TEMPORARY TOWER REQUEST FORM

(Note – this form should be used in conjunction with the checklist located in Chapter 11 of the *Interagency Airspace Coordination Guide* (**www.fs.fed.us/r6/fire/aviation/airspace**). Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC) through established ordering channels.

I. GENERAL INFORMATION

Incident Name _____ Management/Fiscal Code _____
Resource Order Number _____ **Request Number** _____ **Date** _____

II. POINTS OF CONTACT

	Name / Agency	Telephone
Ordering Unit:		
Air Ops / Air Support:		
Local or Expanded Dispatch:		
Geographic Area Coordination Center:		
National Interagency Coordination Center:		
FAA POC at ROC:		
Airport Owner / Operator:		

Has the Airport Owner been notified? YES ☐ NO ☐
Requested Operational Hours: _____
Estimated Duration: _____

III. SUPPORT INFORMATION

Closest City / Town: _____ State: _____
Proposed Location of Temporary Tower (select one or explain):
☐ Airport (name and FAA Code) _____
☐ Helibase (physical/legal location) _____
☐ Incident Command Post (physical/legal location) _____
☐ Other _____
Is there a facility available on site for use as a "temporary tower"?
☐ FBO Site/Room rental, etc _____
☐ Rental Trailer _____
☐ Facility to be constructed on site _____
☐ Other _____
Expected overnight accommodations: ☐ Fire Camp ☐ Motel/Hotel ☐ Other _____
Vehicle Availability: ☐ GOV ☐ Rental ☐ Other (explain) _____
Attach detailed driving directions to reporting site (note road closures, hazardous conditions, easiest route of travel and provide detailed map) _____

IV. EQUIPMENT SURVEY – Refer to Chapter 11 Checklist in *Interagency Airspace Coordination Guide.*

Has equipment inventory been completed? ☐ Yes ☐ No
Equipment (radios, etc) locally available for use by assigned Tower Personnel: _____

Equipment to be ordered: _____