



DEPARTMENT OF THE INTERIOR

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## *Bureau of Land Management*



# 2004

# National Aviation Plan

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# BLM National Aviation Office

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[Aviation.blm.gov](http://Aviation.blm.gov)

**The National Aviation Office (NAO)** is responsible for aircraft operation support for wildfire and resource management missions within the Bureau. Aircraft are Bureau owned or contracted and are obtained as Call-When-Needed (CWN) or Aircraft Rental Agreement (ARA) to fill the mission requirements to meet BLM management objectives. Mission requirements include support to wildland fire and prescribed fire operations, disaster response, animal census, wild horse and burro gather, habitat management, range survey, cadastral survey, law enforcement, range land management, photo mapping and search and rescue. Types of aircraft include helicopters, Single Engine Air Tankers (SEATS), air tactical aircraft, utility aircraft, Aerial Supervision Modules (ASM1), heavy airtankers smokejumper aircraft and large transport aircraft.

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National Office of Fire and Aviation  
Aviation Group  
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National Interagency Fire Center  
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# **1.0 Bureau of Land Management National Aviation Plan**

## **1.1 PURPOSE**

This document supports and does not replace the BLM Manual 9400 Management. The purpose is to detail the policy, organization, responsibilities and procedures for the Bureau of Land Management (BLM) Aviation program. The interaction and mutual requirements between the National Aviation Office (NAO) and the State Offices are outlined.

## **1.2 Mission Statement**

The BLM Aviation Program provides leadership, direction and expertise to support all BLM programs utilizing aircraft. It ensures the safe and efficient utilization of aircraft to accomplish land management objectives. The National Aviation Office (NAO) will provide (clear and timely) guidance to the field regarding aviation policy, fiscal responsibility and operational procedures. The BLM Aviation Program is committed to interagency cooperation. The BLM Aviation Program is dedicated to the developments of highly skilled and motivated aviation personnel at all levels of the organization.

### 1.3 Philosophy

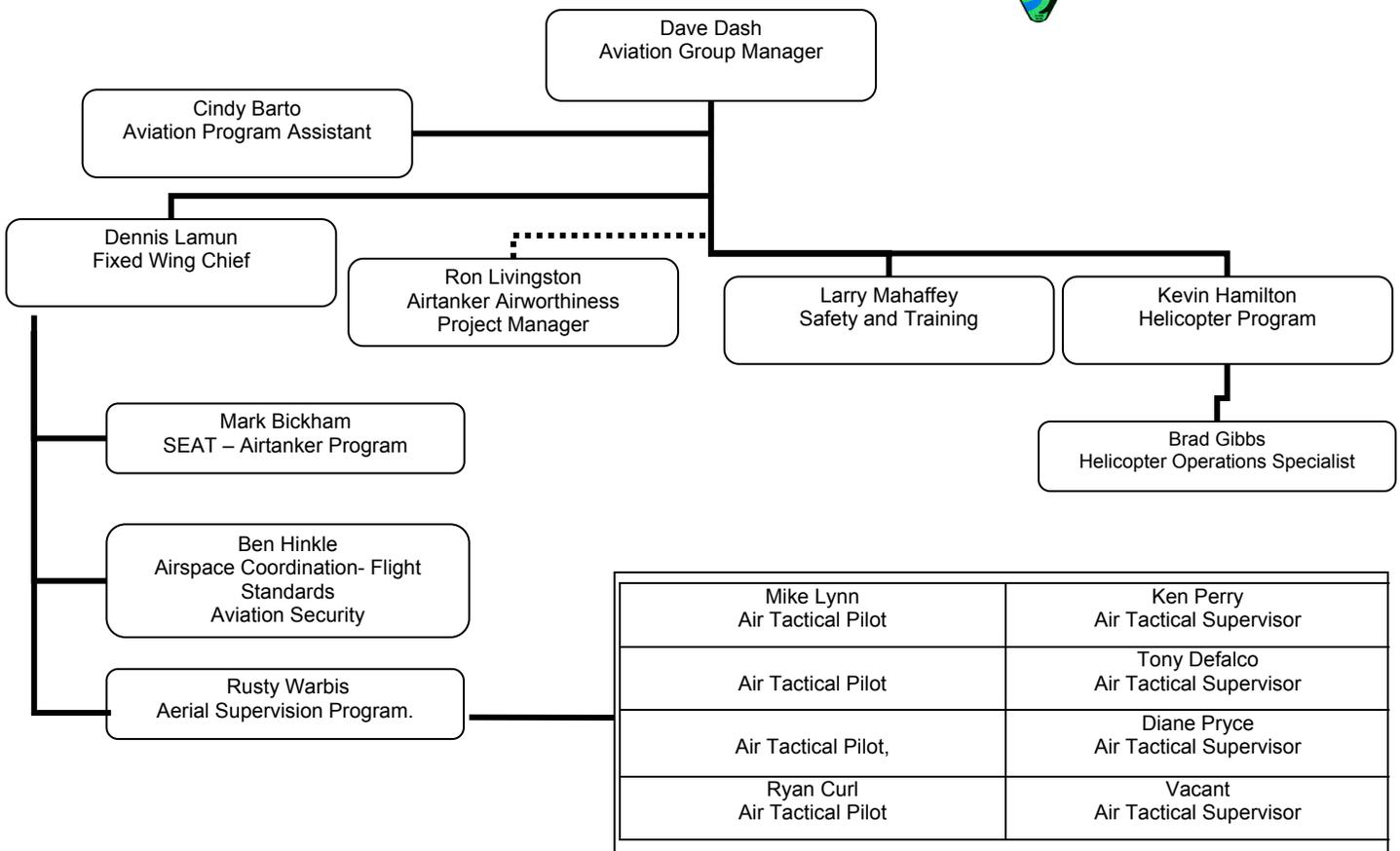
- SAFETY: The priority in any aviation activity is personal safety through risk identification, mitigating controls and accident prevention.
- Personnel performing aviation functions must meet all qualification requirements of the Departmental Manual and published BLM or interagency standards. Aviation Personnel need to be service oriented and to exhibit professionalism and integrity.
- Individual development, employee wellness and workforce diversity will be emphasized at all levels of the BLM Aviation Program.
- The aviation management organization in every office will be developed and maintained at the most efficient level, commensurate with BLM aviation operation.
- Management has the responsibility to enhance the Aviation Program with a commitment to aviation safety and efficiency. State and Field Offices are empowered to accomplish their mission without undue restriction, regulation or oversight.
- State and Field Offices must not implement policy or procedures *less* restrictive than national policy or different or conflicting from the 9400 manual. The National Aviation Office (NAO) must be notified when aviation policy is more restrictive than the national policy.

### 1.4 References

- A. Title 14 CFR
- B. Departmental Manual, Parts 112, 350-354
- C. Aviation Management Directorate (AMD ) Operational Procedures Memoranda (OPMS)
- D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400-9470
- E. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
- F. GSA Federal Property Management Regulation (FPMR) 101-37
- G. Interagency Aviation Operational Guides.

# Chapter 2

## 2.0 Organization



# Chapter 3

## 2.0 NAO ROLES AND RESPONSIBILITIES

### 2.1 Aviation Group Manager:

Dave Dash 208-387-5448

Serves as principle aviation advisor to the Director of Fire and Aviation, other staff, state and department aviation programs. Develops bureau aviation policies, methods and procedures. Is a Member of the DOI Aviation Working Team. Provides program budget and program evaluations.

### 2.1.1 Airtanker Airworthiness Project Manager:

Ron Livingston 208-867-1563(cell)

Responsible for planning, coordinating and organizing the Airtanker airworthiness program. Jointly funded by the USDA Forest Service and the Bureau of Land Management.

### 2.2.0 Fixed Wing Aviation Program Manager:

Dennis Lamun 208-387-5035

Manages the fixed wing aircraft fleet including heavy air tankers, heavy transport Single Engine Airtanker, smokejumper, ASM, air attack aircraft, as well as light and medium utility aircraft. Reviews fixed wing contract and rental requests. Serves on the Airtanker Board

### 2.2.1 Airtanker/Seat Program:

Mark Bickham 208-387-5872

Provides oversight and guidance to the SEAT and Heavy Air Tanker Programs. Develops and coordinates positions, requirements and training for both the SEAT and Heavy Airtanker programs. Performs site visits and inspections. Develops contract specifications and technology progression in coordination with both government contacting and industry representatives. Chairs the SEAT board. Attends Interagency Airtanker Board meetings as Single Engine Airtanker Advisor.

### 2.2.2 Flight Standards Pilot /Airspace Coordination/Aviation Security:

Ben Hinkle 208-387-5184

Provides standardization and technical oversight for transport aircraft (i.e. TCAS, TAWS and avionics etc.). BLM representative on the Smokejumper Aircraft Screening and Equipment and Evaluation and Interagency Smokejumper Pilots Operation Guide & Boards. Provides BLM National level guidance to the Interagency Airspace Management Program. Coordinates Aviation Security with other DOI Bureaus.

### **2.2.3 Aerial Supervision Module Flight Standards Pilot:**

Rusty Warbis 208-387-5185

Provides training and oversight for the ASM and ATGS programs. Serves in the Leadplane Cadre and Interagency Air Tactical Group Steering Committee.

### **2.3 Aviation Safety and Training:**

Larry Mahaffey 208-387-5160

Designs and implements aviation safety and accident prevention measures and training. Responds to aviation incident reports; serves as the BLM liaison to accident investigation teams. Compiles Bureau aviation safety statistics and analysis. Serves on the Bureau and Interagency aviation training working groups and cadres. Provides accident and statistical analysis. Reviews and process SAFECOM relating to BLM activities.

### **2.4.0 Helicopter Program Manager:**

Kevin Hamilton 208-387-5173

Manages the helicopter fleet and helicopter program. Reviews helicopter contract and rental requests. Develops helicopter position requirements and training. Performs site visits, reviews and inspections. Serves as a member of the Interagency Helicopter Operations Steering committee.

### **2.4.1 Helicopter Operations Specialist:**

Brad Gibbs 208-387-5182

Provides technical expertise to field operations. Performs site visits, operational reviews and helicopter base inspections. Coordinates helicopter training and workshops. Certifies personnel in specialized helicopter operations. Serves on Interagency helicopter working groups.

### **2.5 Aviation Program assistant:**

Cindy Barto 208-387-5180

Provides administrative assistance to the national aviation staff. Processes annual use reports to the Washington Office. Track and reconcile Bureau wide aircraft availability account.

## **2.6 National Office is responsible for the following:**

1. Implement, execute, and enforce Departmental aviation policy.
2. Develop and execute bureau aviation policy.
3. Publish bureau aviation management plan.
4. Establish a bureau aviation safety program.
5. Monitor bureau aircraft accident prevention program.
6. Ensure adequate aviation management staff (Bureau Aviation Manager, Bureau Aviation (Safety Manager)).
7. Perform aviation safety evaluations.
8. Identify fleet aircraft acquisition, replacement, and disposal to support bureau programs.
9. Ensure bureau/agency personnel involved in the use/control of aviation resources receive the appropriate level of aviation safety training from the AMD.
10. Participate in Departmental Aviation Management Board of Directors Working Team.
11. Assign bureau/agency representative for Aircraft Mishap Review Board (AMRB).
12. Promote use of AMIS system.
13. Respond to AMRB recommendations.
14. Report to AMD all bureau flight activity not processed through the AMD payment system.
15. Identify and submit program requirements.
16. Ensure compliance with [OMB Circular A-126](#).
17. Ensure compliance with [OMB Circular A-76](#).
18. Manage bureau aviation contract budget.

## **2.7 State Directors are responsible for the following:**

1. Disseminate Departmental aviation safety policy and information.
2. Participate in Departmental aviation safety award program.
3. Ensure adequate aviation management staff in partnership with the NAO.
4. Identify fleet aircraft acquisition, replacement, and disposal to support bureau programs.
5. Ensure bureau/agency personnel have appropriate aviation training.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Assign a liaison for bureau aircraft incident /accident investigations.
8. Monitor bureau airspace needs.
9. Promote use of AMIS system.
10. Identify and submit program requirements.
11. Ensure compliance with [OMB Circular A-126](#).
12. Ensure compliance with [OMB Circular A-76](#).

## **2.8 First Line Supervisors of BLM Pilots, Aviation User, and BLM Pilots are responsible for the following:**

1. Enforce DOI standards.
2. Perform project planning.
3. Perform risk assessment.
4. Ensure bureau/agency personnel have appropriate aviation safety training.
5. Ensure pilots have recent flight experience.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Provide aircraft orientation.
9. Ensure ALSE compliance.
10. Ensure flight following compliance.
11. Provide oversight for vendor aircraft usage.
12. Promote use of AMIS system.
13. Identify specific procurement requirements.
14. Request technical assistance for specialized aviation problems.
15. Manage and control vendor aircraft within scope of procurement.
16. Administer maintenance and service contracts.
17. Report significant contract and operational problems to AMD.
18. Procure aircraft services in accordance with procurement requirements.
19. Prepare/endorse procurement payment documents.
20. Provide information necessary for procurement litigation.
21. Perform post-use evaluation of operator, pilots, and equipment.

## **2.9 State Roles and Responsibilities**

### **2.9.1 State Aviation Manager:**

The State Aviation Manager (SAM) serves as the focal point for the State Aviation Program by providing the State Director technical and management expertise regarding the use of aviation resources. Serves as the focal point for state wide aviation safety and training. Has a functional responsibility in the following areas:

1. Implements aviation program objectives and directives in support of State and District/Field Aviation programs.
2. Develops and implements the statewide Aviation Management Plan, and establishes aircraft safety and accident prevention measures.
3. Serves as the Contracting Officers Representative on all BLM aviation contracts in the state.
4. Provides aviation training support to the State Office, Field/District Offices, and other cooperative agencies. Provides statewide statistical analysis and A-126 reporting.

### **2.9.2 Field Office Manager:**

The Field Office/District Manager has overall responsibility for the Field Office Aviation Program. This responsibility is assigned to the Unit Aviation Manager through the Fire management Officer.

### **2.9.3 Unit Aviation Manager:**

The Unit Aviation Manager (UAM) serves as the focal point for the Unit Aviation Program by providing technical and management direction of aviation resources to support Field Office programs. He/She has functional responsibility in the following areas:

1. Ensures District/Unit flight compliance with USDI/BLM/State and District policies & regulations.
2. Develops and implements the District /Unit Aviation Management Plan, as well as specific operating plans for other aviation programs (Helitack, SEAT, Air Tactical).
3. Ensures that appropriate training is provided to users and managers.
4. Designates an Alternate Aviation Manager. In the absence of the Aviation Manager these duties will default to the designated acting.
5. Ensures that visiting aircrews have received flight crew briefing/orientation guides.
6. Confirms DOI/BLM/OMB requirements are met, completes the cost analysis requirements and schedules the flight with a qualified vendor.
7. Briefs mission users on flight-following requirements.
8. Ensures the accuracy of the Aircraft Use Report, processes it, and maintains copies and records documenting the flight as required by the Departmental Manual.
9. Confirms that a qualified Flight Manager is assigned to all project/resource flights.
10. Is responsible for the distribution and use of the State Aviation Boundary Plan/Checklist (if used).

### **2.9.4 Aircraft Dispatcher:**

Local Dispatchers trained in aviation mission operations, policies, and procedures generally fulfill aircraft dispatching duties. Duties include:

1. Confirms that BLM Flight Request Form 9400-1A is utilized and completed, for a one-time resource flight and Special-Use flight approved by the appropriate authority. Fire flights on a resource order are authorized.
2. When operations cross jurisdictional boundaries, the Dispatcher coordinates with other agencies on flight following.
3. Maintains an up to date Aviation Incident/Accident Response Guide and initiates emergency search-and-rescue procedures for overdue, missing, or crashed aircraft.
4. When flights are incident related, follows the procedures and guidelines established in the Geographic and National Mobilization Guides.
5. Utilizes required Boundary Plan Checklist when dispatching any aircraft into identified.
6. Provides for Airspace de-confliction.

### **2.9.5 Pilot:**

The Pilot is in command of the aircraft and has ultimate responsibility under both FAA and Departmental policy for the safety of the aircraft and personnel or passengers on board. Other responsibilities include the following:

1. Operates the aircraft in accordance with applicable FARs and USDI/BLM guides, policy and procedures within contract specifications.
2. Develops, activates, and closes FAA or agency flight plans.
3. Wears personal protective equipment as required.
4. Does not deviate from the filed Flight Plan or mission profile unless prior authorization is received.
5. Performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance with 351 DM 1.5.
6. Conducts mission Planning

### **2.9.6 Aircraft Manager:**

Aircraft Managers include Fixed Wing, Helicopter, Air Tanker Base, Single Engine Airtanker (SEAT), Air Tactical and Detection personnel. Each manager complies with his/her appropriate Interagency Operations Guide and is responsible for the following:

1. Plans, coordinates, and supervises aircraft operations according to DOI/BLM policy.
2. Serves as Project Inspector (PI) to administer Exclusive-Use, Call When Needed (CWN), or Aircraft Rental Agreement (ARA) aviation contracts in the field.
3. Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
4. Conducts risk hazard analysis and completes flight invoices, daily diaries, and all related documentation.
5. Consults with Unit/State /National Aviation Manager when in doubt over any aviation issue.
6. Conducts mission Planning

### **2.9.7 Flight Manager/Chief of Party:**

The Flight Manager is the government representative who ensures compliance with contract or Aircraft Rental Agreement (ARA) requirements and is responsible for coordinating the given flight or project. He/She must have received approved Flight Manager training within the last three years.

Duties include:

1. Briefs pilots on missions, frequencies, flight routes, hazards, flight following, passenger briefing requirements, and any other related information required.
2. Checks the pilots' qualification cards and aircraft data cards for approval and currency.
3. Ensures that flights are safely conducted and do not deviate from filed Flight Plans or mission profiles without prior authorization.
4. Initials the flight invoices and routes them according to procedures specified in the contract.

### **2.9.8 Other Positions:**

Statements of responsibility of AMD, BLM National Aviation Office, Airspace Coordinator, and other aviation positions are included in the Departmental Manuals (DM's) and Bureau 9400 Manual.

## **3.0 Administration**

### **3.1 General:**

Flights on scheduled commercial airlines are initiated by individual employees through approved Bureau Travel Centers utilizing their Federal Government Credit Card. Aircraft acquisition and procurement for all other flights are approved by AMD. These flights are managed by qualified aviation personnel in their respective BLM offices.

### **3.2 Fire Exclusive Use Aircraft:**

All exclusive use availability guarantees and aircraft fleet fixed government ownership costs are held at the national aviation office pool. Each state's portion of the cost, while not included in the states' direct allocation is a percent of the Most Efficient Level (MEL) a state receives. Any changes in aircraft type or capability must be supported in the Fire Management Plan and approved by the Director of Fire & Aviation.

The primary reasons for this are to minimize unregulated increases in contract costs by providing oversight of technical contract specifications, and reduce the amount of money paid to the AMD for requested services. This direction accommodates the budgetary process by outlining the procedures for our field offices to coordinate their needs with the National Aviation Office prior to acquisition by the AMD.

Request for Contract Services in Lower 48 State Offices are required to provide the NAO original copies of Forms OAS-13 for each aircraft approved within the Fire Management Plan by November 15<sup>th</sup>. The national program leads for each aviation category; Airtankers, helicopters, and fixed-wing aircraft review all OAS-13s and work with the appropriate contracting officers in providing coordination, technical input, and decision making for each contract.

The Alaska Fire Service (AFS) will provide the coordination and field input for their aviation contracts directly to the AMD in Anchorage, but with copies to the NAO. The national program leads will work with AFS to ensure consistency between Alaska and the lower 48 for aviation contracts. AMD-13s' from AFS will be reviewed by the NAO prior to being forwarded to AMD for action.

All “revalidation of funds for Contract Award/Renewal” (OAS 16) will be authorized by the National Aviation Office prior to awarding or renewing fire aircraft contracts. After the award or renewal, AMD Contracting Officers (CO) and BLM Contracting Officer’s Representative’s (COR) will assume their traditional roles and responsibilities of contract administration.

### 3.2.1 Coding and Funding for Contract and Fleet Fire Aircraft Availability

#### General

The home unit Billee Code will be used, whenever possible, for all pay item codes (including AV, FT, PD, SM, etc.) regardless of operating location.

#### Daily Availability (AV) During the Established Use Period

Normal contract start date and length of exclusive use period (number of days) are derived from the BLM Fire Management Plan.

For Daily Availability or FOR only, place **AA** in the Use Code column. This tells AMD staff and the computer not to bill the using office because it is covered in BLM’s aviation services fund transfer to AMD.

Use **FA-540-2810-HT** as the charge account code for AV/FOR of aircraft approved and listed on the FY Fire Management Aircraft Fleet Plan. Funding for these aircraft has been prepaid to AMD by the BLM National Office. Use of this charge code for availability is limited to the number of days in the established contract or use period for each aircraft. **Do not use this charge code for anything other than AV or FOR during the established use period.**

**Changing the Start Date** - The start date of the exclusive use period may be adjusted up to 14 days prior to or 14 days after the normal start date. This is established by a Notice to Proceed issued by the CO or COR. **Adjusting the start date does not alter the length of the use period; funding through FA 540 begins on the new start date and is available continuously for the number of exclusive use days specified in the contract.** Changing the start date is relatively simple and does not require additional funding sources. Start dates are frequently changed to accommodate government work or training schedules. Obviously, an early start date will result in an early end date. If you alter the start date, you must inform the NAO in writing.

#### Daily Availability (AV) Outside of the Established Use Period

Place **FH** in the Use Code column for all AV/FOR **outside** of the established contract use period. **Do not use the National Office code (FA-540) for AV/FOR outside of the established contract period.** The FH designation tells the AMD staff and computer to bill the user. Therefore, Daily Availability/FOR outside of the regular contract period must be charged to the using office and appropriate benefiting sub activity and/or project number (suppression, severity, rehab, resources, etc.)

**Mutual Extension** - The exclusive use period may be extended on a day by day basis either prior to the established start date or subsequent to the ending date as established, provided that such extension is agreeable to both parties in writing prior to the extension. **An extension on the use period creates use “outside” of the normal use period and requires early planning, coordination and a contract modification by the CO. It also requires a dedicated funding source (other than FA 540) for daily availability. Also, during any extension, subsistence/per diem may be entitled to the contractor.**

Extensions are not guaranteed; they require written mutual agreement (contract modification). They are normally used when additional work is anticipated and other funding sources are available (funding from FA 540 is limited to the number of days specified in the contract). Funding for extensions may be through BLM (i.e. Severity funding or 2823 for fire use) or from another agency.

### **Use Rates (FT, SM, PD, EP, ET, SC, etc)**

All Use Rates will be charged to the appropriate office and benefiting activity, **but not to the National Office code.**

**Coordination:** BLM State Aviation Managers serve as Contracting Officer’s Representative (COR) for contract aircraft in their state. As such, they are responsible for ensuring that designated Project Inspectors are informed of all coding requirements and that flight invoices are properly completed. BLM pilots, in coordination with SAM, are similarly responsible for proper flight invoice coding for fleet aircraft.

### **3.3 Aircraft Contracts:**

Formal aircraft services in excess of \$25,000 require a specified time frame aviation contract. The request is made by submitting an AMD-13, through the SAM to the NAO. When endorsed by the NAO the request is forwarded to AMD. The AMD solicits and awards the contract before assigning the Contracting Officer (COR) and Technical Representatives. The SAM serves as the COR and delegates field administration of the contract to one or more Project Inspectors (PI).

### **3.4 Aircraft Rental Agreements:**

The numbers of approved rental aircraft must be consistent with program objectives. Requests from the field to add new vendors must be carefully reviewed at the state and national level. All “Request for Rental Services” (AMD-20) will be reviewed and submitted by the SAM to the NAO. The appropriate NAO program leader (fixed wing, helicopter) will review the request and, if approved, forward to the AMD for processing.

### **3.5 Aircraft Rentals and Charters:**

**3.5.1 All commercial aviation** services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353 DM 1.2A) shall be acquired through the procurement process of the AMD. This precludes a DOI bureau or office, or any subdivision thereof, from utilizing a Government Transportation Request (GTR), SF-44, credit card, or similar small purchase method to procure aviation services other than by seat fare from commercial carriers.

**3.5.2 Aviation services** provided to BLM shall be documented on an Aircraft Use Report (Form AMD-23). The accomplished AMD-23 will be submitted to AMD for payment to the appropriate vendor of the aviation services provided.

**3.5.3. The procurement and payment** process does not preclude aircraft charter services required to meet life-threatening emergencies. Under such circumstances, bureaus are authorized to use the charter procedures set forth in the Federal Property Management Regulations (FPMR) under subpart 101-41.2, Transportation Services Furnished for the Account of the United States. See 352 DM 3

**Limitations:** Individual transactions shall not exceed the \$25,000 unless authorized by the AMD Contracting Officer. Requirements of more than \$25,000 shall not be separated into several transactions to limit merely to permit use of this system.

### **3.6 Service/End Product Contracts:**

All Service or End Product Contracts are used to acquire a product for the BLM, i.e. Per-acre, per-unit or per-area, or per head basis. These contracts will be conducted in accordance with [OPM-35](#) and the following.

**Background:** Use of BLM service contract procurement to accomplish Bureau field objectives has increased in recent years. The intent of this type of procurement is for the contractor to supply all manpower and equipment to provide a “service” or “end-result”. Many contractors utilize aircraft to meet the performance objectives of service contracts for activities such as animal capture, seeding, survey, etc. Because of this, these contracts are frequently confused with “flight service” procurement administered by the Aviation Management Directorate (AMD). These two types of procurement are totally separate and distinct in the way they are initiated, administered and managed.

**Policy/Action:** AMD Operational Procedures OPM-35, Identification of End Product/Service and Flight Service Procurement. This OPM aids in determining whether an operation is being conducted as either “end-product/service” or” flight service”. OPM 04-35 supplements existing DOI policy regarding service contracts found in 353 DM 1.2A (3). The current guidance from AMD and National Transportation Safety Board (NTSB) is that if the provisions of 353 DM 1.2A (3) and OPM 00-35 are met, the aircraft will be operating as a civil aircraft and the aviation management principles normally required for public aircraft use do not apply.

- 1.) Service Contract Specifications. Aircraft or flight crew specifications must not be identified in the contract. Aircraft or pilot approvals must not be specified in the contract. Aircraft equipment must not be specified in the contract. Specifications in the contract must only describe the desired quantity or quality of the service or end-result being contracted for. ‘How’ the contractor is to accomplish the contract requirements must not be specified. BLM contracting officers and resource specialists must consult with BLM aviation managers if the Acceptable Language Guidelines are not followed or do not address a specific requirement.
- 2.) Operational Control. During the performance of service contracts, BLM will not exercise

operational control of the aircraft in any way. BLM will not direct the contractor as to flight profiles, flight following, landing areas, fueling/loading procedures, use of personal protective equipment, etc. BLM Project Inspectors assigned to service contracts will have no aviation management responsibility or authority. Any directions to the contractor must be in terms of the service or end-result being specified; e.g. desired seed application coverage, number and disposition of animals captured, etc.

3.) BLM Passengers or Aircrew. BLM personnel are not allowed to board any aircraft that is being provided by the contractor during performance of the service contract. Furthermore, BLM personnel must not become involved in any way with aircraft ground operations such as take-off and landing areas, loading, fueling, maintenance, etc.

4.) Aircraft Use Reporting. Since aircraft utilized by the contractor under BLM service contracts are operating entirely within the applicable 14 CFR as a civil aircraft, and procurement is not through AMD, the Bureau will not submit AMD-23, Aircraft Use Report in conjunction with BLM service contracts. Any flight time incurred by the contractor will not be recorded or reported as DOI or Bureau aviation statistics.

5.) Aircraft Incidents and Accidents. Since aircraft utilized by the contractor under BLM service contracts are operating entirely within the applicable 14 CFR as a civil aircraft, the Bureau will not report aviation incidents or accidents incurred by these contractors through the DOI Aviation Mishap Information System. These events should be noted in the Project Inspector's Contract Daily Diary and reported through BLM channels as normally required for service contracts.

6.) Reconnaissance/Observation Flights. Before, during or after the performance of a Service Contract it may be necessary for Bureau employees to aerially survey or inspect the project area. When flights transporting BLM personnel are required, an AMD aviation "flight service" procurement (completely separate from the service contract) is required. When an AMD procurement is utilized all DOI and Bureau aviation management policy, procedures and requirements must be applied. Aircraft and pilots must have current AMD approvals for the intended mission and a current AMD contract or Aircraft Rental Agreement must be in place.

### **3.7 Cooperator Aircraft:**

Use of state/local government, military, or other federal agency aircraft by BLM employees may require prior inspection and approval by AMD, usually a letter of authorization. Proposed use of these aircraft must be requested through the State Aviation Manager. Any employee who is asked to accompany personnel from another agency on other agencies aircraft must consult their respective Aviation Manager. States are encouraged to obtain necessary letters of authorization prior to fire season.

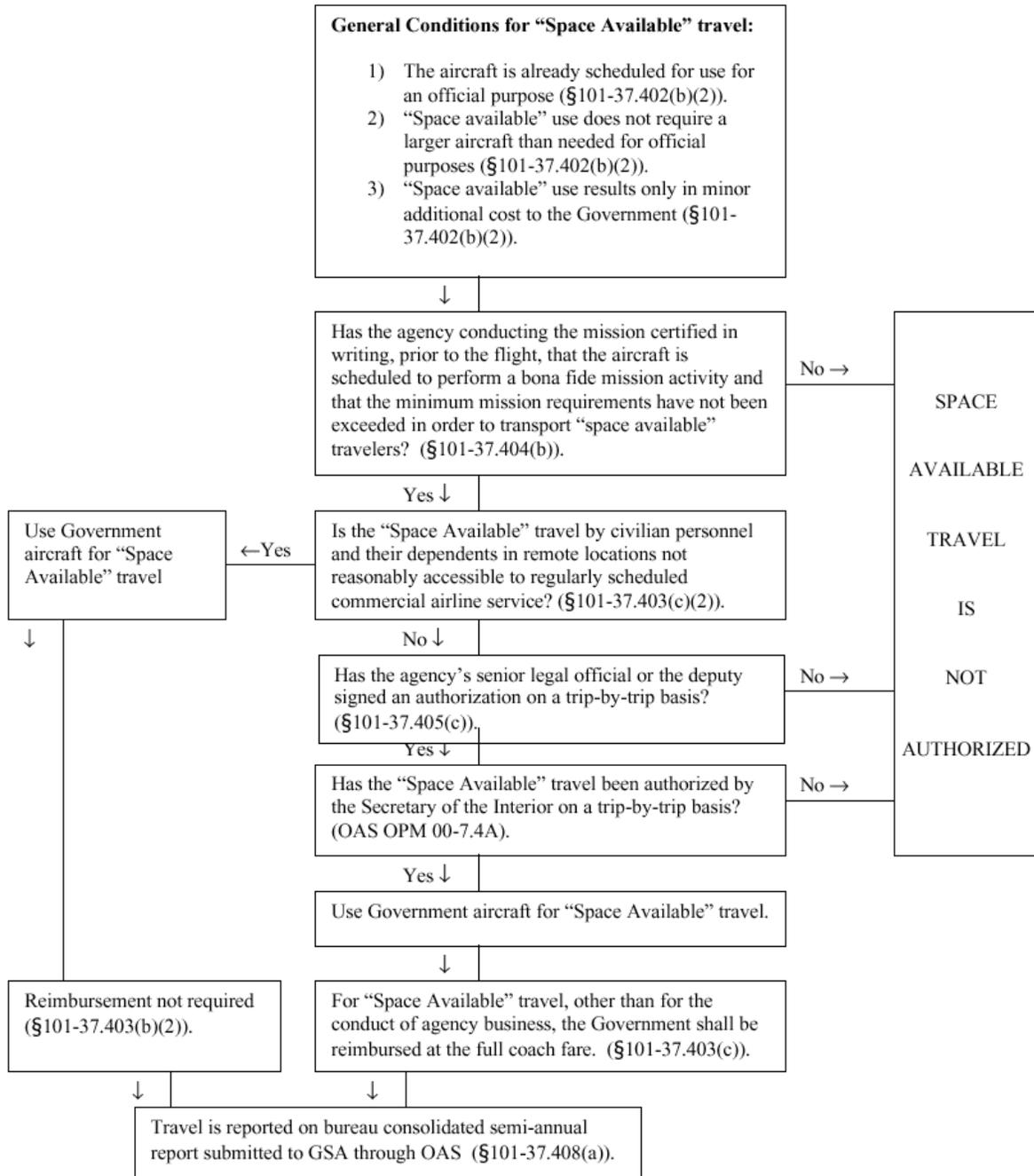
### **3.8 Flight Requests:**

All flight requests must ensure that there is appropriate funding for the mission and has supervisory approval. For Resource Special Use Flights (as defined by Departmental Manual) the Unit Aviation Manager must review the 9400-1A Flight Request and obtain approval by the line manager.

### **3.9 Administrative Flights:**

An aircraft may be used to transport personnel to meetings, administrative activities, or training sessions when it is the most cost effective mode of transportation. These flights are requested through the Unit Aviation Manager. Prior approval is required by the solicitor's office for employees above the GS/GM-15 level, members of their families, and all non-federal travelers on the flight. The requirements and procedures are outlined in [OMB Circular A-126](#) and [OPM -07](#). The OPMS and Forms may be found at the [AMD Document library](#).

**FLOW CHART AND DECISION PROCESS  
Use of Government Aircraft for "Space Available" Travel  
Implementation of 41 CFR (FPMR Amendment G-101)**



# Senior Federal Travel Form

(See Instructions on Reverse)

Interagency Report Control Form  
0322-GSA-AN

## Agency Contact Data

1 Department/Agency	2 Bureau/Office/Service
3a Contact Name	3b Contact Title
3c Contact Phone Number	3d Contact Fax Number

## Aircraft Data

4 Aircraft Registration Number	5 Aircraft Serial Number	
6 Aircraft Make/Model	7 Purpose of Flight	8 Flight Number
9 Variable Cost per hour:	10 Charter Quote:	

### Flight Legs and Dates

Dept Leg	1	2	3	4	5	6	7	8	9
11a Icao									
11b Date									
11c Time									
Arrival Leg	1	2	3	4	5	6	7	8	9
11d Icao									
11e Date									
11f Time									

12 Hours									
----------	--	--	--	--	--	--	--	--	--

13 Pax No.									
------------	--	--	--	--	--	--	--	--	--

## Passenger Data

14 Passenger Name		15 Pax Dept/Agency	16 Pax Status	17 Purp of Travl	18 Legs		19 Costs			20 Reimburse Amount
Last	First				On	Off	19a Govt	19b Charter	19c Carrier	

## Instructions for Senior Federal Travel Data Form

1. **Department/Agency** - The Federal Department or independent agency not assigned to a Department.
2. **Bureau/Office/Service** - Unit within a Department or agency (including offices and services) which dispatched the flight.
- 3a. **Contact Name** - The name of person scheduling the flight.
- 3b. **Contact Title** - The official title of the person scheduling flight.
- 3c-d. **Telephone and FAX Numbers** - Telephone numbers for the Contact person.
4. **Aircraft Registration Number** - FAA registration number or military designated tail number.
5. **Serial Number** - The aircraft manufacturer's serial number as reported to the Federal Aviation Administration (optional).
6. **Aircraft Make/Model** - The descriptive name of the aircraft.
7. **M** = Flight is scheduled to conduct an agency mission. Such activities include the transport of troops and/or equipment, training, evacuation, intelligence and counter-narcotics activities, search and etc. (See Title 49 CFR Part 101-37.100).  
**R** = Required Use. Use of Government aircraft is required for bona fide communications, security needs, or exceptional scheduling requirements.  
**T** = Other Official Travel. Flight is scheduled for transportation of personnel on official travel other than Mission or Flight Number.  
8. **Flight Number** - An optional agency-designated number. (\*optional)
9. **Variable Cost/Hour** - The cost of operating aircraft that vary depending on how much the aircraft are used. (\*optional)
10. **Charter Quote** - The cost quoted by an FAA approved charter operator (vendor) for the planned flight.
- 11a. **Location (departure)** - The airport name for the initial departure point of the aircraft.
- 11b-c. **Date and Time** - Date (month-day-year) and time of the departure (24-hour format) for first leg of the flight.
- 11d. **Location (arrival)** - The airport name for the initial arrival point of the aircraft.
- 11e-f. **Date and Time** - Date (month-day-year) and time of arrival (24-hour format) for first leg of the flight.
12. **Hours** - The flight time recorded by the pilot for the leg. (\*optional)
13. **Pax** - Total number of passengers transported for this leg. (\*optional)
14. **Passenger's Name** - The name of the identified traveler, last name first, first name last.
15. **Department/Agency** - The passenger's Department/agency, or bureau, or in cases of dependents, the unit for which the relative works, or in cases of non-Federal travelers, the unit which approved their passage on the flight.
16. **Status Code** - A one letter code identifying the type of traveler being reported. The codes are:

C= Contractor	N= Non-Federal official	D= Dependent
O= Other Official Traveler (employee)	E = Senior Executive Branch official	S= Senior Federal official
M = Military		
17. **Purpose of Travel** - A two-character alphanumeric code identifying the reason the passenger is traveling.  
**"Mission Requirement"**. Activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, etceteras.  
1E = Emergency means an unexpected, serious occurrence or situation urgently requiring prompt action.  
1O = Operational  
1T = Training  
**"Required Use"**. Use of a Government aircraft for the travel of an Executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements.  
2B = Business Only  
2C = Combined Business and Personal or Political (Reimbursable category)  
2W = Wholly Personal or Political (Reimbursable category)  
**"Other Official Travel"**. Travel is for official business other than Mission or Required Use.  
3B = Business Only  
3C = Combined Business and Political (Reimbursable category)  
**"Space Available"**. Travel other than for the conduct of agency business; using aircraft capacity that is already scheduled for use for an official purpose but would otherwise be unutilized.  
4S = Space Available (Reimbursable category)
18. **Leg On and Leg Off** - The airport name at which a passenger boarded and departed the flight.
- 19a. **Government Cost** - The appropriate share of the full operating cost of the aircraft allocated to the traveler.
- 19b. **Charter Cost** - The appropriate share of the full charter cost quoted by an FAA approved vendor for the planned flight.
- 19c. **Commercial Cost** - The corresponding commercial cost had the traveler used scheduled airline service.
- Reimbursement Amount** - The amount required to be reimbursed to the Government for the flight, if applicable.

### 3.10 Cost Analysis:

Each flight request for chartered or government-owned aircraft shall include an approved [cost analysis](#), which clearly demonstrates the best value of the flight. The flight requestor or first-line supervisor coordinates with the Unit Aviation Manager to complete a cost analysis that is kept on file for 3 years.

### 3.11 State / District/Unit Aviation Plans:

State and Districts prepare annual aviation operating plans that outline their specific needs. These plans may not be more restrictive than the national standard, unless the National Aviation Office has been notified in writing. State and District Plans (if required) are updated prior to April 15. Copies of all districts annual up-dates should be sent to the State Aviation Manager for State Office filing. State Aviation plans will be sent electronically to the National Aviation Office by May 15<sup>th</sup> for review.

### 3.12 Documentation Requirements:

Documentation requirements for aviation activities are maintained in their respective field offices for a period of 2 years.

### 3.13 Issue Resolution:

Issue resolution is accomplished through the chain of authority established by BLM. Individuals may not deal directly with other agencies or higher levels of authority without prior permission from the NAO.

### 3.14 Aviation Program Reviews:

BLM Aviation program reviews are conducted at two levels within the organization to insure safety standards, policy compliance and Bureau objective efficiencies are being met.

Field/District reviews are conducted every three years. The State Aviation Manager has the responsibility to ensure the reviews are being conducted within the required timeframe and has identified well qualified individuals to conduct the review.

State reviews are conducted in two states each year and each state will be reviewed every five years. Reviews are administrated by the NAO and will identify qualified individuals to conduct the review. Additional reviews may be conducted if a need is identified by the program manager of aviation.

#### State Reviews in order;

2004	New Mexico	2007	Eastern States
2004	Wyoming	2007	Nevada
2005	Colorado	2008	Montana
2005	California	2008	Idaho
2006	OR/WA	2009	Alaska
2006	Utah	2009	Arizona

## 4.0 Aviation Use Standards

### 4.1 General-Use Flight Requirements:

Typically a General-Use flight is a point-to-point flight that originates at one developed airport or permanent helibase and flies direct to another developed airport or permanent helibase

Requirements include:

1. Designated Flight Manager
2. Cost Analysis
3. Mission Plan
4. Approved Aircraft Flight Request Form
5. AMD approved and carded pilot and aircraft
6. Flight Plan/Flight Following is filed with FAA or Agency as required by OPM 04-02
7. Mission briefing given to the pilot and safety briefing given to the passengers

### 4.2 Special-Use Flight:

Special-Use activities are the utilization of aircraft in support of programs, which require special techniques, procedures, and considerations. These operations are listed in 351 DM 1.7 and meet the following requirements:

1. Aircraft and pilots must be approved for each Special-Use activity prior to use.
2. All Special Use flights or missions except fire missions must have an approved Special Use Aviation Safety Plan reviewed by the Unit Aviation Manager and approved by the State Aviation Manager, or as delegated.
3. Passengers on a Special-Use flight must be essential to the mission.
4. Employees engaged in Special-Use activities must be qualified through required training ([see OPM 04](#)) and experience or have a qualified Flight Manager supervising the mission.

### 4.3 Training:

All personnel engaged in aviation activities, from passengers to upper management, must meet training and experience requirements commensurate with their assigned aviation responsibilities as listed in [OPM-04](#) and NWCG 310-1.

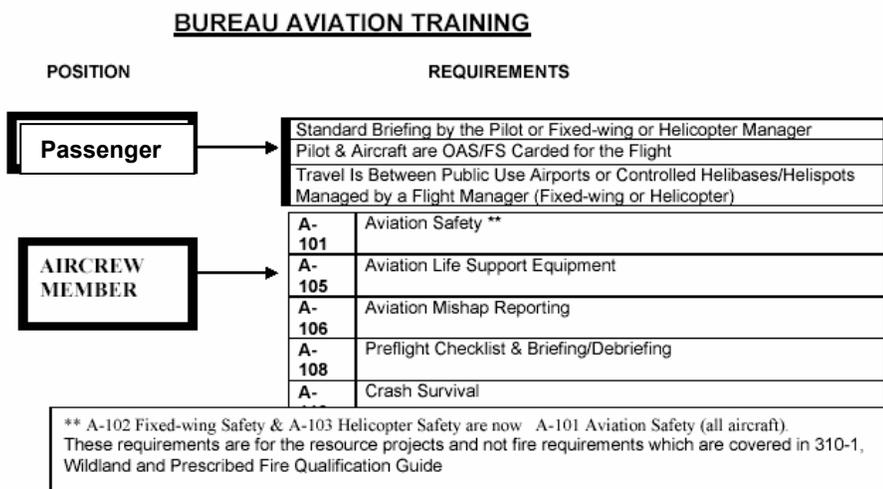
#### 4.4 Aircraft and Pilot Requirements:

The aircraft (351 DM 2) and pilot (351 DM 3) must be approved and current for the specific mission. For training requirements see [OPM -22](#).

#### 4.5 BLM Aviation Resource Training

Initial non-fire training requirements were agreed to by BLM and the AMD in [OPM-04](#) as directed in the Department Manual 112 DM 12.2. I. This document identifies minimum initial aviation training modules for resource personnel required by BLM and the Department of the Interior (DOI), AMD. BLM employees, including volunteers and cooperators, operating on aviation missions must travel with an approved pilot and on an approved aircraft. For Aviation User training purposes, employees are either a passenger or an aircrew member. Passengers only require a pilot briefing for a flight between airports and established or controlled helibases/helisports. Aircrew members perform essential duties on mission flights and are required to complete the initial aviation user training. This emphasis will increase employee knowledge, efficiency and safety during aviation missions.

The initial aircrew training should be in a classroom setting and presented by a certified Interagency Aviation Trainer (IAT) consisting of a minimum of six aviation modules. The three-year refresher may be met with the Computer Based Training (CBT). If an employee is unable to attend the initial classroom training, they may request the completing of CBT to be in compliance with the minimum training requirements in [OPM-4](#). This approval is delegated to the State Aviation Manager (SAM) and Unit Aviation Manager (UAM). The Interagency Aviation Training (IAT) web site will automatically record the completed CBT classes. For training classes completed by the field offices, trainee names must be added to the AMD training server to maintain a training record. This training provides special use mission aircrews the knowledge and skill to manage aviation operations and maintain a mission safe environment.



BLM Aviation Resource Training		Agency Administrator	Contracting Officers & PI	Supervisor	Aviation Mgmt & Tech Spec.	Contract-CBT--S	Flight Crew Pilot	State, National Managers	Unit Aviation Manager	Aviation Dispatcher	Project Manager	Helicopter Manager	Helicopter Flight Mgr	Fixed-Wing Manager	Aircrew Member
A-400R	Refresher Training Modules														
Contract Pilot:: Web Based Training (WBT) Per BLM from Blue Ribbon Panel S= Suggested Training (*if involved in transport of Hazardous Materials)															
A-101	Aviation Safety														
A-103	<i>FAA NOTAM System</i>														
A-104	Overview of A/C Capabilities & Limitations														
A-105	Aviation Life Support Equipment														
A-106	Aviation Mishap Reporting														
A-107	Aviation Policy and Regulations I														
A-108	Preflight Checklist & Briefing/Debriefing														
A-109	Aviation Radio Use														
A-110*	<i>Aviation Transportation of Hazardous Materials</i>														
A-111	Flight Payment Document														
A-112	Mission Planning and Flight Request Process														
A-113	Crash Survival														
A-114	<i>Aviation Safety Pilot Training</i>														
A-200	<i>Annual Mishap Review</i>														
A-201	<i>Overview of Safety and Accident Prevention Program</i>														
A-202	Interagency Aviation Organizations														
A-203	<i>Airspace Management and Coordination</i>														
A-204	Aircraft Capabilities and Limitations														
A-205	Risk Awareness														
A-206	Aviation Acquisition/Procurement I														
A-207	<i>Aviation Dispatching</i>														
A-208	Helicopter Pre-Use Inspection														
A-209	Helicopter Operations														
A-210	Helicopter Field Exercise														
A-211	Aviation Planning														
A-212	<i>ARA &amp; Blanket Purchase Agreement</i>														
A-300	<i>Aviation Lessons Learned</i>														
A-301	<i>Implementing Aviation Safety &amp; Accident Prevention</i>														
A-302	Personal Responsibility and Liability														
A-303	<i>Human Factors in Aviation</i>														
A-304	Aircraft Maintenance														
A-305	<i>Risk Management</i>														
A-306	Contract Administration														
A-307	Aviation Policy and Regulations II														
A-308	Aviation Policy and Regulations III														
A-309	<i>Helicopter Flight Manual</i>														
A-310	<i>Crew Resource Management</i>														
A-311	Aviation Program Overview for Agency Administrator														
A-312	Water Ditching and Survival														
A-313	<i>Aviation Security</i>														
A-401R	Aircraft Dispatcher Training														
A-402R	Aircrew Refresher Training														
A-403R	Fixed-Wing Manager														
A-406R	Helicopter Managers Workshop														
A-407R	Project Managers Workshop														
A-409R	Unit Aviation Manager Workshop														
A-410R	Aviation Management/Tech Specialist														
	<i>Red indicates Modules in development or new</i>														

**NWCG COURSE EQUIVALENCY FOR INTERAGENCY AVIATION TRAINING MODULES**

Module	S-271	S-270	S-370	S-371	J-375	S-378	S-470	SEAT
A-101	X	X	X	X	X	X	X	
A-103	X	X	X	X	X	X	X	X
A-104		X	X			X		X
A-105	X	X						X
A-106	X	X		X	X			X
A-107	X				X			X
A-108	X							X
A-109	X					X		X
A-110	X							
A-111								X
A-112				X		X	X	X
A-113	X							
A-201								
A-202							X	X
A-203			X		X	X	X	
A-204	X					X		
A-205	X					X	X	X
A-206								
A-207								
A-208								X
A-209	X			X				
A-210	X			X				
A-211								
A-301								
A-302	X							
A-303	X							
A-304								
A-305							X	
A-306								
A-307								
A-308								
A-309								
A-310	X							

**Notes:** "X" indicate NWCG course for credit in the Interagency Aviation Training module in the corresponding row.

Passenger	A person being transported, by aircraft, <b>on a mission that is managed</b> by a qualified BLM Aviation Flight Manager for a Fixed-wing or a Helicopter.
Aircrew Member	A person working in or around aircraft and <b>is essential to ensure the safe and successful outcome</b> of a mission.
Fixed-wing Manager	A BLM representative who works jointly with the Fixed-wing Pilot-In-Command to ensure a safe, efficient flight for BLM employees and accomplish their objectives.
Helicopter Flight Manager	A BLM representative who works jointly with the helicopter pilot-in-command to ensure a safe, efficient flight for BLM employees and accomplish their objectives.
Helicopter Manager	A person assigned to a project (non-fire) helicopter responsible for coordinating, scheduling, managing and supervising helicopter operations. See IHOG, Chapter 2 for incident and non-fire qualification and training standards.
Project Manager	A person responsible for planning, organizing, and managing an aviation operation project using more than one aircraft simultaneously for an operation lasting several days.
Aviation Dispatcher	A person who receives, process and dispatches aircraft, provides flight following and other aviation mission support services.
Unit Aviation Manager	Individual with aviation management responsibilities for a local unit and is the focal point for aviation management.
State/National Managers	Individuals responsible for overall aviation direction within a geographical area as defined by the agency.
Flight Crew – Agency Pilot	A pilot or flight crew person assigned to duty in an aircraft during a flight and who holds a valid FAA Airman’s Certificate and Airman’s Medical Certificate.
Contract/CWN Pilots	A pilot under exclusive use or call-when-needed contract who holds a valid FAA Airman’s Certificate and Airman’s Medical Certificate assigned to crew an aircraft for a BLM mission.
Supervisor & Managers	Those who supervise employees who manage aircraft to accomplish BLM programs, first and second line supervisors.
Contract Off./ Project Inspector	A person responsible for compliance with aircraft contract provisions and specifications with authority to initiate. Contracting officers’ sign correspondence committing expenditure of funds.
Agency Administrator	A line officer responsible and accountable for using aviation resources to accomplish Bureau program objectives.

# Chapter 5

## 5.0 Operational Policy

### 5.1 BLM Flight Following and OPM-2

**Flight Plans:** Pilots shall file and operate: on a Federal Aviation Administration (FAA) flight plan; or b) on an international Civil Aviation Organization (ICAO) flight plan; or c) in accordance with a bureau approved flight plan program; or d) in accordance with an AMD director approved vendor flight program specified in an AMD procurement document. Flight plans shall be filed prior to Take Off.

Bureau flight plan programs may be used to accommodate specialized bureau missions and must be approved as delegated by the bureau Director. As a minimum, a bureau flight plan program must specify route of flight, estimated time of arrival (ETA), how an aircraft will be tracked during flight and response procedures should the aircraft experience a mishap or fail to check in.

**Flight Following:** Pilots are responsible for flight following: a) with the FAA, or b) With the appropriate ICAO entity, or c) in accordance with a bureau approved flight following program, or d) in accordance with an AMD Director- approved vendor flight following program specified in an AMD procurement document. When communication is possible, position reporting shall not exceed one hour intervals under normal circumstances. If the one hour time limitation is to be exceeded prior approval by the SAM is required (351.DM.1.4.c.2.b)

Bureau flight following programs must be approved as delegated by the bureau Director. As a minimum, a bureau-approved flight following program must specify actions to be taken (e.g. Notify the FAA) in the event of an overdue or missing aircraft. Position reports resulting from use of a bureau approved flight following program must be documented by the receiving office and provide enough information to enable easy location of an overdue or missing aircraft.

An aircraft is considered “overdue” when it fails to arrive within 30 minutes past the ETA and cannot be located. An aircraft is considered “missing” when its fuel duration has been exceeded then reported to the FAA as being “overdue” and the FAA has completed an administrative search for the aircraft without success.

**5.2 Operational Guides and Handbooks and Websites:** A multitude of guides and handbooks are available to assist the aviation user. The Departmental Manuals and Office of Aircraft Services Operational Procedures Memorandums prevail when any other document conflicts or is less restrictive. The following Guides and Handbooks constitute BLM Aviation policy as specified in the 9400 manual.

1. ACETA Handbook
2. Aerial Supervision Module Operations Guide
3. Air Tactical Group Supervisor Guide (NFES 1393)
4. Aircraft Identification Guide (NFES 2393)
5. Aviation Incident/Accident Response Guide
6. Aviation Life Support Equipment Handbook
7. Aviation Transport of Hazardous Materials Handbook (NFES 1068)
8. BLM State Aviation Plans
9. BLM Fixed Wing Standard Operations Guide (FWSOG)
10. BLM Wild Horse and Burro Aviation Operations Handbook
11. Bureau of Land Management Standard Operations Procedures.
12. District/Unit Aviation Plans
13. Field Reference Guide for Aviation Users
14. Fire line Handbook - NWCG Handbook 3 (NFES 0065)
15. Geographic and National Mobilization Guides (NFES 2091)
16. IAMS/TFR users guide.
17. Incident Command Systems (ICS) Field Operations Guide
18. Interagency Aerial Ignition Guide (NFES 1080)
19. Interagency Air Tanker Base Operations Guide (NFES 2271)
20. Interagency Airspace Coordination Guide
21. Interagency Airtanker Base Directory (2537)
22. Interagency Aviation User's Pocket Guide (NFES 1373)
23. Interagency Helicopter Operations Guide (NFES 1885)
24. Interagency Lead Plane Operations Guide
25. Interagency Rappel Guide
26. Interagency Single Engine Air Tanker Ops. Guide (NFES 1844)
27. Interagency Smokejumper Pilots Operation Guide
28. Standards for Fire and Aviation Operations
29. Wildland Firefighters Frequency Guide

**Websites**

NIFC National Aviation Office website <http://aviation.nifc.gov>  
NIFC Airspace Information System <http://airspace.nifc.gov>  
Interagency Airspace <http://airspace.nifc.gov>  
National Interagency Fire Center (NIFC) <http://www.nifc.gov>  
AMD (Formerly OAS) <http://www.oas.gov>

## **6.0 Safety**

### **6.1.1 Necessary Mission:**

To provide safe, efficient, and effective aviation services for the BLM and our cooperative agencies. The NAO will provide the leadership oversight and support. The objective is to identify hazards and manage risk to an acceptable level for aircraft operations within the BLM.

### **6.1.2 Aviation Safety Program:**

The aviation safety program encompasses risk management controls, evaluations, operating standards, and accident prevention to assist in the Bureaus mission. The NAO is the aviation focal point for interaction with the AMD, other agencies and commercial industry to maintain aviation services. The NAO will provide technical expertise in aircraft use and applications that are unique to the BLM mission. Bureau aviation programs exceeding 20,000 flying hours are encouraged to establish a full time safety manager position (351 DM 1.5).

### **6.1.3 Aviation Safety Assistance Team (ASAT)**

Aviation Safety Assistance Team (ASAT) team make-up will be small and have minimal impact; 1. Safety, 2. Helicopter Specialist, 3. Fixed-wing Specialist and 4. Aviation Maintenance Inspector. Positions will depend on the identified need of the requesting office through NICC.

**Goal:** To support the aviation resources operating in the field during periods of increased aviation operations. This can be during suppression build-up, during increased activity or declining activity.

**Objectives:** Enhance safety, efficiency, and effectiveness of all aviation operations. Provide assistance to Unit Managers, aviation managers, flight crews and Incident Management Teams for their suppression effort. Teams should be mobilized within 24 hours and may take trainees as agreed to by the requesting unit.

**Assignment Protocols:** Receive an assignment briefing with management concerns or issues identified in a Letter-of-Delegation and, Establish the role of the ASAT and expectations. Provide daily feedback to the person (s) as identified in the delegation letter. Conduct an exit briefing and a written report prior to leaving the assignment.

## **6.2.0 PROGRAM ELEMENTS**

### **6.2.1 Introduction:**

This National Aviation Safety Plan identifies field needs, establishes program objectives to meet those needs and priorities to accomplish the annual workload. This plan will guide the BLM aviation program direction, organization, and funding.

### **6.2. 2 Aviation Safety Program Responsibilities:**

It's a safety responsibility to use a Risk Management Process to reduce the likelihood and severity of a specific accident. The aim of every safety program is to identify risk, eliminate or control risk and associated hazards. An aircraft accident is typically a serious and traumatic event for those directly involved and for the organization to which the aircraft belongs. The NAO provides guidance and direction for the timely reporting of incidents/accidents and investigations involving aircraft operating on Bureau missions. This direction is in the form of manuals, handbooks, guides and instruction memos.

### **6.2.3 Aircraft Mishap Prevention Program:**

Each state and field unit management plan is based on the philosophy that all accidents are preventable and that any mishap is a function of management. Therefore the supervisors at all levels in the organization are responsible for safe aviation operations under their control. This responsibility includes direct supervision, training and providing safe working conditions. Using feedback managers can monitor programs, reduce hazards and implement controls to reduce risks to a point where they are acceptable, since risk cannot be totally eliminated.

### **6.2.4 Aviation Safety Awards Program:**

Aviation Safety Awards are a positive part of the aviation program and is provided to all levels with the BLM organization. National awards are given following the guidelines in 352 DM 7 for pilots and employees. Air awards are given throughout the year in the form of a certificate and cap. The field offices through State offices are encouraged to submit award recommendations the NAO.

### **6.2.5 Aircraft Mishap Investigation:**

The Chief Aviation Safety and Training is to be notified by the state and/or AMD of any accident or incident relating to BLM Aviation operations and establish the investigation protocol. It is the responsibility of the Chief, Aviation Safety Manager to notify BLM Aviation Manager, Group Manager Washington Office, Director, OF&A and State Aviation Manager of the circumstances. BLM NAO has no investigation responsibility but will serve as a liaison between the AMD and BLM office where the accident/incident occurred. AMD aircraft accident/ incident review board establishes corrective action for each accident/incident and the NAO Group Manager Aviation is a member

### **6.2.6 Aviation Safety Education and Training:**

Training is a responsibility of all Supervisors and it is one of the positive controls to increase risk awareness and hazard identification. Training requirements are established in the OPM, 310-1, 9400 manual and numerous other guides and handbooks. Additional education and support is provided to field units during on site visits by national office staff and by Aviation Safety Assistant Teams (ASAT) during busy fire operations for initial attack and extended attack incidents for safety and efficiency.

## **7.0 Safety Requirements**

### **7.1 Safety Standards:**

All aviation safety standards and requirements identified in the Federal Aviation Regulations, DM 350-353, AMD-OPMS, BLM Manual 9400, State and District Aviation Operational Plans must be followed.

### **7.2 Personal Protective Equipment (PPE) and Aviation Life Support Equipment (ALSE):**

All crew members and passengers must wear the appropriate complement of PPE for Special-Use activities. Requirements are listed in 351DM 1.7 (E) and outlined in the Aviation Life Support Equipment (ALSE) Handbook and the IHOG. Any questions concerning the requirements and procedures for obtaining PPE are directed to the local Aviation Manager or Aircraft Dispatcher.

Project leaders must ensure that appropriate and adequate ALSE, including PPE, is available and worn by individuals. Detailed information is contained in the ALSE Handbook.

### **7.3 Accident /Incident Response:**

The Aviation Incident/Accident Response Guide outlines appropriate response to an aircraft incident or accident. The plan describes procedures, including notification of overdue, missing, and downed aircraft. This plan is to be updated annually by May 15 each year with contacts and phone numbers by each Aviation Unit.

#### **7.4 Aviation Mishap Information systems (AMIS):**

AMIS is an electronic storage base encompassing all aspects of aviation mishap reporting with in the DOL.. This system uses the SAFECOM to report any condition, observance, act, maintenance problem or circumstance which has the potential to cause an aviation related mishap. A SAFECOM is not a substitute for “on the spot” corrections(s) to a safety concern, rather it is a tool used in the documentation, tracking and follow up corrective action related to a safety issue. Aviation Safety Managers and State Aviation Managers are encouraged to provide feed back to the SAFECOM submitter and to solve the problem at the lowest level. This form for Interior and the Forest Service is located on the AMD web page, <http://www.oas.gov>

#### **7.5 Aviation Mishap Notification:**

Mishap reporting and procedures differ for accidents and other types of reportable incidents. All BLM offices must comply with the provisions of 352 DM 6 and the Aviation Mishap Notification, Investigation, and Reporting Handbook.

#### **7.6 Aviation Safety Communiqué - SAFECOM**

This form is located on the AMD web page <http://www.oas.gov>. It is used to report any condition, observance, act, maintenance problem, or circumstance which has the potential to cause an aviation-related mishap. District/State Aviation Managers should be notified of all Safecom’s as soon as possible. Personnel in doubt about completing a Safecom should contact their Aviation Manager.

## **8.0 FLIGHT OPERATIONS**

### **8.1 Airtanker Operations:**

Airtanker dispatch, ordering, and operations are accomplished in accordance with the geographic area and National Mobilization Guides. The Airtanker Base Manager supervises ground operations in accordance with the Airtanker Base Operations Handbook and the Interagency Airtanker Base Operations Guide.

### **8.2 Aerial Supervision Module (ASM)/ Leadplane Operations:**

ASM/Leadplane dispatch and ordering are accomplished in accordance with the geographic area and National Mobilization Guides. Leadplane operations are performed according to the Interagency Leadplane Operations Guide, Interagency Aerial Supervision Module Operations Guide, BLM Fixed Wing Standard Operations Procedures (FWSOP) and the policies and procedures prescribed in the BLM Standards for Fire Operations Handbook.

### **8.3 Air Tactical Operations:**

Air Tactical operations are accomplished in accordance with the Interagency Air Tactical Group Supervisor's Guide, BLM Aerial Supervision Module Operations Guide, BLM Fixed Wing Standard Operations Procedures (FWSOP) and the policies and procedures prescribed in the BLM Standard for Fire and Aviation Operations Handbook.

### **8.4 Smokejumper Operations:**

Smokejumper dispatch and ordering are accomplished in accordance with the Great Basin, Alaska and National Mobilization Guides. Smokejumper operations are performed according to the Interagency Department of the Interior Smokejumpers Pilots Operations Guide, BLM Fixed Wing Standard Operations Procedures (FWSOP), ISPOG and the policies and procedures prescribed in the BLM Standards for Fire and Aviation Operations Handbook.

### **8.5 Helicopter Operations:**

Helicopter operations are accomplished in accordance with the Interagency Helicopter Operations Guide.

### **8.6 Single Engine Airtanker Operations:**

Single Engine Airtankers (SEATS) operations are accomplished in accordance with the Interagency Single Engine Airtanker Operations Guide.

### **8.7 Aerial Ignition Operations:**

Aerial ignition operations and projects are accomplished in accordance with the Interagency Aerial Ignition Guide.

### **8.8 Transportation of Hazardous Materials:**

Any transportation of hazardous material must meet the requirements of the Aviation Transport of Hazardous Materials Handbook (351 DM 1).

### **8.9 Aircraft Transponder Code (Fire Fighting):**

As directed by AMD Information Bulletin NO.97-5, transponder code 1255 must be utilized by aircraft responding to and operating over fire incidents supporting suppression operations (unless otherwise directed by ATC). It is not to be used for repositioning or during cross-country flights.

## 9.0 Airspace Coordination

### 9.1 National Airspace Coordination

The Bureau of Land Management provides national level guidance for airspace coordination. Extensive Flight Planning is available to dispatch resources through current TFR and Airspace hazards. A new MOU with the USFS and BIA creating a new airspace organization will be implemented in 2004.

### 9.2 Airspace System

- Current Airspace guidance
  - For current Airspace information
  - <http://www.faa.gov>
  - [Special interest NOTAMS](#)
- Flight Data Center Notice to Airmen (NOTAMS).
- Regulations to aviation via the United States NOTAM office
- **Pilots are reminded that they should not conduct flight in the National Airspace System without first obtaining a thorough preflight briefing. Pilots are reminded that Flight Service Stations are the official source of NOTAM information and should be contacted at 1-800-WX-BRIEF for the latest information.**

9.2.1 Flight Data Center Notice to Airmen / FDC NOTAMS (10/08/03)

**Notice** **Washington D.C. Special Notice**  
(Attention all pilots with aircraft based inside the ADIZ)

**FDC**  
**2/5319** **Operations To/From Locations Outside the U.S.**

**FDC**  
**3/2943** **Washington D.C. Special Notice**  
(ADIZ Traffic Pattern Procedures)

**Not Circle or Loiter in certain areas**

- “do not fly too close to nuclear facilities”
- Mapped on the BLM Airspace Information System
  - [Airspace.blm.gov](http://Airspace.blm.gov)

**FDC**  
**3/0853** **Special Federal Aviation Regulation 94 (SFR94)**

- ENHANCED SECURITY PROCEDURES FOR OPERATIONS AT CERTAIN AIRPORTS IN THE WASHINGTON, DC METROPOLITAN AREA SPECIAL FLIGHT RULES AREA. THE FOLLOWING PROCEDURES ARE IN EFFECT FROM 0302010530 UTC (FEBRUARY 1 AT 0030 LOCAL) UNTIL FURTHER NOTICE:

**VFR Operations in the U.S.**

- Pilots must check NOTAMS prior to every flight
- Pilots must monitor 121.5 if able
- Public Aircraft may operate as normal.

**FDC**  
**2/5128** **IFR Operations in the U.S.**

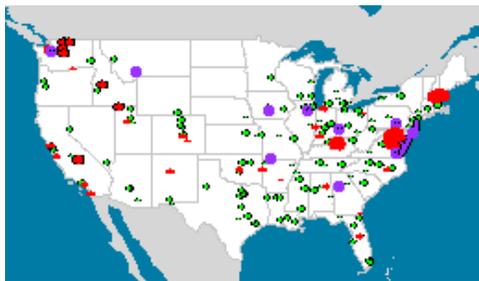
**FDC**  
**1/3352** **Power plants, dams etc.**

- Do not circle or loiter around power plants, damns, oil refineries or similar facilities!

### 9.3 The NIFC Airspace Information System <http://airspace.nifc.gov>

The Bureau of Land Management currently operates website at <http://airspace.nifc.gov>.

## National Interagency Airspace Information System



**Welcome** to the Bureau of Land Management's Airspace Information Website. The BLM has now made available to **all aviators** and **fire managers** interactive current WAC, Sectional, and GNC Aviation Charts plotted with graphical TFR information to help pilots avoid inadvertent violation of Restricted Airspace due to fire fighting operations and other national airspace restrictions. The BLM National Aviation Office understands the importance for pilots to be aware and visualize graphically Temporary Flight Restrictions that are issued because of the low-level, dense operations of aircraft in a fire zone. Although it is the legal requirement of a pilot to rely on text

based NOTAMS issued from the FAA, many times they are difficult to understand, and even more difficult to understand the extent of the flight restriction.

This site will operate year round offering graphical updates within one half hour of issue during business hours (Monday through Friday, 7am to 4pm Mountain) and twice daily (7am and 1pm Mountain) on weekends and holidays.

By clicking on the buttons on the left, all aviators can access Temporary Flight Restrictions due to fire fighting operations, as well as other National Temporary Flight Restrictions. **Red** areas indicate Temporary Flight Restrictions. One can list all of the restrictions by state, or by clicking on the **Red**

zones on a national map. **Green** zones are used for blanket Stadium TFRs and  symbols are used to depict Nuclear Sites. **Purple** zones are used to depict laser light activity NOTAMs. Each of these symbols can also be clicked for details. The map is interactive and can be zoomed in or out, and various layers can be toggled on or off like airports, airways, etc. The information can be displayed and easily printed as a sectional or wac chart.

The flight planning section is reserved for BLM Aviation and those designated to use it. It contains extensive Flight Planning features and can be used to plan possible route, hazard and obstruction conflicts within the airspace system. The BLM National Aviation Office at the National Interagency Fire Center, Boise, ID, issues BLM logins.

#### 9.3.1 The NIFC Airspace Information System Graphical TFR tool bar.

TFRs by State	TFR Map	TFR Search	Recent TFRs	Sort by Type	Pending TFRs	Cancelled TFRs
Alphabetical TFR list by state	Brings you to the Interactive Map	Search for TFRs by state, NOTAM Number, city etc.	TFRS listed by time and most recent	Sort by Presidential, wildland fire, laser light etc.	TFRS that have not yet been graphically plotted	Cancelled TFR list

### 9.3.2 TFR text

- Updated every 12 min
- “click” and print charts
- Tactical charts with or with out labels

 	3/9079 - WA.. FLIGHT RESTRICTIONS TWISP, WA. EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE. (THE ISABEL FIRE) PURSUANT TO 14 CFR SECTION 91.137A(2) TEMPORARY FLIGHT RESTRICTIONS ARE IN EFFECT WITHIN AN 5 NAUTICAL MILE RADIUS OF 483859N/1195222W THE WENATCHEE /EAT/ VORTAC 351 DEGREE RADIAL AT 76 NAUTICAL MILES AT AND BELOW 10000 FEET MSL TO PROVIDE A SAFE ENVIRONMENT FOR FIRE FIGHTING AIRCRAFT OPERATIONS. THE U.S. FOREST SERVICE 509-663-8575, (FREQ 123.075) IS IN CHARGE OF ON SCENE EMERGENCY RESPONSE ACTIVITIES. SEATTLE /SEA/ AFSS, 206-658-6607, IS THE FAA COORDINATION FACILITY. WIE UNTIL UFN	
 <a href="#">Center Map Here</a>	 <a href="#">Printable WAC/Sectional</a>	 <a href="#">Printable GNC [No Labels]</a>
Note: IE users should right-click link to save printable chart. Printable chart requires free <a href="#">Acrobat Reader</a> software by Adobe.		

### 9.3.3 Flight Planning, Hazards and Obstructions:

Extensive flight planning, hazard and obstruction information is available through the website. The ability to reinforce NOTAM airspace by displaying the information on the website is also available. Contact Ben Hinkle, BLM Airspace Coordination for further details.

## 9.4 Airspace Boundary Plan:

### AIRSPACE BOUNDARY MANAGEMENT PLAN

#### 1 Purpose:

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator (“mutual aid”, “shared” or “exchanged” initial attack areas or zones) require increased management and coordination. The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas, which would unknowingly put the responding aerial resources within close proximity to one another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and I/A zones and provide means of communication, coordination, and airspace de-confliction within those areas.

#### 2. Guidelines and procedures.

- A. An imaginary 10 mile wide “neutral air” corridor will center on agency/cooperator boundaries. The “neutral air” for mutual or exchanged initial attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries
- B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.
- C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made the contact air-to-air frequency will be “Air Guard” 168.625 MHz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default/ receives frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternate frequency (i.e. the local or incident air-air frequency, etc.).
- D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone
  1. Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
  2. Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
  3. Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.
  4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.
- E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:
  1. The approaching aircraft will attempt to establish contact on the assigned frequency, if unsuccessful Guard frequency 168.625 will be utilized.
  2. Perform a high-level recon prior to low-level.
  3. Practice “see and avoid”.
  4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.
- F. Temporary Flight Restrictions (TFR’S) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

9.5 Airspace Boundary Operations Checklist:

**AIRSPACE  
BOUNDARY  
OPERATIONS  
CHECKLIST**

(1) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Dispatcher: \_\_\_\_\_

(2) Fire Name and/ or Number: \_\_\_\_\_

(3) Geographic Location:: \_\_\_\_\_

Latitude x Longitude: \_\_\_\_\_ x \_\_\_\_\_

VOR Distance And Bearing: \_\_\_\_\_

(4) Aircraft Responding:

	<u>Tail #</u>	<u>Departure Point</u>
Air Attack	_____	_____
Lead	_____	_____
Air Tankers	_____	_____
	_____	_____
Helicopters	_____	_____
	_____	_____
	_____	_____

(5) Is there a TFR in place or requested? *Yes No*

If yes, what are the parameters? Center Point: Lat. \_\_\_\_\_ Long. \_\_\_\_\_

Radius: \_\_\_\_\_ nm

Altitude: \_\_\_\_\_ MSL

(6) Radio Frequencies:

Flight Following Frequency: \_\_\_\_\_

Air to Air (VHF-AM): \_\_\_\_\_

Air to Ground (VHF-FM): \_\_\_\_\_

(7) Are there military training routes or Special Use airspaces near the incident? *Yes No*

What are the Routes or SUA Involved? \_\_\_\_\_

If yes, has the Scheduling Activity been notified? *Yes No*

Have Flight Crews been notified? *Yes No*

(8) Adjacent Jurisdiction Dispatch Centers: CHECK ALL APPLICABLE and FAX

	<b>Phone:</b>	<b>Fax:</b>	<b>FIRE CENTER</b>	:	_____
				:	_____
				:	_____
				:	_____

(9) Has a follow up phone call been made to all Dispatch Centers checked above? *Yes No*

# Chapter 10

## 10.0 Aviation Project Planning

### 10.1 Aviation Project Planning:

Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from plans nor from Department policy and procedures, except for safety of flight considerations. Project planning includes, as a minimum, the following:

1. Flight routes and altitudes.
2. Risk assessment and mitigation approval for Special-Use activities.
3. Hazard Identification.
4. Management approval for special use activities.

A written Project Aviation Safety Plan (PASP) shall be completed approved for every Special Use aviation project. Required elements of a PASP include:

1. Supervision	2. Project Name
3. Justification	4. Protect Date
5. Location	6. Projected cost of aviation resources
7. Aircraft	8. Pilot
9. Participants	10. Flight Following and emergency search and rescue
11. Aerial Hazard analysis	12. Personal Protective clothing/equipment
13. Load calculations and Weight and Balance information.	

A good resource for aviation project planning can be found in the IHOG Chapter 3. The PASP shall be submitted to the UAM for review and approved the by the line manager prior to ordering aircraft or conducting the aviation related portion of the project.

**10. 2 Aviation Project Planning:** See PROJECT AVIATION SAFETY PLAN next page.

## 10. 2 Aviation Project Planning: PROJECT AVIATION SAFETY PLAN

<b>Project Name:</b>		<b>Anticipated Project Date:</b>	
Project Plan Prepared by:		Title:	Date:
This Flight is Approved by:		Title:	Date:
This Flight is Approved by:		Title:	Date:
Project Plan Reviewed by:		Title:	Date:
Project Plan Reviewed by:		Title:	Date:
Project Plan Reviewed by:		Title:	Date:
<b>Project Description:</b>			

<b>Project Supervisor:</b>		Phone:	Cell:	Sat:
Alternate Supervisor:		Phone:	Cell:	Sat:
Chief of Party:		Phone:	Cell:	Sat:
Fire Heli Manager:		Phone:	Cell:	Sat:
Project Heli Manager:		Phone:	Cell:	Sat:
Unit Aviation Officer:		Phone:	Cell:	Sat:
<b>Type of Flight</b>	Point to point:	Special Use:	Reconnaissance:	Other:
<b>Charge Code:</b>	Billee Code:	OAS-23	FSS-122	CWN#
Aircraft Availability Per Day =	RON x =	Service Truck Mileage	X =	ARA#
Aircraft Per Hour x =				
Seeder:	Helitorch:	Batch Truck:		
Extended Pilot x =	Extended Driver x =	Other:		
Total per day =	Number of days x	per day cost	=	
<b>Projected Total Cost =</b>				
<b>Vendor:</b>	Phone:	Cell:		
<b>Aircraft Information:</b> N#	Color:	Make and Model:		
<b>Pilot Name:</b>	Pilot Phone #	Pilot Cell #		
<b>Search and Rescue Procedures:</b>				
<b>Radio Frequencies</b>				
Simplex FM	Receive:	Transmit:	Tone:	
Repeat FM	Receive:	Transmit:	Tone:	
Air-to-Ground - FM	Receive:	Transmit:	Tone:	
Air-to-Ground (Secondary)- FM	Receive:	Transmit:	Tone:	
Long Distance Flight Following - FM	Receive:	Transmit:	Tone:	
Local Flight Following - AM:	Receive:	Transmit:	N/A	
Air-to-Air - AM	Receive:	Transmit:	N/A	
Flight Following and Tracking	By Phone:	Radio:	Request #	
FAA VFR with 60 minute check in:	FAA IFR:	Agency:	Flight#	
<b>Scheduling Dispatch Phone:</b>		<b>Contact:</b>		
		<b>Notes:</b>		
<b>Destination Dispatch Phone:</b>		<b>Contact:</b>		
		<b>Notes:</b>		
<b>Aircraft Home Base Location:</b>				

Ferry Start Time:	Ferry Ending Time:	
Ferry Flight Following	Agency:	FAA:

Project Start Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Ending Location:	Runway Length:	Elevation:	Surface:
Helibase or Helispot Information Ownership:	Location:	Contact:	Phone#:
Fuel Truck Location(s):			

<b>Passengers</b>			
Name:	Weight:	Dept Pt:	Destination Pt:
Name:	Weight:	Dept Pt:	Destination Pt:
Name:	Weight:	Dept Pt:	Destination Pt:
Name:	Weight:	Dept Pt:	Destination Pt:
Name:	Weight:	Dept Pt:	Destination Pt:
Name:	Weight:	Dept Pt:	Destination Pt:

<b>Cargo</b>			
Weight:	CU FT:	Hazardous Mat Yes No:	Destination:
Weight:	CU FT:	Hazardous Mat Yes No:	Destination:
Weight:	CU FT:	Hazardous Mat Yes No:	Destination:

Special Instructions:

<b>Job Risk Analysis</b>			
Is there an alternative method that would accomplish the mission more safely?	Yes	No	NA
Is everything approved with clear instructions?	Yes	No	NA
Are communications and flight following established?	Yes	No	NA
Can terrain, altitude, temperature or weather that could have an adverse effect be mitigated?	Yes	No	NA
Will the mission be conducted at low levels? (Below 500' AGL)	Yes	No	NA
Can the same objective be achieved by flying above 500' AGL?	Yes	No	NA
Are all aerial hazards identified and known to all participants?	Yes	No	NA
Have mitigating measures been taken to avoid conflicts with military or civilian aircraft	Yes	No	NA
Have adequate landing areas been identified and or improved to minimum standards	Yes	No	NA
Are all agency personnel qualified for the mission?	Yes	No	NA
Is the pilot carded and experienced for the mission to be conducted?	Yes	No	NA
Are pilot flight and duty times compromised?	Yes	No	NA
Is there enough agency personnel to accomplish the mission safely?	Yes	No	NA
Will adequate briefings be conducted prior to flight?	Yes	No	NA
Are all involved aware that the pilot has the final authority, but if any passenger feels uncomfortable, that they can decline the flight without fear of reprisal?	Yes	No	NA
Is the aircraft capable of performing the mission with a margin of safety	Yes	No	NA
Is the aircraft properly carded?	Yes	No	NA



**Project Manager/COP Checklist**

Approved and signed project plan	Carded pilot	Carded Aircraft
Qualified Manager	Qualified Crewmembers	Hazards Identified
Maps of areas/sites	Notify Dispatch	Weather
MTR's MOA's	Brief Pilot	Brief Passengers
PPE	Load Calc or Weight and Balance	Weights of passengers and equipment
Fuel Planning	Fuel Truck Locations	Permission to land/utilize areas
Radio Frequencies / Tones	Hobbs Start/End	Day/Survival Packs
Handheld Radios	Satellite Phones	Sic Sacks
Weather Forecast		

Attach Map of Project site:

## **11.0 AVIATION FACILITIES**

### **11.1 Permanent Air Bases:**

Operational bases are facilities that are permanent installations and are used on a continuous or seasonal basis for aviation operations, including helibases, retardant bases, and airport facilities. These include aviation facilities on BLM property and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance, and oversight.

### **11.2 Construction and Maintenance:**

The size and extent of aviation installations are commensurate with the expected aircraft use at any given site. Design criteria provide for operational safety as well as adequate work/rest environment for aircrew and personnel assigned. Facilities are constructed and maintained according to the BLM 9400 Manual and Districts and Field Offices are responsible for planning, purchase/lease, construction, maintenance, and utilities relating to aviation facilities.

### **11.3 Safety:**

Aviation facilities must comply with safety regulations outlined in Departmental manuals, guides, handbooks, and the Occupational Safety and Health Act (OSHA). Building equipment and landing surfaces will be inspected by Unit Aviation Managers annually to identify any maintenance or safety deficiencies. Modifications and repairs are made prior to the operational season.

### **11.4 Temporary Bases:**

Temporary bases are sites that are used on a temporary or intermittent basis (i.e., helispots and remote airstrips). Sites not located on BLM land must be pre-approved. Each site should be cataloged as to location, description, local hazards, use procedures, agreements, and contacts. Complete a preseason inspection and maintenance as necessary to meet agency safety standards.

# Chapter 12

## 12.0 Aviation Security

### 12.1 Aviation Security

The Department of the Interior National Aviation Security Plan is currently drafted and will be implemented during the 2004 fire season.

#### AIRFIELD AND AIRCRAFT SECURITY IN THE WAKE OF THE TERRORIST ATTACKS

Following the September 11, 2001, multiple terrorist attacks against U.S. civil air carriers, involving the World Trade Center and the Pentagon, the FAA is advising of the potential for follow-on terrorist attacks.

As we have done on several occasions in the past, the FAA is seeking your cooperation in helping to safeguard the air transportation system. We are raising the security posture at all Part 107 airports throughout the United States. We believe that it is prudent to inform airport and airfield operators of our concern. Accordingly, to help keep public and private airfields safe and secure during the foreseeable future, we need your help.

#### IF YOU ARE THE OWNER OR OPERATOR OF AN AIRFIELD PLEASE:

1. Distribute this circular to all organizations, which have a regular presence on the airfield.
2. Contact your local law enforcement agency and verify the procedures you would use to report any suspicious activity at your airfield.
3. Promptly report information indicating possible criminal activity to your local law enforcement agency.

#### PERSONS INVOLVED IN OPERATING, SERVICING OR RENTING SMALL AIRCRAFT SHOULD BE ON THE LOOK-OUT FOR:

- Aircraft with unusual or unauthorized modifications;
- Persons loitering for extended periods in the vicinity of parked aircraft or in air operations areas;
- Pilots who appear to be under the control of other persons;
- Persons wishing to obtain aircraft without presenting proper credentials or persons who present apparently valid credentials but do not have a corresponding level of aviation knowledge; or
- Anything that doesn't look right! (i.e. events or circumstances which do not fit the pattern of lawful normal activity at your airport.)

**REMEMBER:** If you see something highly dangerous, such as weapons or explosives, being loaded on an aircraft; or if you have other reason to believe that a serious crime or some sort of attack is about to occur, immediately call local law enforcement authorities!

**AND CALL YOUR NEAREST FBI OFFICE**

## 12.1.1 General Aviation Security Programs



Transportation Security  
Administration

**(866) GA SECURE**  
**(866) 427-3287**

The Transportation Security Administration (TSA) needs your help!

On December 2d, 2002, TSA implemented a national toll free hotline that the general aviation (GA) community can use to report any "out-of-the-ordinary" event or activity at GA airports. The hotline is operated by the National Response Center and centralizes reporting to the appropriate local, state and federal agencies.

Help ensure the security of GA aircraft and airport operations across the country. Call (866) GA SECURE to report any suspicious activity at YOUR airport.

### [Maintaining Awareness Regarding Al-Qaeda's Potential Threats to the Homeland](#)

#### AOPA's Airport Watch

[Security checklist](#)

AOPA's Airport Watch brochure ([HTML](#) | [PDF](#))

[General aviation and homeland security overview](#)

■ Read more in AOPA's Airport Watch brochure ([HTML](#) | [PDF](#)).

■ View AOPA's Airport Watch video:

[Windows Media](#) [Real Player High](#)

[High](#)

Windows Media [Real Player Low](#)

■ Request a copy of [AOPA's Airport Watch video](#).

## 12.1.2 Security Contacts & Emergency Links

 <a href="#">American Red Cross</a>
 <a href="#">AOPA Airport Watch</a> 
 <a href="#">BLM Airspace Information- TFR's</a>
 <a href="#">California Highway Patrol</a>
 <a href="#">Centers for Disease Control and Prevention</a>
 <a href="#">Department of Defense</a>
 <a href="#">Emergency Alert System</a>
 <a href="#">FAA - Federal Aviation Administration</a>
 <a href="#">FBI - Los Angeles Region</a>
 <a href="#">FBI - Sacramento</a>
 <a href="#">FBI - San Diego</a>
 <a href="#">FBI - San Francisco</a>
 <a href="#">Federal Emergency Management Agency (FEMA)</a>
 <a href="#">Guide for Aviation Law Enforcement</a>
 <a href="#">Institute for the Prevention of Terrorism</a>
 <a href="#">State Aeronautical Agencies &amp; State DOTs</a>
 <a href="#">TFR's and Special Notam Listings</a>
 <a href="#">Transportation Security Administration</a>
 <a href="#">U.S. Department of Homeland Security</a>

## 12.2 DOI Security

DOI contracts provide that it is the responsibility of the contractor for aircraft security. Contractors are urged to use a Dual Lockout on all aircraft.

### **Dual-Lock Method – Locking Devices & Methods**

The following are examples of locking devices and methods which can be used in tandem to achieve the required “dual-lock” status. Utilization of other means of securing or disabling an aircraft are acceptable provided they achieve a level of security equal to or greater than the methods listed herein. **The methods selected must be appropriate for the aircraft.**

#### **Examples of Acceptable Locking Devices & Methods**

- Locking Hangar Door
- Keyed Magneto
- Keyed Starter Switch
- Keyed Master Power Switch
- Hidden Battery Cut-off Switches
- Throttle Lock
- Mixture Lock
- Locking Fuel Cut-off
- Locking Control Surface “Gust-lock”
- Propeller Lock
- Propeller Chain
- Propeller Cable
- Locking Wheel Lock or Chock
- Locking Tie-down Cable
- “Club”-type Devices for Control Yoke
- A device that renders the aircraft inoperative or unable to fly

Where aircraft type (e.g., airtankers, etc.) or operational area conditions (e.g., requirement for ground personnel to reposition parked aircraft, etc.) preclude the effective use of external locking security devices, vehicles or other objects may be positioned so as to block or impede aircraft movement. When this method is utilized, a secondary locking device is still required.

#### **Examples of Unacceptable Locking Devices & Methods**

- Locking Aircraft Doors
- Fenced or Gated Tie Down Area

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