DEPARTMENT OF THE INTERIOR

Bureau of Land Management

2008 Arizona

State Aviation Plan

BLM Arizona State Office

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Chapter

1

1.0 Bureau of Land Management Arizona State Aviation Plan

1.1 Purpose

This document supports and does not replace the Bureau of Land Management (BLM) Manual 9400 Aviation Management. The Plan sets forth policy, procedures and guidance to implement the Aviation Management Program for Arizona BLM. The purpose is to clarify and standardize aviation management procedures and operations for BLM employees in all BLM Arizona District/Field Offices and the Arizona State Office (ASO).

1.2 Mission Statement

The Arizona State Office (ASO) provides leadership and direction in all Arizona BLM programs utilizing aircraft resources. The aviation program provides safe and efficient aviation services to meet land management objectives. The ASO will provide guidance to the field regarding safety, training, aviation policy, fiscal responsibility and operational procedures. Mission requirements include support of wildland fire and prescribed fire operations, disaster response, animal census, wild horse and burro operations, habitat management, range survey, cadastral survey, law enforcement, range land management, photo mapping and search and rescue. Utilization of technology, sound aviation management practices and highly trained/motivated personnel will reduce risk, loss, waste and expenditures. Continuous evaluation and critique of Arizona BLM aviation programs will be used to measure our success.

1.3 Philosophy

- SAFETY: The priority in any aviation activity is personal safety through risk identification, mitigating controls and accident prevention.
- The success and safety of aviation operations depends on developing and maintaining positive and effective working relationship between aviation managers, line officers, resource program managers, pilots, dispatchers, flight managers, etc. Aviation personnel need to be service oriented and to exhibit professionalism and integrity.
- Personnel performing aviation functions must meet all of the qualification and training requirements of the Departmental Manual and published BLM standards.
- Individual development, employee wellness and workforce diversity will be emphasized at all levels of the Arizona BLM Aviation Program.
- The aviation management organization in every District/Field office will be developed and maintained at the most efficient level.
- Management has the responsibility to enhance the Aviation Program with a commitment to aviation safety and efficiency. District/Field Offices are empowered to accomplish their mission without undue restriction, regulation or oversight.
- District/Field Offices must not implement policy or procedures less restrictive than national policy. 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 (OPM)

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. General Services Administration (GSA) Federal Property Management Regulation (FPMR) 101-37

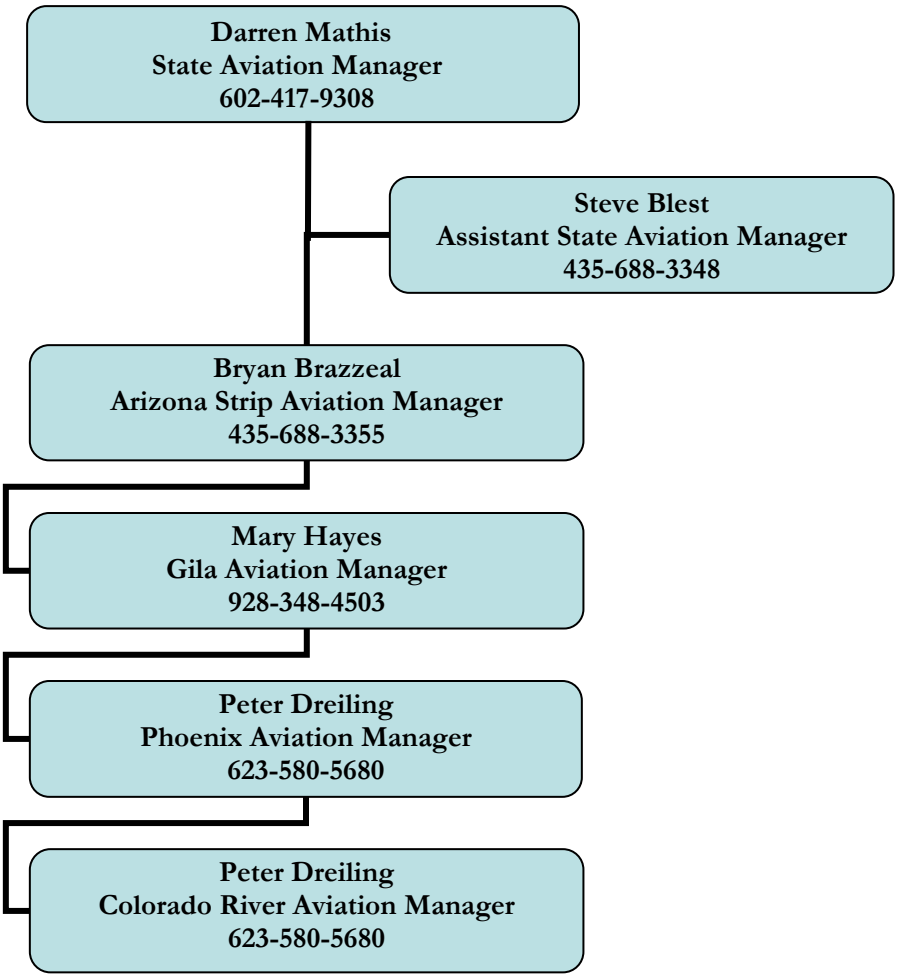
G. Interagency Aviation Operational Guides.

Chapter

2

2.0 Roles and Responsibilities

2.1 Arizona BLM Organization



2.2 Aviation Management Directorate (AMD)

Formerly – Office of Aircraft Services (OAS), Aviation Management Directorate (AMD) is responsible for all Department of Interior (DOI) aviation policy and performs aircraft contracting, technical inspections, procurement, and payment administration. AMD also provides Contracting Officers, Technical Specialists, Training Specialists, and financial reports and services to DOI agencies.

2.3 National Aviation 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. Maintain 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 personnel involved in the use/control of aviation resources receive the appropriate level of aviation safety training.
10. Participate in Departmental Aviation Management Board of Directors Working Group.
11. Assign Bureau 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.

2.4 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. Ensure Bureau personnel have appropriate aviation training.
5. Operate and maintain aircraft for maximum safety and efficiency.
6. Assign a liaison for Bureau aircraft incident /accident investigations.
7. Monitor Bureau airspace needs.
8. Promote use of AMIS system.
9. Identify and submit program requirements.
10. Ensure compliance with OMB Circular A-126.
11. Ensure compliance with OMB Circular A-76.

2.5 First Line Supervisors of BLM Pilots, Aviation User(s), and BLM Pilots are responsible for the following:

1. Enforce DOI standards.
2. Perform project planning.
3. Perform risk assessment.
4. Ensure Bureau 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.

2.6 State Roles and Responsibilities

2.6.1 State Aviation Manager:

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

1. Implement aviation program objectives and directives in support of State and Field office aviation programs.
2. Develop and implement the state wide Aviation Management Plan, and establish aircraft safety and accident prevention measures.
3. Serve as the Contracting Officer Representative (COR) on all BLM aviation Exclusive Use contracts in the state.
4. Nominates candidates to the Contracting Officer to appoint as Alternate CORs for all BLM Aviation Exclusive Use contracts in Arizona. At a minimum, candidates will consist of primary aircraft manager for each exclusive use contract and each Unit Aviation Manager that has an exclusive use contract.

5. Provide aviation training support to the State Office, Field/District Offices, and other cooperative agencies. Provides statewide statistical analysis and A-126 reporting.

2.6.2 District/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. In the absence of a Unit Aviation Manager, each office must identify the position responsible for aviation management on the unit.

2.6.3 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. Evaluates, critiques and documents unit aviation program to ensure District/Field Office 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).
11. Ensures Aviation Security Plan is current and implemented.
12. Serves as the Alternate COR For all BLM Exclusive Use on their unit.

2.6.4 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 and that they are 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 local Geographic and National Mobilization Guides.
5. Utilizes required Boundary Plan Checklist when dispatching any aircraft into identified hazards.
6. Provides for Airspace de-confliction.
7. Responsible for procuring rental aircraft for local administrative, fire, and resource flights; ensuring DOI/BLM/OMB requirements are met.

2.6.5 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 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

2.6.6 Aircraft Manager:

Aircraft Managers include Fixed Wing, Helicopter, Airtanker Base, Single Engine Airtankers (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. Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
3. Conducts risk hazard analysis and completes flight invoices, daily diaries, and all related documentation.
4. Consults with Unit/State/National Aviation Manager when in doubt over any aviation issue.
5. Conducts mission Planning.

2.6.7 Flight Manager:

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.

Chapter

3

3.0 Administration

3.1 General:

Except for ticketed commercial airline flights, all aircraft acquisition and procurement will be accomplished by designated and qualified Aviation Managers, Logistics Coordinators and Aircraft Dispatchers in their respected coordination centers. Flights on scheduled commercial airlines are initiated through the local office administrative staff and/or travel agency.

3.2 Fire Exclusive Use Contract Request and Renewal Process:

All exclusive use availability guarantees and fixed government ownership costs for aircraft are held at the National Aviation Office. Any changes in aircraft type or capability must be supported in the Fire Management Plan and approved by the Director of Fire & Aviation.

Aircraft services identified in the Annual Work Plan (AWP) to be accomplished within a specified timeframe and in excess of $25,000 require a formal aviation contract. Requests for exclusive use contract services require the submission of form OAS-13 and OAS-13A (Airplane) or OAS-13H (Helicopter) and are made to the State Aviation Manager (SAM). Aviation Management Directorate (AMD) will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The SAM is the Contracting Officer's Representative (COR) and can delegate field administration of the contract to one or more Alternate COR and Project Inspectors (PI).

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

Contract start date and length of exclusive use period (number of days) are derived from the Fire Leadership Team (FLT).

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. 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 (Daily Availability) or FOR (Fixed Operating Rate) during the established use period.**

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.)

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.**

3.3 Aircraft Rental Agreements and Charters

Procurement of aircraft for administrative and aviation projects less than $25,000 is accomplished through the Aviation Management Directorate (AMD) 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 through the local Aviation Manager and or the local dispatching office. This is facilitated by Aviation Managers or qualified dispatch office personnel. The cost of any aviation services procured under the ARA may not exceed $25,000 except during unusual emergencies, and only by special approval by a DOI-AMD Area Office, Flight Coordination Specialist. Unless facilitated by Aviation Managers or qualified dispatch office personnel, no employee under any circumstances (other then noted in 3.1) may schedule or procure Aviation Services. Any employee who is asked to accompany personnel from another agency on any type of flight must consult with their respective Unit Aviation Manager. All DOI use of Forest Service Procured Flight Services will be in accordance with OPM-39.

3.4 End Product/Service Contracts:

All End Product or Service 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. All Service Contracts or End Product contracts used to acquire a product for the BLM. Contract examples include a service based on a per-head, per-acre, per-unit, or per-area basis. These contracts will be conducted in accordance with OPM 35. **The Field Office Manager and/or State Aviation Manager should be consulted whenever an End**

Product/Service contract is being contemplated or written that might involve the use of aircraft. End-Product flight activities must be monitored to ensure that Bureau employees are imposing "zero operational control" per OPM 35 and BLM-NAP Sec. 3.5. There is absolutely no flexibility in this area due to the potential implications and liability associated with intentionally or inadvertently imposing operational control when it is inappropriate.

Background: Using BLM end product/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 end product/service contracts for activities such as animal capture, seeding, survey, etc. The intent is not to contract aviation assets but rather to pay for a resulting service or end product. Because of this, these contracts are frequently confused with "flight service" procurement administered by Aviation Management Directorate (AMD). These two types of procurement are totally separate and distinct in the way they are initiated, administered and managed.

1.) **End Product/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. 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 to assure acceptable language guidelines are followed and specific requirements are not addressed.

2.) Operational Control. During the performance of end product/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 personnel assigned to administer end product/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 end product/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 OAS-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 Contract Daily Diary and reported through BLM channels as normally required for end product/service contracts.

6.) Reconnaissance/Observation Flights. Before, during or after the performance of an end product/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 end product/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.

3.5 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 in the form of a Letter of Authorization. Proposed use of these aircraft must be requested and consultation with the local Unit Aviation Manager (UAM) is mandatory. Any employee who is asked to accompany personnel from another agency on other agencies aircraft must consult their respective Aviation Manager.

3.6 Flight Requests:

For all flight requests the user must assure there is appropriate funding for the mission and supervisory approval has been granted (See Flight Request Form, 9400-1A, attachment) For Special Use Flights the project manager must complete a Project Aviation Safety Plan (PASP) and Risk Assessment. The PASP and/or 9400-1A must be reviewed, approved and signed by the Unit Aviation Manager and appropriate line managers at least three days before the scheduled flight.

3.6.1 Administrative Senior Executive Service (SES) Flights:

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 OMP-07. The OPM's and forms may be found at the AMD Document library. Request for SES flights will be submitted at least ten (10) days working days prior to the flight. This will allow Aircraft Dispatchers and the Solicitors office enough time to perform cost analysis, review and approval/disapproval of the flight.

3.7 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.

3.8 State and District/Field Office Aviation Plans:

State and District/Field Offices will prepare annual aviation operating plans that outline their specific needs. Operations adhere to and may not be more restrictive than the national standard, unless exception has been granted in writing by the National Aviation Office. State and District/Field Office Plans are updated prior to April 15 annually. Copies of all annual up-dates should be sent to the State Aviation Manager for State Office filing.

3.9 Documentation Requirements:

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

3.10 Issue Resolution:

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

3.11 Aviation Program Reviews:

Aviation program reviews occur annually for the District/Field Office. One year will be a local review, every two years a State Office review, and every four years a National level review. Reviews are conducted within the organization to insure safety standards, policy compliance and Bureau objective efficiencies are being met.

Chapter

4

Aviation Training Standards

4.0 BLM Aviation Training:

The Department of the Interior's Aviation User's Training Program is a "non-fire" system distinct from the National Wildland Coordinating Groups (NWCG) and the Wildland Fire Qualification System (PMS 310-1). Personnel serving in NWCG positions need only meet the qualification and currency requirements required in 310-1. In all other instances Bureau Personnel engaged in aviation activities, from passengers to upper management, must meet training and experience requirements commensurate with their assigned aviation responsibilities listed in OPM -04 and the *Interagency Aviation Use and Management Qualifications Guide* (available at http://www.iat.gov/docs/iatprogram.pdf).

4.1 Aviation Training for Non-Fire Flight Activities and Positions

4.1.1 Passenger

Any individual aboard an aircraft that does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by the pilot or an aircrew member for all missions. (See 14 CFR Part 135.117 for additional requirements.)

4.1.2 Air crewmember

Person working in and around aircraft and is essential to ensure the safety and successful outcome of the mission. This includes personnel fulfilling the role of Aircraft Manager, such as Fixed Wing Managers and Helicopter Managers. At a minimum, Aircrew members must take:

A-101 Aviation Safety
A-105 Aviation Life Support Equipment
A-106 Aviation Mishap Reporting
A-108 Preflight Checklist & Briefing/Debriefing
A-113 Crash Survival

Air crewmembers are required to take the courses listed above in a classroom for the initial training. Refresher training is required once every three years and can be taken online.

Additional training is required to function in higher level Aircrew Member positions such as Fixed Wing Flight Manager and Resource Helicopter Manager. A quick reference for the training requirements for non-fire aviation positions can be found in OPM-4 Appendix 1. A description of each position and role can be found in *Interagency Aviation Use and Management Qualifications Guide.* For fire aviation positions; the PMS 310-1 *Wildland Fire Incident Management System* defines the minimum standards for training and experience.

4.1.3 Personnel with Aviation Management Responsibilities

Those individuals having management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this broad category requiring selected training.

4.1.3.1 Supervisory Personnel.

Supervisors are those individuals responsible for employees that use aircraft to accomplish bureau programs. Training for supervisory personnel must include aviation safety, aviation policy, risk management, and supervisory responsibilities. Supervisors are required to take B-3 Basic Aviation Safety. Supervisors can take this course either online or in the classroom. There is no refresher requirement for Supervisors to take B-3 more than once. Supervisors must attend the Aviation Management for Supervisors training course (M-3). BLM supervisors can take the initial course either in a classroom or online. Refresher for M-3 is required once every three years. Supervisors should reference OPM-4 and *Interagency Aviation Use and Management Qualifications Guide* for further information on required training.

4.1.3.2 Line Managers

Line managers are those individuals who are responsible and accountable for using aviation resources to accomplish BLM programs. Training for Line Managers must include familiarization with the DOI aviation management program, policies and related requirements and responsibilities. Line managers must attend the Aviation Management Training for Supervisors (M-2) training course or attend a DOI Aviation Management line managers briefing course once every 3 years.

4.1.3.3 Aviation Managers at the Local, State and National Level

This includes personnel who plan, organize, direct, control, oversee, or administer aviation or aviation safety programs within the BLM. The training requirements for Aviation Managers can be found in OPM-4, Appendix 1. An in-depth description of each position and role can be found in *Interagency Aviation Use and Management Qualifications Guide.*

4.1.4 Aviation Contracting Responsibilities COR/COTR

Contracting Officers Representatives (COR) and Contracting Officers Technical Representatives (COTR) are designated by a DOI AMD Contracting Officer (CO) to monitor aviation services contract performance for administrative and technical provisions of the contract.

BLM COR's, COTR's and Alternate COR's , on BLM Exclusive Use Contracts, are required to have training on DOI aviation policy, basic contract administration, and methods for verifying the work performed upon which payment is based and technical aspects of the contract. Initial and recurrent COR training requirements can be obtained from AMD contracting offices. Additional training requirements for COR's/COTR's and Alternate COR's can be found in OPM-4, Appendix 1.

4.1.5 Aircraft and Pilot Requirements:

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

4.2 Aviation Safety Education and Training

All personnel engaged in aviation activities, from passengers to upper management, will meet training, recurrence and experience requirements commensurate with their assigned aviation responsibilities. (See OPM 04, Interagency Aviation Training Guide or NWCG 310-1)

4.2.1 Instruction

Aviation training will be conducted by qualified personnel approved as Interagency Aviation Trainers, Aviation Management Directorate (AMD) Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. Higher level aviation training will be requested through the State Aviation Office, Aviation Management Directorate (AMD) or NIFC.

4.2.2 Documentation

All aviation training sessions presented at the local level will be documented on OAS -106 or similar form and retained in local files. Individual employee training, qualification and experience records will be updated annually and copies will be maintained by the employee and their supervisor.

Chapter

5

5.0 Operational Policy

5.1 Flight Plans

Pilots shall file and operate on a Federal Aviation Administration (FAA) flight plan; or on an International Civil Aviation Organization (ICAO) flight plan; or in accordance with a bureau approved flight plan program; or 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. Deviations from flight plans are allowed only for weather or safety related reasons. The FAA or agency will be informed at the time of deviation.

5.2 Flight Following

Flight following is a safety and operational requirement of the Department of the Interior; see DOI Manual 352 DM 1.9G, OPM 02, and the BLM National Aviation Plan.
Pilots are responsible for flight following with the FAA, or with the appropriate ICAO entity, or in accordance with a bureau approved flight following program, or 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.

Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en route or receiving office.

Flight following procedures, check-ins and actions will be documented. The pilot in command (PIC) is responsible for executing all flight plans.

5.2.1 Automated Flight Following:

Automated Flight Following (AFF) is an approved BLM method of flight following when conducted according to the previsions outlined in the National Interagency Mobilization Guide, section 24.3.1. Each dispatch office should identify Standard Operation Procedures (SOP's) for utilizing AFF including documentation and standard actions.

5.3 Overdue/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.

It is critical to understand that Bureau regulations regarding overdue aircraft require specific actions. A radio/communications search and documentation will begin when an aircraft is 10 minutes overdue from a scheduled check-in or an arrival time at a particular destination. Once an aircraft is overdue by one hour, a physical search is to begin.

Dispatch will initiate the appropriate search and rescue action according to their Aviation Mishap Response Plan & Checklist. A current Aviation Mishap Response Plan & Checklist must be at each dispatch center or Resource Project base where flight following occurs.

BLM aircraft operations conducted under VFR flight plans will require a dispatcher or other qualified person to be on duty until the aircraft operations are concluded unless other arrangements have been identified in advance. A dispatcher will remain on duty at the destination point until the aircraft has arrived. An agency dispatcher is not required to be on duty if an IFR plan has been filed with FAA.

5.4 Operational Guides Handbooks and Websites

A multitude of Guides and Handbooks are available to assist the aviation user. The Departmental Manuals and Aviation Management Directorate 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 National Aviation Plan

9. BLM State Aviation Plans
10. BLM Fixed Wing Standard Operations Guide (FWSOG)
11. BLM Wild Horse and Burro Aviation Operations Handbook.
12. Bureau of Land Management Standard Operations Procedures.
13. District/Unit Aviation Plans
14. Field Reference Guide for Aviation Users
15. Fireline Handbook - NWCG Handbook 3 (NFES 0065)
16. Geographic and National Mobilization Guides (NFES 2091)
17. IAMS/TFR users guide.
18. Incident Command Systems (ICS) Field Operations Guide
19. Interagency Aerial Ignition Guide (NFES 1080)
20. Interagency Air Tanker Base Operations Guide (NFES 2271)
21. Interagency Airspace Coordination Guide
22. Interagency Airtanker Base Directory (NFES 2537)
23. Interagency Aviation User's Pocket Guide (NFES 1373)
24. Interagency Helicopter Operations Guide (NFES 1885)
25. Interagency Lead Plane Operations Guide
26. Interagency Rappel Guide
27. Interagency Single Engine Air Tanker Ops. Guide (NFES 1844)
28. Interagency Smokejumper Pilots Operation Guide
29. Standards for Fire and Aviation Operations
30. Wildland Firefighters Frequency Guide

Websites

BLM Aviation	http://aviation.blm.gov
NIFC National Aviation Office	http://aviation.nifc.gov
NIFC Airspace Information System	http://airspace.nifc.gov
Interagency Airspace	http://airspace.nifc.gov
National Interagency Fire Center	http://www.nifc.gov
AMD (Formerly OAS)	http://www.oas.gov
Interagency Aviation FireFighting	http://www.aviationfirefighting.com
Interagency Aviation Training	http://iat.nifc.gov/
Automated Flight Following	http://aff.gov

Chapter

6

6.0 Aviation Safety

6.1 Safety Standards

All aviation safety standards and requirements identified in the Federal Aviation Regulations, DM 350-353, AMD- OPM's, BLM Manual 9400, Interagency Standards for Fire and Fire Aviation Operations, National Aviation Plan, State and District Aviation Operational Plans as well as other guides and handbooks must be followed.

6.2 Aviation Safety Education and Training:

Aviation Training is the responsibility of all supervisors and is one of the positive controls to increase risk awareness and hazard identification. Training requirements are established in OPM-04, PMS 310-1, BLM 9400 manual and other guides and handbooks. Additional education and support is provided to field units during on site visits by National and State Aviation Managers and by Aviation Safety Assistant Teams (ASAT).

6.3 Aircraft Mishap Prevention Program:

Aviation Plans at all levels are based on the philosophy that all accidents are preventable. Management at all levels in the organization is 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 acceptable levels. Aviation Operating Plans and Project Aviation Safety Plans provide proactive accident prevention measures and risk management procedures; they must be approved by a Line Manager or their delegated.

6.4 Personal Protective Equipment (PPE) and Aviation Life Support Equipment (ALSE):

All personnel engaged in aviation activities must wear the appropriate complement of Personal Protective Equipment (PPE), depending on the mission. Requirements are listed in 351DM 1.7 (E) and outlined in the Aviation Life Support Equipment (ALSE) Handbook and mission specific guides and handbooks. 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.

6.5 Aviation Safety & Assistance Team (ASAT)

BLM provides representation on Aviation Safety Assistance Team (ASAT) or Safety and Technical Assistance Team (STAT) to support aviation resources and personnel operating in the field during periods of increased aviation operations. The purpose of these teams is to enhance safety, efficiency and effectiveness and provide on-site technical assistance. Teams are ordered by Geographic MAC Groups who will determine the size and make-up provide the team with specific goals and a delegation of authority.

6.6 Aviation Reviews

Each District/Field Office Aviation Program will be reviewed/inspected at least once every three (3) years by the State Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative, and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the District/Field Office Manager and State Director within three months of the review.

6.7 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. Field/State Aviation Managers should be notified of all Safecom's as soon as possible. All personnel involved in aviation activities are encouraged to submit Safecoms, when they feel it is warranted. Personnel in doubt about completing a Safecom should contact their Aviation Manager.

6.8 Incident /Accident Response

The Aviation Incident/Accident Response Guide outlines appropriate response to an aircraft incident or accident. The plan describes procedures and requirements, including initiation of SAR, fire and medical response, notification of DOI-AMD Safety **(1-888-4MISHAP)** and BLM management. This plan is specific to each Unit, it should be available in all Dispatch Office's and updated annually by May 15 with current contacts and phone numbers.

6.8.1 Aircraft Mishap Investigation

DOI-AMD Safety is responsible for all DOI aircraft accident investigation. The NAO Aviation Safety Specialist will coordinate BLM assistance and designate a BLM liaison in investigation of BLM accidents. The NAO Aviation Safety Specialist will also coordinate BLM involvement in Accident Board of Review.

6.9 Aviation Safety Awards Program:

Aviation Safety Awards are a positive part of the aviation program and are provided to all levels with the BLM organization. National awards are given following the guidelines in 352 DM 7 for pilots and employees. AirWards are given throughout the year in the form of a

certificate and ball cap. Field Offices are encouraged to submit award recommendations through their State Office, to National Office Aviation Safety Specialist.

6.10 Aircraft Structural Health Monitoring Project:

The BLM Fire Aircraft Fleet is made up of many different makes and models of aircraft both fixed-wing and rotary-wing contracted each year. With a few exceptions, these aircraft are used for civil aircraft operations during the portion of the year that they are not contracted to the BLM. The BLM has operational control of these aircraft **only** when hired during the fire season. To develop maintenance and inspection programs for each of these numerous aircraft would be impossible and impractical.

The BLM has begun a Structural Health Monitoring Project which involves the Aircraft Original Equipment Manufacturer (OEM) if possible, using this program as a quality control mechanism to evaluate each individual aircraft used in BLM fire operations. The OEM will determine if the aircraft is operating outside the original design intent, and if it is, what affect that has on the aircraft's primary structure. The OEM can then recommend life-limits and/or changes to the maintenance and inspection program.

6.11 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

6.12 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 must meet the following requirements:

1. Aircraft and pilots must be approved for each Special-Use activity prior to use.
2. Special Use flights or missions except fire missions must have an approved Project Aviation Safety Plan. The Plan shall be reviewed by the Unit Aviation Manager (UAM) and approved by the appropriate line manager. Managers should be briefed by the UAM prior to their approval of the Plan. A courtesy copy of all PASPs will be routed to the State Aviation prior to implementation.
3. Passengers on a Special-Use flight must be essential to the mission.
4. Employees engaged in Special-Use activities must be qualified for the operation through required training (See OPM 04, FMS 310-1, Red Book as appropriate) or have a qualified Aircraft Manager supervising the mission.

6.13 Aviation Project Planning:

Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from plans or from Department policy and procedures, except for safety of flight considerations. A written Project Aviation Safety Plan (PASP) shall be completed and approved for every Special Use aviation project. Required elements of a PASP include:

1. Supervision	2. Project Name/Objectives
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 Identification/Risk assessment	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. Personnel needing assistance with Plan requirements, content or examples should contact their Unit/State Aviation Manager or the National Aviation Safety Specialist.

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the SafeCom form, completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Submits electronically to AMD and hardcopy to Unit Aviation Manager.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
BLM Unit Aviation Manager	Submission	If only a hardcopy has been submitted, submits electronically to AMD.	Provide feedback to person submitting (unless anonymous)
	E-Mail Notification	Receives e-mail notification of all initial, modified and completed SafeComs ***identifying their BLM Field Office as having operational control.***	
	Corrective Actions	Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information)	Must treat all corrective action descriptions as if they were public.
BLM State Aviation Manager	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SafeComs ***identifying BLM operational control within their State.***	Coordinate with UAM.
	Corrective Actions	Review all information. May take and document additional corrective actions.	Coordinate with UAM. Verify and amend all info for accuracy.
	Modify Actions	Authority to change all SafeCom information (except for name of the submitter and the original narrative).	Determines who will receive e-mail notification.
	Operational Control	Make final determination of the Agency, State/Region and Field Unit that has Operational Control.	Multiple categories possible.
	Category	Select the appropriate category to classify the SafeCom.	
	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SafeCom "Public" (if overly sensitive, consult with NAO before making public)	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
BLM National Aviation Safety Specialist	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SafeComs ***nationwide that identify BLM operational control.***	Coordinate with SAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SafeCom.	Coordinate with SAM
	Modify Actions	Authority to change all SafeCom information (except for name of submitter and the original narrative).	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	Make Public	Has the authority to sanitize information and make the SafeCom "public" (if not already done at the State level). Coordinates with AMD.	
	Completion	Has the authority to make the SafeCom "complete".	Coordinates with AMD.
	Distribution	Distributes all "Public" BLM SafeComs to BLM SAMs and Other Agencies.	Coordinates with AMD.
	Designates Users	Authority to identify all BLM users and their appropriate permission levels. Must notify AMD of additional users/changes/updates.	
	Out of Agency	Authorized to review other agency "Public" SafeComs. Read Only!	

Chapter

7

7.0 Flight Operations

7.0 Flight Operations:

Except where exempted, all aircraft operations will be carried out in accordance with Department, Bureau and FAA regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position. The appropriate handbooks, guides, preferred technical and operational procedures should be reviewed and utilized prior to a specific aviation operation or project.

7.1 Large 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.

7.2 Aerial Supervision Module (ASM)

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

7.3 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 and the policies and procedures prescribed in the Interagency Standard for Fire and Aviation Operations Handbook.

7.4 Smokejumper Operations:

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

7.5 Helicopter Operations:

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

7.6 Single Engine Airtanker Operations:

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

7.7 Aerial Ignition Operations:

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

7.8 Law Enforcement Operations:

BLM Law Enforcement personnel often cooperate with other law enforcement agencies in their mission. This sometimes involves the use of State, local, military, and other federal aircraft. Use of Cooperator Aircraft for law enforcement missions is authorized only when specific Memorandum of Understanding (MOU) and/or Letters of Approval (LOA) between the cooperating agencies and Aviation Management Directorate (AMD) are in place. Check with local aviation management to ensure that planned activities are covered by existing MOU's/LOA's.

7.9 Transportation of Hazardous Materials:

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

7.10 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.

Chapter

8

8.0 Airspace Coordination

8.1 Interagency Airspace Coordination

Interagency Airspace Coordination is accomplished through the Interagency Airspace Steering Committee (IASC) charted under the National Interagency Aviation Council (NIAC) and the BLM Aviation Airspace Coordinator. In order to promote safe, consistent and standardized approaches to airspace coordination, the procedures outlined in the Interagency Airspace Coordination Guide will be utilized. Dispatch is responsible for advising pilots when multiple aircraft are enroute to or sharing the same general area of airspace (if incident aerial supervision is not in place to fulfill this role) and for notification of neighboring dispatch centers (per boundary airspace management plans) when flight activity is occurring within five miles of a dispatch area boundary. Dispatch is also responsible for making the necessary notification calls to attempt the de-confliction of Military Training Routes (MTRs) and Special Use Airspace, forwarding requests for Temporary Flight Restrictions (TFRs) to the appropriate FAA facility and disseminating NOTAMs issued by FAA Flight Service Stations. Dispatch efforts in airspace coordination do not replace or supersede the requirement for pilots to obtain complete information from the FAA about the airspace in which they intend to fly, and any current NOTAMs that have been issued. Likewise, pilots must still communicate positions, altitudes, headings, and intentions with each other, and employ "see and avoid" tactics at all times. Situational awareness, active listening skills and timely, accurate communication by ALL are the keys to successful traffic separation and airspace coordination.

8.2 Airspace System Information

- 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

8.3 The National Interagency Airspace Information System http://airspace.nifc.gov

Provides Graphical Temporary Flight Restriction Information on current aeronautical charts.

Currently the only government website to graphically plot all TFR's. **No login or password required.**

8.4 Flight Planning, Hazards and Obstructions:

Extensive flight planning, hazard and obstruction information is available thought 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.

Flight Planning Login and Password information:

•	**BLM Aviation**	**Login: blm@blm.gov**	**Password:**	**blmaviation**
•	**Helicopter**	**Login: copter@blm.gov**	**Password:**	**blmcopter**
•	**Smokejumper**	**Login: jumper@blm.gov**	**Password:**	**blmjumper**
•	**Seat**	**Login: seat@blm.gov**	**Password:**	**blmseat**
•	**Dispatchers**	**Login dispatcher@blm.gov**	**Password:**	**blmdispatcher**
•	**National Park Service**	**Login: nps@blm.gov**	**Password:**	**npsaviation**
•	**Fish& Wildlife Service**	**Login: fws@blm.gov**	**Password:**	**fwsaviation**
•	**BIA**	**Login: bia@blm.gov**	**Password:**	**biaaviation**
•	**USFS Aviation**	**Login: usfs@blm.gov**	**Password:**	**usfsaviation**
•	**OAS**	**Login: oas@blm.gov**	**Password:**	**oasaviation**
•	**Minerals and Mining**	**Login: mms@blm.gov**	**Password:**	**mmsaviation**
•	**USGS**	**Login: usgs@blm.gov**	**Password:**	**usgsaviation**
•	**Air National Guard**	**Login: ang@blm.gov**	**Password:**	**angaviation**
•	**MAFFS**	**Login: maffs@blm.gov**	**Password:**	**maffsaviation**
•	**Air Tanker Pilots**	**Login: tanker@blm.gov**	**Password:**	**tankeraviation**

Airspace Management Login and Password Information:

Login: BLM, USFS, NPS, BIA, FWS, FAA, CAP, CDF, Dispatch, jumpers, military, OAS, SouthIdaho, Southops, evergreen

Password: Airspace

8.5 Airspace Boundary Plan:

AIRSPACE BOUNDARY MANAGEMENT PLAN

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.

GUIDELINES & PROCEDURES

A. An imaginary 10 nautical 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 nautical 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:

- Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
- Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
- Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers is critical.
- 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:

- The approaching aircraft will attempt to establish contact on the assigned frequency, if unsuccessful, Guard frequency 168.625 will be utilized.
- Perform a high-level recon prior to low-level.
- Practice "see and avoid".
- 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**.**

AIRSPACE BOUNDARY OPERATIONS CHECKLIST (Example)

1) **Date: _____Time: _____ Dispatcher: _____**

2) **Fire Name and/or Number: _____**

3) **Location:**
Geographic _____
Lat/Long _____x_____
Legal _____

4) **Aircraft Responding: Call sign# Departure Point**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5) **Radio Frequencies: Air to Air (VHF-AM) _____**
Air to Ground (FM) _____

6) **Is there a TFR in place or requested? Yes No Notam# _____**

7) **Are there MTR's or Special Use Airspace near incident? Yes No**
List MTR's or SUA: _____
If yes has Scheduling Activity been notified? Yes No
Have all flight crews been notified? Yes No

8) **Has the airspace been deconflicted? Yes No**
Contact Name: _____ Date: _____ Time: _____

9) **Adjacent Jurisdiction Dispatch Centers: Check all applicable and fax**

Agency Name: _____
Phone # _____ Fax # _____

Agency Name: _____
Phone # _____ Fax # _____

Agency Name: _____
Phone # _____ Fax # _____

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

Chapter

9

9.0 Aviation Facilities

9.1 Operational 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.

9.1.1 Construction and Maintenance

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

9.1.2 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. 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., helispots and remote airstrips). Sites not located on BLM land must be pre-approved by the land owner and appropriate BLM management. 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.

9.3 District/Field Office Standard Operation Procedures

Each District/Field Office with management responsibility for an aviation facility will produce a Standard Operations Procedure (SOP) that addresses the day-to-day operational procedures, security, and safety practices. The SOP document should be updated each year and kept on site and be clearly accessible to all personnel and contractors.

Chapter

10

10.0 Aviation Security

10.1 Aviation Security

The policies and procedures in this chapter are intended to make the theft of BLM aircraft more difficult and time consuming and therefore an unattractive target to potential criminals. Aviation Airport Facility (AAF) means any DOI owned or controlled real property that has been developed or improved for aircraft (landing and takeoff) at which DOI owned or controlled aircraft are regularly or intermittently based.

10.1.1 Risk Assessment for Aviation Facilities

A risk assessment has been completed by the BLM National Office for Aviation Airport Facilities in Utah. An AAF threat score for all Utah facilities of less than 15 was determined by using the (AAF) Airport Characteristics Measurement Tool (page five DOI Field Reference Guide for Aviation Security for Airport or other Aviation Facilities). With a score of less than 15, it is required that each facility fill out a contact list, found in Section 2 of the above mentioned Guide.

10.1.2 Security of Aircraft

At any time DOI owned or controlled aircraft are not directly attended by Department authorized flight or ground personnel, the aircraft will be physically secured and disabled via the dual-lock method. The dual-lock method consists of any combination of anti-theft devices on or within the aircraft, devices designed to lock aircraft flight control surfaces when not in use, or lockable devices designed to secure an aircraft to the ground. For contract aircraft security responsibilities, please reference individual contracts. Locking devices and methods must be installed in a manner that precludes their inadvertent interference with in-flight operations.

Form 9400-1a (May 1993)	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT **AIRCRAFT FLIGHT REQUEST/SCHEDULE**	Change #	6. Aircraft Information FAA N#

1. Initial request information			Cost-Accounting/Management Code(s)	Billee Code (OAS A/C only	Flight Schedule No,	PAX Seats
Initial Date/Time	To/From	Phone Number			Make/Model	
					Color	
Check one: ___ Point-to-Point Flight ___ Mission Flight Desired A/C __ Helicopter __ Airplane					Vendor	
Mission Objectives/Special Needs:					Phone No.	
					Pilot(s)	

2. Passenger/Cargo Information - Indicate Chief of Party with an Asterisk (*)

NAME/TYPE OF CARGO	LBS or CU ft	PROJECT ORDER/ REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO	NAME/TYPE OF CARGO	LBS or CU FT	PROJECT ORDER/ REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO

3. Flight Itinerary (For Mission-Type flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)

DEPART WITH			DEPART FROM			Enroute	ARRIVE AT			DROP OFF		KEY POINTS	INFO
Date	No. Pax.	Lbs.	Airport/Pla ce	ETD	ADT	ETE	Airport/Place	ETA	ATA	No. Pax	Lbs.	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points,	To/From
						_							
						_							
						_							
						_							

4. Flight Following	5. Method of Resource Tracking:	7. Administrative	8. Review (if Applicable)
[ ] FAA IF [ ] Satellite [ ] FAA VFR With Check-in Every ____ Minutes to [ ] FAA or [ ] Agency [ ] Agency VFR With Check-In via radio Every ___ Minutes Frequency(ies):	[ ] Phone [ ] Radio [ ] To Scheduling Dispatcher @ _____. (Phone Number) [ ] Prior to Takeoff [ ] Each Stop En route [ ] Arrival at Destination [ ] To: _____ @ _____. (Other Office) (Phone Number)	Type of Payment Document [ ] OAS-23 or [ ] OAS 2 [ ] FS 6500-12 Other: Route Document To:	[ ] Hazard Analysis Performed [ ] Dispatch/Aviation Mgr. Checklist [ ] Other:
		9. Close-out Closed by: Date/Time:	

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

1. MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:

[ ] Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) [ ] Areas of high-density air traffic (airports); Commercial or other aircraft [ ] Wires/transmission lines; wires along rivers or streams or across canyons [ ] Weather factor: wind, thunderstorms, etc.	[ ] Towers and bridges [ ] Other aerial obstructions: [ ] Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE _____. SUNSET _____. [ ] Limited flight following communications	[ ] High elevations, temperatures, and weights: MAX LANDING ELEV (MSI.) _____. MIN FLIGHT ALTITUDE AGL _____. [ ] Transport of hazardous materials [ ] Other: Employee working in wet conditions. Rubber boots approved per waiver 9400 (FA-140) dated 5/23/97.

II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST		III. APPROVALS
[ ] Pilot and aircraft carding checked with source list and vendor, carding meets requirements [ ] **OR** Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots [ ] Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled [ ] Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) [ ] All DOI passengers have received required aircraft safety training [ ] **OR** Aviation manager will present detailed safety briefing prior to departure [ ] Bureau Aircraft Chief-of-Party will be furnished with Chief-of Party/Pilot checklist and is awar of its use	[ ] Means of flight following and resource tracking requirements have been identified [ ] Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained [ ] Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions [ ] Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken [ ] Chief-of-Party is aware of PPE requirements [ ] Cost analysis has been completed and is attached [ ] Other/Remarks:	**NOTE:** Reference Handbook 9420 for approval(s) required. A. MISSION FLIGHT: Hazard Analysis Performed By: _____ (Chief-of-Party Signature) B. MISSION FLIGHTS: Hazard Analysis Reviewed By: _____ (Dispatcher or Aviation Manager Signature Required) C. IF Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**: _____ _____ (Line Manager Signature) (Date) D. This Flight is Approved By: _____ _____ (Authorized Signature) (Date) **For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.

DEDICATED
TO AVIATION SAFETY

Bureau of Land Management, Arizona