (Flight/Ground)

An incident occurs when an aircraft is requested to participate in or the crew self-generates a service for an agency. Patrol is no longer included in this definition and is documented with a separate code.

Flight time during an incident is not mandatory; however, incidents without flight time must include activities such as reconfiguring or repositioning the aircraft, starting aircraft checklists, starting the engine, etc. Monitoring a call or checking weather without additional activity is not considered responding to an incident.

The incident is over when services are no longer required by the supported agency, the crew ends their support, or a new service is started. When an aircraft is diverted from an incident to one of higher priority, and then returns to the original incident, it is recorded on a new Activity Line as a new incident.

Returning to base or an airport after an incident is complete is recorded on a new Activity Line. If the aircraft is available to accept calls, it is entered as "Patrol". If the aircraft is unavailable for calls (low fuel status, rescue configuration, etc.), it is entered as "Other". If the aircraft must return to base and/or refuel and will return to the incident because it is not complete, a new Activity Line is not required, and the flight and ground time is documented with the original incident.

If more than one function is performed during the same incident and for the same agency, these functions may be entered on the same incident line. A detail line may be added below the incident to record additional functions as required.

T - Training/Training Flight (Flight/Ground)

Training includes the time spent in flight and/or ground training for Air Operations related training, checkrides, evaluations, and certifications.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

M - Maintenance (Flight/Ground)

The Maintenance code includes the time engaged in scheduled maintenance activities and the time the crew spends on the waiting on the ground for maintenance to be completed. It can also include the time an aircraft is flown to a maintenance facility. A return flight from maintenance may be coded as Maintenance when a crew is not available for calls and/or is not located within their assigned Division.

A crew must be assigned to the aircraft. If the crew leaves the aircraft at the maintenance facility, the activity line should end when the crew leaves the aircraft. The maintenance time is then documented under Aircraft Status Box.

U - Unscheduled Maintenance (Flight/Ground)

The Unscheduled Maintenance code includes the time engaged in unscheduled maintenance activities and the crew waits on the ground for maintenance to be completed. It can also include the time an aircraft is flown to a maintenance facility for unscheduled maintenance.

A crew must be assigned to the aircraft. If the crew leaves the aircraft at the maintenance facility, the activity line should end when the crew leaves the aircraft. The maintenance time is then documented under Aircraft Status Box.

W - Weather (Ground/Flight)

The Weather code includes the time the aircraft can't respond to calls or is unable to complete current mission due to weather conditions. This would include a response time to a call which is unable to be completed due to weather conditions.

O - Other (Ground/Flight)

The Other code is used when an aircraft and crew are unavailable to respond to calls for reasons other than weather, maintenance, or training. It can include: the crew is in court, the aircraft is returning to an airport due to low fuel, or the crew is completing Department non-flight training and cannot leave the training or are not immediately available respond to calls. Other does not include patrol time or incidents.

Examples: A unit is participating in required departmental training. A crew is designated to respond in the case of a major incident. The crew are required to attend a range function for the first three hours of their training and cannot fly to the range. This time is documented on the CHP 93 in an Activity Line as "Other." When the crew returns to the office and is immediately available for calls, the crew would start a new line using the "Standby" code.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

D – Detail (Flight/Ground)

The Detail code is used to document additional functions or activities that occurred during an incident or on patrol that can't be included on the original activity line. More than one detail line can be added below an incident or patrol. A detail line is not used with these codes: Standby, Training, Maintenance, Unscheduled Maintenance, Weather, and Other.

Besides the addition function or activity, the detail line must include an Agency Code. No times are required. If a time is included with a detail line, the lines need to be in time sequential order.

Delete Row - Select this option to delete the selected line.

INCIDENT NUMBER

Incidents are numbered consecutively starting with "1". The number is automatically entered and is not used with any other Alpha Code except "I".

TIMES

Start Time - Enter the start time of activity line based on the 24-hour clock, format HHMM. Midnight is 0000. This time is auto-populated based on the 93 Date and Aircraft Status entries. The program will enter the latest time into the Start time box.

Activity lines can be sorted by time by selecting the arrows at the top of the Start Time column.

Response Time - Enter the flight time difference between receipt of call and time of arrival at an incident (format HHMM). Response time does not include ground time and is not required for point to point or patrol flights.

Flight Time - Enter the total flight time for the activity, including any response time with the format HHMM.

Ground Time - Enter the total time spent while the aircraft is on the ground for all Alpha Codes with the format HHMM. This can include ground time before, during and after the activity.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

MISSION JUSTIFICATION

The 93 has two new columns (Mission Justification and Response Type)

Flight Time (hhmm)	Ground Time (hhmm)	Mission Justification	Response Type	Agency Code
		▼	▼	

Select the most appropriate mission justification based on the type of mission. There are two main groupings of mission justifications: Law Enforcement/SAR/Other and Training. The mission justification dropdown is as follows:

Mission Justification List

A - ALS/BLS Patient Care
B - Officer Assist/Backup*
C - Emergency Incidents
D - Pursuits
E - Civil Disturbances
F - Search and Rescue
G - Blood/Organs
H - Other Emergencies
I - Required Maintenance
J - Division Commander Approved**
TA - Contact
TB - Instrument
TC - Night Annual
TD - Mountain Annual
TE - NVG
TF - Night
TG - External Load
TH - Phase Training
TI - Checkride

A - ALS/BLS Patient Care		
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TA - Contact		
TB - Instrument		
TC - Night Annual		
TD - Mountain Annual		
TE - NVG		
TF - Night		
TG - External Load		
TH - Phase Training		
TI - Checkride		

Law Enforcement/SAR/Other
Training

* Not to be used for enforcement details

** To be used for Enforcement Details, Patrol, Special Events, PSD's, Pre-Planned/Non-emergency Task Force/Grants

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

RESPONSE TYPE

Response Type List

A - Airborne
S - Stand-by

Select the most appropriate response type based on where the crew is responding from.

AGENCY CODE

The primary purpose of the agency code is to document which agencies are supported and the associated time. Every line is required to have an Agency Code.

Agencies may be searched by name or by NCIC code. Current search parameters required at least 3 characters or numbers.

For incidents, select the code for the agency supported during the incident. This is normally the agency with primary jurisdiction, even when multiple agencies are present. If the agency having jurisdiction is not present at the incident, enter the code for the primary agency you are supporting.

For patrol, enter the agency code for the area the aircraft is patrolling. Normally, this will be a CHP area, but could include State or National parks. If the CHP area over which the aircraft is flying changes, a new line is started to document supporting the new area.

For non-incidents, including Standby, Training, Maintenance, Weather, enter the CHP division to which the aircraft is assigned or temporarily assigned.

ASSIST TYPE

The section is used to document the primary type of officer(s) or agency assisted. Select the most appropriate type of assist.

Assist Type List

CP - CHP Patrol Officer	FDP - Fire Department
CC - CHP Canine Officer	SP - State Parks
CM - CHP MRE	OS - Other State Agency
CS - CHP SRT/Swat	F - Federal
PD - Police Department	T - Tribal
SO - Sheriff's Office	TF - Joint Task Force
EMS - Private Ambulance	O - Other

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

An Assist type is only required on the Incident and Patrol lines.

Federal, Tribal, Other State and State Park Rangers codes will be automatically entered with the associated Agency Code is entered. It can be overwritten if needed.

The following are a few examples. These examples are not all encompassing.

Example #1: You respond to assist at a barricaded 245 PC suspect call in an unincorporated address. Both Sheriff and CHP personnel are at the scene. Since the agency in command of the scene is the Sheriff due to the type of crime and the location, an assist type of SO would be selected.

Example #2: You respond to assist with a search and rescue of an injured hiker. The sheriff is coordinating the search. There is a private ambulance as well as fire department personnel waiting near the landing zone. The private ambulance ends up transporting the injured party to the local hospital. Since the primary incident command is the Sheriff even though fire department and ambulance were on scene, an assist type of SO would be selected.

Example #3: You respond to assist with a fatal collision on a major freeway involving a local police department and 3 other vehicles. Local police department personnel, CHP personnel, fire department personnel, and private ambulance personnel are all on scene. Since the agency with jurisdiction and primary incident command is the CHP, an assist type of CP would be used.

Example #4: You respond to a call of a medical emergency in a rural part of your area. Private ambulance and sheriff personnel have contacted the party. The ambulance has transported the party to a landing zone. CHP subsequently took over patient care and transported the party to a hospital. In this situation, an assist type of EMS would be selected.

CHP AREA

Enter the three-digit CHP Area where the incident occurred. If the area changes during the incident, use the area where the incident began.

A CHP Area is only required on Incident and Patrol lines.

When a CHP Agency Code and other designated agency code is entered, the associated CHP Area Code will be automatically entered. It can be overwritten if needed.

SEARCHES:

Enter the primary object of the search. If the aircraft is requested to search more than one area for the same object(s), the aircraft will take credit for only one search. If a search is canceled and the aircraft is available to accept calls, but is again recalled, credit for another search may be taken. Searches for different types of objects in the same incident can be documented on an additional detail line.

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WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

Search - Enter the appropriate alpha code as listed below which best describes the object of the search.

A	Aircraft	
E	Evidence	
M	Person	Includes missing, lost, 10-31s, non-suspects, etc.
P	Property	Include animals
S	Suspect	
V	Vehicle	

Disposition – Enter the result of the search.

U	Unable to locate	
L	Located	
C	Cancelled	Prior to arrival

Search count – Enter the number of objects searched for, regardless of disposition.

RESCUES AND EXTERNAL LOAD OPERATIONS

The section documents rescue and other external load operations including cargo/equipment long line and hoists.

Rescue Operations:

A RESCUE is defined as the physical removal of a victim from his/her threatening circumstances into an aircraft and is physically transported to a safer location.

A RESCUE ASSIST is defined as participating in a rescue where the aircraft and crew provide information and/or other assistance which assists in the removal of a victim from his/her threatening circumstances. This includes directing other rescue aircraft or rescuers on the ground to the victim, providing a GPS location of the victim, providing communications while overhead the rescue, directing the victim to a trail using lights or PA, etc.

Body recoveries are not considered a rescue. The body is documented in this section as a load, not a victim. Additional documentation is required in the EMS section.

Cargo/Equipment Operations:

Cargo and/or equipment external load operations are documented in this section. These operations may or may not be associated with a rescue. For cargo operations, counts are documented by cargo

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WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

loads, not each individual piece of equipment or items in the load. (i.e. If an airbag and backboard are packaged together and hoisted down to a rescue team, it counts as one load.)

Functions - Select all option(s) used to complete the mission. If more than one function was used during the mission, use a detail line to document the additional function.

H	Hoist!	
OS	Off Site Landing	This was called Remote in CARS.
T	Toe In	
O	One Skid	
HV	Hover	
W	Water	Use this for helocasting only. Hoists in/out of water are documented as hoists
SH	Short Haul	Moving live loads
LL	Long Line	Moving cargo/equipment
RA	Rescue Assist	Used when persons are not transported into the aircraft

Count – For each option used during a mission, enter the number of all live persons (including rescuers) and equipment loads inserted and/or extracted. The counts are documented as follows:

H	Hoist	Count "1" hoist for each down/up cycle for the hook.
OS	Off Site Landing	Count each landing off site as "1" regardless of number of personnel and/or equipment on/off loaded during the landing.
T	Toe In	Count each toe in as "1" regardless of number of personnel and/or equipment on/off loaded during the toe-in.
O	One Skid	Count each one skid as "1" regardless of number of personnel and/or equipment on/off loaded during the one skid.
HV	Hover	Count each hover on/off load as "1" regardless of number of personnel or equipment on/off loaded during the hover.
W	Water	Count each helocast as "1" regardless of number of personnel or equipment on/off loaded during the helocast.
SH	Short Haul	Count "1" for each person moved from one location to another location.
LL	Long Line	Count "1" for each load moved from one location to another location.
RA	Rescue Assist	Enter "1" regardless of the number of services provided.

RESCUE VICTIM COUNT: Enter the total number of live victims rescued during the mission on the primary line. This count does not include rescue personnel inserted/extracted unless the rescuer

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

becomes a victim during the rescue. For cargo/equipment only operations (which include body recoveries), leave this count blank.

RESCUE EQUIPMENT:

This section documents the type of equipment used during a rescue. It does not include rescue personnel unless they use the CHP equipment listed below. If more than one type of equipment was used during a mission, use a detail line(s) to document the other type(s) of equipment used.

Equipment: Select the equipment used to complete the rescue. If "Other" is selected, explain what equipment was used in the comment section.

HS	Hot Seat	Hot Seat or Screamer Suit
AB	Airbag	Air Bag or Bauman Bag
BP	Billy Pugh Net	
S	Strop	
CC	Cinch Collar	
O	Other	Document what was used in the comments section.

Count: Enter the number of persons extracted or inserted with each selected equipment.

EMS (EMERGENCY MEDICAL SERVICES)

This section documents Emergency Medical Services (EMS) provided while on the ground treating and/or preparing to transport or rescue a victim, the transportation of blood, organs or medication, and body recoveries.

EMS: Select the appropriate option listed below.

A	Advanced Life Support (ALS)
B	Basic Life Support (BLS)
F	First Aid
BO	Blood, Organs or Medication Transportation
BR	Body Recovery
C	Cancelled call

EMS count: Enter the number of persons receiving medical treatment or the number of bodies recovered. Enter "1" for transportation of blood, organs or medications regardless of the number of items transported.

NOTE: If you subsequently transport or rescue the person being treated, then also document this in either in the Rescue or Transport function, but not both.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

TRAFFIC COLLISIONS (TC)

Enter the type of traffic collision (TC) which the aircraft responds to or reports. TCs are not also coded as "Assist Motorist" because these services are incidental to the TC. Only one TC is documented per entry.

Select the type of collision responding to or the final coding:

N1	Non-commercial minor injury
N2	Non-commercial moderate injury
N3	Non-commercial major injury
NF	Non-commercial fatal injury
NPD	Non-commercial property damage
C1	Commercial minor injury
C2	Commercial moderate injury
C3	Commercial major injury
CF	Commercial fatal injury
CPD	Commercial property damage

ENFORCEMENT

This section documents cite and release enforcement actions, not arrests. Multiple citations of one type may be entered on the same incident line. If other types of enforcement actions are taken during the same incident, a detail line can be used to document the other types. An enforcement action and an in-custody arrest arising from the same stop should be entered on the same incident or detail line.

Enforcement:

NF	Non-commercial following too closely
NO	Non-commercial other
NS	Non-commercial speed
NU	Non-commercial unsafe passing
CF	Commercial following too closely
CO	Commercial other
CS	Commercial speed
CU	Commercial unsafe passing

Enforcement count: Numbers of citation(s) for each selected function.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

Example: A crew works an enforcement detail from 1000-1200 and 10 citations are written - 6 for speed and 4 for following too closely. One of the drivers stopped for speeding was also arrested for DUI. The primary incident line can document the speeding citation and a detail line can document the following too closely. Another detail line may be used to document the speeding citation and the subsequent arrest, or the arrest may be included on the line containing all the speed citations.

TRANSPORT

The section is used to document the transportation of persons other than required crewmembers and equipment. It does not include rescue or external load operations, the transportation of blood, organs or medications or body recoveries.

Medevac is selected when the aircraft is configured for air medical transport. If someone is transported for medical reasons, but the aircraft is not in air medical transport configuration, then select "Other" transport. Persons transported as part of a rescue are not documented in this section because the definition of a rescue includes transportation to a safe location. However, once at the safe location, if you transport the rescued victim again, then document the transport in this section.

Transport: Select the appropriate alpha code listed below.

I	VIP	VIPS of any agency
C	CHP	CHP uniformed or civilian personnel
A	Allied	Allied agency personnel
M	Medevac	Air ambulance configuration only.
E	Equipment	Equipment
O	Other	Persons not affiliated with an agency or persons transported for medical reasons but not in air ambulance configuration.

Transport count – Enter the number of persons transported or "1" for equipment regardless of number of items.

SURVEILLANCE MISSION

This section documents dedicated surveillance missions requested by an agency. It is not the same as the previous aerial observations, so observing calls, stops, etc. from the air is not included in this section. Select the appropriate agency directing the mission.

C	CHP	CHP requested missions
A	Allied	All other requested missions

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

COMMUNITY ENGAGEMENT

This section documents an aircraft and/or crew participation in a community engagement. Select the most appropriate type of function.

15	Every 15 Minutes	
S	School events	All static events held at schools
OH	CHP Open House	All static events or tours at CHP facilities
SD	Static Displays	Static Displays other than school or CHP events
F	Flyovers	All types of flyovers – memorial, school, sporting events, etc.
O	Other	Explain in comments

PURSUIT

This section documents aircraft responses to and/or participation in any type of pursuit - foot, vehicle, boat, animal, etc. If the pursuit is terminated prior to the aircraft's arrival, include this information in the comment section and document the response time.

Select the type of agency primarily supported during the pursuit. Normally, the agency with jurisdiction is entered. However, if that agency is not on scene when you are overhead, enter the code for the primary agency you are supporting.

C	CHP	CHP initiated or primary when overhead.
A	Allied	All other pursuits

OTHER

When you have an incident that does not meet any of the functions listed above, check this box. An explanation of the incident shall be included in the comments section.

ASSIST MOTORIST

This section documents the reporting or removal of traffic hazards, assistance to disabled vehicles, and abandoned vehicle checks. An assist may be documented on a numbered Incident line or on a Patrol line.

Enter the number of services provided. When multiple services are provided at nearly the same time, multiple entries may be recorded.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

HOMELAND SECURITY

This section documents when an aircraft conducts a Homeland Security check(s). A check may be documented on with numbered Incident line or with a Patrol line. More than one check can be added to a Patrol using additional detail lines.

Select the homeland security site from the dropdown list. (See Appendix D). Division specific or generic codes may be used.

VEHICLE RECOVERY

The section documents the recovery of stolen vehicles to include On-Star, etc. Enter the number of recovered vehicles.

LOJACK RECOVERY

The section documents the recovery of stolen vehicles recovered using the Lojack system. Enter the number of recovered vehicles.

ARRESTS

Enter the number of in-custody arrests resulting from the use of aircraft in the appropriate category. Do not include arrests when the aircraft was not on scene or did not contribute to the arrest.

DUI Arrests - Enter the number of misdemeanor and felony DUI arrests.

Misd Arrests - Number of misdemeanor arrests other than DUI

Felony Arrests - Number of misdemeanor arrests other than DUI.

Examples: If an aircraft responds to a traffic collision and a driver is arrested for DUI, this would NOT be recorded as a DUI arrest as the aircraft did not contribute to the arrest. If the aircraft responds to a hit and run collision, locates the suspect vehicle and the driver is arrested for DUI, this would be recorded as a DUI arrest. Flying a perimeter and a suspect is arrested would count as an arrest.

CAMERA

This section documents uses of the handheld camera or aircraft camera systems. A detail line can be used to document when more than one option is used during an incident. Select from the following options:

I	Infrared	Select when the Infrared camera is used during an incident.
P	Photographs	Select when still photographs are taken using a hand-held camera or the aircraft camera for evidentiary or other documentary purposes.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

R	Recorded Videos	Select when recorded video is taken during/for the incident for evidentiary or other documentary purposes.
D	Downlink	Select when the downlink function is used during the incident.

NVG

The section documents the use of Night Vision Goggles during an incident or patrol. Select the most appropriate option:

EA	Enabled	NVGs used for night mountain operations and/or night external load operations.
EH	Enhanced	NVGs used during any other incident.

NON-RESCUE OFF SITE LANDING

This column documents off-site landings for incidents other than rescue or external load operations.

Enter the number of landings at a non-airport/helipad. Examples include landings to check on an 11-26, to back up an officer, or to transport. Do not include off site landings documented in the rescue section.

LOG NUMBER

The 93 has a dedicated Log # field.

Add Comment	Incident Alpha	Incident #	Start Time (hhmm)	Response Time (hhmm)	Flight Time (hhmm)	Ground Time (hhmm)	Mission Justification	Response Type	Agency Code	Assist Type
<input checked="" type="checkbox"/>										
Log #:		Comment:								

A log should be documented if available (i.e. CHP, Fire, or other Law Enforcement).

COMMENT SECTION

The comment lines below the activity lines are used to document any required comments and other comments associated with the related activity line. These lines can be opened individually by checking the box in the Add Comment column or by using the Open/Close Comment Box.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

OPEN/CLOSE COMMENTS

Use this box to make the comment line default open or remain closed when completing the CHP 93. Selecting this box will check all the Add Comment boxes. Selecting this box again will remove the checks for all comment lines without comments and cause the line to disappear.

Required Comments: Enter preflight information as required by HPM 100.7 and information to explain why an "Other" option was selected. This include other Rescue Equipment, Enforcement, Transportation, and when checking the "Other" box.

Optional Comments: Enter any other information deemed necessary for local unit and/or Division use here.

Additional comments for the CHP 93 can be added in the Additional Pilot/FO Box.

Reviewers may use the Reviewer Comment box as needed to provide comments on the CHP 93 or to provide instructions to the users for corrections to the CHP 93.

CHP 93 TOTAL TIME AND ACTIVITY SECTION

The following times are displayed:

Total Time: The total time accounted for on this CHP 93.

Activity Time: The total time accounted for in the activity lines. This will be the sum of Flight Time and Ground Time.

Aircraft Status Time: The total time accounted for the Aircraft Status Box.

Remaining Time: The difference between Total 93 Time and the sum of the Activity Time and Aircraft Status Time. This box will turn green when the remaining time is 0.

The activity totals are automatically calculated on the bottom row.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

TIPS FOR ENTERING INFORMATION:

All boxes can be searched by typing the name or the code. 3 characters minimum are needed.

Wait for the Agency Code drop-down box to populate before tabbing out of the box.

To delete the entire entry at in a box with one key stroke, place the cursor in the box and select "Delete". It will delete the entire entry at once.

If the drop-down list is visible and "TAB" is selected, the program will enter a selection into the box. Select "ESC" to close the drop-down box and then select "Tab" to move out of the box. If you use "Shift-Tab" to go backwards, "Shift" may cause the drop-down box to appear. You can select "ESC" and then "Tab", or move forward first to a number only column and then use Shift Tab to go back, or use the mouse to select another box.

If sequential times are wrong, deleted the wrong time and then tab or click out. The new time will be entered.

Skip entering the 0s before a time. i.e. 10 min is entered as 10 and will auto format to 0010.

Skip entering the N, H or A for tail numbers and callsigns. Enter the numbers only.

Space bar will click the Other or Comment Box.

If the CHP 93 End Time need to be changed, ensure the Aircraft Status box end time is changed first. The program will not let you change the end time if this time is included in the status box.

Cal Fire can be searched by using CDF or CALFIRE. Dept. of Parks and Rec can be searched using "PARKS".

Only Patrol and Incident lines require a CHP Area and only Incident Lines require an Assist Type.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

REVIEWING A CHP 93

Aerial Supervisors and designated officers have permission to review submitted CHP 93s. The review function was incorporated into the CHP 93 Page, so there is not a separate section like CARS.

At a minimum, the CHP 93 will be reviewed to ensure the CHP 93 dates, start/end times and Hobbs times are correct and align with the adjacent CHP 93 to provide 24/7 coverage.

Review Process:

To locate CHP 93s requiring approval, reviewers can use the filters in the List View to find CHP 93s in Review or Submitted status or reviewers can look at the far-left column of the List View to see the CHP 93s requiring review.

To open a CHP 93 for review, select "Review" in the far-left column. The reviewer may approve the CHP 93 or return the CHP 93 for corrections. A comment box is available to provide comments to the user regarding required corrections or other comments as desired.

Reviewer can edit all areas of a CHP 93 entries as needed.

NOTE: If a Reviewer edits a CHP 93, red error messages and red boxes will appear to show any errors. This will not prevent a reviewer from approving a CHP 93, so reviewers should resolve all errors with red boxes before approving the CHP 93.

Once a CHP 93 is approved, its status is changed to "Completed". Reviewers will not be able to make additional changes and will need to contact OAO or a user with Full Admin permissions to make any changes.

Time Frames: Reviewers should review CHP 93s on a daily basis to ensure any corrections can be made within the designated time limits.

Reviewers can approve CHP 93s after the 30-day time limit. However, if the CHP 93 is beyond the 30-day time limit and it is returned for corrections, the user will not be able to submit it again with reviewer intervention.

To provide accurate data for monthly reports, reviewers will ensure all CHP 93s for the month are approved by the 5th day of the following month.

If a user is a reviewer but the "Review" option does not appear, please contact OAO.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (*continued*)

REPORTS

The purpose of the Reports is to provide users with the data collected in the CHP 93 program. Various filters can be used to gather specific data as required.

These reports are not intended as standalone printable reports, but are for users to gather data for use in separate reports. Both reports are exportable to Excel which can be used as databases for report templates.

NOTE: Only COMPLETED CHP 93 are used in these reports.

ACCESSING REPORTS

Users have access to CHP 93 data for all CHP 93s with their name in the Pilot or FO boxes. Local Admin users have able to access data for the assigned air unit.

TYPES OF REPORTS

BASIC REPORT

This report allows users to select specific data to view. The filters are based on the CHP 93 entries and associated drop down lists.

The following items are displayed in this report:

Flt. Time	Flight Time
Grnd. Time	Time spent on the ground.
Stat. Time	Time in the Aircraft Status Boxes including: No Crew Assigned, Non-Operational Hours and Maintenance
Agen. Code Count	The number of times an Agency Code was entered in the Activity lines.
Asst. Type Count	The number of times an Assist Type was entered in Activity Lines. Can be used to count the number of assists to agencies.
CHP Area Count	The number of times a CHP Area Count was entered in Activity lines.
Srch. Type Count	The number of times a Search Function was entered in Activity lines.
Srch. Sum	The total number of objects, persons, etc searched for.
Disp. Type Count	The total number of times a search dispo was entered in Activity lines.
Rscu. Type Count	The total number of Rescue Functions entered in Activity lines.
Rscu. Type Sum	The total number of Rescue Functions performed.
Rscu. Vctm. Sum	The total number of live victims rescued.

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Equip. Used Type Count	The total number of times an equipment function was entered in a Activity line.
Equip. Used Sum	The total number of times a piece of rescue equipment was used.
EMS Type Count	The total number of times an EMS function was entered in Activity lines.
EMS Sum	The total number of EMS functions performed.
TC Count	The total number of Traffic Collision responded to or on scene with.
Enf. Type Count	The number of Enforcement Functions entered in Activity lines.
Enf. Sum	The total number of Enforcement actions taken.
Trnsp. Type Count	The total number of Transport Functions entered in Activity lines.
Trnsp. Sum	The total number of Transports performed.
Srvl. Msn Count	The total number of Surveillance Missions performed.
Comm. Eng. Count	The total number of Community Engagements performed.
Prst. Count	The total number of Pursuits responded to or on scene with.
Asst. Motr. Sum	The total number of Motorist Assists performed.
Hmlnd. Sec. Count	The total number of Homeland Security Checks performed.
Veh. Rec. Sum	The total number of vehicles recovered except when Lo Jack used.
Lo jack Rec. Sum	The total number of vehicles recovered using Lo Jack.
DUI Arst. Sum	The total number of DUI arrests
Misd. Arst. Sum	The total number of misdemeanor arrests.
Fel. Arst. Sum	The total number of felony arrests.
Cam. Count	The total number of times a Camera Function was entered.
NVG Count	The total number of times an NVG function was entered.
Non Rscu. Off Site Lnd. Sum	The total number of times an aircraft landed off site for non-rescue related incidents.

NOTE: Function counts are the number of times a function was entered and is not the sum.

EXPANDED REPORT

This report provides a total for columns in the CHP 93 and their associated dropdown items. Users can search by date, unit, callsign, and officer ID. The following totals are displayed in this report:

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE (continued)

Flight Time	Rescue Victim (Count)
Assist: CHP	EMS: ALS
Assist: Allied	EMS: BLS
Assist: TOTAL	EMS: Body Recovery
Assist Type: Patrol Officer	EMS: Blood, Organ and Med Trans
Assist Type: Canine Officer	EMS: First Aid
Assist Type: Mobile Road Enforcement	EMS: Cancelled
Assist Type: SRT/SWAT	Traffic Collision: Non Comm Minor
Assist Type: State Park Rangers	Traffic Collision: Non Comm Mod
Assist Type: Other State Agency	Traffic Collision: Non Comm Major
Assist Type: Federal Agency	Traffic Collision: Non Comm Fatal
Assist Type: Tribal	Traffic Collision: Non Comm Prop Damage
Assist Type: Fire/EMS	Traffic Collision: Comm Minor
Assist Type: Task Force	Traffic Collision: Comm Mod
Assist Type: Other	Traffic Collision: Comm Major
Search: Aircraft	Traffic Collision: Comm Fatal
Search: Evidence	Traffic Collision: Comm Prop Damage
Search: Person	Traffic Collision: TOTAL
Search: Property	Enforcement: Non Comm Speed
Search: Suspect	Enforcement: Non Comm Follow To Close
Search: Vehicle	Enforcement: Non Comm Unsafe Lane Change
Search: Other	Enforcement: Non Comm Other
Search: TOTAL	Enforcement: Comm Speed
	Enforcement: Comm Follow To Close
Dispo: UTL	Enforcement: Comm Unsafe Lane Change
Dispo: Locate	Enforcement: Comm Other
Dispo: Cancelled	Enforcement: TOTAL
Rescue Type: Hoist	Transport: Allied
Rescue Type: Off-site Landing	Transport: CHP
Rescue Type: Hover	Transport: VIP
Rescue Type: One Skid	Transport: Medevac
Rescue Type: Toe-In	Transport: Other
Rescue Type: Water	Transport: Equipment Only
Rescue Type: Short Haul	Transport: TOTAL
Rescue Type: Long Line	Surv.Msn: CHP
Rescue Type: Assist Only	Surv.Msn: Allied
Rescue Type: Cancelled	Surv.Msn: TOTAL
Rescue Equipment: Billy Pugh	Community Engagements: Every 15 Minutes
Rescue Equipment: Air Bag	Community Engagements: School
Rescue Equipment: Cinch Collar	Community Engagements: Static Display
Rescue Equipment: Hot Seat	Community Engagements: Flyover
Rescue Equipment: Strop	Community Engagements: CHP Open House
Rescue Equipment: Other – explain.	

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Community Engagements: Other
Community Engagements: TOTAL
Pursuit: CHP
Pursuit: Allied
Pursuit: TOTAL
Other Mission
Assist Motorist
Homeland Security Checks
Vehicle Recovery
Lojack Recovery
DUI Arrest
Misd Arrest
Felony Arrest
Camera: Infrared
Camera: Recorded Video
Camera: Photos
Camera: Downlink
Camera: TOTAL
NVG: Enhanced
NVG: Enabled
NVG: TOTAL
Non-Rescue Off Site Landing

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

ADMIN FUNCTIONS

Under Development

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

APPENDIX A – AGENCY CODES

Federal and State Agencies / Code

FEDERAL	
Army Corps of Engineers	ACE
AMTRAK	AMTK
Bureau of ATF	ATF
Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Customs & Border Protection	CBP
Centers for Disease Control	CDC
Drug Enforcement Admin	DEA
Dept of Agriculture	DOA
Defense of Defense	DOD
Dept of Energy	DOE
US Dept of Justice	UDOJ
Dept of State	DOS
US Dept of Trans.	UDOT
Environmental Protect. Agency	EPA
Fed Aviation Admin	FAA
Fed Bureau of Investigation	FBI
Fed Emerg. Management Agency	FEMA
Fed Highway Admin	FHA
Fed Railroad Admin	FRA
Fed Transit Admin	FTA
Immigration & Customs Enforcement	ICE
Maritime Admin	MA
National Hwy Traffic Safety Admin	NHTS
National Oceanic & Atmos. Admin	NOAA
National Park Service	NPS
National Trans Safety Board	NTSB
Transportation Security Admin	TSA
US Coast Guard	USCG
US Forest Service	USFS
US Fish and Wildlife Service	USFW
US Geological Survey	USGS
US Secret Service	USSS

STATE	
Alcohol Beverage Control	ABC
Air Resources Board	ARB
Bureau of Narcotics Enforcement	BNE
Dept of Forestry & Fire Protection	CFIR
CA State Trans, Agency	CSTA
CA Dept of Trans	CTRN
CA Exposition & State Fair	CESF
CA Public Utilities Commission	PUC
Dept of Corrections and Rehab	DCR
Dept of Fish and Wildlife	DFW
Dept of General Services	DGS
Dept of Motor Vehicles	DMV
Dept of Insurance	DOI
CA Dept of Justice	CDOJ
Dept of Parks & Rec	DPR
Dept of State Hospitals	DSH
Dept of Water Resources	DWR
High-Speed Rail Authority	HSRA
Office of Emergency Services	OES
Office of the Governor	GOV
State Water Resources Board	SWB
CA University/College	CSU
Oregon State Agency	OR
Nevada State Agency	NV
Arizona State Agency	AZ

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Law Enforcement Agency / NCIC

ALAMEDA SO	0100
Alameda PD	0101
Albany PD	0102
Berkeley PD	0103
Emeryville PD	0104
Fremont PD	0105
Hayward PD	0106
Livermore PD	0107
Newark PD	0108
Oakland PD	0109
Piedmont PD	0110
Pleasanton PD	0111
San Leandro PD	0112
Union City PD	0113
East Bay Reg Park PD	0114
BART PD	0121
ALPINE SO	0200
AMADOR SO	0300
Ione PD	0302
Jackson PD	0303
Sutter Creek PD	0305
BUTTE SO	0400
Chico PD	0402
Gridley PD	0403
Oroville PD	0404
Paradise PD	0405
Butte Co Narcotic TF	0410
CALAVERAS CO SO	0500
Angels Camp PD	0501
Amador/Calav/Tuol NET	0504
COLUSA CO SO	0600
Colusa PD	0601
Williams PD	0602
CONTRA COSTA CO SO	0700
Antioch PD	0701
Brentwood PD	0702
Clayton PD	0703
Concord PD	0704
El Cerrito PD	0705

Hercules PD	0706
Pittsburg PD	0708
Pleasant Hill PD	0709
Richmond PD	0710
San Pablo PD	0711
Walnut Creek PD	0712
Kensington PD	0713
Martinez PD	0714
Moraga PD	0716
CoCo Co. Narc Enf Team	0728
DEL NORTE CO SO	0800
Crescent City PD	0801
EL DORADO CO SO	0900
Placerville PD	0901
South Lake Tahoe PD	0902
FRESNO CO SO	1000
Clovis PD	1001
Coalinga PD	1002
Firebaugh PD	1003
Fowler PD	1004
Fresno PD	1005
Huron PD	1006
Kerman PD	1007
Kingsburg PD	1008
Mendota PD	1009
Orange Cove PD	1010
Parlier PD	1011
Reedley PD	1012
Sanger PD	1013
Selma PD	1015
GLENN CO SO	1100
Orland PD	1101
Willows PD	1102
HUMBOLDT CO SO	1200
Arcata PD	1201
Eureka PD	1203
Ferndale PD	1204
Fortuna PD	1205
Rio Dell PD	1207

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ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Humboldt Co Narc. Team	1212
Humboldt Co Marshal	1291
IMPERIAL CO SO	1300
Brawley PD	1301
Calexico PD	1302
Calipatria PD	1303
El Centro PD	1304
Imperial PD	1306
Westmoreland PD	1307
Imperial Co Narc. Team	1310
INYO CO SO	1400
Bishop PD	1401
Independence PD	1402
KERN CO SO	1500
Arvin PD	1501
Bakersfield PD	1502
Delano PD	1503
McFarland PD	1505
Ridgecrest PD	1506
Shafter PD	1507
Taft PD	1508
Tehachapi PD	1509
California City PD	1511
China Lake PD	1513
Bear Valley PD	1515
KINGS CO SO	1600
Corcoran PD	1601
Hanford PD	1602
Lemoore PD	1603
LAKE CO SO	1700
Lakeport PD	1701
Clearlake PD	1702
LASSEN CO SO	1800
Susanville PD	1801
LOS ANGELES CO SO	1900
Alhambra PD	1901
Arcadia PD	1902
Azusa PD	1905
Baldwin Park PD	1906
Bell PD	1907
Bell Gardens PD	1909

Beverly Hills PD	1910
Burbank PD	1912
Claremont PD	1913
Covina PD	1916
Culver City PD	1918
Downey PD	1920
El Monte PD	1922
El Segundo PD	1923
Gardena PD	1924
Glendale PD	1925
Glendora PD	1926
Hawthorne PD	1928
Hermosa Beach P.D.	1929
Huntington Park PD	1931
Inglewood PD	1933
Irwindale PD	1934
La Verne PD	1938
Long Beach PD	1941
Los Angeles PD	1942
Manhattan Beach PD	1944
Maywood PD	1945
Monrovia PD	1946
Montebello PD	1947
Monterey Park PD	1948
Palos Verdes Estates PD	1951
Pasadena PD	1953
Pomona PD	1955
Redondo Beach PD	1956
San Fernando PD	1961
San Gabriel PD	1962
San Marino PD	1963
Santa Monica PD	1965
Sierra Madre PD	1966
Signal Hill PD	1967
South Gate PD	1969
South Pasadena PD	1970
Torrance PD	1972
Vernon PD	1973
West Covina PD	1975
Whittier PD	1976
LA Harbor Port Warden	1988

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

LA Airport PD	7080
LA School Dist PD	190B
Burbank Airport PD	190N
MADERA CO SO	2000
Chowchilla PD	2001
Madera PD	2002
MARIN CO SO	2100
Belvedere PD	2101
Fairfax PD	2103
Twin Cities PD	2104
Mill Valley PD	2105
Novato PD	2106
Ross PD	2107
San Anselmo PD	2108
San Rafael PD	2109
Sausalito PD	2110
Tiburon PD	2111
Marin Co Crime TF	2116
MARIPOSA CO SO	2200
MENDOCINO CO SO	2300
Fort Bragg PD	2301
Ukiah PD	2303
Willits PD	2304
Mendocino Co Narc TF	2307
MERCED CO SO	2400
Atwater PD	2401
Dos Palos PD	2402
Gustine PD	2403
Livingston PD	2404
Los Banos PD	2405
Merced PD	2406
MODOC CO SO	2500
MONO CO SO	2600
Mammoth Lakes PD	2601
MONTEREY CO SO	2700
Carmel PD	2701
Del Rey Oaks PD	2702
Gonzales PD	2703
Greenfield PD	2704
King City PD	2705
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Coronado Fire	37045
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Encinitas Fire Dist	37065
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Lodi Fire	39045
Manteca Fire	39050
Mokelumne Rural Fire	39125
Montezuma Fire Dist	39095
Ripon Fire Dist	39060
Stockton Fire	39065
Thornton Fire Dist	39115

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Tracy Fire	39120
Waterloo Morada Fire Dist	39105
Woodbridge Fire Dist	39130
Atascadero Fire	40010
Cambria Fire Dist	40020
Cayucos Fire Dist	40025
Diablo Canyon Fire	40026
Five Cities Fire	40027
Morro Bay Fire	40040
Paso Robles DES	40050
San Luis Obispo Co Fire	40080
San Luis Obispo Fire	40060
San Miguel CSD	40065
Santa Margarita Vol. Fire	40070
Templeton Fire	40075
North Co Fire Auth	41010
Central Co. Fire	41556
San Carlos/Redwood Fire	41005
Coastside Fire Dist.	41045
Colma Fire Dist	41030
Kings Mtn Vol. Fire	41110
La Honda Fire	41125
Menlo Park Fire Dist	41050
San Bruno Fire	41080
San Mateo Co Fire	41115
San Mateo Cons Fire	41090
Skylonda Vol. Fire	41082
S. San Francisco Fire	41095
Woodside Fire Dist	41105
Carpinteria Summerland Fire Dist	42005
Guadalupe Fire	42010
Lompoc Fire	42015
Montecito Fire Dist	42030
Santa Barbara Co. Fire	42035
Santa Barbara City Fire	42025
Santa Maria Fire	42040
Solvang Fire	42045
Casa Loma Vol. Fire	43160
Fremont Fire Dist	43055

Gilroy Fire	43010
Lockheed Martin	43805
Milpitas Fire	43030
Morgan Hill Fire	43040
Mountain View Fire	43050
Nasa Ames Fire	43810
Ormsby Vol. Fire	43135
Palo Alto Fire	43060
San Jose Fire	43070
Santa Clara Co Fire	43080
Santa Clara Fire	43090
Saratoga Fire Dist	43100
S. Santa Clara CFire Dist	43045
Spring Valley Vol. Fire	43140
Stevens Creek Vol. Fire	43145
Sunnyvale DPS Fire	43105
United Tech Ctr	43125
Uvas Vol. Fire	43150
Aptos La Selva Fire Dist	44005
Ben Lomond Fire Dist	44015
Boulder Creek Fire Dist	44020
Branciforte Fire Dist	44060
Central Fire Dist	44065
Felton Fire Dist	44035
Pajaro Valley Fire Dist	44045
Santa Cruz Co. Fire	44095
Santa Cruz Fire	44055
Scotts Valley Fire Dist	44070
Watsonville Fire	44080
Zayante Fire Dist	44040
Anderson Fire Dist	45010
Buckeye Fire Dist	45060
Burney Fire Dist	45020
Castella Fire	45025
Cottonwood Fire Dist	45035
Fall River Mills Fire Dist	45040
French Gulch Fire Dist	45045
Happy Valley Fire Dist	45015

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Kimberly Clark Co Fire	45930
Mc Arthur Fire Dist	45975
Millville Fire Dist	45935
Redding Fire	45055
Shasta Lake Fire Dist	45030
Summit City Fire Dist	45090
Us Plywood Co Fire	45115
Downieville Fire Dist	46005
Loyalton Fire	46010
Pliocene Ridge CSD	46012
Sierra City Vol. Fire	46015
Sierra Co Fire Dist	46020
Butte Valley Fire Dist	47045
Copco Lake Fire Dist	47054
Dorris Fire	47005
Dunsmuir Fire	47010
Dunsmuir Fire Dist	47015
Etna Fire	47020
Fort Jones Fire	47025
Gazelle Fire	47030
Greenview Fire	47032
Grenada Fire Dist	47095
Hammond Ranch Fire	47038
Happy Camp Fire Dist	47035
Hornbrook Fire Dist	47040
Lake Shastina Fire	47910
Mayten Fire	47048
Mccloud Fire	47050
Montague Fire Dist	47055
Mount Shasta Vista FC	47067
Mt Shasta Fire Dist	47060
Mt Shasta Fire Dist	47065
Pleasant Valley FC	47100
Salmon & Scott River	47569
Scott Valley Fire Dist	47120
Seiad Valley Fire	47915
Siskiyou Co Fire	47121
South Yreka Fire Dist	47115
Tennant Fire	47130

Tulelake Multi Co Fire	47075
Allendale Vol. Fire	48905
Benecia Fire	48005
Benicia CFire Dist	48010
Cordelia Fire Dist	48055
Dixon Fire	48015
Fairfield Fire	48025
Montezuma Fire Dist	48090
Rio Vista Fire	48040
Ryer Island Fire Dist	48080
Solano Co. Fire	48085
Suisun City Fire	48050
Suisun Fire Dist	48030
Vacaville Fire	48060
Vacaville Fire Dist	48065
Valero Fire	48095
Vallejo Fire	48070
Alpine Vol. Fire	49150
Annapolis VFC	49905
Bellevue Fire Dist	49155
Bennett Valley Fire Dist	49062
Bloomfield Vol. Fire	49120
Bodega Bay Fire Dist	49010
Cazadero CSD	49035
Central Fire Auth - Sonoma	49165
Cloverdale Fire	49040
Cotati Fire Dist	49045
Dry Creek Rancheria Fire	49046
Forestville Fire Dist	49050
Fort Ross Vol. Fire	49910
Geyserville Fire Dist	49055
Glen Ellen Fire Dist	49060
Graton Fire Dist	49065
Healdsburg Fire	49080
Hessel Fire Dist	49190
Jenner VFC	49085
Kenwood Fire Dist	49090
Knights Valley VFC	49020

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Lakeville VFC	49095
Mayacamas VFC	49930
Monte Rio Fire Dist	49100
Mountain VFC	49103
Mountain Vol. Fire	49025
Occidental CSD	49105
Odiyan Monks Fire	49925
Palmer Creek VFC	49108
Petaluma Fire	49115
Rancho Adobe Fire Dist	49110
Rincon Valley Fire Dist	49170
Rio Lindo Academy	49220
Rohnert Park DPS	49140
Roseland Fire Dist	49175
Russian River Fire Dist	49075
San Antonio VFC	49250
Santa Rosa Fire	49145
Schell Vista Fire Dist	49205
Sea Ranch Fire	49070
Sebastopol Fire	49180
Sonoma Co CSA #40	49201
Sonoma Devel Ctr Fire	49490
Sonoma Valley Fire	49200
Timber Cove VFC	49225
Twin Hills Fire Dist	49195
Two Rock Vol. Fire	49125
Valley Ford Vol. Fire	49210
Wilmar Vol. Fire	49130
Windsor Fire Dist	49215
Burbank Paradise Fire Dist	50045
Ceres DPS	50005
Denair Fire Dist	50015
Hughson Fire Dist	50030
Keyes Fire Dist	50150
Modesto Fire	50040
Mountain View Fire Dist	50115
Newman Vol. Fire	50080
Oakdale Fire	50085
Oakdale Rural Fire Dist	50090

Patterson City Fire	50130
Salida Fire Dist	50060
Stanislaus Cons. Fire Dist	50075
Turlock Fire	50110
Turlock Rural Fire Dist	50120
West Stanislaus Fire Dist	50100
Westport Fire Dist	50065
Woodland Ave Fire Dist	50070
Meridian Fire	51015
Sutter Basin Fire Dist	51025
Sutter Co. Fire	51055
Yuba City Fire	51040
Antelope VFC	52905
Bend VFC	52035
Bowman Vol. Fire	52006
Capay Valley Fire	52015
Commander Indust. Fire	52910
Mineral Hose Co. 1	52060
Red Bluff Fire	52020
Tehama Co. Fire	52030
Tehama Fire	52025
Coffee Creek Vol. Fire	53568
Douglas City Vol. Fire	53001
Hawkins Bar Fire	53003
Hayfork Fire	53005
Hyampom Fire	53008
Junction City Fire Dist	53025
Lewiston Fire	53010
Salyer Vol. Fire	53014
Trinity Center Fire	53015
Weaverville Fire Dist.	53020
Dinuba Fire	54010
Exeter Fire	54015
Farmersville Fire	54005
Lindsay Fire	54020
Porterville Dev Fire Serv	54490
Porterville Fire	54035
Tulare Co Fire	54050

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Tulare Fire	54040
Tule River Res. Fire	54053
Visalia Fire	54045
Woodlake Fire Dist	54065
Columbia Fire Dist	55005
Groveland Fire	55045
Jacksonville Vol. Fire	55905
Jamestown Fire Dist	55010
Mi Wuk Sugar Pine Fire Dist	55015
Sierra Cons Center Fire	55410
Sonora Fire	55020
Strawberry Vol. Fire	55025
Sugar Pine Vol. Fire	55920
Tuolumne Co Fire	55050
Tuolumne Fire Dist	55030
Twain Harte CSD	55035
Fillmore Fire	56005
Oxnard Fire	56010
Ventura Co. Fire	56020
Ventura Fire	56025
Capay Valley Fire Dist	57010
Davis Fire	57025
Clarksburg Fire	57020
Dunnigan Fire Dist	57040
Elkhorn Vol. Fire	57060
Esparto Fire Dist	57045
Knights Landing Vol. Fire	57050
Madison Fire Dist	57055
West Plainfield Fire Dist	57035
West Sacramento Fire	57065
Willow Oak Fire Dist	57085
Winters Fire	57070
Woodland Fire	57075
Yolo Fire Dist	57090
Zamora Fire Dist	57095
District 10 Hallwood CSD	58001
Dobbins Oregon House Fire Dist	58003
Foothill Fire Dist	58004

Linda Fire	58005
Loma Rica Browns Vly CSD	58008
Marysville Fire	58010
Olivehurst Fire	58015
Smartsville Fire	58020
Wheatland Fire Auth.	58025
Yuba Co. Fire	58031

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

APPENDIX B – CHP AREAS

AREA	CODE
Northern Div	101
Crescent City	120
Humboldt	125
Garberville	126
Red Bluff	130
Cottonwood IF	131
Redding	135
Susanville	140
Yreka	145
Mt. Shasta	146
Dunsmuir Grade IF	147
Ukiah	150
Clear Lake	151
Williams	155
Willows	160
Quincy	165
Alturas	170
Trinity River	175
Valley Div	201
Auburn	220
Gold Run	221
Truckee	222
Donner Pass IF	223
Grass Valley	230
Oroville	240
Chico	241
Placerville	245
South Lake Tahoe	246
North Sacramento	250
South Sacramento	252
San Andreas	255
Rancho Cordova	260
Stockton	265
Tracy	266
Woodland	280
Yuba-Sutter	285
Amador	295

Golden Gate Div	301
Contra Costa	320
Napa	325
Redwood City	330
San Francisco	335
San Jose	340
Hayward	345
Nimitz IF	347
Marin	350
Santa Rosa	360
Solano	365
Cordelia IF	366
Oakland	370
Castro Valley	375
Dublin	390
Mission Grade IF	391
Central Div	401
Bakersfield	420
Grapevine IF	424
Sonora	425
Buttonwillow	426
Fort Tejon	430
Fresno	435
Hanford	440
Madera	450
Mariposa	455
Oakhurst	456
Merced	460
Los Banos	461
Chowchilla River IF	464
Modesto	465
Visalia	480
Porterville	481
Coalinga	495
Southern Div	501
Baldwin Park	525
South Los Angeles	530
East Los Angeles	535

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WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Newhall	540
Castaic IF	541
Antelope Valley	545
Santa Fe Springs	550
West Los Angeles	565
Altadena	575
West Valley	580
Central Los Angeles	590
Border Div	601
Winterhaven	620
El Centro	625
Calexico IF	626
Indio	630
San Diego	645
Otay Mesa IF	646
Oceanside	650
San Onofre IF	651
San Geronio Pass	655
Desert Hills IF	656
Blythe	660
Westminster	670
Santa Ana	675
El Cajon	680
Temecula	685
Rainbow IF	686
Capistrano	690
Coastal Div	701
Santa Cruz	720
Hollister-Gilroy	725
Gilroy IF	726
Monterey	730
King City	735
Templeton	740
San Luis Obispo	745
Santa Maria	750
Buellton	755
Santa Barbara	760
Ventura	765
Moorpark	770

Conejo IF	771
Inland Div	801
Bridgeport	820
Bishop	825
Mojave	830
Needles	834
Barstow	835
Riverside	840
Victorville	850
Rancho Cucamonga	855
San Bernardino	860
Arrowhead	865
Morongo Basin	870

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

APPENDIX C – FUNCTIONAL DROP-DOWN LISTS, CODE AND QUICK KEYS

Code	Name	Quick Key
Aircraft Status		
	No Crew Available	N
	Non-Operational Hours	NON
	Maintenance	M
	On Loan	ON
Incident Alpha		
S	Standby	S
P	Patrol	P
I	Incident	I
T	Training	T
M	Maintenance	M
U	Unscheduled Maintenance	U
W	Weather	W
O	Other	O
D	Detail Line	D
	DELETE ROW	DEL
Assist Type		
P	Patrol Officer	P
C	Canine Officer	C
M	MRE	M
S	SRT/SWAT	S
SP	State Parks	SP
OS	Other State Agency	OS
F	Federal	F
T	Tribal	T
FD	Fire/EMS	FD
TF	Joint Task Force	TF
O	Other	O
Search		
A	Aircraft	A
E	Evidence	E
M	Person	M
P	Property	P
S	Suspect	S
V	Vehicle	V
O	Other	O

Code	Name	Quick Key
Search Dispo		
U	UTL	U
L	Locate	L
C	Cancelled	C
Rescue		
H	Hoist	H
OF	Off-site Landing	OF
HV	Hover	HV
O	One Skid	O
T	Toe-In	T
W	Water	W
S	Short Haul	S
LL	Long Line	LL
RA	Assist Only	RA
C	Cancelled	C
Rescue Equipment		
BP	Billy Pugh	B
AB	Air Bag	A
CC	Cinch Collar	C
HS	Hot Seat	H
S	Strop	ST
O	Other – explain.	O
EMS		
A	ALS	A
B	BLS	B
BO	Blood, Organ and Med trans	BLO
BR	Body Recovery	BR
F	First Aid	F
C	Cancelled	C

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

Code	Name	Quick Key
Traffic Collision		
NF	Non Comm Fatal	NF
N3	Non Comm Major	N3
N2	Non Comm Mod	N2
N1	Non Comm Minor	N1
NPD	Non Comm Prop Damage	NP
CF	Comm Fatal	CF
C3	Comm Major	C3
C2	Comm Mod	C2
C1	Comm Minor	C1
CPD	Comm Prop Damage	CP
Enforcement		
NS	Non Comm Speed	NS
NF	Non Comm Follow Too Close	NF
NU	Non Comm Unsafe Lane Change	NU
NO	Non Comm Other	NO_
CS	Comm Speed	CS
CF	Comm Follow Too Close	CF
CU	Comm Unsafe Lane Change	CU
CO	Comm Other	CO_
Transport		
A	Allied	A
C	CHP	C
I	VIP	V
M	Medevac	M
O	Other	O
E	Equipment Only	E
Surveillance, Pursuit,		
C	CHP	C
A	Allied	A
Community Engagement		
15	Every 15 Minutes	15
S	School	S
SD	Static Display	SD
F	Flyover	F
OH	CHP Open House	OH
O	Other	O_

Code	Name	Quick Key
Camera		
R	Recorded Video	R
D	Downlink	D
I	Infrared	I
P	Photos	P
NVG		
EH	Enhanced	EH
EA	Enabled	EN

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ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

APPENDIX D – HOMELAND SECURITY CODES

NCIC	Code	Description	NCIC	Code	Description
9018	0AIR	Airport	9125	125-6	SB Trinidad Rest Area
9018	0AM	Amusement Venue	9125	125-7	Humboldt Bay State Recreational Center
9018	0BR	Bridge	9125	125-8	Humboldt Superior Court
9018	0CP	Chemical Plant	9125	125-9	Samoa Dunes State Park
9018	0CST	Coastline/Ports	9125	125-10	Samoa Bridge
9018	0COM	Communication Site	9125	125-11	Eel River Bridge
9018	0GE	Gas/Electrical Infrastructure	9126	126-1	CHP Office
9018	0GF	Government Facilities	9126	126-2	Punta Gorda Light House
9018	0HDA	High Density Area	9126	126-3	Jackson State Forest
9018	0MED	Medical Facility	9126	126-4	Bear Canyon Bridge
9018	0MIL	Military Facility	9126	126-5	California Department of Forestry Garberville
9018	0PK	Natl/State Park	9126	126-6	Richardson Grove State Park
9018	0PP	Power Plant	9126	126-7	Cal Trans Dean Creek
9018	0RL	Rail Infrastructure	9126	126-8	Benbow State Park
9018	0FL	Refinery/Fuel	9126	126-9	Sinkyone Wilderness State Park
9018	0RD	Roadway	9126	126-10	Cooks Valley Bridge
9018	0SL	School	9130	130-1	CHP Office
9018	0SP	Sporting Venue	9130	130-2	Cottonwood Inspection Facility
9018	0WI	Water Infrastructure	9130	130-3	PG&E Natural Gas Pump
9018	0OTH	Other	9130	130-4	Tehama-Colusa Canal Intake
9120	120-1	SR-101 Agriculture Station	9130	130-5	Corning Canal Intake
9120	120-2	SR-99 Agriculture Station	9130	130-6	National Guard Armory - Red Bluff
9120	120-3	Pelican Bay Prison	9130	130-7	DMV Red Bluff
9120	120-4	CHP Office	9130	130-8	FAA Oakland Center Radar
9120	120-5	Collier Tunnel	9130	130-9	WAPA Transmission Lines
9120	120-6	DMV Crescent City	9130	130-10	PG&E Transmission Lines
9120	120-7	Crescent City Harbor	9130	130-11	Black Butte Dam
9120	120-8	Battery Point Lighthouse	9130	130-12	Corning Rest Area
9120	120-9	Tolowa Dunes State Park	9135	135-1	CHP Office - Redding
9120	120-10	Klamath River Bridge	9135	135-2	Shasta Dam
9120	120-11	Del Norte Superior Court	9135	135-3	Keswick Dam
9125	125-1	Humboldt Bay Nuclear Plant	9135	135-4	Whiskeytown Dam
9125	125-2	CHP Office	9135	135-5	National Guard Armory - Redding
9125	125-3	PG&E Natural Gas Pipeline (Co. line to Eureka)	9135	135-6	I-5 Lakehead Bridge
9125	125-4	Humboldt State University	9135	135-7	Lassen Park HQ
9125	125-5	NB Trinidad Rest Area			

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ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

NCIC	Code	Description	NCIC	Code	Description
9135	135-8	Burney Falls State Park	9145	145-8	Siskiyou Superior Court
9135	135-9	PG&E Round Mountain Substations	9145	145-9	Lava Beds National Monument
9135	135-10	WAPA Carr Powerhouse	9145	145-10	Tule Lake National Wildlife Refuge
9135	135-11	PG&E Cottonwood Substation	9146	146-1	CHP Office
9135	135-12	PG&E Pit Powerhouse #1	9146	146-2	McCloud Dam
9135	135-13	PG&E Pit Powerhouse #3	9146	146-3	Dunsmuir Rail Yard
9135	135-14	PG&E Pit Powerhouse #4	9146	146-4	Dunsmuir Grade Inspection Facility
9135	135-15	PG&E Pit Powerhouse #5	9146	146-5	Castle Crags State Park
9135	135-16	PG&E Pit Powerhouse #6	9146	146-6	Cal Trans Yreka
9135	135-17	PG&E Pit Powerhouse #7	9146	146-7	Cal Trans Mt. Shasta
9135	135-18	PG&E Pit Dam #3	9146	146-8	Cal Trans Weed
9135	135-19	PG&E Hat #1 Powerhouse	9146	146-9	Wyntoon Estate
9135	135-20	PG&E James Black Powerhouse	9146	146-10	McCloud Falls State Park
9135	135-21	UC Berkeley Radio Observatory	9150	150-1	Cal Trans Ukiah
9135	135-22	PG&E Burney Gas Pump Station	9150	150-2	CHP Office
9135	135-23	DMV Redding	9150	150-3	DMV Ukiah
9135	135-24	I-5 Pit River Bridge	9150	150-4	Lake Mendocino Dam
9135	135-25	PG&E Transmission Lines	9150	150-5	Point Arena Light House
9135	135-26	PG&E Natural Gas Pipeline	9150	150-6	Manchester Cable Facility
9135	135-27	Lake Britton Dam	9150	150-7	Manchester State Park
9135	135-28	Redding Municipal Airport	9150	150-8	Montgomery Woods State Reserve
9135	135-29	O'Brien Rest Area	9150	150-9	Saunders Reef State Water Protection Area
9135	135-30	Lakehead Rest Area	9150	150-10	Gualala Bluff State Park
9140	140-1	CHP Office	9155	155-1	CHP Office
9140	140-2	Sierra Army Depot	9155	155-2	DMV Colusa
9140	140-3	BLM Wild Horse Facility	9155	155-3	PG&E Delevan Natural Gas Pump
9140	140-4	High Desert Prison	9155	155-4	WAPA Transmission Lines
9140	140-5	California Correctional Center	9155	155-5	Colusa Superior Court
9140	140-6	Tuscarora Natural Gas Pipeline	9155	155-6	Maxwell Rest Area
9140	140-7	Litchfield Rest Area	9155	155-7	Colusa National Wildlife Refuge
9140	140-8	Honey Lake Rest Area	9155	155-8	Cal Trans Colusa
9140	140-9	Bogard Visitor Center	9155	155-9	Cal Trans Maxwell
9140	140-10	Lake Almanor Rest Area	9155	155-10	Colusa County State Fairground
9145	145-1	CHP Office	9160	160-1	CHP Office
9145	145-2	SR-97 Agriculture Station	9160	160-2	California FCC Radio Towers
9145	145-3	I-5 Agriculture Station	9160	160-3	DMV Willows
9145	145-4	Box Canyon Dam	9160	160-4	Glenn-Colusa Canal Intake
9145	145-5	Iron Gate Dam	9160	160-5	WAPA Transmission Lines
9145	145-6	Copco Dam	9160	160-6	Glenn Superior Court
9145	145-7	PG&E Malin Substation	9160	160-7	Stony Gorge Reservoir

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ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

NCIC	Code	Description	NCIC	Code	Description
9160	160-8	Thunderhill Raceway Park	9201	203	Bullards Barr Dam
9160	160-9	Willows Rest Area	9201	204	California Aqueduct
9160	160-10	Glenn County State Fairground	9201	205	Sacramento Levees
9165	165-1	CHP Office	9201	206	State Capitol
9165	165-2	Lake Almanor Dam	9201	207	CHP Headquarters / CHP Academy
9165	165-3	Bucks Lake Dam	9201	208	Cal ISO-Folsom
9165	165-4	Beldon Powerhouse	9201	209	Propane tanks – Elk Grove
9165	165-5	Cresta Powerhouse	9201	210	UCD Med Center
9165	165-6	Bucks Creek Powerhouse	9201	211	Port of Sacramento
9165	165-7	Rock Creek Powerhouse	9201	212	Port of Stockton
9165	165-8	Poe Powerhouse	9201	213	Foresthill Bridge
9165	165-9	PG&E Transmission Lines	9201	214	Yolo Causeway
9165	165-10	US-395 Agriculture Station	9201	215	Beale AFB
9165	165-11	Portola Rail Yard	9201	216	Army National Guard – Mather Field
9165	165-12	Lake Davis Dam	9201	217	Army National Guard – Stockton
9170	170-1	CHP Office	9201	218	Tracon – Mather
9170	170-2	PG&E Transmission Lines	9301	301	Antioch Bridge
9170	170-3	SR-139 Agriculture Station	9301	302	Benicia Bridge
9170	170-5	Modoc Superior Court	9301	303	Carquinez Bridge
9170	170-5	US-395 Agriculture Station	9301	304	Dumbarton Bridge
9170	170-6	Tuscora Gas Pump Station	9301	305	San Francisco-Oakland Bay Bridge
9170	170-7	PG&E Tionesta Gas Pump Station	9301	306	Richmond-San Rafael Bridge
9170	170-8	PG&E Natural Gas Pipeline	9301	307	Golden Gate Bridge
9170	170-9	Cal Trans Alturas	9301	308	Benicia Refinery
9170	170-10	West Valley Reservoir	9301	309	Concord Refinery
9175	175-1	CHP Office	9301	310	Martinez Refinery
9175	175-2	Ruth Lake Dam	9301	311	Crockett Refinery
9175	175-3	Lewiston Dam/Powerplant	9301	312	Richmond Refinery
9175	175-4	Trinity Dam/Powerplant	9301	313	Richmond Laboratory
9175	175-5	PG&E Transmission Lines (Co. line to Co. line)	9301	314	San Mateo Bridge
9175	175-6	WAPA Transmission Lines (Trinity Dam to Carr)	9401	4BC	Big Creek Hydro Electric Facility
9175	175-7	PG&E Natural Gas Pipeline (Co. line to Co. line)	9401	4CA	California Aqueduct
9175	175-8	Trinity Superior Court	9401	4CH	City Halls (General)
9175	175-9	Cal Trans Weaverville	9401	4FA	Fresno Air Guard
9175	175-10	Cal Trans Sand House	9401	4FCH	Federal Court House (Fresno)
9175	175-11	Cal Trans Hayfork	9401	4FK	Friant Kern Canal
9201	201	Folsom Dam	9401	4FM	Fashion Fair Mall (Fresno)
9201	202	Oroville Dam	9401	4GE	Golden Empire Mass Transit
			9401	4GS	Gates sub-station (Fresno)
			9401	4HF	Helm Fertilizer Plant

ANNEX B

WEB-BASED AIRCRAFT/FLIGHT DUTY REPORT USER'S GUIDE *(continued)*

NCIC	Code	Description
9401	4HH	Hetch Hetchy Dam (Mariposa)
9401	4HR	Harris Ranch
9401	4IRS	IRS - IRS (Fresno)
9401	4IWP	Island Water Park (Fresno)
9401	4KCP	Kings Canyon National Park
9401	4KM	Kinder Morgan (Fresno)
9401	4LN	Lemoore Naval Air Station (Fresno)
9401	4MC	Manchester Center (CalTrans Fresno)
9401	4MD	Millerton Dam (Fresno)
9401	4MMR	Mesa Merin Raceway (Bakersfield)
9401	4MR	Madera Raceway
9401	4MSE	Midway Substation Electric Facility
9401	4PF	Pine Flat Dam (Fresno)
9401	4SA	Seland Arena (Fresno)
9401	4SE	Snowden Enterprises (Fresno)
9401	4SLR	San Louis Reservoir
9401	4SM	Save Mart Center (Fresno)
9401	4SNP	Sequoia National Park
9401	4SO	Shell Oil Refinery (Bakersfield)
9401	4TA	Tulare Agriculture Center
9401	4UB	California State University Bakersfield
9401	4UF	California State University Fresno
9401	4UM	California State University Merced
9401	4VFM	Vintage Fair Mall (Modesto)
9401	4VPS	Valley Plaza Shopping Center (Bakersfield)
9401	4WTP	Secondary Waste Water Treatment Plant (Modesto)
9401	4WWA	Wild Water Adventures (Clovis)
9401	4YNP	Yosemite
9501	5AA	LA Airport
9501	5DD	RR Intermodal Yard
9501	5FF	Mt Wilson
9501	5J	World Trade Center
9501	5JJ	Los Alamitos JTB
9501	5K	LA/Long Beach Harbor
9501	5L	Vincent Thomas Bridge
9501	5M	Govt Bldgs - LA
9501	5O	Metro Water District
9501	5P	Dept Water and Power

NCIC	Code	Description
9501	5Q	SoCal Edison
9501	5S	Dodger Stadium
9501	5T	Staples Center
9501	5U	Universal Studios
9501	5V	CA Aqueduct
9501	5W	Magic Mountain
9501	5X	Fuel Refineries
9501	5Y	Rose Bowl
9501	5Z	LA Coliseum
9601	6I	Knott's Berry Farm
9601	6II	Anaheim Arena
9601	6G1	Govt Bldgs - Orange
9601	6EE	Santiago Peak
9601	6BB	Orange County Airport
9601	6H	Disneyland
9601	6HH	Angel Stadium
9701	766	Oceano Dunes
9701	768	Panga / shoreline patrol
9701	781	Diablo Canyon Nuclear Powerplant
9801	8R1	BNSF/Union Pacific/Santa Fe(Cajon Pass)
9801	8R2	Barstow train depot
9801	8R3	Colton train depot
9801	8U4	Hi Head Hydro power plant Piute creek(Bishop)
9801	8U5	Parker Dam Hydro
9801	8U6	Devils Canyon Hydro (San Bernardino)
9801	8U7	Kinder Morgan gas lines (Barstow)
9801	8U8	Kinder Morgan gas lines (Victorville)
9801	8U9	Kinder Morgan fuel storage facility(Colton)
9801	8W1	California Aqueduct

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ANNEX D

CHP 93TBN, TURBINE AIRPLANE FLIGHT HOUR LOG

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		MONTH/YEAR		AIRCRAFT EMPTY WEIGHT		AIRCRAFT OPERATIONAL WEIGHT					
TURBINE AIRPLANE FLIGHT HOUR LOG		Nov/2023		5,953		8,710					
CHP 93TBN (New 1-23) OPI 018											
HOBBS 600.0		Stop		CHP Air: 15		N: 202HP					
590.0		Start		Inspection due 697.5							
10.0		Total		Inspection due							
PILOT'S NAME (S)	DATE	HOBBS	FLIGHT HOURS	ENG CYCL	LDGS	PROP HRS	ADDED	TOTAL	LOCATION	OIL	REMARKS (Daily)
		590.0		682.0	824.0	590.0		1,400.0			
Wareham	1	592.0	2.0	683	82	59	90.0	1,400.0	RDD		PF TA ALF✓
Wareham	2	594.0	2.0	685	83	59	78.0	1,300.0	APC		PF TA ALF✓
Wareham	3	597.0	3.0	688	83	59	110.0	1,450.0	RDD		PF TA ALF✓
Wareham	4	600.0	3.0	689	83	60	120.0	1,100.0	RDD		PF TA ALF✓

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ANNEX E

CHP 93KA, AIRPLANE FLIGHT LOG - KING AIR

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AIRPLANE FLIGHT HOUR LOG - KING AIR

CHP 93KA (New 7-23) OPI 018

DATE (LOCAL)		TAIL NUMBER		TYPE		CREW #1		CREW #2		CREW #3				
09/06/2023		N911CA		BE30		Wareham		Mitchell						
LEG #	DATE	ICAO		#	W&B	BLOCK (ZULU)			HOBBS/ACTUAL			FUEL		
	ZULU	FROM	TO	PAX	Initial	OUT	IN	TOTAL	OFF	ON	TOTAL	START	STOP	
1	6	MCC	SAN	4	GW	1650	1910	2	2,165.5	2,167.4	1.9	2,800	1,300	
2	7	SAN	MCC	5	MM	0245	0445	2	2,167.4	2,169.2	1.8	2,800	1,500	
3														
4														
5														
6														
								4				3.7		
CREW		PIC	SIC	TAKEOFFS		LANDINGS		INST APPROACHES (#TYPE)		TOTAL SHIFT				
LAST NAME		LEG#(S)	LEG#(S)	DAY	NIGHT	DAY	NIGHT	ACTUAL	HOOD					
Wareham		2	1											
Mitchell		1	2											
0-2 minutes = .0	3-8 = .1	9-14 = .2	15-20 = .3	21-26 = .4	27-32 = .5	33-38 = .6	39-44 = .7	45-50 = .8	51-56 = .9	57-62 = 1.0				
AIRCRAFT TIMES		AIRCRAFT		ENGINE #1			ENGINE #2			NEXT MX DUE				
	HOURS	LANDINGS	HOURS	PROP	CYCLES	HOURS	PROP	CYCLES	HOURS	DATE				
PREVIOUS	21,587.6	6,242	11,361.1	11,905.5	3,111	8,192.3	10,347.9	2,415						
THIS PAGE	3.7	2	3.7	3.7	2	3.7	3.7	2	LANDINGS					
TOTAL	21,591.3	6,244	11,364.8	11,909.2	3,113	8,196	10,351.6	2,417						
FUEL EXPENSES				REMARKS: *Commissioners flight KSAN for WILE				30 DAY FIRE EXT. AND VOR CHECK			OPEN OR DEFERED DISCREPANCY?			
LEG	ICAO	CARD	GALS	TOTAL \$					FIRE EXT DUE					
1	SAN	AV	207	\$1,676.00					VOR DUE	09/21/2023		<input checked="" type="checkbox"/> NO		
2	MCC	AV	185	\$1,138.22					FAC	NAV1		<input type="checkbox"/> YES		
									FREQ	NAV2				
									DATE	ERROR				
								SIGNATURE						
								ACCEPTING CAPTAIN: I HAVE REVIEWED PREVIOUS DISCREPANCIES AND CORRECTIVE ACTIONS.						
ACCOUNTING:				PREFLIGHT INSP.				LOG NUMBER				CAPTAIN'S SIGNATURE:		
				POSTFLIGHT INSP.										

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