

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
9210 (932) I

January 29, 2004

EMS
Instruction Memorandum No. ID-2004-031
Expires: 09/30/2005

To: District Managers
Attn: Fire Management Officers, Operations Chiefs

From: State Director

Subject: FY 2004 State Aviation Plan

Program Area: Fire and Aviation

Purpose: This Instruction Memorandum (IM) directs implementation of the FY 2004 State Aviation Plan (attached) that includes the Boundary Plan and Checklist for Idaho BLM. The State Aviation Plan is designed to serve as an "umbrella" document for the State. District Plans are still required to be in place and updated annually.

Policy/Action: The expectation is that Fire Management Officers, Unit Aviation Managers and Aircraft Dispatchers review and understand the Boundary Plan and Checklist. It is our goal to bring as many cooperators as possible into this Aviation Safety Partnership. Completion of the Checklist is mandatory in Idaho BLM Dispatch Centers.

Timeframe: This policy becomes effective the date of this IM.

Background: The Boundary Plan and Checklist were developed after the 2000 fire season to improve our Airspace Management and our interactions with neighboring units.

Manual/Handbook Sections Affected: This IM serves as interim guidance for Idaho Manual Supplement 9210 - Fire Management, until it is issued.

Coordination: This IM has been coordinated with ID-953.

Contact: Any issues that require clarification should be referred to the State Aviation Manager, Joe Bates at (208) 373-3853.

Lower Snake River District with Union: No Union notification or negotiation is required.

Signed
K Lynn Bennett

Authenticated
Simi Torres
Administrative Assistant

Attachment (1)
1- Idaho State Aviation Plan 2004 (20 p)

cc:Field Office Managers

Idaho
Bureau of Land Management
State Aviation Plan
2004

Prepared By /s/ Joe Bates Date 1/26/2004

Reviewed By /s/ William Clark Date 1/26/2004

Approved By /s/ K Lynn Bennett Date 1/30/2004

BLM IDAHO STATE AVIATION PLAN

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1. INTRODUCTION

- 1.1 **Purpose:** This operational plan is developed to clarify and standardize aviation management in Idaho BLM and provide guidelines, policies, responsibilities, and procedures.
- 1.2 **Objective:** The objective of the Idaho State Aviation Plan is to provide safe, efficient, and economic use of aircraft in support of Land Management Operations.
- 1.3 **References:**
 - A. Title 14 CFR
 - B. Departmental Manual, Parts 112, 350-354
 - C. OAS Operational Procedures Memoranda (OPM's)
 - 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 (See 5.3)

2. ROLES AND RESPONSIBILITIES

- 2.1 **State Director:** The State Director has overall responsibility for the State Aviation Program, which is delegated to the State Aviation Manager through the Deputy State Director of Resources and the State Fire Management Officer.
- 2.2 **State Aviation Manager:** The State Aviation Manager serves as the focal point for the State Aviation Program by providing to the State Director technical and management expertise regarding the use of aviation resources. He/She has functional responsibilities in the following areas:
 1. Implements aviation program objectives and directives in support of State and District Aviation programs.
 2. Develops and implements the statewide Aviation Management Plan and 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 Idaho State Office, District Offices, and other cooperative agencies.
5. Serves as the Airspace Coordination Specialist for the State.

2.3 District Manager The District Manager has overall responsibility for the District Aviation Program. This responsibility is assigned to the District Fire Management Officer. When required the FMO delegate's these duties to a Unit Aviation Manager.

2.4 District / Unit Aviation Manager The District Aviation Manager serves as the focal point for the District Aviation Program by providing technical and management direction of aviation resources to support District programs. He/She has functional responsibilities in the following areas:

1. Assures District flight compliance with USDI/BLM/State and District policies and regulations.
2. Develops and implements the District Aviation Plan, as well as specific plans for other aviation programs (Helitack, SEAT, Air Tactical, etc...).
3. Assures that appropriate training is provided to users and managers.
4. **Designates an Alternate Unit Aviation Manager.** In the absence of the Aviation Manager these duties will default to the designated acting or assistant.
5. Assures 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 flights with a qualified vendor.
7. Briefs users on flight-following requirements.
8. Assures 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 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** (see attachment 2).

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

1. Confirms that BLM Flight Request Form 94001A is utilized and completed, and that any Special-Use flight has an attached plan approved by the appropriate authority. Fire flights are the only ones exempt from the mission-by-mission approval requirement.
2. When operations cross jurisdictional boundaries, the Dispatcher coordinates with other involved agencies on flight following.
3. Maintains a current 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 Great Basin and National Mobilization Guides.
5. Utilizes required **Idaho BLM Boundary Plan and Checklist** when dispatching any aircraft into identified Boundary Zone.

2.6 Pilot The Pilot is in command of the aircraft and has ultimate responsibility under FAA and Departmental regulations and requirements specified in the contract for the safety of the aircraft and persons on board. Other responsibilities include the following:

1. Operates the aircraft in accordance with applicable FARs and USDI/BLM policy and procedure.
2. Develops, activates, and closes FAA or agency flight plans.
3. Wears personal protective equipment when 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.

2.7 Aircraft Manager Aircraft Managers include Helicopter, Air Tanker Base, and Single Engine Air Tanker (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 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 and hazard analysis, completes flight invoices, daily diaries, and all related documentation.
5. Consults with District/Unit or State Aviation Manager when in doubt over any aviation issue.

2.8 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 OAS Flight Manager training within the last three years. (OPM 04-04) Other duties include:

1. Checks the pilots' qualification card and aircraft data card for approval and currency.
2. Briefs pilots on mission, frequencies, flight routes, hazards, flight following, passenger briefing requirements, and any other related information.
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 Other Positions Statements of responsibility of OAS, BLM National Aviation Office, Airspace Coordinator, and other aviation positions are included in the DMs and Bureau 9400 Manual.

3. 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 accomplished by designated and qualified aviation personnel in their respective BLM offices.
- 3.2 Aircraft Contracts** Aircraft services identified in the Annual Work Plan to be accomplished within a specified time frame and, if excess of \$25,000 require a formal aviation contract. The request is made by submitting an OAS-13, Request for contract Services, through the State Aviation Manager to OAS. OAS solicits and awards the contract before assigning Contracting Officer (CO) and Technical Representatives. The State Aviation Manager serves as the COR and delegates field administration of the contract to one or more Project Inspectors.
- 3.3 Aircraft Rentals and Charters** Procurement of aircraft for administrative and aviation projects less than \$25,000 is accomplished through the OAS Aircraft Rental Agreement (ARA). These agreements are used when airlines, contract aircraft, and ground transportation are unavailable, unfeasible, or not cost effective. Requests are made to the local Aviation Manager, who will work with the Dispatching Office. State Office personnel contact the State Aviation Manager. **No employee under any circumstances may schedule or procure Aviation Services. This is facilitated by the State and District Aviation Managers or qualified dispatch office personnel. Any employee who is asked to accompany personnel from another agency on any type of flight must consult with their respective Aviation Officer.**
- 3.4 Service/End Product Contracts** All Service Contracts are full service contracts to acquire an end product established on a per-acre per-unit or per-area basis. These contracts will be conducted in accordance with Instruction Memorandum OF&A 2001-001 and OPM 04-35
- 3.5 Cooperator Aircraft** Use of state/local government, military, or other federal agency aircraft by BLM employees may require prior inspection and approval by OAS. Proposed flights on these aircraft must be requested and consultation with the local Aviation Manager is mandatory.
- 3.6 Flight Requests** For all flights, the user must assure that there is appropriate funding for the mission and that supervisory approval has been granted. For Special Use Flights (as defined by Departmental Manual) the Unit Aviation Manager must review the request so a Special Use Plan can be completed and approved by the Local Manager. Requests should be submitted on Form 9400 1a, or the Project Aviation Plan/ Risk Assessment, which is attachment 1 of this document.

- 3.7 Administrative Flights** Light 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 ordered through the Aviation Dispatcher or local Aviation Manager. Prior approval is required by the solicitors' 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 04-07.
- 3.8 Cost Analysis** Each flight request for chartered or government-owned aircraft includes an approved cost analysis, which clearly demonstrates the cost effectiveness of the flight. The flight requestor or first-line supervisor coordinates with the Aviation Manager to complete the cost analysis.
- 3.9 District Aviation Plans** Districts prepare annual aviation operating plans that outline their specific needs. Operations adhere to and are not less restrictive than the national standard, unless exception has been granted in writing by the National Office of Fire and Aviation. District Plans are updated prior to May 15 annually. Copies of all annual updates should be sent to the State Aviation Manager for State Office filing.
- 3.10 Documentation Requirements** Documentation requirements for aviation activities are maintained in their respective field office for a period of two years or duration of contract.
- 3.11 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.
- 3.12 Aviation Program Reviews** Aviation program reviews occur at the District level every 2 years and at the State level every 4 years.

4. 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 heli-base and flies direct to another developed airport or heli-base. Requirements include:
1. Designated Flight Manager
 2. Approved Aircraft Flight Request Form
 3. OAS approved and carded pilot and aircraft
 4. Flight Plan/Flight Following is filed with FAA or Agency as needed
 5. 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 that 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 Plan reviewed by the District/Unit Aviation Manager and approved by the District Manager, or as delegated.
3. Passengers on a Special-Use flight must be crewmembers considered to be essential to the mission.
4. Employees engaged in Special-Use activities must be qualified through required training (see OPM 04-04) 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 04-04 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.

5. OPERATIONAL POLICY

5.1 Flight Plans and Flight Following Flight plans are required for all flights except those: (1) that are conducted within a 25-mile radius of the base of operations and (2) that involve local flight training, flight evaluations, or maintenance testing. These exempt flights must maintain continuous radio contact with the base of operations. Reference 351 DM 1.4 for more information. Flight following requirements include:

1. For flights other than point-to-point (airport-to-airport), a minimum radio check-in must occur every 15 minutes. The check-in must be made with the Aircraft Dispatcher or a pre-designated tracking base established in the Aircraft Flight Request.
2. Pilots must file flight plans with the FAA or local agency for all point-to-point flights. The Flight Manager is responsible for ensuring that the Flight Plan is filed and activated. If resource tracking is necessary the Flight Manager is responsible for calling the Aircraft Dispatcher 30 minutes prior to departure and 30 minutes after arrival.

3. Aircraft on initial attack and extended attack flight follow with dispatch and the incident. Aircraft assigned and operating on an incident for extended periods flight follow with the incident (generally only helicopters).
4. Aircraft on projects that require on-site flight following must have a pre-established plan and confirmed means of communicating with the base of operations or dispatch center.
5. Any deviation from the flight tracking policy requires approval from the State level of the Bureau.

5.2 Overdue Aircraft Any aircraft that has not been accounted for within thirty (30) minutes of the last check-in is overdue. At that time the Aircraft Dispatcher initiates the actions listed in the **Aviation Incident/Accident Response Guide**.

5.3 Operational Guides and Handbooks A multitude of guides and handbooks are available to assist the aviation user. The Departmental Manuals and Office of Aircraft Services Operational Procedures Memorandums (OPM) prevail when any other document conflicts or is less restrictive. Guides and Handbooks are listed below:

State Aviation Plan

District / Unit Aviation Plans

Air Tactical Group Supervisor Guide (NFES 1393)

Aviation Incident / Accident Response Guide

Aviation Life Support Equipment Handbook

Great Basin and National Mobilization Guides (NFES 2091)

Interagency Aviation User's Pocket Guide (NFES 1373)

Interagency Helicopter Operations Guide (NFES 1885)

Interagency Airspace Coordination Guide

Standards for Fire Operations

Fireline Handbook - NWCG Handbook 3 (NFES 0065)

Field Reference Guide for Aviation Users

Aircraft Identification Guide (NFES 2393)

Incident Command Systems (ICS) Field Operations Guide

Interagency Air Tanker Base Operations Guide (NFES 2271)

Interagency Lead Plane Operations Guide

Interagency Single Engine Air Tanker Operations Guide (NFES 1844)

Interagency Aerial Ignition Guide (NFES 1080)

Interagency Rappel Guide

Interagency Helicopter Training Guide

Wildland Firefighters Frequency Guide

USDA/USDI Aircraft Radio Communication and Frequency Guide

Wild Horse and Burro Aviation Operations Guide

Aviation Transport of Hazardous Materials Handbook (NFES 1068)

Interagency Airtanker Base Directory (2537)

Aerial Supervision Module Operations Guide

6. SAFETY

- 6.1 Safety Standards** All aviation safety standards and requirements identified in the Federal Aviation Regulations, DM 350-354, OAS-OPMs, BLM Manual 9400, State and District Aviation Operational Plans must be followed.
- 6.2 Personal Protective Equipment (PPE)** All crew members and passengers must wear the appropriate complement of PPE for Special-Use activities. Requirements are listed in 351 DM 1.7 (E) and outlined in the Aviation Life Support Equipment (ALSE) Handbook. Any questions concerning the requirements and procedures for obtaining PPE are directed to the local Aviation Manager or Aircraft Dispatcher.
- 6.3 Aviation Life Support Equipment (ALSE)** Project leaders ensure that appropriate and adequate ALSE, including PPE, is aboard the aircraft or worn by the individual. Detailed information is contained in the ALSE Handbook.

- 6.4 **Accident/Incident Response** The Aviation Incident/Accident Response Guide outlines appropriate response to an aircraft incident or accident. The plan describes proper procedures, including notification of overdue, missing, and downed aircraft. **This document must be validated annually.**
- 6.5 **Accident Reporting** Accident reporting must be in accordance with the Aviation Mishap Notification, Investigation, and Reporting Handbook and the Aviation Incident/Accident Response Guide.
- 6.6 **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.
- 6.7 **Aviation Safety Communique - SAFECOM** This form is located on the OAS web page (www.oas.gov). It is used to report any condition, observance, act, maintenance problem, or circumstance that has the potential to cause an aviation-related mishap. District/State Aviation Managers should be notified of all Safecoms as soon as possible. Safecoms must be submitted within 48 hours. Personnel in doubt about filing should consult with their Aviation Manager.

7. FLIGHT OPERATIONS

- 7.1 **Airtanker Operations** Airtanker dispatch, ordering, and operations are conducted according to the Great Basin 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.
- 7.2 **Leadplane Operations** Leadplane dispatch and ordering is accomplished in accordance with the Great Basin and National Mobilization Guides. Leadplane operations are performed according to the Interagency Leadplane Operations Guide, BLM Aerial Supervision Module Operations Guide, and the policies and procedures prescribed in the Interagency Standards for Fire Operations Handbook.
- 7.3 **Air Tactical Operations** Air Tactical operations are performed in compliance with the Interagency Air Tactical Group Supervisor's Guide, BLM Aerial Supervision Module Operations Guide, and the policies and procedures prescribed in the Interagency Standard for Fire Operations Handbook.
- 7.4 **Helicopter Operations** Helicopter operations are performed in compliance with the Interagency Helicopter Operations Guide.

- 7.5 Single Engine Airtankers Operations** Single Engine Airtankers (SEATS) operations are performed in compliance with the Interagency Single Engine Airtanker Operations Guide.
- 7.6 Aerial Ignition Operations** Aerial ignition operations and projects are conducted in compliance with the Interagency Aerial Ignition Guide. Aerial Ignition Plans require District/State level aviation review.
- 7.7 Transportation of Hazardous Materials** Any transportation of hazardous material must meet the requirements of the Aviation Transport of Hazardous Materials Handbook (351 DM 1).
- 7.8 Aircraft Transponder Code (Fire Fighting)** As directed by OAS Information Bulletin NO.97-5, transponder code 1255 must be utilized by aircraft responding to and operating over fire suppression operations. It is not to be used for repositioning or during cross-country flights.
- 7.9 Smokejumper Operations (Pilot):** Smokejumper dispatch and ordering are accomplished in accordance with the National Mobilization Guide. Operations are performed according to the DOI Smokejumper Pilot Operations Guide and policies and procedures prescribed in the Interagency Standards for Fire Operations Handbook.

8. SPECIAL AVIATION PROJECTS

- 8.1 Aviation Project Planning** Accident prevention is paramount when planning individual aviation projects. Flights may deviate neither 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, altitudes, and hazard identification.
 2. Risk assessment and management approval for Special-Use activities.
 3. Completion of **Project Aviation Safety Plan/Project Risk Assessment (Attachment 1)**. This worksheet should be photo copied and completed by personnel that have Project proposals. The worksheet is then reviewed by the Aviation Manager, who can make Project Plan and Risk Management decisions based on the available information.

9. AVIATION FACILITIES

9.1 Operational Bases Operational bases are facilities that are permanent installations and are used on a continuous or seasonal basis for aviation operations, including heliports, 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.

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 BLM Manual 9400 and 9111. Districts are responsible for purchase/lease, construction, maintenance, and utilities relating to aviation facilities.

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 are inspected by District Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs are made prior to the operational season. The State Aviation Manager inspects aviation facilities at least once every two years.

9.2 Temporary Bases Temporary bases are sites that are used on a temporary or intermittent basis (i.e., heli-spots 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. Inspections and maintenance are completed as necessary to meet agency safety standards.

PROJECT AVIATION PLAN/PROJECT RISK ASSESSMENT

- 1. PROJECT NAME:**

- 2. PROJECT OBJECTIVE:**

- 3. PROJECT CONTACT (name):**

- 4. PROJECT LOCATION:**

- 5. PROJECT DATE:**

- 6. MANAGEMENT CODE:**

- 7. PARTICIPANTS:**

- 8. KNOWN HAZARDS IN AREA (Ground/Air):**

- 9. ARE LOW LEVEL OPERATIONS REQUIRED? (Below 500 feet):**

Please provide the above information for your proposed mission/project. The Aviation Officer will review the proposal. The review will determine the need for a Project Plan, identify the right aircraft for the mission, and provide for Risk Assessment concerns.

AIRSPACE BOUNDARY MANAGEMENT PLAN

Participating Agencies/Cooperators:

I. 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.

II. 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 receive 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.
- 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 (TFRs) within or in close proximity to corridors/zones will be coordinated and information will be shared between the responsible dispatch offices.

AVIATION BOUNDARY OPERATIONS CHECKLIST

The boundary zone between adjacent jurisdictional agencies has the potential for conflicted airspace when more than one center or agency dispatches aviation resources to these areas. The definition of boundary zone area for the purposes of conflicting airspace shall be defined as an area 5 nautical miles either side of jurisdictional boundaries.

Aviation Dispatchers are responsible for assuring that agency aircraft dispatched to initial or extended attack incidents, leave their bases with accurate mission information. If aircraft are crossing or working in close proximity to unit boundaries utilize the following checklist.

HAVE NEIGHBORING DISPATCH CENTER(S) BEEN NOTIFIED OF YOUR RESPONSE?

Yes ___ No ___

HAVE COMMON FREQUENCIES BEEN ASSIGNED TO ALL RESPONDING AIRCRAFT?

Yes ___ No ___

IF EXTENDED ATTACK, HAVE DISPATCH CENTERS AGREED ON THE SINGLE ORDER POINT FOR INCIDENT RESOURCES?

Yes ___ No ___

ARE FLIGHT CREWS AWARE OF ORDER POINT AND FLIGHT FOLLOWING CENTER?

Yes ___ No ___

DO YOU HAVE AN EXISTING TEMPORARY FLIGHT RESTRICTION (TFR) ON YOUR UNIT? HAVE YOU NOTIFIED COOPERATING AGENCIES?

Yes ___ No ___

ARE THERE MILITARY TRAINING ROUTES, (MTR) OR SPECIAL-USE AIRSPACE (SUA) IN THE INCIDENT AREA? HAVE FLIGHT CREWS BEEN INFORMED?

Yes ___ No ___

AIRCRAFT WILL NOT BE DISPATCHED UNTIL CHECKLIST HAS BEEN COMPLETED AND INITIALED BY AIRCRAFT DISPATCHER.