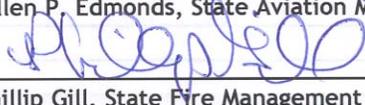
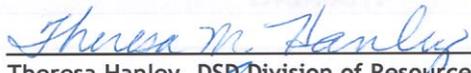
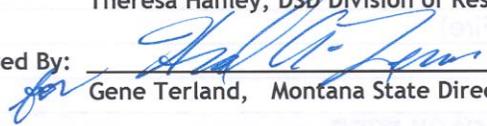


BLM



# AVIATION PLAN 2009

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Safety through Awareness, Communications and Training

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Montana/Dakotas

# MONTANA DAKOTAS STATE PLAN

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# Chapter 1

## **1.0 MONTANA/DAKOTAS BLM STATE AVIATION PLAN**

### **1.1 PURPOSE**

This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for Montana/Dakotas BLM. Its purpose is to supplement the National Aviation Plan by further clarifying and standardizing management and operational procedures for Montana/Dakotas BLM employees and interagency partners.

### **1.2 VISION**

It is the vision of Montana/Dakotas BLM to develop and maintain a staff of aviation managers who will integrate with field personnel and interagency partners to effectively accomplish our land management goals in the safest manner possible.

### **1.3 MISSION STATEMENT**

Montana/Dakotas BLM aviation management provides leadership and direction for all Montana BLM programs utilizing aircraft resources. It ensures the safe and efficient use of aviation resources and services to accomplish land management objectives. The aviation management staff will provide guidance to the field regarding safety, aviation policy, fiscal responsibility, and operational procedures. The Montana/Dakotas BLM Aviation Program is fully committed to promoting aviation safety through awareness, communications, and training with the primary objective of developing an operational culture that maintains an accident-free environment.

### **1.4 PHILOSOPHY**

A doctrinal approach to aviation operations has been adapted to align with the National Aviation Plan and delineate BLM and departmental policies and procedures. This plan was designed to be definitive enough to guide specific aerial operations but flexible enough to adapt to the dynamic environment associated with aviation. Its intent is to guide employees and aircrews toward achieving fundamental land management objectives through the use of aircraft in the safest and most efficient manner possible.

It is not possible to define guidelines and procedures which will encompass every possible operational situation or decision encountered during field operations. The doctrinal approach will help personnel to apply the intent of known policies and procedures to those unique situations when they occur. The plan empowers personnel to use sound judgment through prudent and timely decisions necessary to accomplish their work.

### **1.5 AUTHORITY**

This plan is a supplement to the BLM 9400 Manual and the BLM National Aviation Plan. As such, it conforms to all bureau and departmental aviation policy. This plan also serves as a general aviation operations plan for all Montana/Dakotas district and field offices. Each unit will supplement this plan with operational plans that are aircraft specific to their needs such as helicopter, single engine tanker, heavy air tanker, air attack/ASM, or wild horse and burro operations

### **1.6 SCOPE**

Most BLM aviation activities reside in the eastern half of Montana. These areas have a high fire frequency with fire management as the predominant aviation user. There is also a considerable amount of non-fire land resource management projects that utilize aircraft. A combination of these areas creates a highly complex interagency aviation workload. Most air operations are special use tactical and logistical missions. They are conducted in complex airspace shared with DOD and general aviation, over rugged terrain at altitudes ranging from 2,500 feet to 9,000 feet. Climatic conditions range from hot, dry, and windy

with temperatures exceeding 100 degrees F, to bitter cold with heavy snowfall.

## 1.7

### **GENERAL POLICY**

The highest priority in any aviation activity will be the personal safety of the public, employees, interagency cooperators, and flight crews. Our primary objective is always safety, supported through risk education, pro-active mitigating controls, and accident prevention. Montana/Dakotas personnel performing aviation functions shall meet all qualification requirements of the Departmental Manual 350 – 354 and recognized BLM standards. Aviation personnel will be service-oriented, exhibiting the utmost in integrity and professionalism.

Individual development, employee wellness, and workforce diversity will be emphasized at all levels of the Montana/Dakotas Aviation Program.

The aviation organization will be structured in a manner to maintain the most efficient level, commensurate with Montana/Dakotas BLM aviation operations.

Aviation plans at the state and field office level will not implement policy or procedures less restrictive than national policy; policy that is *more* restrictive than national policy requires approval by the national office.

A Montana/Dakotas aviation working group will be established to evaluate and monitor aviation program activities.

## 1.8 REFERENCES

- A. Code of Federal Regulations (Title 14 CFR)
- B. Departmental Manual, Parts 112, 350-354
- C. AMD Operational Procedures Memoranda (OPMs)
- D. BLM Manual Sections 1112, 1114, 1221, 1243, 1244, 1525, 9111, 9210, 9400-9470
- E. 2008 BLM National Aviation Plan and Aviation Standard Operations Procedures
- F. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
- G. GSA Federal Property Management Regulation (FPMR) 101-37, 101-Federal Management Regulations (41CFR 102.3)
- H. Interagency Aviation Operational Guides (See list in National Aviation Plan, Sec. 6.2)

# Chapter 2

## 2.0 ORGANIZATION

### 2.1 MONTANA/DAKOTAS BLM ROLES AND RESPONSIBILITIES

#### Aviation Management Directorate (AMD)

The Aviation Management Directorate, formally known as the Office of Aircraft Services, is responsible for all Department of the Interior (DOI) aviation policy. It also performs aircraft contracting, technical inspections, procurement and payment administration. The AMD provides contracting officers, technical specialists, training specialists, and financial reports and services to DOI agencies.

#### The BLM National Aviation Office (NAO)

The NAO is responsible for aviation policy, aviation program management, and aircraft acquisition in support of wildfire and resource management missions within the bureau. See the National Aviation Plan, chapter 2.2 for defined program manager roles and responsibilities.

The various types of aircraft used can be government-owned or contracted to fill mission requirements, which include wildland fire and prescribed fire operations; disaster response; animal census; wild horse and burro operations; habitat management; range survey; cadastral survey; law enforcement; range management; photo mapping; and search and rescue.

#### State Aviation Management

The State Aviation Manager (SAM) manages the BLM aviation program for the Montana/Dakotas. The SAM provides staff support to the state director on all aviation issues by providing expertise and oversight to all Montana/Dakotas field offices. The SAM's duties may include:

- Serving as the state aviation safety officer with the duties of managing the DOI/AMD SafeCom program in conjunction with the BLM national office.
- Ensuring the state aviation safety program emulates the national aviation systems safety program.
- Serves as the contracting officer's representative (COR) on Montana/Dakotas BLM aircraft and retardant contracts.
- Serving as airspace coordinator for Montana/Dakotas BLM aviation operations.
- Serves on Northern Rockies Coordinating Group (NRCG) Aviation committee.
- Providing oversight of the Interagency Aviation Training Program (IAT) and the state level, providing support to the Montana State Office (MSO), field offices, and other agencies.
- Serving as BLM state aircraft coordinator for all nationally assigned fire aircraft operating within the Montana/Dakotas.
- Providing annual aviation summary and aircraft year-end reports to state director.
- Providing technical support for National Aviation Office on various aircraft programs such as projects and initiatives, etc.

- Ensuring that unit aviation managers (UAMs) and unit managers are annually updated on current departmental and OPM manuals.
- Participating in aviation management aircraft inspections for local and state aircraft.
- Meeting annually with Department of Defense and Homeland Security agencies for coordinating aviation plans and activities within Montana/Dakotas.
- Meeting annually with BLM field managers.
- Communicating regularly and disseminating pertinent information to unit managers.
- Conducting annual revision and updates of Regional Single Engine Airtanker Operational Guide.

#### Unit Aviation Manager (UAM)

An FMO or AFMO may serve as the unit aviation manager based on the size of the respective district, zone or field office. However, the duties and responsibilities may be delegated to a stand-alone manager.

The UAMs are responsible for oversight and management of their aerial resources and the development of personnel to meet local aviation needs and position requirements. They also develop and update unit aircraft operation plans and guides. The UAMs procure all rental aircraft and maintain oversight of all contracted aircraft conducting aerial operations in their unit. The UAM's duties may include:

- Ensuring that all districts, field offices and fire zones comply with national, federal, DOI, bureau/agency and interagency policies and regulations.
- Managing the DOI-AMD aviation training program at the zone level; arranging for and/or scheduling training for all users, dispatchers, and other agency office personnel.
- Assisting resource managers with the preparation and completion of Project Aviation Safety Plans (PASPs), and ensuring that they are approved before operations ensue.
- Overseeing the processing of flight payment documents.
- Serving as primary project inspector on all exclusive-use and ARA/CWN aircraft contracts assigned to the unit.
- Acting as alternate COR for the SAM when needed.
- Ensuring reconciliation of AMD detail of charges- flight cost summaries.
- Ensuring that a qualified aircraft manager is assigned to aviation operations.
- Ensuring that aircraft managers verify that pilots and aircraft are properly carded with Aviation Management and or the USFS.
- Supervising unit airbase manager, SEAT manager, and or Heli-tac supervisor.
- Reviewing and investigating all SAFECOM reports initiated within the zone.
- Providing immediate follow-up, corrective action and guidance on zone SAFE COMs.
- Ensuring that that the districts, field offices and fires zones coordinates with the

Department of Defense (DOD) and Federal Aviation Administration (FAA) on airspace issues.

- Reviewing and updating the aircraft operational plans on an annual basis.
- Managing aviation facility leases and memorandums of understanding (MOU).
- Ensuring standard flight following protocol is published for aviation personnel use.
- Ensuring initial and daily briefings are provided to flight crews.
- Ensuring that aviation logistical support and services are adequate.
- Ensuring that zone aviation hazard maps are updated and published annually.
- Performing site safety inspections on unit aircraft bases and facilities.
- Ensuring that homeland security requirements are met.
- Compiling an annual aviation summary for field office management.

#### Aviation Dispatcher

Aircraft dispatchers are responsible for tracking aircraft performing tactical or resource missions. They are tasked with ensuring that all aerial operations are in compliance with FAA and departmental policies and procedures, which may include:

- Confirming that Flight Request Form 9400-1A is utilized and completed for a one-time resource flight and special-use flights, and that they are approved by the appropriate authority.
- Verifying that fire flights on a resource order are authorized with proper charge coding.
- Coordinating with other agencies on flight following when air operations cross jurisdictional boundaries.
- Maintaining an up-to-date Local Aviation Incident/Accident Response Guide and initiating emergency search-and-rescue procedures for overdue, missing, or crashed aircraft.
- Following the procedures and guidelines established in the Geographic and National Mobilization Guides when flights are incident related.
- Utilizing required Boundary Plan Checklist when dispatching any aircraft.
- De-conflicting respective zones' operational airspace when required.
- Ordering approved aircraft utilizing agency procurement documents and procedures.
- Processing the mobilization and demobilization requests for aviation overhead resources.
- Assisting UAM with coordinating senior executive flights when requested by the field office or the SAM.

#### Pilot

A pilot is responsible for providing safety briefings to passengers and coordinating flight plans with the FAA or agency; completing load calculations or weight and balance computations prior to flight; abiding by FAA/DOI requirements specified in the contract or

ARA; and completing flight invoices for services rendered.

#### Aircraft/Base Manager

Aircraft/base manager positions include helicopter, single engine air tanker (SEAT), air tactical group supervisors, and air tanker base managers. Managers are responsible for planning, coordinating, and supervising daily operations of their aircraft according to DOI/BLM policy. Duties may include:

- Serving as project inspector for exclusive use, and CWN or ARA contracts.
- Directing pilots and crews in daily operations.
- Conducting risk and hazard analysis.
- Approving flight invoices for payment (OAS23/FS122).
- Maintaining aircraft daily diaries, flight and duty logs, retardant logs, passenger and cargo manifests, aircraft power check logs, and weight/balance logs.
- Conducting briefings for air crews, aircraft managers, incident teams, project leaders, passengers and the public.
- Managing logistical and tactical support for aircraft and flight crews.
- Coordinating with UAM/FMO in facilitating effective aircraft use.
- Briefing and debriefing UAM/FMO daily on aerial operations.
- Approving flight invoices for payment (AMD23and FS122).

#### Aviation Project Manager

The aviation project manager is a government employee responsible for managing a specific resource project that requires the use of fixed wing or rotor winged aircraft. The manager works closely with local UAM and the aviation dispatcher in developing a flight operations safety plan, procuring aircraft, providing ground support, and gaining operational approval by local management. He or she provides direction and oversight, ensuring the efficiency and operational safety of ground and aircraft crews.



**Project managers utilizing helicopters will utilize qualified helicopter managers. (See the IHOG Chapter 2, Page 2-2).**

#### Flight Manager

A flight manager is a government employee designated to provide aviation management for a specific flight or project. Flight managers are usually on board during the flight; however, in certain instances, they may remain on the ground. Government pilots may serve as flight managers. A flight manager's duties include:

- Coordinating flights with the UAM, pilot and aviation dispatcher.
- Ensuring passenger and cargo manifests are complete
- Ensuring proper personal protective equipment is utilized when required.
- Inspecting pilot certification cards and aircraft data cards for currency.
- Briefing pilots and passengers on missions.

- Ensuring that pilots give preflight safety briefings and that the flights are conducted according to DOI/BLM policy.
- Ensuring that proper flight following procedures are used during the flight.
- Verifying and initialing flight invoices and routing pay document to UAM.
- Conducting post flight briefings to go over flight operations.

#### Volunteers

Volunteers, when traveling on official business, are official passengers within the terms of 350 DM 1.7A and must have applicable safety training.

A volunteer is not permitted to:

- Operate or serve as an air crew member on any DOI aircraft.
- Be on board a BLM aircraft during any special-use mission.
- Be reimbursed for the operation of personal aircraft while on official business.
- Transport any BLM employee in a personal aircraft.

## **2.2 AIRCRAFT PROGRAMS**

The BLM Aviation Program supports both fixed and rotor-wing mission profiles including fire suppression, law enforcement, resource management, and special senior executive travel.

#### Fixed Wing Program

- Aerial observation/detection
- Air attack, Aerial Supervision Module
- Heavy air tanker
- Single engine air tanker (SEAT)
- Smoke jumping
- General aviation, single and twin engine utility aircraft

#### Rotor Wing Program

Includes all helicopter categories and profiles commensurate with the various mission profiles, which may include light, medium and heavy lift aircraft utilized for standard or restricted use. (Restricted use does not allow transporting passengers).

## **2.3 FLIGHT CLASSIFICATION**

#### Point to Point Flights Category

General use flights departing from a designated airport and traveling to another designated airport without deviation from the original flight plan. These include:

- a. Administrative flights
- b. Senior executive flights

#### Special Use Category

These are operations utilizing fixed-wing or rotor-winged aircraft to accomplish a specified mission in support of DOI programs. These types of missions require special considerations in the functional use of an aircraft such as: specific pilot/crew member qualifications and abilities, and specialized aircraft and equipment. The special use flights are broken down into two mission types:

#### **Fire Mission**

Missions in support of fire management primarily include wildland fire initial and extended attack, all-risk incident and disaster, as well as prescribed fire projects. Examples include: aerial observation and detection; aerial supervision; fire initial attack with troop transportation; fire suppression via water, foam, gel and retardant application to include projects such as fuels reduction via aerial ignition, fire rehabilitation erosion

control/seeding etc.

### **Resource Mission**

Aviation operations in support of agency land resource management projects are vast and varied, and may include:

- Fire Rehab - Aerial seeding, GPS mapping etc.
- Fish and Wildlife - Habitat surveys and census etc.
- Wild Horse and Burro - Gathering and herd inventories etc.
- Range Management - Allotment assessments, noxious weed inventories, etc.
- Hazardous Fuels – Timber inventories, aerial ignition, etc.
- Recreation - Land use assessments, etc.
- Law Enforcement- Trespass violations, search & rescue, etc.
- Cadastral Survey - Aerial photography and mapping
- Oil & Gas – Lease assessments, landscape mapping, etc.
- Land exchanges - Aerial mapping, realty inventories

### Mission Considerations

All flights require a level of planning and risk management commensurate with the risks involved with the mission. The mission planning process is broken down into two categories which are defined as either a non complex or complex safety plan.

A Project Aviation Safety Plan (PASP) is comprised of varying elements based on complexity and levels of risk identified with a specified mission.

See Guides and Checklists in the Exhibits listed.

Exhibit IV	Non Fire Pre-flight Checklist
Exhibit V	Non Complex Flight Planning
Exhibit VI	Complex Flight Planning
Exhibit VII	Best Value Determination
Exhibit VIII	SES Planning Guide

# Chapter 3

## 3.0 FLIGHT ADMINISTRATION

### 3.1 Commercial Airline Travel

All domestic and foreign flights for scheduled travel on commercial airlines are initiated through Northrop Grumman GovTrip booking services at the E-Gov Travel System: <http://www.govtrip.com> (contact your local administrative assistant for more information).

### 3.2 Aircraft Flight Services Contracts

Aircraft Flight Service Contracts define the agency as having operational control and specific needs that may require a specified time, cost, type of aircraft, specialized equipment, and pilot qualifications to accomplish a specified mission. Aviation and/or base managers will conduct a contract services evaluation with vendors prior to the conclusion of any contracted aircraft services (EU, CWN, OCC, and ARA). All DOI use of Forest Service Procured Flight Services will be in accordance with OPM 02-39.

#### Aircraft Rental Agreements (ARA)

These agreements are utilized when dates of use, amount of use, and funding are uncertain to the bureau. Aircraft are ordered for specific projects as they arise and when funding exists such as for administrative flights, fire incidents, and law enforcement and resource projects. There is no exclusive use period and use is subject to vendor availability. All DOI use of Forest Service procured flight services will be in accordance with OPM 02-39.

The Aircraft Rental Agreement System is a simplified method of filling anticipated repetitive needs for aviation services with qualified sources. The following considerations for using ARAs will be used:

- A cost analysis will be required prior to procurement (see decision flow chart in Chapter 3, page 12).
- ARA services can only be requested by aviation managers and authorized aviation dispatchers.
- Questions concerning any ARA rentals should be directed to your local unit manager, state aviation manager, or the AMD Flight Coordinating Center (number 208/334-9314).

The aviation manager or aviation dispatcher will complete a best value determination (BVD) worksheet to document the order on all requests. The original record must be kept at the ordering office and made available for future review, if requested, by AMD, flight coordination center, and or contracting officer.

#### SES Charters and Rentals

Procurement of aircraft for administrative Senior Executive Service (SES) flights is accomplished through an AMD ARA. Requests for aircraft are made only after airline services, contract aircraft, and ground transportation have been determined to be unavailable or unfeasible. Requests are made to the local aviation manager/dispatch and approved by the national Solicitor's Office. (See exhibit VIII)

### DOI Fleet Aircraft

DOI fleet aircraft services can be requested through your respective aviation manager. The manager will ensure that the request is processed through AMD flight coordination center.

Your AMD point of contact for fleet aircraft is: Vicki Johnston, Western Area Office, Boise, Idaho; phone number: 208-334-9314

### Exclusive Use Contracts (EU)

Exclusive use contracts are used to provide aircraft services to meet the specific needs of a state aviation office. The necessary aircraft services must be identified in the National Aviation Office budget plan. These contracts are a formal contract for services with terms ranging from 90 or more days with three annual renewal options. These contracts have an option for extension on a day by day basis beyond the specified term of the contract which is based on a contractor's agreement to extend.

Requests for contract services and submission of OAS-13 and OAS-13A or OAS-13H are made to the SAM. The SAM serves as the COR and delegates field administration of the contract to a zone alternate COR and contract-specific project inspectors.

### Variable Term Contracts (VT)

Variable term contracts are designed to meet the needs of the National Aviation Office. The necessary aircraft services must be identified in the National Aviation Office budget plan. These contracts are a formal contract for services with terms ranging from 30-60-90 days with three annual renewal options. However the option to extend a variable to is not available. A new contract must renegotiate for a specified term.

Requests for contract services and submission of AMD-13 and AMD-13A or AMD-13H are made to the Aviation Management Directorate (AMD). The BLM program manager will assign designated CORs for regional administration of the contracts as needed.

### On Call Contracts (OCC)

BLM on call contracts (formally referred to as CWN aircraft services) are normally identified to be accomplished within a three-year contract period for fire operations. Requests for these services are made by the National Aviation Office. The AMD will solicit/award contracts and assign a contracting officer, a technical representative, and a BLM national program manager as the COR.

### End-Product Service Contracts (EXU)

This type of contract is used when the contractor will supply all the necessary manpower and equipment (including aircraft) to provide a service or end result. These contracts will specify a product or service to be accomplished (such as wildlife, horse and weed inventories; acres seeded; horse and wildlife captured; etc.), for which the contractor will be compensated. These contracts are written by BLM contracting officers at the field office, state, and National Business Center levels. Managers need to ensure that there is no verbiage in the contract that defines any form of operational control or aircraft specifications. The accountability and liability of accomplishing the terms of the contract is placed on the contractor. Should the contractor opt to utilize aircraft, the aircraft will be operated as civil aircraft under (14 CFR). For further information refer to IM OF&A 2002-001.

### End-Product Service Contract Specifications

One must be aware of the specifics of an end product contract. These include:

- Operational Control - The BLM will not direct the contractor in any way regarding flight profiles, flight following, landing areas, fueling/loading procedures, use of personal protective equipment, etc. BLM project inspectors assigned to the contract will have no aviation management responsibility or authority should the contractor utilize aircraft to accomplish the contract. Any direction will be in terms of quality control, such as desired seed application rates number and disposition of animals captured or inventoried.

- BLM Passengers or Aircrew - BLM personnel are not allowed to board any aircraft that is provided by the contractor during the performance of an end product service contract.
- Aircraft Use Reporting - Any aircraft flight time incurred by the contractor will not be recorded or documented on an OAS 23 pay document as a BLM activity.
- Reconnaissance or Observation Flights - Before, during, or after the performance of a service contract, BLM personnel may not utilize contractor aircraft to conduct an aerial survey or inspection of the designated project area. These types of flights must be completely separate from the end-product service contract. Aircraft to be utilized for this purpose must be procured through your aviation manager.
- Aircraft Incidents/Accidents - Aircraft utilized by a contractor under a BLM end-product services contract operates entirely within the 14 CFR as a civil aircraft. It is the contractor's responsibility for reporting aviation incidents or accidents incurred during the performance of this type of contract.

### 3.3 Aviation Payment Documents

There are three pay document forms available for the payment of aircraft services.

- The DOI/BLM utilizes the AMD 23 Aircraft Use Report as an invoice to pay its contracts for flight services and aircraft rental agreements.
- The Forest Service utilizes the SF122 Aircraft Use Report as an invoice to pay for its contract for flight services and blanket purchase agreement for aircraft rental.
- The DOI utilizes the AMD 02 Fleet Use Report as an invoice to pay for use of its own aircraft.

#### Charge Coding

Aircraft managers are responsible for ensuring that the proper charge code is entered on the AMD 23 or SF122 before signing the pay document.

#### Unit Billee Coding

The AMD has assigned unit billee codes in order to identify each BLM unit within its respective state for the purpose of data collection and billing. The web site is located at <http://amd.nbc.gov/billee/state.asp>. This site will allow you to search other agency billee codes should the need arise. The current billee codes for the Montana/Dakotas are listed:

<u>Billee Code</u>	<u>BLM Offices</u>
6140	----- MT 910 Montana State Office
6170	----- MT 060 Lewistown District Office
6190	----- MT 020 Miles City District Office
61X0	----- MT 050 Dillon Field Office
62E0	----- MT 010 Billings Field Office
6490	----- MT 070 Butte District Office
62J0	----- MT 090 Malta Field Office
62K0	----- MT 100 Missoula Field Office

### 3.4 Cooperator Aircraft

The BLM's use of state/local government, military, or other federal agency aircraft first requires that the SAM submit a request through the BLM national office to the AMD. This process may require inspection of aircraft facilities and/or documentation by the AMD prior to any authorization. Letters of authorization and approval will be supported by an interagency agreement or a service level agreement should the transfer of funds be required. When making requests for cooperator aircraft, full consideration must be given to the constraints regarding the management and use of this type of aircraft. Consult your unit aviation manager regarding the use of cooperator aircraft.

(See website <http://amd.nbc.gov/director/mou/index.htm> under Montana Department of Natural Resources and Conservation MOU)

**Note!** The BLM managers utilizing certified cooperator aircraft will ensure that appropriate

supervision and oversight is provided when federal employees are being transported.

### **3.5 Aviation Documentation**

Aviation documentation requirements are described in the Aviation Documentation Matrix (Exhibit II). The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. To improve the life-cycle management of office records and information, each unit will insure their records are maintained in accordance with BLM manual 1220.

### **3.6 Exemptions/Waivers**

Any exemptions or waivers from FAA, DOI, DOT, or BLM aviation policy must be justified, requested, and approved through the BLM National Aviation Office.

### **3.7 Operational References**

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 positions. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to specific projects.

#### AMD Handbooks

The following are examples of handbooks issued by AMD:

Aviation Life Support Equipment (ALSE); 351 DM 1 Aviation Mishap Notification/Investigation/Reporting; 352 DM 6 Aviation Fuel Handling; 351 DM 1 Aviation Transport of Hazardous Materials; 351 DM 1 Heliport Installation; 351 DM 1 Airfreight/Paracargo; 351 DM 1 Animal Gathering and Capturing.

#### Interagency Fire & Aviation Operational Guides

The following are examples of guides typically adopted for use by the agency:

Air Tanker Base Operations Guide; Aerial Ignition Guide; Helicopter Rappel Guide; Helicopter Operations Guide (IHOG); Air Tactical Group Supervisor Guide; Lead Plane Operations Guide; Single Engine Air tanker Guide; Airspace Coordination Guide; Military Use Handbook (Chapter 70).

#### Reference Library

Each Zone and the state office will maintain a current aviation reference library to include:

- Title 14 CFR Parts 69 -139
- Aviation Technical Assistance Directory
- Departmental Manual, Parts 112, 350-354
- Aircraft Identification Publications
- Operational Procedures Memoranda (OPMs)
- Aviation Training Materials
- BLM Manual Sections 9111, 9400
- Aircraft and Retardant Contracts
- DOI Aviation Security Policy Guide
- AP/1A and AP/1B with Western Charts
- FARs/Aeronautical Information Manual
- OAS Source List
- OMB Circulars A-76, A-123, A-126
- Incident/Accident Response Plan
- GSA FPMR 101-37
- National Aviation Management Plan
- Bureau and Interagency Operational Guides
- State Aviation Management Plan
- Unit Aviation Management/Operations Plans
- Unit Aircraft Specific Ops Plans

# Chapter 4

## 4.0 OPERATIONAL PLANNING

The following steps will be utilized to plan all non-commercial point-to-point and special use missions for both fire and land resource management projects.

### 4.1 Flight Requests

All requests for flight services (other than scheduled commercial airlines) require the completion and submission of an *Aircraft Flight Request/Schedule* (Form 9400-1a). The form can be obtained from the local dispatch office or unit aviation manager. Exceptions are for emergency flights and some law enforcement flights.

The Aircraft Flight Request/Schedule (Form 9400-1a):

- Includes general information regarding purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, cost limitations, etc.
- Requires approval/signature by a supervisor one level above the requestor.
- Shall be submitted to the local dispatch or unit aviation manager at least 7 days prior to flight for low complexity missions, and 14 days prior to flight for medium and high complexity missions. This allows adequate time for the development and approval of a Project Aviation Safety Plan (PASP). Emergency and special operation law enforcement flights are the only exception to prior approval.
- The reverse side of the 9400-1a may be used for a one-time, non-complex flight mission hazard analysis, which is required for all special use flights.



**All acquisition of AMD contracted and certified aircraft will be accomplished by the state aviation manager, unit aviation manager, or designated aircraft dispatcher.**

#### Cost Analysis

A cost comparison will be completed between adequate platforms to determine which aircraft represents the best value to accomplish the mission. The aviation staff will select appropriate make and model for the mission from the AMD Source List or other agency-approved aircraft.

The cost comparison will consider: availability; guarantees; ferry time to/from home base; flight time; extended standby; service truck mileage; tie down fees; landing fees; flow through fees; per diem; special equipment use charges; government/vendor aircrew and support personnel base pay, overtime, travel, hazard pay, etc.

#### Best Value

As part of the required cost comparison, the aviation manager or aviation dispatcher shall complete a Best Value Determination (BVD) record to document the order on all flight requests. The original record must be kept at the ordering office and made available for future review, if requested, by the responsible aviation management directorate, flight coordination center, and contracting officer.

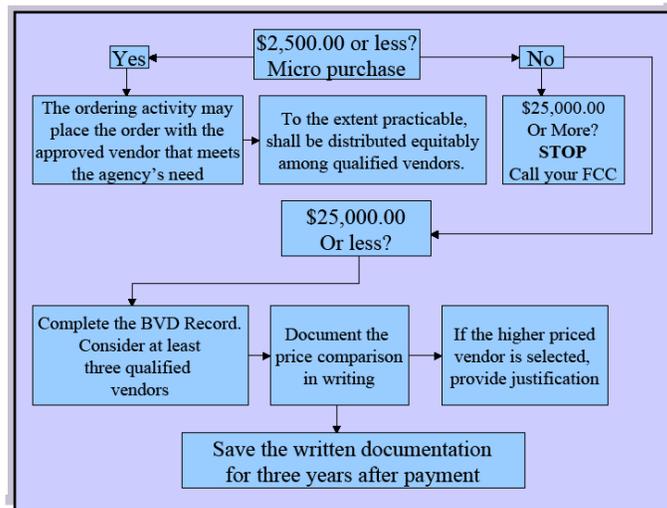
Points to remember are:

- Orders for less than \$2,500 shall be placed with the vendor who has been determined through a comparison analysis to represent the best value to the government. The analysis should be retained with the dispatch flight request records.

- If an order exceeds \$2,500, the ordering official shall document the vendor price analysis on the BVD record. Selection of three sources within the local area to compare best value criteria will meet this competition requirement. When selecting a vendor with the better capability but a higher price, the ordering official shall place a short explanation to support this decision on the BVD and retain in an ordering file. The Western Region FCC may request a review of the ordering official's documentation.
- If an order is anticipated to exceed \$25,000, the requesting office is required to complete an AMD/OAS -13 request for services and submit to the FCC for review and CO approval.

Review the Decision Tree for Best Value to ensure you have met the requirements for determining the best value in the selection of your contracted aircraft.

### **Decision Tree for Aircraft Services Best Value Determination**



#### **4.2 General Use Flights**

General use flights do not occur on a reoccurring basis and are normally used by non-fire personnel. General use flights fall into two basic categories:

- Administrative Point-to-Point - When a flight is scheduled to fly from one or more airports to complete federal business travel.
- Administrative Tour Flights - When a flight has been requested to fly over a specific area of interest such as monuments, resource project areas, oil and gas sites, wild horse ranges, and fires. These flights also require a cost analysis to determine the most cost-effective schedule, aircraft, and vendor.

#### Requirements for General Use Flights:

- Only AMD-approved aircraft will be used.
- A flight plan will be completed.
- Pilots and aircraft must be OAS carded and/or approved.
- Passengers will be manifested and briefed on safety procedures.
- Qualified flight manager/chief of party assigned.



**Senior Executive Service employees above GS-15, members of their families, or non-federal travelers who are passengers on any point-to-point flight or administrative**

**tour flight require the approval of the DOI Solicitor's Office prior the scheduled flight. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS- 110.**

#### **4.3 Mission Flights**

Mission flights are flights scheduled for the purpose of accomplishing a required job task on a reoccurring basis that have increased exposure to flight risks.

Requirements for Mission Flights:

- Completed Approved Aircraft Request and flight plan.
- Pilots and aircraft are OAS carded and/or approved.
- An Approved Project Plan is developed and signed by:
  - a) Project manager
  - b) Unit FMO or aviation manager
  - c) Field office manager
- Passengers are manifested and briefed on safety procedures.
- VFR and/or agency flight plan, flight following.
- Qualified flight manager/chief of party as assigned.
- Only mission-essential passengers are allowed on board.

#### **4.4 Special Use Flights**

All aviation operations requiring special safety considerations are considered Special Use. Such flights include: low level flights below 500' feet AGL, aerial supervision, animal capture, and all helicopter operations. See DM 351 1.7 and OPM 98-29 for definitions. Because of inherently higher risks, a complexity analysis and risk assessment is required, along with an Aviation Safety Project Plan (See 351 DM 1.7).

Special Use Safety Plans and risk assessments are done in order to identify operational hazards and mitigate assessed risks. The field office and unit aviation manager will approve each plan.

Requirements for Special Use Requirements:

- Aircraft and pilots must be approved for specific special use missions.
- The pilot and all passengers require personal protective equipment (PPE): nomex or equivalent clothing, leather boots, nomex /leather gloves, aviator's protective helmet (SPH-5 or equivalent). There are some exceptions to PPE requirements (see DM 351 1.7E and Aviation Life Support Equipment [ALSE] Handbook).
- Personnel/passengers operationally involved in special use missions must be trained and qualified to perform the intended activities.
- Agency flight following will be conducted; standard AFF or standard radio check-in.
- An aerial hazard and risk analysis with mitigation measures will be completed, including coordination with military and other agencies to de-conflict airspace.
- Hazard maps of the flight route or project area will be reviewed by the pilot and flight manager prior to flight and posted in the dispatch office.
- All special use passengers will be listed and pre-approved.

#### **4.5 Flight Following**

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 on Form 9400-1a, blocks 4 and 5, resource orders, radio logs, or other records. 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. All BLM flights in Montana/Dakotas will be flight followed utilizing one or more of the methods listed below.

- Radio flight following (RFF) is a written agency flight plan utilizing radio check-ins with dispatch offices at 15-minute intervals. Each check-in will state current position, heading, and intentions.
- Automated flight following (AFF) is utilized when an aircraft conducts its initial check-in with dispatch to confirm that AFF tracking is established. The dispatch office will then monitor the flight status, logging the aircraft position and heading every 15 minutes. If tracking is lost, dispatch will revert to the standard radio tracking and establish contact on the standard flight following frequency or air guard.



**Any flight that cannot maintain AFF or radio flight following will terminate the flight at the earliest opportunity.**

#### 4.6 Flight Crew/Air Crew/Passenger

Flight Crew - Pilot, co-pilot, flight engineer, or navigator

Air Crew - Authorized individuals other than the flight crew who are essential to the success of the mission; e.g., loadmaster, helitack, observer.

Passenger - A person aboard an aircraft who does not function as a flight crew member or aircrew member. Only essential and "official" passengers are authorized on DOI-owned/procured aircraft; the government must derive some benefit from the transport of official passengers.

#### 4.7 Tactical Flight Operations

Heavy Air Tanker Operations

The Billings Air Tanker Base Operation is under the direction of the Southern Fire Management Zone. The specific areas of responsibility are defined by the unit's chain of command, detailed in the zone aviation and tanker base operational plans. Standard base operational procedures are conducted in accordance with the interagency air tanker base operating guide outlined in a local operations plan. Coordination will be in accordance with the NRCG/National Mobilization Guides.

Helicopter Operations

Zone helicopter operations are under the direction of the zone fire operations. The specific areas of responsibility are defined by each unit's chain of command detailed in zone operational plans. All helicopter operations are coordinated according to the regional and national mobilization guides in conjunction with the national helicopter coordinator and state aviation manager and regional coordination centers. All helicopter/helibase management and aerial operations are conducted in accordance with the Interagency Helicopter Operations Guide (IHOG) and local helicopter operational plans.

Single Engine Air Tanker (SEAT) Operations

Zone SEAT operations are under the direction of the zone fire operations. Specific areas of responsibility are defined by each unit's chain of command detailed in zone operational plans. All SEAT operations are coordinated according to the regional and national mobilization guides in conjunction with the national SEAT coordinator, the state aviation manager and regional coordination centers. All SEAT management and aerial operations are conducted in accordance with the Interagency Single Engine Air Tankers Guide (ISOG), Interagency SEAT SOP Handbook, regional and local SEAT Ops plans.

Air Tactical Operations.

Zone air attack operations are under the direction of the zone fire operations. Air tactical supervision operations are coordinated according to the Northern Rockies and national mobilization guides in conjunction with the national aerial supervision coordinator, the state aviation manager and regional dispatch centers. All air tactical management and aerial operations are conducted in accordance with the Interagency Air Tactical Group

Supervisors Guide, Aerial Supervision Module Operations Guide, BLM Fixed Wing Standard Operations Procedures, and BLM Standards for Fire Operations (Red Book).

#### Smokejumper Operations

Smokejumper operations are coordinated according to the Northern Rockies and national mobilization guides in conjunction with national, regional and local dispatch centers. Smokejumper operations are conducted in accordance with Interagency Smokejumpers Operations Guide, BLM Fixed Wing Standard Operating Procedures, and the BLM Standard for Fire and Aviation Operations Handbook.

#### Aerial Ignition Operations

Aerial ignition operations are coordinated and managed at the local unit level in accordance with the Interagency Aerial Ignition Guide and local operational plans.

#### Law Enforcement Operations

BLM Law Enforcement aerial operations are coordinated and managed at the state and local units in accordance with DM 351 4.1, 9400 1.7, along with departmental cooperator memorandum of understanding agreements. (See website <http://amd.nbc.gov/director/mou/index.htm> Under Montana National Guard MOU)

### **4.8 Aviation Briefings**

Aviation briefings are a vital part of the BLM aviation safety program. The various types of briefings listed below enhance the flow of critical information and communication procedures to ensure safety of all aerial operations.

#### Initial Pilot and Manager Briefing

The initial briefing is designed to provide newly assigned pilots and managers with a checklist for briefing all contract and federal personnel upon their initial contact at an airbase. The checklist consists of a briefing packet along with a combination of information from the using agency, the local unit, and aviation management (see Exhibit IV).

#### Preflight Briefings

All pilots newly assigned to a project or incident who do not receive the initial pilot's briefing will be given a pre-flight briefing prior to dispatch to a project or incident. The briefing will include:

- Assigned area of operations
- Assigned aerial resources and locations
- Assigned incident, alternate and emergency frequencies
- Dispatching and flight following procedures
- Review of emergency procedures
- Review of remote or alternate bases
- Emergency landing and/or jettison sites
- Aerial hazard maps, local TFRs and FTAs
- Current weather briefing with density altitude
- Current fire behavior

#### Post flight debriefings

These briefings are a combination of events, issues, and situations that occurred throughout the day's operational period that will be shared among aircrews, contractors, base, and aircraft managers in order to mitigate and promote safety and efficiencies of the aerial operations.

The de-briefing will include a recap of:

- Noticeable changes in fire behavior
- Weather and/or anomalies
- Communications

- Efficiency of aerial operation with regard to aircraft, water, retardant, and suppressants
- Safety issues/concerns
- Recommendations for next operational period

**NOTE!** Refer to the **Montana Dakotas Aircrew Orientation Guide** for further information and details on briefings

# Chapter 5

## 5.0 Aviation Training

### 5.1 Training Overview

Montana/Dakotas Aviation Management believes that training is the cornerstone of an effective aviation program. It is essential that the training and education of our aviation personnel, pilots, and managers establish fundamental knowledge of aviation management and safety. All agency and/or cooperating personnel engaged in BLM aviation activities will meet the training and experience requirements commensurate with their assigned aviation responsibilities (see OPM 97-4; NWCG 310-1; Interagency Fire & Aviation Red Book, applicable interagency aviation guide or Aviation Training & Qualifications Matrix).

### 5.2 Aviation training

Aviation training is provided through the national, regional, and local training centers and the Interagency Aviation Training (IAT) website (see attached IAT Training Reference Guide) available through the Aviation Management Directorate. Required currency training for general aviation users is provided at the annual Aviation Conference and Education (ACE) Continued Training, which is normally scheduled at least two or three times per year.

#### State Aviation Manager

Provides direction and guidance for the national aviation training program by monitoring personnel training records:

- Ensures training is conducted by approved interagency aviation trainers (IAT), OAS training specialists, or other approved aviation instructors.
- Tracks basic IAT aviation courses.
- Coordinates and tracks national and regional 300-level and higher aviation courses.
- Ensures that adequate qualified trainers are available within the Montana/Dakotas
- Conducts training for the region and zones when needed.
- Develops and mentors personnel within the aviation program to meet the needs of the state and region.

#### Unit Aviation Manager

Provides guidance at the field level; ensures that qualified personnel receive training commensurate with the demands of the unit's aviation needs; and ensures that all aviation personnel are trained according to departmental standards. This will include:

- Developing and maintaining a cadre of personnel qualified to train and support the needs of the unit.
- Conducting annual aviation currency training for fire and resource personnel.
- Coordinating and scheduling training with SAM and regional training centers to meet the needs of the unit.
- Coordinating/tracking all training and records of new and current aviation personnel within the unit.
- Conducting training for the zones and units when needed

### 5.3 Required Aviation training (Non-Fire)

The courses listed below apply to non-fire resource managers and personnel that utilize aircraft as a function of their assigned duties.

<b><u>Fixed Wing Passengers (General Use) Courses</u></b>	<b><u>Required Currency</u></b>
B- 3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years

A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years

<b><u>Fixed Wing Flight Managers (General Use) Courses</u></b>	<b><u>Required Currency</u></b>
--	---------------------------------

B-3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years
A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-112 Mission Planning & Flight Requests Process	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years
A-111 Flight Payment Document (Online refresher)	3 years
A-115 Automated Flight Following	Initial
A-116 General Awareness Security Training	Initial
A-200 Annual Mishap Review	Annually
A-204 Aircraft Capabilities & Limitations	Initial
A-205 Risk Management Initial training	Initial
FWFM - Fixed Winged Flight Manager	3 years

<b><u>Rotary Wing Passenger Courses</u></b>	<b><u>Required Currency</u></b>
---	---------------------------------

B-3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years
A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years

<b><u>Rotary Wing Crewmember Courses</u></b>	<b><u>Required Currency</u></b>
--	---------------------------------

B-3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-104 Overview of Aircraft Capabilities& Limitations	3 years
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years
A-107 Aviation Policy& Regulations (Online refresher)	3 years
A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-110 Aviation Transportation of Hazmat	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years
A-116 General Awareness Security Training	Initial
A-200 Annual Mishap Review	Annually
A-209 Helicopter Operations	Initial
S-271 Helicopter Crew Member (refresher Course)	Annually

<b><u>Helicopter Flight Manager Courses</u></b>	<b><u>Required Currency</u></b>
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B-3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-104 Overview of Aircraft Capabilities& Limitations	Initial
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years
A-107 Aviation Policy& Regulations (Online refresher)	3 years
A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-109 Aviation Radios	Initial
A-110 Aviation Transportation of Hazmat	3 years
A-111 Flight Payment Document (Online refresher)	3 years
A-112 Mission Planning & Flight Requests Process	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years
A-115 Automated Flight Following	Initial
A-116 General Awareness Security Training	Initial

A-200 Annual Mishap Review	Annually
A-203 Basic Airspace	3 years
A-204 Aircraft Capabilities & Limitations	Initial
A-205 Risk Management	Initial
A-209 Helicopter Operations	Initial
A-212 Aircraft Rental/Blanket Purchase Agreement	Initial
A-216 Aviation Operations Security	Initial

<b>Helicopter Manager (Single Resource) Courses</b>	<b>Required Currency</b>
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B-3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years
A-107 Aviation Policy& Regulations (Online refresher)	3 years
A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-109 Aviation Radios	Initial
A-110 Aviation Transportation of Hazmat	3 years
A-111 Flight Payment Document (Online refresher)	3 years
A-112 Mission Planning & Flight Requests Process	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years
A-115 Automated Flight Following	Initial
A-116 General Awareness Security Training	Initial
A-200 Annual Mishap Review	Annually
A-205 Risk Management I	Initial
A-206 Aviation Acquisition and Procurement	Initial
A-207 Aircraft Flight Scheduling	Initial
A-208 Aircraft and Pilot approval	Initial
A-209 Helicopter Operations	Initial
A-211 Project Aviation Plans	Initial
A-212 Aircraft Rental/Blanket Purchase Agreement	Initial
A-218 Aircraft Pre-use Inspection	Initial
A-219 Helicopter Transport External Cargo	Initial
A-301 Implementing Aviation Safety Accident Prevention	Initial
A-302 Personal Responsibility & Liability	3 years
A-303 Human Factors	3 years
A-305 Risk Management II	3 years
A-306 Aviation Contract Administration I& II	Initial
A-403 Human Factors for Aviation Managers	Initial

<b>Aviation Project Manager Courses</b>	<b>Required Currency</b>
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B-3 Aircraft Safety (classroom only)	Initial
A-101 Aviation Safety (Online refresher for B-3)	3 years
A-105 Life Support Equipment (Online refresher for B-3)	3 years
A-106 Aviation Mishap Reporting (Online refresher for B-3)	3 years
A-107 Aviation Policy& Regulations (Online refresher)	3 years
A-108 Preflight Checklist & Briefings (Online refresher for B-3)	3 years
A-109 Aviation Radios	Initial
A-110 Aviation Transportation of Hazmat	3 years
A-111 Flight Payment Document (Online refresher)	3 years
A-112 Mission Planning & Flight Requests Process	3 years
A-113 Crash Survival (Online refresher for B-3)	3 years
A-115 Automated Flight Following	Initial
A-116 General Awareness Security Training	Initial
A-200 Annual Mishap Review	Annually
A-205 Risk Management I	Initial
A-206 Aviation Acquisition and Procurement	Initial
A-207 Aircraft Flight Scheduling	Initial

A-209 Helicopter Operations	Initial
A-212 Aircraft Rental/Blanket Purchase Agreement	Initial
A-218 Aircraft Pre-use Inspection	Initial
A-219 Helicopter Transport External Cargo	Initial
A-302 Personal Responsibility & Liability	3 years
A-303 Human Factors	3 years
A-305 Risk Management II	3 years
A-307 Aviation Contract Administration I	Initial
A-308 Aviation Policy Regulations II	Initial
A-310 Overview Crew Resource Management	3 years

**Senior Level Managers with Recurring Aerial Operations Courses Required Currency**

M2 Aviation for Line Mgrs	Line Managers	3 years
M3 Aviation Mgt Training	Supervisors	3 years
M4 Aircraft COR Training	Aviation/ Managers	2 years

**5.4 Required Training for Fire**

Due to the extensive number of aviation fire positions, the required training and qualification per position will not be listed here. They can be found in the PMS 310-1, Interagency Standards for Fire and Aviation Operations, and the various aircraft operational guides.

**5.5 Tracking and Monitoring**

It is the responsibility of the unit aviation managers to track and monitor their unit's training. The unit manager should conduct annual reviews of the IAT Aviation and IQCS fire qualification records to ensure that district and field office employees utilizing or managing aerial resources sustain the required level of proficiency and currency in their [SOMETHING IS MISSING HERE]

# Chapter 6

## 6.0 Aviation Facilities

### 6.1 Permanent Tactical Air Bases

Montana/Dakotas BLM has several permanent and temporary airbases within its units. Permanent air bases include heavy air tanker and SEAT retardant reload bases and fixed wing and helibase/heliport facilities with permanent or temporary fixtures that are used on a continuous or seasonal basis. These aircraft bases of operations include government owned or leased aviation facilities on federal or non-federal land where BLM has primary responsibility for operations, maintenance, and oversight.

The size and extent of aviation installations will be commensurate with expected and historic aircraft use at any given site. Existing and future structures will provide for operational safety and efficiency as well as a comfortable and adequate work and rest environment for pilots, aircrew members, and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111 and applicable FAA regulations.



**Units are responsible for the purchase, lease and/or construction, maintenance, and utilities related to aviation facilities.**

#### Facility Safety

Aviation facilities must comply with safety regulations outlined in department/bureau manuals, guides, and handbooks, as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities, and landing surfaces will be inspected annually by unit aviation managers to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season.

### 6.2 Temporary Bases

Temporary bases are heli-spots and remote airstrips used on a temporary or intermittent basis. If not on BLM land, these sites must be pre-approved by an MOU and Montana/Dakotas FAA district for use. Each site should be cataloged as to location, description, local hazards, use procedures, agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

A temporary base requires an approved memorandum of understanding signed by the district manager and appropriate line managers responsible for maintenance of the MOU. The MOU will require a breakdown of the site location, description of the area to be utilized, basic terms of agreement, and the identified parties responsible for maintaining the site. Most BLM temporary bases fall under the auspices of small tactical reload facilities utilized by SEAT aircraft. These bases are defined by activity, personnel, equipment, and product availability.

#### **Base Categories**

The Montana/Dakotas BLM has numerous temporary tactical air bases which are categorized according to facility complexity and use:

#### Category I Bases

These airports have been established as full service tactical air bases. They provide full services including fuel and parking for most rotor and fixed winged tactical aircraft. These bases also provide full service or bulk retardant delivery facilities to support interagency heavy air tanker, SEAT, and smoke jumper aircraft. **Facilities are staffed with full time employees throughout the field season to manage the base operations.**

#### Category II Bases

These airports are temporary bases for medium to light rotor or fixed wing aircraft during tactical air operations. These bases can provide av-gas, jet fuel, and parking. They have a designated loading area with semi-permanent storage for water, retardant, and equipment to support loading SEATs. They may be activated as needed with minimal setup time.

**Base personnel may be permanently assigned or placed on an on-call status to support aircraft operations, with water and retardant readily available.**

#### Category III Bases

These airports are temporary bases for medium to light rotor or fixed wing aircraft during tactical air operations. They can provide limited fuel and parking. They have a designated loading area with either portable and semi-permanent water and/or retardant storage tanks on site that can support any contractor's mobile loading equipment on an as-needed basis. These bases may be activated as needed with a time requirement of 12 to 24 hours.

**Personnel are assigned to the base as needed to support short term rotor and fixed wing and SEAT operations; water and retardant may not be readily available.**

#### Category IV Bases

These airports serve as short term bases for medium to light rotor or fixed winged aircraft. They may or may not have the capability to provide limited fuel and parking. They have a designated loading area with no storage for water or retardant. These bases are designed to be activated as needed with a minimum time requirement of 24 to 48 hours.

**Personnel are assigned to the base as needed to support short-term rotor and fixed wing and SEAT operations. Water and retardant are not available.**

### **6.3 Security**

Departmental manuals 444-1 and 352 10 set forth the security requirements for all DOI aviation facilities and assigned aircraft. These requirements include having a risk assessment and written security plan in place for each aviation facility. The risk assessment and plan is prepared by the unit manager using the standard DOI Field Security Guidelines for General Aviation Airports located at <A://aviation.blm.gov>.

A security risk assessment will be performed on all Montana/Dakota aviation facilities using the Standard DOI Field Security. The state aviation manager will coordinate with unit managers to ensure that a completed or updated risk assessment and security plan are in place.

#### Facility Security Risk Assessment Requirements

- Compliance with 444 DM-1 appropriate to each unit's facility.
- The TSA ACMT point system as defined in TSA informational bulletin 001 Security Guidelines for General Aviation Airports is incorporated.
- The individual preparing the assessment is well versed in the scope of the operations of the facility.
- Each assessment will be periodically re-evaluated and adjusted as needed based on the activity and complexity of the operations.

#### Security Plan

The unit manager will ensure that a written security plan is in place and filed for each facility prior to the onset of each field season. The plan will follow the basic criteria as follows:

- The scope and details of the plan will be commensurate to the size, complexity and vulnerability of risk factor for which it was prepared.
- Each plan will be reviewed annually and adjusted as needed.

### Supplement Requirements

When use of these "Suggested Airport Security Enhancements" is indicated, the supplemental requirements listed herein will be considered mandatory and in addition to those prescribed by the TSA *Security Guidelines for General Aviation Airports* listed below.

### Signage

Signage should be multi-lingual where appropriate.

### Lighting

All access points leading from uncontrolled areas into the AOA or other sensitive areas should have adequate lighting. Lighting type and illumination levels will comply with published Illuminating Engineering Society (IES) standards but will not supersede standard aviation guidelines governing runway lighting, nighttime flight requirements, etc.

### Fencing

Install perimeter security fencing as needed to control access to the AOA and all other sensitive areas. Fence height and other characteristics will comply with standard FAA guidelines where appropriate. Where FAA guidelines are not available, minimum fencing characteristics will be sufficient to meet access control needs.

### Access Control

All accesses to airport operating areas will be subject to access control procedures based according to the complexity and identified risk level of the facility. Both pedestrian and vehicular activities will be controlled accordingly. For high security areas identification restriction will apply according to airport security regulations.

### Exceptions

Only facility ownership or control restraints preclude full implementation of the identified mandatory security requirements.

### Aircraft Physical Requirements

Whenever an aircraft controlled or owned by the DOI is not directly attended by its assigned flight crew, ground crew, or government managers, it will be physically secured in a manner that disables the aircraft from being utilized.

### Security devices

Approved security devices require using a dual lock method consisting of any combination of anti-theft devices attached to the aircraft for the sole purpose of locking flight controls, aircraft power, or directional ground movement. These may include any combination of the following:

- Locking hanger doors
- Keyed Magneto, starter or master switch; hidden battery cut-off switches; start relay switches
- Throttle, mixture/fuel, fuel cut-off locks
- Control surface gust-locks; propeller locks (chain, cable, mechanical) - **(airplane only)**
- Locking devices for aircraft tie downs
- Locking devices for pilot directional flight control (i.e., yoke, stick, or cyclic)

### Considerations

When selecting contract approved locking devices one should give consideration to the following:

- Ease in removal and or disassembly of locking devices.
- Incorporating removal of devices in preflight checklists
- Installation of devices should not interfere with flight operations or cost efficiency

# Chapter 7

## 7.0 Airspace Coordination

### 7.1 Interagency Airspace

The state aviation manager serves as the focal point for airspace coordination within the Montana/Dakotas by providing direction and guidance to the local units with airspace de-confliction and coordination with FAA, Homeland Security, Department of Defense, and interagency airspace coordinating managers. The state aviation manager also coordinates with regional and national coordinating centers during high levels of fire aerial operations.

#### National Airspace Information Systems

The interagency system provides complete temporary flight restriction information for unit aviation managers and dispatchers planning or conducting flight operations. The system can also provide current aeronautical charts for plotting when the need arises. The web site is located at <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airspace.html>.

#### Military Operating Areas (MOA) Airspace

The Montana/Dakotas operates within two DOD-designated MOAs within eastern Montana:

a. Hayes MOA

The MOA is managed and controlled by the Montana National Guard's 120th Fighter Wing located at the Great Falls International Airport. The protocol for operating BLM aircraft inside the Hayes MOA is controlled by the 120th Fighter Wing airspace manager, duty desk phone: 406-791-0202.

b. Powder River MOA

The MOA is managed and controlled by the United States Air Force 28<sup>th</sup> Bomb Wing located at Ellsworth Air Force Base in Rapid City, South Dakota. The protocol for operating BLM aircraft inside the Powder River MOA is controlled by the 28<sup>th</sup> Bomb Wing airspace manager, George Stone, phone: (605) 385-1230.

These types of MOUs will be in effect for five years unless there are required changes from either agency. The MOU will remain on file with the primary unit that operates within each respective MOA.

The MOU will address communications and coordination in de-conflicting airspace, scheduling of joint use military aircraft managed or controlled by Ellsworth AFB, as well as the procedures for operating BLM aircraft in these areas. Aviation managers with MOU agreements will maintain copies of the current MOU and brief all aircrew personnel on the requirements specified in the MOU prior to any flight.

### 7.2 Air Traffic Boundary Plans

The Montana/Dakotas airspace boundary is designed to help mitigate confusion and reduce risk to neighboring units conducting aerial operations which may include a combination of aerial resource and or fire suppression missions.

#### Guidelines & Procedures

An imaginary "neutral air" corridor ten nautical miles wide will center on agency/cooperator boundaries. The "neutral air" for mutual or exchanged initial attack areas or zones will encompass the whole zone plus five nautical miles outside the zone's boundaries.

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.

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 receiver 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 must switch to an alternate frequency (i.e. the local or incident air-air frequency, etc.).

When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone, units must consider:

- Depending on the complexity of the situation, an air tactical group supervisor (ATGS) may be dispatched.
- 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.
- When an aircraft is dispatched within a corridor/zone and 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 flight.
  - Practice "see and avoid."
  - The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

Temporary flight restrictions (TFRS) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

For further details regarding boundary plans, see Exhibit VIII.

### 7.3 Fire Traffic Areas (FTA)

Aircraft activity over a fire can become very congested and extremely hazardous if the airspace is not managed properly. Managers of large fires, having had adequate time to set up the incident command organization, should have established the order of work, drop priorities, radio procedures, and airspace control. Key points to remember are that the fire traffic area is an initial call at 12 miles; if no communications are established, the aircraft should hold at seven miles. The most critical period is during the initial attack phase when several aircraft arrive over the scene at almost the same time.



**All non-fire aerial operations are prohibited from entering an active FTA area.**



**All tactical aircraft will establish radio contact with other aircraft or ATGS assigned to an incident prior to entering a FTA.**

All pilots should have received information regarding air or ground contact and radio frequencies with their dispatch instructions. When approaching a fire that is already being worked by other aircraft, the pilot is required to make contact with designated authority over or on the fire. The pilot should receive permission to enter the fire traffic area and proceed with the mission or follow instructions to hold over a specified location. While the initial

contact should be made approximately 12 miles out from the fire, it is good operating practice to monitor the assigned frequency and activity as far out as possible.

In some situations a combination of air activities can be accomplished safely on the same fire. This could occur when air tankers and helicopters are needed on opposite sides of the fire. Traffic patterns can be flown well clear of the other activity. Good communication must be maintained among all aircraft.

Proper radio procedures and discipline are very important in the fire environment. If pilots are unable to establish contact with the air attack, lead plane, or other aircraft over the incident, they should attempt contact on alternate frequencies or reconfirm the correct frequency with the applicable dispatch office. Air guard may be used to make initial contact and confirm working frequencies only as a last resort. It is primarily to be used as an emergency frequency. **(See Exhibit V for FTA diagram)**

#### **7.4 Emergency Security Control of Air Traffic (ESCAT)**

ESCAT can be implemented for the National Airspace system when a emergency air defense incident occurs, such as the terrorist attack on 9-11-2001. When ESCAT is implemented the procedures will provide the most effective use of our National Airspace for defense and defense supported activities. ESCAT is directed by the North American Aero Defense Command (NORAD). See the National Aviation Plan chapter 8 section 8.8 on page 32 for further details.

# Chapter 8

## 8.0 Safety Management

### 8.1 Safety Management System (SMS)

The interagency safety management program was developed to instill proactive communication and workforce continuity throughout an organization. The program is designed to develop a sense of positive control through accountability to ensure the effectiveness and integrity of the operational management into all aspects of an aviation program.

The safety management system fundamental components consist of policy, training, communications, risk management, review and evaluation, which aid in the prevention of human injury and protect property from damage when performing natural resource missions. These components categorized into four basic pillars:

#### Pillar I

Safety Policy - Found in departmental DMs 350 through 354 and OPM's [IS SOMETHING MISSING HERE?]

#### Pillar II

Risk Management- Established risk management assessments for the various aerial operations: helicopter, rappel, external loads, aerial supervision, SEATs, heavy air tankers, and the infra-red program. (Reference the 2008 system safety aviation guide.)

#### Pillar III

Safety Assurance - accident investigation, preparedness reviews, Fire Aviation Safety Teams (FAST), Aviation Safety Assistance Teams (ASAT), SAFECOMs, and lessons learned information center.

#### Pillar IV

Safety Promotion- Safety alerts, technical bulletins, safety memoranda, safety committees, tailgate sessions, and video clips such as the *Six Minutes for Safety* series.

When fully implemented SMS will promote a positive safety culture with the capability to capture the operational knowledge and experience of employees and fully engage them in the safety program.

### 8.2 Safety Education and training

Aviation training is everyone's responsibility. It is one of the positive controls that drive the Montana/Dakotas' commitment to safety through **Awareness, Communications and Training (ACT)**. Training requirements are established in OPM-04, PMS 310-1 and BLM 9400 as defined in chapter 5. Primary considerations for aviation safety include;

Qualifications Only qualified, experienced aviation personnel and pilots will be utilized during any aerial operations within the Montana/Dakotas.

- Personnel - All BLM personnel will meet the interagency qualification standards for the 310-I and the IQCS and IAT data systems.
- Pilots - FAA certified pilots will be utilized in BLM aviation activities.
- All pilots flying DOI-owned leased, contracted, rented (ARA) or cooperator aircraft will meet requirements set forth in 351 DM 3.
- All interagency carded pilots will have Pilot Qualification Cards in their possession or an OAS Letter of Approval (LOA) indicating that they are certified to fly the particular aircraft and perform the specific mission at hand.

- All personnel assigned to a tactical airbase will be trained in aircraft ramp operations safety which will include:
  - Annual refresher on airbase operations for each designated base position
  - Annual fire extinguisher practical use and application training
  - Aircraft hot loading (retardant bases only)
  - Implementation of crash rescue plan (practical exercise)
  - Ramp operations and procedures
  - Annual review of base operations plans



**If a pilot's card is not current, or signed off for the specified mission, the flight will be put on hold until the unit aviation manager is notified and the situation remedied.**

Flight and Duty Limitations

Pilot flight time and duty time limitations are outlined in DM 351 1.9B. Daily and cumulative flight and duty hours will be monitored, tracked, and documented on all DOI fleet, contract and rental pilots. Aircraft managers, pilots and/or dispatchers will maintain flight and duty logs. Safe-Com reports will be completed on all flight and duty infractions.



**During periods of prolonged heavy aircraft use, flight and duty may be further limited at management discretion.**

Comfort/Rest

Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and water, and an atmosphere free of undue noise, activity and stress.

Sterile Cockpit

Communications and actions within the cockpit are limited to those required for safe maneuvering and traffic separation. This means communications with dispatch, ground personnel, and other aircraft concerning mission information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings.



**A sterile cockpit environment will be maintained within a minimum five-mile radius of any controlled and uncontrolled airport, to include the designated airspace around any uncontrolled helibases, heli-spots, SEAT bases, and remote airstrips.**

Transponder Code.

To the extent possible, all aircraft engaged in tactical fire suppression operations will utilize transponder code **1255**.

Airspace Coordination.

All Montana/Dakotas BLM aviation operations will comply with the regulations and guidelines as stated in the Interagency Airspace Coordination Guide.

Mission Planning

All flights will require a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure to unnecessary risks and prevent accidents/incidents.

The following is required for:

All flights

- Completed Form 94001a
- Only essential flights and passengers approved

- Approved pilots and aircraft for mission
- Flight plans/flight following
- Pre-flight inspection/weight and balance/load calc completed
- Pilot and passenger mission briefing
- Passengers manifested/briefed on aircraft safety

Special Use Flights (in addition to above):

- Project Safety Plan completed and approved
- PPE used by pilot and passengers
- Hazard risk analysis completed
- Hazard map reviewed prior to flight
- Airspace de-conflicting completed
- Have flight following and emergency rescue procedures in place

Environmental Factors

Full consideration will be given to all factors listed prior to each flight.

Daylight

All DOI aircraft (except for twin engine aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 minutes prior to official sunrise until 30 minutes after official sunset.

Wind

Both fixed wing and helicopter operations will cease whenever wind exceeds limitations in the aircraft operators flight manual. If no limitations are prescribed in the flight manual, the following limitations apply:

Low-Level (below 500' AGL):

Type III - 30 knots or max gust spread of 15 knots

Type I & II - 40 knots or max gust spread of 15 knots

High-Level (above 500' AGL):

All types - 50 > knot winds



**Aircraft managers will monitor and confer with pilot in command to ensure that winds do not exceed capabilities of the aircraft or pilot.**

Weather/Visibility

The pilot must evaluate known and predicted weather conditions prior to flight, then avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant.

**8.3 Aviation Incident/Accident Response Plans**

Field offices will develop and maintain current incident/accident response plans (formatted similar to Interagency Aviation Mishap Response Plan - NFES1356) for their areas of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur; and a listing of necessary local, state and national emergency and agency aviation safety contacts (Response plan available at <http://amd.nbc.gov/safety/library/iamrp.html>).

**8.4 Overdue/Missing Aircraft**

Aggressive attempts to contact/track aircraft that are overdue for radio and telephone check-ins or arrivals will be made by dispatch offices. If the aircraft has not been contacted or located, dispatch will initiate search and rescue actions. Procedures will be outlined in the unit Incident/Accident Response Plan. (See 8.3)

## 8.5 Safe-Com Program

Safe-Coms are used as a proactive tool to report any condition, observance, act, maintenance issue, or circumstance with a potential to cause an aviation-related mishap or accident.

### Submission of a Safe-Com

1. Electronic Safe-Com - Access the Safe-Com website: <https://www.safecom.gov/>
2. Hard Copy – Request a Safe-Com form from the local unit dispatch office or the UAM; complete form and submit to UAM or aviation dispatcher, who will submit the Safe-Com electronically.
3. Once a Safe-Com comes to the attention of the appropriate UAM, the UAM will review and add necessary corrective actions when needed. The Safe-Com will then be submitted. [TO ??? I was confused because #2 also says it will be submitted.]
4. Timely submission and distribution of Safe-Coms are a key component in mishap prevention. Safe-Coms may be accessed and printed from the public access area of the Safe-Com data base website.

## 8.6 Mishap Reporting

All aviation mishaps, hazards, maintenance deficiency, incidents or accidents will be reported according to 352 DM 1 & 6 and the OAS Aviation Mishap Notification/Investigation/Reporting Handbook.

Aircraft accident/incidents with serious potential will be reported immediately to the National Transportation and Safety Board (NTSB) and OAS. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/OAS will conduct investigation/follow-up.

### Aircraft Incidents

All mishaps/hazards other than those described above are to be documented on Safe-Com. Send copies to OAS safety and state aviation manager. Follow-up/investigation by zone aviation manager is discretionary.

## 8.7 Aviation Program Monitoring /Reviews

Each field office aviation program will be reviewed at least once every three years by aviation managers or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be reviewed for response readiness and safety. Any deficiencies will be documented, supported by recommendations, and submitted to the field manager within 30 days of the review. Unit aviation managers will conduct an annual operational readiness and safety audit prior to each field season to ensure that each unit is in a state of readiness.

### Northern Rockies Aviation Committee

Group members consist of interagency regional aviations officers and managers who are specialists for their respective agencies. The purpose of the committee is to support the Northern Rockies Coordinating Group with direction and guidance on aviation issues that arise within the region. Each member will be responsible for developing an agency working group within their regional zones which will provide a conduit for the operational managers in dealing with local and regional issues.

### Montana/Dakotas Aviation and Working Group

Group members consist of the Montana/Dakotas state aviation manager and unit aviation managers or designees. Each member will also serve as a zone aviation safety officer. As an aviation safety officer, he/she will have the responsibility of ensuring that the

Montana/Dakotas' Aviation Safety Program promotes a positive safety culture by:

- Assisting the state aviation manager in the management of the state's safety program.
- Developing and updating annually Montana/Dakotas zone aviation plans and orientation guides.
- Conducting annual reviews of state and zone aviation plans.
- Reviewing accident/incident investigation reports to determine cause and corrective action.
- Reviewing Safe-Com reports submitted within Montana/Dakotas and making recommendations for corrective action.
- Identifying safety trends.
- Conducting annual reviews of aviation training and monitoring qualifications and currency of aviation personnel.
- Meeting as needed to review aviation issues; providing recommendations and direction to Montana/Dakotas field aviation personnel.
- Serving as a collective voice on aviation issues between zones and the regional NWCG board of directors.

### **8.8 Aviation Safety & Technical Assistant Teams**

The BLM and USFS provide support in assembling an Aviation Safety Assistance Team (ASAT) or Safety and Technical Assistance Team (STAT) at both the national and regional levels. The purposes of the teams are to support aerial operations experiencing substantial increases in the complexity of their operations. The teams can provide addition assistance to regional and local managers by enhancing safety and efficiency assessments, along with expertise in the areas of technical support.

# EXHIBIT I IAT Aviation Training Quick Reference Matrix

## Requirements Matrix January 2006

No.	Modules (Bold = available online.)	Passenger*	Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor	CORPI	Aviation Technical Specialist
A-101	<b>Aviation Safety (all aircraft)</b>	AS	3	3	3	3	3	3	X	X	X		AS
A-103	FAA NOTAM System							X		X			
A-104	<b>Overview of Aircraft Capabilities &amp; Limitations</b>		AS	AS	AS	AS		X	AS				
A-105	<b>Aviation Life Support Equipment</b>	AS	3	3	3	3	3	3	X	X	X		AS
A-106	<b>Aviation Mishap Reporting</b>	AS	3	3	3	3	3	3	X	X	X	X	
A-107	<b>Aviation Policy &amp; Regulations-I</b>		AS	AS	AS	AS	X	X	X	X	3		
A-108	<b>Preflight Checklist &amp; Briefing/Debriefing</b>	AS	3	3	3	3	3	3	X	X	X		
A-109	<b>Aviation Radio Use</b>		AS		AS	AS	AS	X	AS				
A-110	<b>Aviation Transportation of HAZMAT (if involved)</b>		3	3	3	3	3	3	3	3			AS
A-111	<b>Flight Payment Document</b>			3	3	X	X	X	X	X		X	
A-112	<b>Mission Planning &amp; Flight Request Process</b>			3	3	X	X	X	X	X			
A-113	<b>Crash Survival</b>	AS	3	3	3	3	3	3	X	X	X		AS
A-115	Automated Flight Following			AS	X	X	X	X	AS	X	AS		AS
A-116	General Awareness Security Training		X	X	X	X	X		X	X			AS
A-200	<b>Annual Mishap Review</b>	AS	1	1	1	1	1	1	1	1	1	1	AS
A-201	<b>Overview of Safety &amp; Accident Prevention Program</b>								X		3		AS
A-202	<b>Interagency Aviation Organizations</b>						AS	X	AS	X			AS
A-203	Basic Airspace				AS	AS	AS	X	AS	X			
A-204	<b>Aircraft Capabilities &amp; Limitations</b>			AS	X	X	X	X	X	X			
A-205	Risk Management-I		AS	AS	X	X	X	X	X	X	3		AS
A-206	Aviation Acquisition and Procurement				AS		X	X	X	X		X	
A-207	<b>Aircraft Flight Scheduling</b>						AS	X	AS	AS			
A-208	Aircraft and Pilot Approval								AS	X			AS
A-209	Helicopter Operations (+helo aircrew only)		AS+			X	X						
A-210	Helicopter Field Exercise (+helo aircrew only)		AS+			AS	AS						
A-211	Project Aviation Plans						R3		X	X	AS		
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement				X	X	X	X	X	X		X	AS
A-216	Aviation Operations Security					X			X				
A-218	Aircraft Pre-Use Inspection				X		X	AS	AS	X		X	
A-219	Helicopter Transport of External Cargo		AS				AS		AS				
A-220	Train-The-Trainer												
A-221	Advanced Trainer Competency												
A-222	Interagency Aviation Trainer Competency												
A-223	Water Ditching and Survival Train-The-Trainer												
A-300	Aviation Lessons Learned						R3				3		
A-301	Implementing Aviation Safety & Accident Prevention				AS				X	X			
A-302	Personal Responsibility & Liability		AS		X		R3	AS	X	X	3	X	AS
A-303	Human Factors in Aviation		AS		X		R3	X	AS	X	3		
A-304	Aircraft Maintenance						X					X	
A-305	Risk Management-II				AS	AS	X	X	X	X	3		
A-306	Aviation Contract Administration Parts I & II						3			X		3	
A-307	Aviation Policy and Regulations-II				AS		R3	X	X	X	3		
A-308	Aviation Policy and Regulations-III								AS	X			
A-309	Helicopter Flight Manuals						R3						
A-310	Overview of Crew Resource Management		AS		X	AS	R3	AS	X	AS			
A-311	Unit Aviation Planning									X			
A-312	Water Ditching and Survival** (beyond power-off gliding)		AS		AS	AS	AS						AS
A-314	Aviation Program Overview/FS Agency Administrators												
A-316	Aviation Facility Security Training									X	X		X
A-401	Management of Aviation Safety Programs							AS	AS	AS			
A-403	Human Factors for Aviation Managers				AS		AS	AS	AS	AS			
A-410	Crew Resource Management (needs description)				AS		AS						
	Mission-Specific Training as Required by Agency		AS		AS		AS		AS	AS			

**EXHIBIT II  
AVIATION DOCUMENTATION MATRIX**

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
<b>9400-1a Flight Request/Schedule</b>	<ul style="list-style-type: none"> <li>-Initiates all flights</li> <li>-Documents aircraft, pilot and vendor info, itinerary, charge code, passengers and weights, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Requesting individual initiates form</li> <li>-Supervisor of requestor approves flight with signature</li> <li>-Aviation mgr or dispatcher completes form; procures aircraft</li> </ul>	<ul style="list-style-type: none"> <li>-At least 3 days prior to any flight</li> <li>-Aircraft Resource Order may be used for fire flights</li> </ul>	<ul style="list-style-type: none"> <li>-Copy given to Flight Manager and/or receiving or in route Dispatch</li> <li>-Retain copy in local file for 2 years</li> </ul>
<b>9400-2 Special Use Safety Plan</b>	<ul style="list-style-type: none"> <li>-Identify aviation hazards for Special Use flights</li> <li>-Perform risk assessment and analysis; pre-plan Special Use flights to mitigate risks</li> <li>-Approve essential passengers</li> </ul>	<ul style="list-style-type: none"> <li>-Local Aviation Mgr or Dispatcher completes</li> <li>-FO Line Manager or State Director approves with signature</li> </ul>	<ul style="list-style-type: none"> <li>-At least 3 days prior to Special Use flight</li> </ul>	<ul style="list-style-type: none"> <li>-Plan reviewed with pilot, passengers and ground crew</li> <li>-Reverse of 9400-1a may be used on simple Special Use flights</li> <li>-Retain copy in local file for 2 years</li> </ul>
<b>AMD-110 Travel Cost Analysis</b>	<ul style="list-style-type: none"> <li>-Determine most cost effective mode of transportation for administrative/resource flights</li> <li>-Required for SES flights to satisfy OMB Circular A-</li> </ul>	<ul style="list-style-type: none"> <li>-Local Aviation Mgr or Dispatcher</li> </ul>	<ul style="list-style-type: none"> <li>-At least 10 days prior to flight</li> <li>-Every SES flight (except "required use" or "mission" flights with SES pax)</li> </ul>	<ul style="list-style-type: none"> <li>-Fax to DOI Solicitor Office for SES flight approval</li> <li>-Retain copy in local file for 2 years</li> </ul>

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
	126			
<b>GSA 3641 Senior Federal Travel Report</b>	-Report all Senior Federal employee (SES) travel in Government aircraft  -Required by OMB A-126	-Local Aviation Mgr or Dispatcher	-Every SES flight  -Consolidate and report every 6 months for semi-annual periods:  April 1 - Sept 30 Oct 1 - March 31	-Field Office Aviation Mgr submit to State Aviation Manager  -SAM consolidates, submits to NAO  -Retain copies at local level
<b>AMD-105 Aviation Training Request</b>	-To request OAS Aviation Training Specialists and OAS training courses	-Local Aviation Manager	-As far in advance of proposed training as possible (6 months)	-Fax or mail to regional OAS office; coordinate with OAS Training Specialist  -Retain copy in files
<b>AMD-106 Aviation Course Presentation Record</b>	-Document each aviation training session presented; date, time, location, instructors and trainees	-Local Aviation Manager or Course Coordinator	-Course completion	-Send to AMD if IAT instructed  -Retain copy in files
<b>Aviation Training and Qualification Record</b>	-Document individual employee aviation training completed and aviation position qualifications  -Used for review/approval and employee development	-Local Aviation Manager	-Update as necessary  -End of fiscal year or prior to field season	-Aviation mgr reviews with employee; approves with signature  -Must be supported with training and experience records  -Submit copies to SAM prior to each field season  -Retain copies locally
<b>“SAFECOM” Aviation Incident Report</b>	-Document any aviation hazard, maintenance deficiency,	-Pilots, aircraft managers, passengers, ground personnel, dispatchers, etc.	-ASAP or within 48 hours of occurrence	-Local Aviation Managers should follow up immediately  -Submit to OAS Safety by fax or

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
	incident or unsafe act  -Identify trends, areas of concern, training needs, etc. to management	-Anyone who observes aviation hazards, incidents or unsafe practices		electronic  -Submit copy to State Aviation Manager  -Retain copy locally
<b>Aviation Management Plan</b>	-Provides a reference for BLM employees, aviation managers and other agency personnel  -Outlines State and Field Office aviation organization, procedures, accident prevention measures, etc.	-Field Office Aviation Manager prepares for jurisdictional area  -State Aviation Manager prepares statewide plan	-Update annually	-Serves as supplement to BLM 9400 manual; should not be more restrictive  -Content, length and level of detail will be commensurate with local aviation activity  -Keep as reference
<b>Aviation Operational Plans (Heli-base / SEAT Ops)</b>	-Outlines facilities, organization, equipment, procedures, radio frequencies, emergency actions, etc., for a specific operation and/or airbase. Provides guidance and information to visiting pilots and aircrews	-Field Office Aviation Manager, Aircraft Manager, Dispatch	-Update annually	-Post at airbases and dispatch  -Submit to SAM for review and addition to State Aviation Plan as a supplemental document.
<b>Incident/Accident Response Plan</b>	-Pre-plan emergency procedures and	-Field Office Aviation Manager and Dispatch prepare for their area of	-Update as necessary <u>and</u> annually	-Post in Dispatch, front desk and airbase offices

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
	contacts in the event of aircraft mishap, accident or overdue aircraft	responsibility		
<b>Aerial Hazard Map</b>	<p>-Visually display aerial hazards for flights or aviation projects</p> <p>-MTRs, MOAs, towers, power lines, cables, airstrips, heliports, etc.</p>	<p>-Field Office Aviation Manager and Dispatch prepare for their jurisdictional area</p> <p>-Use information from NOAA Sectionals, AP1B, etc.</p>	-Update as needed and annually	<p>-Display in Dispatch and airbase offices</p> <p>-Review with pilots and aircrews prior to flight</p> <p>-Attach "site specific" aerial hazard maps to Special Use Plans</p>
<b>Airbase &amp; Hazard Database</b>	<p>-Document location and info database on the following:</p> <p>Airports, airstrips Heli-spots, Dip sites Refueling sites Aerial Hazards Etc.</p> <p>-In digitized form may be used with GIS to generate hazard maps, etc.</p>	<p>-Developed at Field Office level by Aviation Manager, Dispatchers, Aircraft Managers for their jurisdictional area</p> <p>-State Aviation Manager to consolidate into statewide database</p>	-Update continuously and annually	<p>-Locations of all full-time and temporary operational sites by Lat/Long coordinates</p> <p>-Info on each site:</p> <p>Size, layout, access Elevation Capabilities &amp; limitations Local Hazards Ownership, facilities, etc.</p>
<b>Aviation Statistical Report</b>	<p>-Provide management with operational and cost summary of aviation activity</p> <p>-Categorize activity by:</p> <p>Sub-activity</p>	<p>-Field Office Aviation Manager and Dispatch prepare for jurisdictional area</p> <p>-State Aviation Manager prepares State Office report and consolidates with FO reports to compile</p>	<p>-Prepare at end of fiscal year for period:</p> <p>Oct 1 - Sept 30</p> <p>-FO submit to SAM by mid-Nov</p>	<p>-Should include Incident/Accident Summary, Aviation Training Summary and other aviation accomplishments in the FY</p> <p>-SAM compiles statewide report</p> <p>-Retain in historical files</p>

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
	Contract/ARA/-  Cooperator Rotor vs. Fixed Wing	statewide summary		
<b>AMD-20 Request for Rental Services</b>	-To request a specific vendors aircraft to be secured and approved on an AMD Aircraft Rental Agreement (ARA). For recurring needs where cost of each use will be less than \$25K	-Local Aviation Manager identifies a bona fide need. Completes form; sends to State Aviation Manager  -SAM reviews; sends to NAO	-When a need is identified and local vendor is available but not secured by current ARA	-National Aviation Office reviews; if approved, sends to AMD for action  -AMD inspection/carding may take weeks  -Retain copies in local files
<b>AMD-13 Request for Contract Services</b>	-Initiates exclusive use or on-call contracting process when aircraft are needed for a specific period and cost is expected to exceed \$25K. Identifies number of days, designated base, estimated cost, etc. Verifies funding.	-State Aviation Manager prepares with requestor input  -AMD uses to develop contract specifications and solicitation	-Submit at least <b>6 months</b> prior to time services are needed	-SAM submits to NAO; NAO submits to AMD  -Must be accompanied by AMD-13A or 13H
<b>AMD-13A &amp; AMD-13H Request for Contract Services Supplement</b>	-Supplements the AMD-13. Describes aircraft requirements,	-Completed by local Aviation Manager  -Reviewed by State	-Submit at least <b>6 months</b> prior to time services are needed	-Field Office prepares and submits to State Aviation Manager. SAM reviews and sends to NAO/OAS

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
<b>(Airplane or Helicopter) AMD-13A &amp; AMD-13H</b>	specifications, equipment and services needed  -AMD utilizes to prepare contract specifications and solicitation	Aviation Manager		-Retain copies in local files
<b>Contract Daily Diary</b>	-Document daily activities and facts concerning contracted aircraft:  Vendor & agency personnel assigned Flight activities & equipment use Maintenance or non-compliance Significant events	-Contract Project Inspectors (PI)/Aircraft Managers	-Complete daily during contract period  -Submit copies to SAM/COR every 2 weeks	-May be used if contract disputes or litigation occurs  -May be used for ARA or on-call aircraft for duration of project  -Retain copies in local contract files
<b>AMD-23 Aircraft Use Report</b>	-Serves as flight invoice; documents aircraft use, pay items, charge codes and authorization  -Used for ARA, CWN, Contract and some cooperator flights  -Aircraft vendors are paid from this form	-Pilots, Flight Managers and/or Aircraft Managers complete this form together  -Reviewed and signed by local Aviation Manager  -OAS reviews and processes; makes payment to vendors	-Complete daily  -Submit at time of release or every 2 weeks for ARA and CWN  -Submit every 2 weeks for Exclusive Use Contract	-Blue copy to pilot/vendor  -Yellow copy retained at local office  -White copy (original) sent to AMD

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
<p>AMD -2 Fleet Aircraft Use Report</p> <p>AMD -2 Fleet Aircraft Use Report</p>	<p>Serves as flight invoice; Documents aircraft use, pay items, charge codes, Verification of services and authorization</p> <p>DOI owned aircraft Agency is paid from this form</p>	<p>-Pilots, Flight Managers and/or Aircraft Managers complete this form together</p> <p>-Reviewed and signed by local Aviation Manager</p> <p>-OAS reviews and processes; makes payment to vendors</p>	<p>Complete daily</p> <p>Submit at time of release or monthly</p>	<p>Original White copy sent to OAS Copy sent to requesting Program Copy sent to State Aviation Manager</p>
<p><b>Daily Cost/Use Summary</b></p>	<p>-Summarizes cost and use statistics for a specific aircraft for one operational period (day). Used by Incident or local management or users to track costs and analyze use.</p> <p>-Also used to compile final Incident, Project or contract period statistical summaries</p>	<p>-Aircraft Managers/Project Inspectors</p>	<p>-Complete daily</p>	<p>-Aircraft Managers/PI should submit to Incident Airbase Mgr/Air Ops personnel or to local FMO.</p> <p>-Retain copies in local contract, project or flight files retain for 3 Years</p>
<p><b>AMD-72 Evaluation Report on Contract Performance</b></p>	<p>-Comprehensive evaluation of contractor personnel, aircraft and equipment for the exclusive use period</p> <p>-Evaluation</p>	<p>-Aircraft Managers, Project Inspectors (PI) at the field level; State Aviation Manager (COR) provides input</p>	<p>-At the end of each exclusive use period (yearly)</p>	<p>-PI sends evaluation to State Aviation Manager (COR); COR submits to Contracting Officer (CO; AMD)</p> <p>-Retain copies in local contract files</p>

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
	should be supported by Daily Diaries, OAS-23s.			

### Exhibit III SAFE COM MATRIX

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
<b>Individual</b>	Submission	Fills out the Safe-Com 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 <u>and</u> hardcopy to Unit Aviation Manager.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
<b>BLM Unit Aviation Manager</b>	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 Safe-Coms <b><i>identifying their BLM Field Office as having operational control.</i></b>	
	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 Safe-Coms ***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 Safe-Com 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 Safe-Com.

Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.

Make Public

Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the Safe-Com "Public" (if overly sensitive, consult with NAO before making public)

## EXHIBIT IV

# Non Fire Aviation Flight Planning Checklist

1. **Contact your Unit Aviation Officer to assist with your flight Planning**
  - Determining the classification of your flight (Administrative, Mission, or Special Use) with UAM.**
  - Determining what type of aircraft will effectively meet your needs with UAM.**  
(Best Value) based from AMD aircraft source list with Aviation Dispatcher.
  - Ensure your aircraft is ordered properly using; assigned charge and Billee codes.**
    - Fill out 9400-1a with Aviation Dispatcher.
    - Approval by UAM.
  - Assign a qualified Flight manager or Project Manager with Dispatcher.**
  - Review all passengers and crewmembers aviation qualifications if you going to participate in a flight by checking the IAT training data base located at <http://amd.nbc.gov/hqtrain/index.htm>. With UAM.**

**Note! If you find that you do not have an account contact you're Unit Aviation Manager or State Aviation Manager for assistance.**

2. **Developing a Flight safety plan**
  - Review the Montana Dakotas Aviation Plan with UAM. (See standardized Flight Safety Plans Exhibit V)
  - Conduct your preflight **Risk & Hazard** analysis with UAM.
  - Review your Operational Boundary Plan with Dispatcher.
  - Review your Flight manager checklist with Dispatcher.
  - Develop and complete your Flight Safety plan. If you need assistance contact your Unit Aviation Manager.
3. **Have your Flight Safety Plan reviewed by**
  - You're Project Manager.
  - Field Office Manager.
  - Unit Aviation Manager and or SAM.
4. **Pre-Flight Briefing**
  - Review flight plan with pilot and crewmembers with Dispatcher.
  - Review & Conduct Pre-flight checklist with UAM.
  - Pre-flight aircraft safety briefing with passengers/crewmembers.
    - Pre-taxi Checklist**
  - Establish Radio contact with your Aviation dispatcher/Radio Operator.
  - Confirm type of dispatching you intend use.
    - Radio or automatic flight following. (AFF).
    - Provide number of persons on aircraft.
    - Hours of fuel on board.
    - Heading to destination or project area.

# Exhibit V



## LOW COMPLEXITY AVIATION SAFETY PLAN

### Project Name

#### Description of Project:

#### Project Timetable:

#### Project Organization:

##### Management

District / Field Office Manager -

Line Officers -

Fire Management Officer -

##### Project Oversight

Project Manager -

Unit Aviation Manager -

Dispatcher -

Chief of Party -

Project participants -

#### Administration & Procurement:

Billee code -

Charge code -

##### Aircraft Information

Aircraft type -

Pilot's name -

Aircraft ground support driver -

## Operational Procedures

Description:

## Airspace De-confliction

Description:

## Communications

Description:

## Radio Frequencies

### Primary Flight Following Frequency

TX: RX:  
TX: RX:

### Air-guard – For Emergency Use Only

TX: 168.6250N, Tone: 110.9 RX: 168.6250N

### Air to Ground Frequency to Ground Contacts

TX: RX:  
TX: RX:

## Flight Following Instructions

Departure -

En Route -

Deviations in a flight plan -

Closing of flight plan End -

Key Points -

## Project Maps

Description: + (Attachments)

## Review and approval Process:

Description:

## Signatures

_____ Signature	District / Field Office Manager Approved
_____ Signature	Program Manager Reviewed
_____ Signature	Fire Management Officer Reviewed
_____ Signature	Unit Aviation Manager Reviewed
_____ Signature	Project Manager Prepared by

# HIGH COMPLEXITY AVIATION SAFETY PLAN



## PROJECT AVIATION SAFETY PLAN

Project Name:		Anticipated Project Date:	
Project Plan Prepared by:	Project Manager:	Date:	
This Flight is Reviewed by:	Line Manager:	Date:	
This Flight is Approved by:	EMFZ UAM:	Date:	
Project Plan Reviewed by:	EMFZ FMO:	Date:	
Project Plan Reviewed by:	MT/Dakotas SAM:	Date:	
Project Plan Approved by	Field Office Manager:	Date:	

**Note: Signature by the preparer verifies that all personnel have the required training for the mission.**

**Note: For mission flights, attach a map of the area to be flown.**

**Note: Attach cost analysis as necessary.**

**\*\*Copies of the PASP will be supplied to the Project Manager, UAM & SAM (if applicable).**

**\*\*The original PASP will be filed at the Aviation Desk.**

**Project Description:**

Project Supervisor:	Phone:	Cell:
Alternate Project Supervisor:	Phone:	Cell:
Flight Manager:	Phone:	Cell:
Fire Heli Manager:	Phone:	Cell:
Project Heli Manager:	Phone :	Cell:
Unit Aviation Manager:	Phone:	Cell:

<b>Type of Flight</b>	Point to point: <input type="checkbox"/>	Special Use: <input type="checkbox"/>	Reconnaissance: <input type="checkbox"/>	Other:		
Charge Code:	Billee Code:	AMD-23:	FSS-122: <input type="checkbox"/>	CWN:	ARA:	
Cost Per Hour:	RON: x =	Service Truck Mileage: x =		Projected Total Cost: =		
Extended Availability: x =						
<b>Vendor:</b>	Phone:	Cell:				
<b>Aircraft Information:</b>	Color:	Make and Model:				
<b>Pilot Name:</b>	Pilot Phone #	Pilot Cell #				
<b>Search and Rescue Procedures:</b> (Follow the EMFZ Mishap Response Plan & MCFO Search & Rescue Procedures.)						
<b>Radio Frequencies:</b>						
Air Guard - FM	Receive:	Transmit:				
National Flight Following – FM	Receive:	Transmit:				
	Receive:	Transmit:	Tone:			
	Receive:	Transmit:	Tone:			
Air to-Ground – FM –	Receive:	Transmit:	Tone:			
Air-to-Ground (Secondary) – FM -	Receive:	Transmit:	Tone:			
<b>Flight Following and Tracking:</b>						
FAA VFR with 60 minute check-in: <input type="checkbox"/>			By Phone:	Radio: AFF:	Request #	
Scheduling Dispatch Phone:			FAA IFR: <input type="checkbox"/>	Agency:	Flight #	
Destination Dispatch Phone:		Contact:	Notes:			
Destination Dispatch Phone:		Contact:	Notes:			
<b>Start Time:</b> (sunrise – 30 min.)			<b>Ending Time:</b> (sunset + 30 min.) NA			

<b>Start Location:</b>	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Destination Location:	Runway Length:	Elevation:	Surface:
Ending Location:	Runway Length:	Elevation:	Surface:

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

<b>Cargo</b>			
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:

Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:
Weight:	CU FT:	Hazardous Material: Yes <input type="checkbox"/> No <input type="checkbox"/>	Destination:

**Special Instructions:**

**Job Risk Analysis**

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

### Job Hazard Analysis Continued

MTR's and MOA's	Check routes in advance. Practice risk management
Private aircraft	See and avoid
Airport traffic	Stay in radio contact
Weather	Use weather advisory. Maintain VFR minimums
Terrain	Do not place the aircraft in performance related situations
Low level obstacles	Complete a high level recon, no unnecessary low level flight
Unimproved landings	Recon LZ. Download on first load
Doors off heli operations	Use harness. Remove loose items form cabin
Pilot not familiar with area	Supply hazard maps. Complete high level recon prior to low level work
Noise, rotor wash	Wear ear and eye protection
Internal and external loads	Have trained personnel assigned to the mission
Unplanned aircraft events	All personnel equipped with PPE and trained in crash procedures
Hazardous materials	Trained personnel will handle
Non aviation personnel	Maintain control, provide through briefings
Communications	Establish options
Overload conditions/CG issues	Complete accurate load calculations

#### Justification statement for low level flights:

#### MTR information:

Training route	Active	Start Time	End Time	AGL	MSL
:	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
:	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
:	<input type="checkbox"/>				

**Notes:**

#### Boundary Plan Checklist:

	Yes	No	N/A
Is the planned flight route within 5 miles corridor either side of a neighboring agency's zone boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Boundary Plan been implemented? <i>(Refer to local dispatch plan as a guide.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

**Project Manager/Flight Manager Checklist:**

	Yes	No		Yes	No		Yes	No
Approved and signed project plan:	<input type="checkbox"/>	<input type="checkbox"/>	Carded Pilot:	<input type="checkbox"/>	<input type="checkbox"/>	Carded Aircraft:	<input type="checkbox"/>	<input type="checkbox"/>
Qualified Manager:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Qualified Crewmembers:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hazards Identified:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Maps of Areas/Sites:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Notify Dispatch:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Weather:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MTR's/ MOA's:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Brief Pilot:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Brief Passengers:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PPE:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Load Calc. or Weight & Balance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Weights:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fuel Planning:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fuel Truck Locations:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Radio Frequencies:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tones:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hobbs Start:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Day/ Survival Packs:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Handheld Radios:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Satellite Phones:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Puke Bags:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Map of Project Site:**

**Weather Forecast:**

## EXHIBIT VII

### Best Value Determination

#### Instructions for Completion of ARA Best Value Determination Record (BVD)

Reference Number: May be unique number tied to emergency or organization's ordering system.

Date: Date of order

Date(s) of Project: Hire and release date for project.

Ordering Official: Individual responsible for the ordering of resources

Ordering Agency: Self explanatory

Ordering Official E-mail: Individual responsible for the ordering of resources

Ordering Office Contact #s: Self explanatory

Mission Purpose: Sufficient information for Contracting Officer understanding ARTICLE XVII

Sources Meeting Specific Order's Requirements: Fill-in those competitors that have a reasonable chance of filling the order. Include a minimum of 3 sources, assuming 3 or more sources could fulfill the requirement.

Price Analysis: Ordering official's best estimate of ultimate price to the Govt. for work performed by the vendor. Consider flight hour price, guaranteed hours (daily guarantee averaged over the length of hire) if applicable, standby, extended standby, vendor standby terms (standby free equal to flight time), additional fuel pricing, fuel truck charge, use tax for aircraft over 6,000# Gross Take-off Weight, Per diem, fuel costs and any special charges.

Estimated Price: Total from price analysis.

Funds are Available: "Yes" box checked by ordering official signifies that funds are available for this order. **Copies of Resource Order/funding documents should be attached, when applicable.**

Ordering Official: Signature, print name and title of person placing the order and who also has stated funds are available and authorized for use.

Selected Vendor: Vendors name that received the order. Aircraft: Tail Number. Aircraft hired for project.

Basis for Selection Decision: Evaluation of price is required, but the overriding basis can be proximity or ability to respond within a given time frame to an emergency, greater experience performing the work, superior past performance, or that no other competitor is available.

Emergency: **Orders with potential to exceed \$25,000.00 in total value must fill out the bottom portion of the BVD and submit to the FCC.** The authorized ordering official signature is certifying that the Government would be seriously harmed if required to delay the ordering of aircraft services and authorizes the ordering official to place this order due to unusual and compelling circumstances. The authorized ordering Official assures that appropriate price analysis is still being accomplished as shown on the BVD form. A copy of the BVD shall be faxed to the local FCC. **A Contracting Officer shall review Emergency Determination and provide written approval for the action to exceed \$25,000.00. A copy will be returned to the ordering agency for attachment to the AMD-23 Aircraft Use Report for submittal for payment.**

Definition of Emergency Hire: FAR 6.302-2 –When the agency's need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals, full and open competition need not be provided for. A Contracting Officer shall approve all emergency hire determinations.

Non-Emergency: **Orders estimated to exceed \$25,000.00 must be ordered through the Flight Coordination Center and will require an AMD-13 (Lower 48) or AMD-AR-13 (Alaska/Hawaii), Request for Contract Services, be submitted.**



## Exhibit VIII

# Montana/Dakotas BLM SES Flight Planning Guide

The following BLM policies provide the overall guidance and direction in the development of this procedural plan.

BLM National Aviation Plan

Sec. 3.7.1 - Administrative Senior Executive Service (SES) Flights.

*“An aircraft may be used to transport personnel to meetings, administrative activities, or training sessions when it is the most cost effective mode of transportation. Prior approval is required by the Solicitor’s Office for employees above the GS/GM-15 level, members of their families, and all non-federal travelers on the flight. The requirements and procedures are outlined in OMB Circular A-126 and OPM-07. The OPMs and Forms may be found at the AMD Document library at [www.amd.nbc.gov](http://www.amd.nbc.gov)”.*  
*[LINK DOESN'T WORK]*

Sec. 3.8 - 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.

## Checklist for Coordinating an SES Flight:

### Gather information needed to develop the flight plan and OAS-110.

1. Upon notification from the requesting party, determine and document the following information that will be used to complete the process:
  - Names, (body) weight, and baggage weights for all Passengers.
  - Annual salary for each PAX that is in the SES pay category. (GS-15+).

#### Hourly wage + Fringe Benefit Determination:

Divide an employee’s annual salary by 2087. Then multiply the resulting value by 1.2 to determine each employee’s hourly salary, with fringe benefits, that will be used in the calculations below.

Example: An employee earns \$100K/yr., the hourly rate may be determined by:  $100,000 \div 2087 = \$47.92$ . Take  $47.92 \times 1.2 = \$57.50$  per hour wage + benefits

2. Time and location for each departure and arrival leg for the requested charter flight.
3. Exact nature of flight will be listed as: Point to point, Special use, or High reconnaissance. See DOI-AM OPM 29 for clarification and definitions.

## Things to remember!

- ➡ **Special use missions are usually exempt from the OAS-110 approval process, though concurrence by the Solicitor's Office on a case-by-case basis is highly recommended.**
- ➡ **A minimum of 2 full weeks is generally needed to plan, coordinate, and acquire approval for the flight. Expect shorter notification and expect passenger manifest or schedule to change several times during the planning phase up to the day of the flight.**

### **Notify and alert the solicitor of the forthcoming request.**

1. It is a good idea to call the Solicitor's Office with a heads-up that you have received the request and will be processing AMD- 110 form. This phone call is often very useful for work load planning purposes and for determining when to submit your AMD-110. The solicitor will sometimes inform you when he will be on leave or at meetings, and help you determine the deadline. You can also brief him on the details of the flight, and acquire some additional useful guidance and direction, especially if a portion of the flight is considered Special Use, or if there are other unusual circumstances about your request that he should be aware of. The Washington Solicitor's Office contacts are:

<b>Approving official</b>	<b>Art Gary</b>	<b>202-208-4611</b>
<b>Attorney Advisor</b>	<b>Kathrine Aldrich</b>	<b>202-208-5007</b>
<b>Receptionist</b>		<b>202-208-4722</b>
<b>Fax</b>		<b>202-219-1790</b>

### **Research for best value AMD carded vendor and aircraft.**

1. Check DOI-AM "ARA-Aircraft Source List" at [www.amd.gov](http://www.amd.gov) [BROKEN LINK] to find a suitable and cost effective aircraft for the flight. Consult with vendors to determine availability and request their calculated estimated flight time for each leg of the flight. Consider vendor base locations and ferry flight times when performing a cost assessment between multiple vendors. A slower aircraft with a low hourly flight rate or a vendor that is geographically-based closest to the passenger pickup and drop-off point may not necessarily offer the best overall value and lowest cost to the government.

The Solicitor's Office will not need to see your cost comparison between multiple contract or rental aircraft vendors, although you should retain that documentation in your own files. The Solicitor is only interested in the cost comparison between commercial airline service and the one rental aircraft vendor that you ultimately select as most cost effective for your charter flight.

It is usually best to overestimate on the aircraft performance and capability requirement. For example, if there are 5 PAX plus baggage, a smaller aircraft may be able to accommodate passengers and baggage. However, special considerations are often made for additional last minute passengers, additional payload, [MISSING SOMETHING HERE?]

Performance and safety. Therefore selecting a more expensive twin engine type aircraft may offer a better value which is not uncommon on SES flights. One must always remember that your analysis needs to clearly quantify the use of rental or chartered aircraft over commercial airline travel and your goal.

## **Additional Considerations**

- ➡ Be aware that additional requirements apply for SES charter flights, such as using only multi-engine aircraft. Flights with the Secretary of the Interior (or other presidential cabinet members) on board require at least two pilots.
- ➡ Due to the complexity of planning SES flights, careful guidance and oversight will be conducted by the UAM and SAM.

## **☐ Conduct Aircraft Best Value Analysis.**

1. Conduct a cost comparison between rental/charter aircraft and commercial air carriers by going to the Government Trip webpage to determine a comparison cost and itinerary between commercial carriers and AMD approved rental aircraft or contracted aircraft. Be sure to consider additional work time, salary costs, cost of rental car between a commercial airport location and the employees' planned stops for the scheduled trip. When you have made a determination of the best value type of aircraft between a commercial and AMD rental or contracted aircraft, be sure and retain that documentation along with a completed AMD -110 as a verification for your office records and the Solicitor's Office.

### **Key points to remember**

- The two hour differential between Eastern and Mountain time when working with the Solicitor's Office.
- The flight profile alone may justify the use of the rental or chartered aircraft over commercial airline service when being evaluated and considered for approval by the Solicitor's Office.
- Complete the AMD-110 cost analysis and attach your Best Value Determination documentation as a packet when you fax to the Solicitor's Office. This will speed the process and save you save time in phone calls.
- Fax your completed packets to the Solicitor's Office and follow up with a phone call to confirm receipt. The attorney's advisor will not assist you with completing in the process for an authorized approval.