UNITED STATES FOREST SERVICE & BUREAU OF LAND MANAGEMENT

2009 PNW REGIONAL

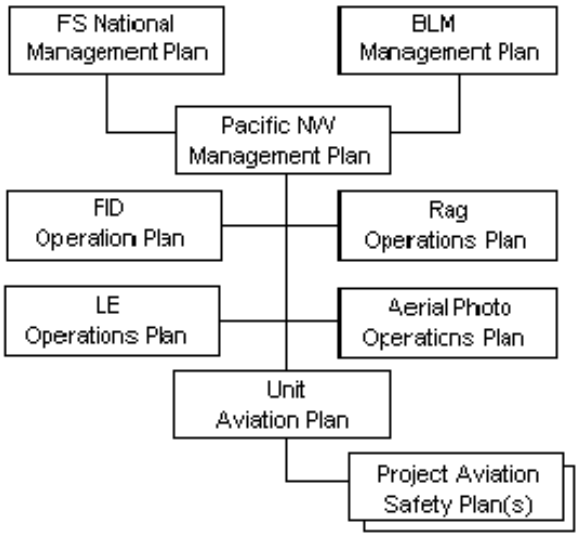
AVIATION PLAN

PLAN*FOLLOW POLICY*INFORM*COORDINATE*TAKE ACTION

I. Aviation Management Plan Supplement

A. PURPOSE OF THIS PLAN

To provide Regional Aviation Management guidance to National Forests and BLM Units in Oregon and Washington. To standardize unit aviation planning and operations based on national policy and direction. This plan is designed to accompany and supplement the Forest Service National Aviation Management Plan and the BLM Aviation Program Improvement Strategic Plan.



B. PURPOSE AND OBJECTIVES

1. Mission Statement:

Perpetuate an environment that provides for safety and effectiveness within a multi-agency environment.

2. Objectives for Northwest Aviation Management are:

Provide quality program leadership, direction, service, support, and assistance at the geographic area and national level.

Implement the Aviation Management Plan and the principles of the Aviation Management Triangle. Those principals are Safe, Cost Effective and Right.

Provide a learning environment for professional aviators and aviation management personnel, knowledgeable and supportive of interagency mission, vision and guiding principles.

Strive towards and attain zero aircraft accident and reduction of serious incident rates through emphasis on the human factors aspects of accident prevention.

Identify and implement appropriate aviation technologies and automated systems support.

Develop line officer leadership and participation in aviation management programs and activities.

Promote cost-effective interagency coordination and cooperation.

These may only be accomplished with thorough risk assessment, planning and management.

C. PROGRAM OVERVIEW

Northwest BLM and FS aviation activity involves approximately 260 force account and contract aircraft averaging 12000 flying hours per year. Fire suppression accounts for the highest use of aviation assets. Peak use occurs between June 1st and October 15th each season. Non-fire aircraft use is 37% for BLM and 31% for the Forest Service.

D. ORGANIZATION AND STAFFING

1. Northwest Fire and Aviation Management: The Director of Fire and Aviation Management and the BLM Branch Chief of Fire and Aviation Management oversee the aviation program in the Northwest through the BLM State Aviation Manager (SAM) and the Regional Aviation Officer (RAO). In the absence of the RAO the SAM provides backup and vice versa.

b. Regional Aviation Officer (RAO)/Assistant Director, Aviation: Responsible to the Director Fire and Aviation Management. Leadership and Management of Aviation in the Region. Nationally coordinates with other RAO's to influence national policy. The RAO supervises RO Aviation Management Specialist, the Aviation Operations Manager, and Aviation Maintenance Program Manager Focal point with cooperating agencies for resolution of aviation program issues. Member of the Northwest Aviation Leadership Team (ALT). Member of Pacific Northwest Wildfire Coordinating Group (PNWCG) Aviation Working Team (AWT).

c. BLM State Aviation Manager (SAM): Responsible to the Branch Chief Fire and Aviation Management. Although the State Director has overall responsibility for the State Aviation Program, this is delegated to the SAM through the Deputy State Director of Resources and the Branch Chief Fire and Aviation Management. The SAM provides leadership and management of the Oregon/Washington BLM Aviation Program. Develops and implements the statewide Aviation Management Plan and aircraft safety and accident prevention measures for BLM and combined units. Serves as Contracting Officer Representative on all BLM exclusive use aviation contracts in the state. Provides aviation-training support to the Oregon State Office, District Offices and cooperative agencies. Maintains currency as Interagency Aviation Trainer. Supervises and mentors the Developmental Aviation Manager Focal point with cooperating agencies for resolution of aviation program issues. Member of Northwest Aviation Leadership Team (ALT). Member of PNWCG Aviation Working Team (AWT).

d. Regional Aviation Safety Manager (RASM): Responsible to Director Fire and Aviation Management. Overall Aviation Safety Management and Aviation Training oversight in the Northwest for Forest Service. Provides liaison with National Transportation Safety Board and Safety and Health. Focal point for aviation training and coordinates with the National Offices for training issues. Member of the Aviation Safety Council. Member of the Northwest Aviation Leadership Team (ALT). Member PNWCG Aviation Working Team (AWT).

e. Airspace Specialist: Responsible to RAO and the National Aviation Safety Officer. Airspace coordination and program management for regional and USFS Nationally. Responsible for training, education, liaison with DOD and FAA, responds to SAFECOMs involving airspace issues. Mentor field airspace coordinators and develops airspace training locally and nationally.

f. Aviation Management Specialist: (Vacant) Responsible to the RAO. Coordinates and performs administrative duties as assigned including, the Northwest Aviation Management Plan, web pages, and Unit Aviation and Project Aviation Safety Plan reviews.

g. Assistant State Aviation Manager: Responsible to the SAM/RAO. This is a shared position with SORO and COFMS. Aviation Management development position for Unit and State Aviation Management Positions. Attends training and is mentored by the SAM/RAO/UAO in a variety of tasks to gain the knowledge and experience necessary to be competitive for aviation management positions. This position is combined with the COFMS UAO.

h. Aviation Maintenance Program Manager: Responsible to RAO. See Regional Aviation Group. Member of Northwest Aviation Leadership Team (ALT).

i. Regional Aviation Operations Manager: Responsible to the Assistant Director, Aviation/RAO. See Regional Aviation Group below. Member of Northwest Aviation Leadership Team (ALT).

2. Regional Aviation Group (RAG): This group is located at the Redmond Air Center. Leadplanes, smokejumper aircraft and photo aircraft are also located at this facility.

Individual Program Managers are assigned areas of responsibility within the unit for the Helicopter Program, Smokejumper Aircraft Program, Light Fixed wing Program, Air Tactical Group Supervisor Program Specialist and the Air tanker Program. Each program manager determines needs and objectives in collaboration with members of the RMT and manages the program as required. The Regional Aviation Group Program of Work is contained in Appendix A of this plan.

Redmond aviation positions and their responsibilities are as follows:

a. Regional Aviation Operations Manager: The Operations Manager leads and manages the Regional Aviation Group, and has either a piloting and/or program specialist/management background. This position supervises all program managers devoted to Operations, and may pilot various aircraft if qualified. Coordinates the WCF aircraft program, and depending on background, may conduct pilot and aircraft inspections. Member of the Northwest Aviation Leadership Team (ALT).

b. Support Services Specialist: Responsible to Regional Aviation Operations Manager. Responsible for administrative and office management functions of pay, procurement, mail and file, reception, directives, office equipment, telecommunications, computers and personnel. Develops, submits, monitors and adjusts RAG annual budget. Manages billing and record documentation of aircraft flight use for four WCF aircraft. Develops F.O.R. and Use Rates for the Commander. Serves as member of the Aviation Leadership Team (ALT).

c. Office Automation Assistant: Front desk receptionist, clerical and computer support to office staff. Distributes mail and maintains inventory of office supplies. Performs data entry functions in various programs and assists with electronic timekeeping and electronic aircraft use reporting.

d. Smokejumper Aircraft Program Manager: Responsible to Regional Aviation Operations Manager. Coordinates and provides aircrew training and scheduling to meet smokejumper program objectives. Coordinates aircraft maintenance to minimize downtime and maximize mission readiness. Supervises and coordinates training for developmental pilots. Pilots smokejumper and other fleet aircraft. Member of Northwest Aviation Leadership Team (ALT).

e. Leadplane/Air Tanker Program Manager: Responsible to Regional Aviation Operations Manager. Coordinates with contracting officer and base managers for prework and post-season inspections and reviews. Pilot of Leadplane on fire missions. Pilots smokejumper and other fleet aircraft.). Member of Northwest Aviation Leadership Team (ALT).

f. Light Fixed-Wing Program Manager: Technical specialist with oversight of fixed wing pilot and aircraft carding in Region 6. Coordinates with Aviation Management Directorate and Forest Service Units for aircraft and pilot inspections annually. Pilots smokejumper and other fleet aircraft. Member of Northwest Aviation Leadership Team (ALT).

g. Helicopter Program Manager: Responsible to RAG Operations Manager. Supervises RAG Helicopter Operations Specialist and HIP if collateral HIP duties don't reside with this position. Coordinates pilot and aircraft inspections and carding. Manages Federal Excess Property Program for helicopters. Supports WO Type I and II rotor wing program. Member of Northwest Aviation Leadership Team (ALT).

h. Helicopter Inspector Pilot: Responsible to the Helicopter Program Manager. Coordinates Helicopter Pilot inspections and carding. Evaluates the capabilities of contractor employed pilots to perform special use skills. Pilots various fleet

and contract aircraft. Provides expert technical advice to regional and national programs. Serves on joint agency accident investigations.

i. Helicopter Operations Specialists (HOS): Responsible to Helicopter Program Manager. Coordinates and provides training for helicopter support personnel including aerial ignition, rappel, management and survey.

j. Aviation Maintenance Program Manager: Responsible to RAO. Schedules and coordinates WCF aircraft maintenance. Conducts aircraft inspections and approves contract aircraft for return to service. Provides oversight and guidance for R6 Aviation Security Program. Member of the Regional Aviation Group Management Team (RMT). Member of the Northwest Aviation Leadership Team (ALT).

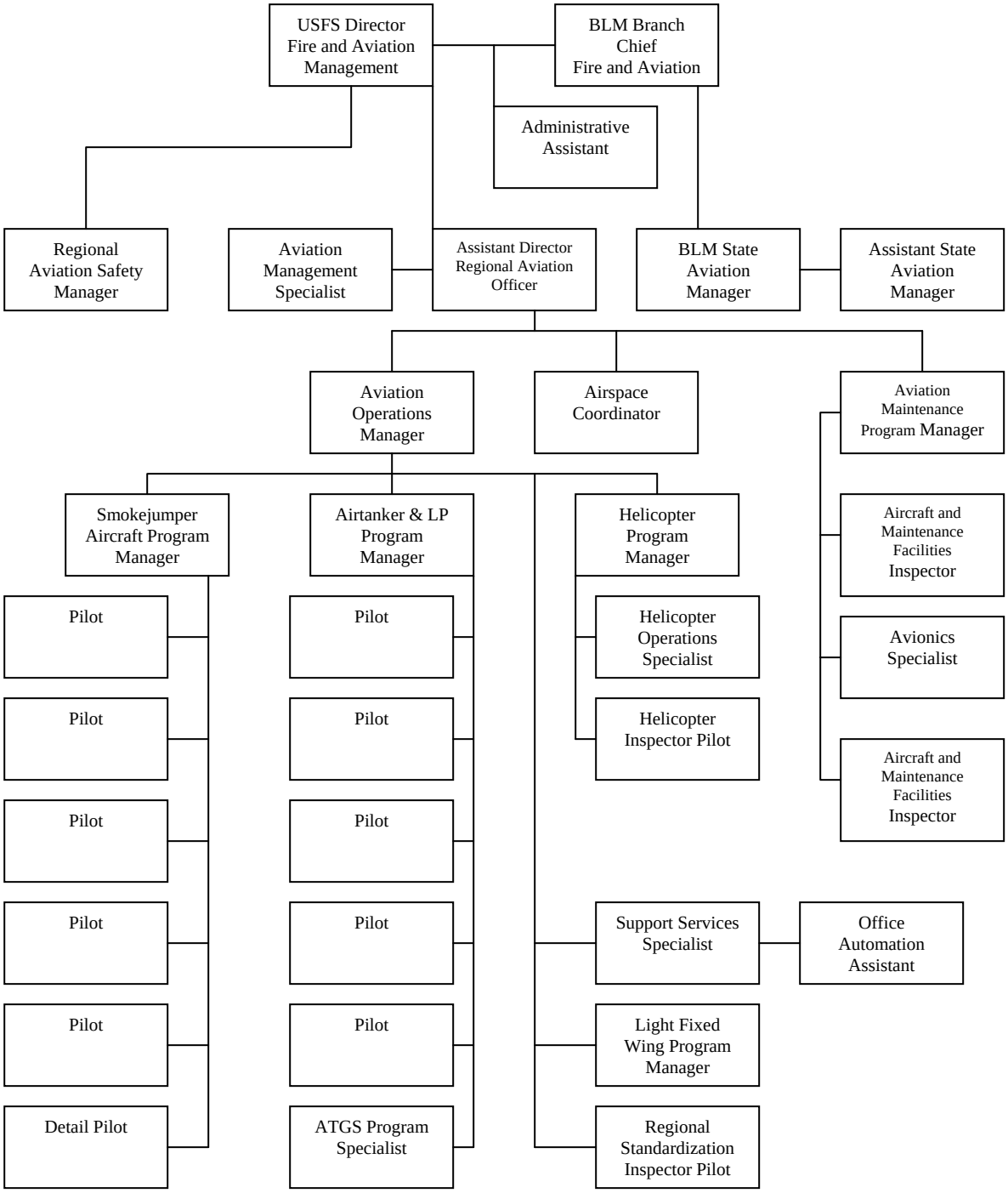
k. Aircraft and Maintenance Facility Inspector: Responsible to Aviation Maintenance Program Manager. Inspects contract and fleet aircraft. Manages Region 6 maintenance program.

l. Maintenance Avionics Specialist: Responsible to Aviation Maintenance Program Manager. Schedules and coordinates and performs avionics maintenance on WCF aircraft. Conducts avionics inspections on contract aircraft. Performs duties for WO in support of National Avionics program.

m. Airplane Pilot(s): Pilots or trains to pilot leadplane, smokejumper, and photo aircraft. Inspect and card aircraft. Technical support as liaisons to forest/units. Maintain records. Other duties as assigned.

n. Air Tactical Group Supervisor Program Specialist: Responsible to the Leadplane/Airtanker Program Manager. Provides oversight to the ATGS program.

Northwest Aviation Management Organization Chart



#3. Unit Aviation Officer/Manager (UAO/Ms): Responsible to the Unit Agency Administrator or FMO. UAO/Ms are appointed at the BLM District/Forest level. They may have responsibility for one or more Forests and/or BLM Districts. They may manage aviation within these units through sub-unit aviation officers and with technical assistance from RAG/OAS. Policy and coordination at the State/Regional and National level is provided by SORO.

4. Aircraft Dispatcher: Logistics Coordinators and Lead Dispatchers normally fulfill aircraft dispatcher duties. Responsible for procurement of rental aircraft for administrative, fire, and resources flights. Ensures that flight following and documentation requirements are met. Initiates Emergency/Search and Rescue procedures when necessary. May serve as a Project Inspector on BLM aviation contracts.

5. Fixed-Wing Flight Manager: Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management on point-to-point flights. Some agencies previously referred to this position as "chief of party." This position does not include special-use or mission operations.

6. Fixed-Wing Flight Manager - Special Use: Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management of missions other than point-to-point flying, i.e., reconnaissance, infrared, aerial photo, and other missions requiring special training and/or equipment or below 500 feet. (Reconnaissance and Aerial Observer operations do require this position to be on board the aircraft)

7. Aircrew Member: Person working in and around aircraft and is essential to ensure the safety and successful outcome of the mission. Aircrew members are required to either be on board or attend to the loading and unloading of passengers and cargo at all landings and takeoffs, and to ensure that passengers have received a safety briefing prior to all non-point-to-point missions.

8. Passenger: Any person on board an aircraft who does not perform the function of a flight crewmember or aircrew member.

9. All Employees involved in aviation activities. Responsible for acquiring, knowing and following aviation policy and regulations. Using the appropriate personal protective and life support equipment, reporting potential and actual problems, incidents, and accidents. Maintaining currency in required aviation safety training. Ensuring their own safety as well as that of other personnel. (BLM personnel reference OPM 04).

Note: See IAT for a complete explanation of the various aviation positions and the training required for each position.

E. PERSONNEL MANAGEMENT

1. BLM State Office/FS R6 Regional Office: Personnel recruiting, benefits and other personnel issues are processed through the RO Human Resources and OR 934 Oregon State Office. The support staff provides pay, travel, and administrative service. Performance and training are discussed twice annually during performance reviews.

2. RAG: Personnel recruiting, benefits and other personnel issues are processed through either the RO Human Resource or the Deschutes Human Resource Office. The Support Services Specialist provides assistance in processing pay, travel and other administrative tasks. Performance and training are discussed twice annually during performance reviews.

a. Pilot Development: New employees receive the orientation outlined in the New Pilot Orientation contained in the RAG Operations Plan Appendix M. It requires approximately two weeks to complete all of the requirements. The objectives of the New Pilot Orientation are:

Ensure employee and management standards are aligned.

Provide the employee with a solid foundation for beginning a career with the Forest Service.

Minimize time and resources required to become fully functional.
New employees are assigned a mentor who is responsible for scheduling orientation and training. Pilot qualification requirements are specified in the Interagency Leadplane Operation Guide (ILOG) for Leadplane pilots and FSH 5709.16, Chapter 20 for other pilots.

b. Pilot currency: Requirements are specified in FSH 5709.16, Chapter 20. Each pilot is responsible for maintaining proficiency and currency. Pilot records are maintained in the RAG Office.

F. AVIATION MANAGEMENT ACTIVITIES:

1. Pacific Northwest Wildfire Coordinating Group (PNWCG): Coordination and resolution of interagency aviation issues are accomplished via the Pacific Northwest Wildfire Coordinating Group's (PNWCG) Aviation Working Team (AWT). The AWT is composed of senior level aviation managers of all the Federal and State agencies. See the AWT charter for a more complete description of the group's functions. Both fire and non-fire aviation issues are addressed by the AWT.

FS/BLM Aviation activities are managed under the leadership of the Assistant Director, Aviation/RAO and SAM. FS and BLM aviation program issues are coordinated and resolved via the NW Aviation Leadership Team (ALT), which provides staff advice to the Assistant Director, Aviation/RAO. The ALT is composed of the Assistant Director, Aviation, Regional Aviation Safety Manager, State Aviation Manager, RAG Operations Manager, RAG Aviation Maintenance Manager, RAG Support Services Supervisor, FS/BLM Unit Aviation Manager Representative See ALT charter for a more complete description of function of the ALT.

2. AVIATION LEADERSHIP TEAM (ALT):

CHARTER

a. MISSION: The Aviation Leadership Team (ALT) serves as focal point for the leadership structure of the USDA Forest Service and Bureau of Land Management aviation programs in the Northwest. The ALT provides aviation management oversight to all functional levels within the aviation program and takes the lead in pursuing opportunities for improving services supporting all field operations.

b. OBJECTIVES:

(1) Develop strategy for insuring that all functional areas of the aviation program are effectively serving the needs of the field.

(2) Develop a standard method to process program issues, including a method to track issue status and provide feedback to the field in a timely manner.

(3) Insure top level management (F&AM Director/Branch Chief) is kept apprised of aviation program concerns and accomplishments.

(4) Represent SORO interests with National program activities.

(5) Maintain focus of providing the safest, most cost effective aviation services available.

(6) Document the actions and decisions of the team in the meeting notes.

c. MEMBERSHIP: The primary ALT members will be representatives from the program management and primary functions within the program. These positions are:

FS Regional Aviation Officer

BLM State Aviation Manager and Assistant State Aviation Manager
FS Regional Aviation Safety and Training Manager
FS Regional Aviation Operations Manager
FS Support Services Specialist
FS/BLM Unit Aviation Manager Representative rotated annually between COFMS, OKF-WEF, Burns BLM, LAD-FRF-WNF, Vale BLM, and Tri-Forest (UMF, MAF, WWF) units.
FS Aviation Maintenance Program Manager
FS RAG PROGAM managers

d. MEETINGS: Meetings will be held on a regular basis. A quorum is composed of those members present at any ALT meeting. All meetings are open to everyone and participation is encouraged. UAO conference calls will be scheduled during the meetings to provide an interface with all units.

e. DUTIES AND RESPONSIBILITIES:

(1) Chairperson: Is elected by the primary members, and serves a one year term.
(a) Responsible for establishing meeting schedules.
(b) Develops meeting agendas.
(c) Responsible for leading meetings.
(d) Tracks and reports on status of assignments.
(e) Insures notes from ALT meetings are routed to interested personnel.

(2) Assistant Director, Aviation/RAO and/or State Aviation Manager: Serves as direct liaison between ALT and top level managers (Directors and Assistants).

(3) ALT Members:
(a) Responsible to attend all meetings possible to ensure all functions are represented when conducting ALT business.
(b) Responsible for providing updates on their specific functional areas and fully participating in the ALT process of discussing and recommending solutions to issues brought before the team.

The membership will strive to insure issues and program concerns are routed through the appropriate personnel prior to coming before the ALT. Personnel with program responsibilities such as Unit Aviation Officers and Regional Aviation Group liaisons to PNW Units must be given the opportunity to perform their duties. This will insure the system, already in place, has the opportunity to be successful. The ALT will work closely with other working groups and communities such as the Unit Aviation Officers, the Northwest Interagency Wildfire Coordinating Group and the PNWCG Aviation Working Group.

Additional personnel may attend or be requested to attend ALT meetings as needed to serve as subject matter experts, or to simply participate in the ALT process. The costs associated with attendance at ALT meetings will be paid from each member's budget.

3. Aviation Business Management

a. Budget: Budgeting is completed on a three year cycle. Out year budget requests are submitted to the Washington Office (WO) in January two years prior to the fiscal year for which they were submitted. Next year's budget goes from the WO to the White House, where it has been aggregated with all other agency and program requests into the President's Proposed Budget, which goes to Congress in the spring of the year. The current year budget is finalized after congress passes an appropriations bill.

As can be seen, given that we operate on this three-year cycle, our ability to respond quickly to changing situations, especially those that require large amounts of funding, is difficult at best. The following table depicts our annual budget cycle:

Month	Budget Action
January	FS: Finalize Adjusted Working Budget numbers and targets for in-year budget. Out-year FIREBUDGET numbers due to WO.
March	FS: Financial review of in-year budget
May/June	FS: Develop RO internal costs for upcoming fiscal year.
July/August	BLM: Develop State Office and FS internal costs for upcoming fiscal year
September	FS: Determine Forest allocations for upcoming fiscal year Working Budget FS: Finalize narratives and numbers for in-year Working Budget
November	FS: Letter to field asking for out-year numbers (2 years ahead). RO review internal budget numbers for out-year. Operations coordinate with shared resources for out-year submissions.
December	BLM: Finalize Annual Work Plan (AWP) for in-year. FS: Numbers due to RO for out-year budget.

Our Northwest Fire and Aviation (NWFAM) budget requests are generated primarily through the National Fire Management Analysis System (NFMAS) fire planning effort. NFMAS is a tool used to determine how much preparedness funding would be necessary to minimize emergency suppression spending and net value change. We typically request funds that meet the planned NFMAS capabilities but we are typically financed at something less than that amount.

Funds for the aviation program are included in the Wildland Fire Preparedness (WFPR) program. Money for salaries, facilities, program support, contracts, fixed operating rates (FOR), etc. are normally WFPR funds. These funds are separate from funds for the management of National Forests, but include all shared as well as local suppression resources. Funds are allocated to the various federal wildland fire agencies through the Department of Interior and Related Agencies annual appropriations bill. The Washington Office then distributes funds to SORO, based on out-year requests. SORO then distributes to Forests and Districts. At each level, some funding is reserved for program support.

Some other funding sources, in addition to WFPR, are available to the fire program. Wildland Fire Suppression (WFSU) funds are used for emergency suppression responses. These are the funds used when a "P" code is employed. Wildland Fire Hazardous Fuels (WFHF) funds were new in FY 98. They are to be used to plan and conduct projects designed to reduce unnatural fuel buildups prevalent in many areas of the Northwest. Brush Disposal (BDBD) funds are monies collected through the timber sale program, and are used on sale areas to reduce fuels created through timber harvest activities.

In addition to the previously outlined budget process there exists the opportunity for the Regional Office and State Office staff to input budget requests for programs that are not otherwise covered. Such items as ATGS, SEAT, CWN helicopter, aviation management development, aviation training and other aviation programs, may receive additional funds via budget requests directly at the Regional/State level. These requests will receive the same scrutiny as other budget items and the funds don't appear overnight. The normal process takes about two years to realize the funds for these requests.

b. Accounting: The Forest Service in Region 6 uses the accounting system called FFIS. Program managers receive accounting reports about a month after the transactions occur. These are reviewed and adjustments made as required. It is extremely important that accounts are reviewed due to multiple billing, inadvertent data input errors being prevalent in our accounting system.

c. USFS: Utilize ABS for FS flight invoice.

d. DOI: OAS-23 For each flight on a Contract or ARA aircraft, an OAS-23 must be completed by the vendor and BLM employee. The OAS-23 must be submitted to OAS for processing and payment.

e. Flight Time Reporting:
The Aviation Management Directorate (AMD) will provide the SAM a quarterly report containing all of the flight reports (OAS 23) processed. These will come in Excel spreadsheets (.xls) and in Word (.doc) formats. These files will be posted on the Intranet for download and an email sent to each UAO/M with notification of the posting and location.

Information contained in the spreadsheets will be imported into the BLM Flight Management Database (Access) which is accessible on the Northwest Aviation Management Intranet. This database provides the ability for aviation managers to track their unit flying accomplishments by monitoring flight time and other charges as they are processed into more operationally meaningful categories. The basic categories consist of the following codes;

Fire:	Resource:	Law Enforcement:	Other:
All 1, 2 and 3 codes	All 4, 5, 6, 7 and 8 codes	6L and 9L	All other 9 codes

Annual flying time reports will be extracted from this data.

Note: At the present time AMD processes flight data in the FY that it is received and that data is reported in the FY that it is processed even though the flight may have taken place in the previous FY. For this reason flight data reports from AMD may differ from what is shown in the Northwest Aviation Flight Activity report as this report is consistent with the USFS reports which include flight data based on date of flight instead of the date the report is processed.

Annually the SAM will collect the Cooperator flying time that the Forest Service posts in the AMIS program and any other cooperator flight time from other than USFS from the BLM District Aviation Officer/Managers. The SAM will submit an OAS-23 containing all of the cooperator flight time to the AMD in November each year.

4. RAG Operations Plan: Business management and associated services is the responsibility of the RAG Support Services Specialist with the exception of purchasing and computer assistance. During times of unavailability and when referred to in following text the Redmond Air Center Support Services Supervisor can be of assistance. Refer to Regional Aviation Group Operations Plan.

5. Air Tanker Program: The Air Tanker Program Manager works for the Regional Aviation Group Operations Manager when performing the duties within the air tanker program, and when performing the duties of Leadplane Pilot and Smokejumper Pilot. Refer to Regional Aviation Group Operations Plan.

6. Leadplane Program: Leadplane operations are accomplished in accordance with the Interagency Leadplane Operations Guide (ILOG). This is a National program supported through being available if not committed elsewhere. Pilots and aircraft available for Leadplane missions are shown in the Northwest Mobilization Guide.

Lead plane pilot refresher training is generally held annually in February. In past years this training has been conducted in Redmond, Oregon as well as out of region. Required annually, training consists of about two hours flight time in 'typical' terrain and then a check ride from a check airman from out of region. Training covers flight training, equipment checks, safety briefs, target description and communications. Leadplanes are used for the mission, and Airtankers are simulated with other leadplanes and smokejumper aircraft.

Instrument refresher is generally held in October of every year. Sessions include; flight training, equipments checks, new technologies, and open forum for individuals to maintain currency and pursue proficiency. Instrument currency and proficiency is an INDIVIDUAL pilot responsibility. It is also an individual pilot responsibility to become and stay proficient with new technologies.

7. Smokejumper Aircraft Program: Provides for safe and efficient operation of contract smokejumper and force account Sherpa aircraft for missions in the Pacific Northwest. The Smokejumper Aircraft Program Manager is responsible for the formulation of procedures to insure the safe and effective operation of the Regional smokejumper aircraft and assist in the management of contract resources for smokejumper operations in the Pacific Northwest. Refer to Regional Aviation Group Operations Plan.

8. Helicopter Program: The primary responsibility of the program is to provide support and technical expertise to the National Forests and BLM Districts within the geographical boundaries of FS Region 6. In addition, support and service are provided to WO and co-operator units. Communication and coordination with forest and district aviation personnel is essential. Refer to Regional Aviation Group Operations Plan

9. Light Fixed Wing Program: Provides all R6 Forests technical expertise and perform aircraft and pilot inspections to meet their needs for CWN and contract aircraft. Coordinates with the Aviation Management Directorate to accomplish annual inspections. Refer to Regional Aviation Group Operations Plan.

10. Single Engine Air Tanker (SEAT) Program: The BLM National Office manages the national SEAT program. BLM, BIA and FS coordinate for standardization and cooperation in the program through their national program managers. The SEAT program in this geographic area consists of the coordination of local resources between neighboring units, and is accomplished by the Fire Management Staff for those units. The SAM and the National Program Manager coordinate with the local units to provide staff assistance and coordinate training for the units. The Aviation Management Directorate provides technical assistance for all SEAT contracts. SEATs are managed in accordance with the Interagency Single Engine Air Tanker Operations Guide (ISOG).

11. ATGS Program: The ATGS Program Specialist will be assigned to the Regional Aviation Group and will be supervised by the Air Tanker Program Manager. Develops and provides oversight of the Region 6 ATGS Program. Coordinate ATGS training opportunities including ATGS biennial workshops. Serve as the Regional Check Airman for ATGS. Develop the ATGS Development and Training Program for Region 6. Provide staff assistance for other ATGS locations. Represent the Region and BLM State Office at National ATGS meetings and workshops. Participate in ASM development and coordination meetings and training sessions.

12. Aerial Photography: All aerial photography is accomplished by End-product contract services.

13. Forest Insect and Disease Survey: Refer to FID Aviation Operations Plan.

14. Law Enforcement Program: Refer to Law Enforcement Aviation Operations Plan.

15. Administrative Aircraft Use Program: Refer to Administrative Aircraft Use Plan.

16. Aviation Training Program: Aviation training is conducted in Region 6 as directed in National Forest Service and Aviation Management Directorate policy. Personnel engaged in BLM aviation activities, from passengers to upper management, must meet the training and experience requirements commensurate with their assigned aviation responsibilities as listed in OPM 004 and NWCG 310-1.

a. When guidance or clarification is required, the Regional Aviation Safety Manager and State Aviation Manager serve as the points of contact. These issues are presented to the appropriate office and staffed as required. The results are then distributed to the field through normal channels. Aviation Training support includes:

1. Ensures the local units have sufficient and current training materials to meet their needs.
2. Provides assistance to geographic training coordinators regarding aviation courses.
3. Provide information and link between the PNWCG Aviation Working Team and the Training Working Team.
4. Provide coordination for aviation training as requested by units.

b. Interagency Aviation Training has been developed to streamline training for aviation personnel, while aviation training for fire positions remains unchanged (Wildland Fire Qualification Subsystem 310-1).

All personnel involved in aviation mission activities will annually receive the following training;

1. Review of applicable operations plan(s) including the risk assessment and 12 Standard Aviation Questions that could save your life.

2. Review of previous year Safecom and Accident Analysis provided by the Aviation Safety Manager.

Interagency Aviation Training is mandatory for Forest Service employees and will be consistent with DOI policy. The Interagency Aviation Training web page provides current information on training requirements and resources. Unit Aviation Officers/Managers will forward unit training needs to their geographic fire training representatives annually and cc: the BLM State Aviation Manager (SAM). The BLM State Aviation Manager will coordinate with the fire training coordinators and AMD for the appropriate classes needed to meet the training needs for the Pacific Northwest. Any additional funding requirements will be identified and requested in the normal budget process by the SAM. This training will also be coordinated with the Aviation Working Team and Training Working Team of the PNWCG for the most efficient use of training and travel funds. To the extent possible classes will be provided at the local level and the Aviation Conference and Education (ACE) forum used as a backup for obtaining the required training. Annual aviation training sessions and workshop will be consolidated and include IAT modules identified in the needs analysis to relieve dependence on ACE sessions.

Some of the Interagency Aviation Training modules are available online. In most cases it is desired that the initial training be obtained in a classroom environment to allow students and instructors to clarify information presented and ensure student understanding. Subsequent training of the same subject may then be accomplished by reviewing the online modules. In the rare instance where the student is not able to accomplish the training in a classroom environment, the Unit Aviation Officer/Manager may approve the use of online modules on a case-by-case basis as long as the UAO/M is available for student questions and to ensure that the student has received a comparable level of training from the online modules.

As described in the IAT Guide, refresher training in each subject area is required every three years. Until specific recurrent training is developed for each subject area, the material used for initial training will be utilized for subsequent refresher.

Interagency Aviation Training records will be maintained in the IAT database as well as any locally maintained record system. At the present time IAT records are not automatically updated in IQCS. Regional Training sessions will coordinate for these sessions to be entered into IQCS regionally to minimize the impact on local managers.

Communication Plan: Aviation Frequencies are issued and controlled in accordance with FSH 6609.14. Gary Atteberry (gatteberry@fs.fed.us) coordinates frequency information updates to the Pacific Northwest Aviation Users Guide. The guide is updated and published one each May.

All Units are required to have the capability to use and monitor Emergency Air Guard and National Flight Following frequencies at their Dispatch Centers.

168.650 is designated Interagency Air Net and is commonly referred to as National Flight Following. It is designed for flight following, dispatch and/or re-direction of locally, regionally and nationally dispatched aircraft. Communications on this frequency is limited to administrative exchanges regarding aircraft status such as 15 minute check-ins, reporting takeoff and landings, deviation updates on flight tracks, redirection of the aircraft, updating estimates of arrival and departure times, etc. Aircraft coming from off unit locations are expecting to be able to talk to each dispatch unit which has ordered them on this frequency.

Any tactical or mission communications should be handled on other local frequencies. For example, an aircraft on a fire reconnaissance using 168.650 for flight following sees a suspect smoke and goes over to investigate. Changes to the planned flight route would be coordinated with dispatch on this frequency. If the smoke turns out to be a wildfire, the aircraft will be switched to a different frequency to discuss the fire behavior, location, ordering of resources, directing ground resources, etc. as well as continued aircraft tracking. If the suspect fire turns out to be something else, the aircraft would make that report and coordinate their return to the original planned route on 168.650.

Another example would be a survey aircraft that is collecting data and plans to traverse several dispatch zones during the course of their flight. Coordination for this would normally occur on the ground, but sometimes in flight changes do

occur. In the latter case the aircraft would report airborne on 168.650, define their route of flight to include a neighboring dispatch unit, and request dispatch to coordinate their flight following with the other dispatch unit. The two dispatch units would be able to work out flight following responsibilities on a land line, then advise the aircraft of their expectations on 168.650. Depending on the dispatch unit and automated flight following capabilities, the aircraft may simply need to advise dispatch when they were going in for a landing, or provide 15 minute radio calls for position reporting to both units simultaneously, or any other variation that effectively and efficiently tracks the aircraft and best utilizes the dispatcher's capabilities. If it is necessary to discuss this at length, the aircraft would be switched to another frequency, and then switched back to 168.650.

The concept associated with the development of this frequency is to provide a single non-emergency channel where by pilots are able to contact dispatch that is the same across the nation. This channel will be used by any number of aircraft at the same time, and if communications are held to those previously discussed, congestion on the channel should not be an issue, and should aid in the pilot's situation awareness of the location of other aircraft. Other unit frequencies may be used for flight following as well, but are limited to on unit flights such as tactical missions, project work, etc.

Unit Aviation Plans and Project Plans. Unit plans and supplements are reviewed and updated annually or as needed. Unit Aviation Officers/Managers will ensure that the Unit Aviation Plan includes procedures for all aviation operations conducted by the Unit.

A Project Aviation Safety Plan (PASP) is submitted independent of the Unit Aviation Plan for all aviation projects. The PNW PASP shall be utilized for project planning.

Once the initial PASP is approved, subsequent projects that remain within the parameters of the approved plan may be conducted without the need for further review. Any deviation from the plan requires new approval through the review process.

a. Forest Service: The UAO will review solicitations for aviation services for projects, on the unit and ascertain that standard contract specifications are utilized, if available through the Regional Office Property and Procurement Management.

(1) UAO's will review PASP's and submit all plans requiring review to the Regional Aviation Safety Manager via e-mail.

Regional Aviation Specialist's will coordinate the plan review with the (as needed) Forest Liaison, Helicopter Program Manager, Light Fixed Wing Program Manager (FWM), and Regional Aviation Safety and Training Manager (RASTM) for review. The technical review will identify concerns and provide recommendations to mitigate risk.
The RASM will ensure that safety program concerns are met.
Regional Aviation Specialist's will coordinate revision of the plan incorporating review comments, complete the approval letter, and forward the plan and letter to the RAO for final approval.

(2) When all reviews and corrections are in place, the RAO will forward the Unit plans to the Unit Line Officer and PASPs to the UAO. Normal review time for unit plans submitted electronically should not exceed three weeks. The time normally required for project aviation plans should be one week, but may be as short as a few hours if all parties are present. Hard copy handling of plans will add approximately one week to the process.

b. BLM: Unit and Project safety plans are initiated by the Unit Aviation Officer/Manager, and approved by the District Manager. BLM Units with combined Forest Service programs will also submit these plans to the Aviation Management Specialist as outlined above for review by the Regional Technical Staff.

(1) Point-to-Point flights. Airport A to Airport B flights shall meet the following requirements:

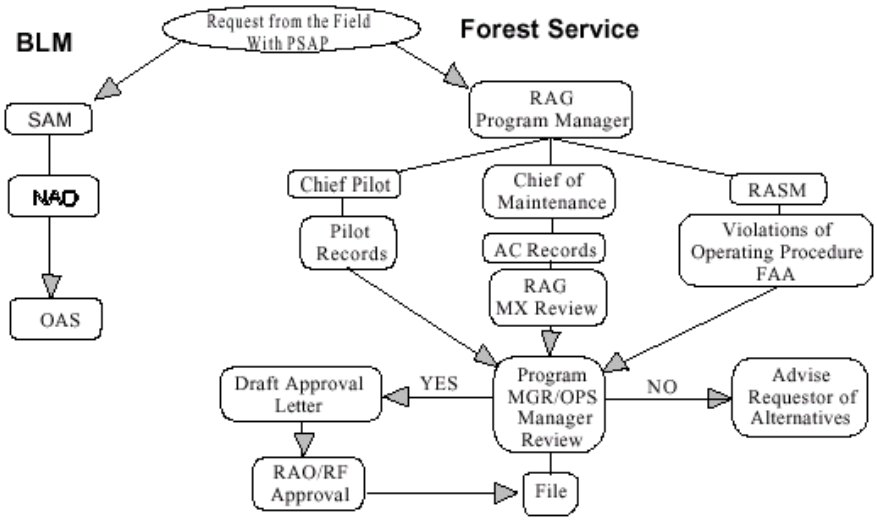
a. Approved Aircraft Request.
b. Approved pilot and aircraft, specific to flight.

c. Qualified Flight Manger assigned to flight.
d. Passengers will be manifested and briefed on safety procedures.
e. FAA IFR, VFR, and/or Agency flight plan & flight following in place.

(2) Mission Flights. All flights other than transportation from airport A to airport B are considered Mission flights. Flying from airport A to airport A constitutes a mission flight. Mission flights other than fire require a Project Aviation Safety Plan developed to identify hazards and mitigate risk. The District Manager or Forest Supervisor will approve each Aviation Safety plan. The format for the Safety Plan is maintained in the Northwest Aviation Management Library

(3) Mission Flights, Special use. Any helicopter flight at any altitude or fixed wing operations below 500 feet AGL.

c. Cooperators Aircraft and Pilots or flights: Requests for approval for Cooperators Aircraft and Pilots or flights in aircraft not inspected and carded will be accompanied with a PASP for all mission flights except for Search and Rescue and fire suppression. The FS UAO/M will submit the request and a PASP to the Aviation Management Specialist. BLM cooperator requests will be processed through SAM to the National Aviation Office (NAO) for BLM to OAS (See BLM Manual 9400 .72 OSO Supplement, and 351 DM 4 for policy). In all cases personnel will not use annual leave or time off as a means of accomplishing agency duties in cooperator or private aircraft. When a federal agency uses a State/Local government aircraft and reimburses that entity for services, documentation of the circumstances that necessitated its use (imminent threat of life or property and that no service by a commercial operator was reasonable available to meet the threat) must be maintained in the Dispatch office and provided to the FAA, if requested.



The Program Manager will coordinate the following;

(1) Work through the operator/cooperator's Chief Pilot to review pilot records.

(2) Coordinate with the operator/cooperator's Chief of Maintenance for information needed by the RAG Maintenance Inspector for a review of maintenance records and/or an inspection of the aircraft.

(3) Coordinate with the Regional Aviation Safety Manager for a review of FAA records for accidents and violations of operating procedures for the preceding five years.

(4) Documentation of these activities will be reviewed by the appropriate program manager and the RAG Operations Manager for a decision on the approval. The program manager will advise the UAO of those not approved and provide alternatives for project completion.

(5) Cooperators and/or flights approval letters will be drafted by the program manager with an effective time stipulation not to exceed one year, and forwarded to the Assistant Director, Aviation/RAO. When signed the letter will be sent to the cooperator/operator, and a CC forwarded to RAG, UAO, Assistant Director, Aviation/RAO, SAM, RASM, PNWCG, and OAS. RAG program managers will forward all documentation relating to these approvals to the RAG HOS for filing with the PASP.

19. Aviation Information Management: Dissemination and clarification of information to the field is the responsibility of the SORO Staff. Aviation plans, guides and reference materials are available on the R6 aviation web page. Personnel may select information and print materials that are appropriate to their individual operation. Managers should distribute information quickly and efficiently as it is received, and should also prepare the information as an addendums to this plan. These addendums will include;

a. Clarification of National Policy and how it will be implemented in the Northwest.

b. Effective dates the policy/addendum will remain in effect.

The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. All documentation should be retained locally for three years. Typical files include: General Use and Project Aviation Safety Plans, The Northwest Aviation Management Plan and Unit Aviation Plans should be retained for three years after they are superseded.

20. Unit Liaison Program: Regional Aviation Group members are assigned Forest Service units of responsibility by the Operations Manager. Refer to the Regional Aviation Group Operations Plan in Appendix M for individual/Unit assignment. The objective of this program is to provide the Units continuity in technical assistance from the Regional Aviation Group. Since the aviation activity differs from unit to unit each liaison meets annually with Unit Aviation Officers to determine unit needs for the coming fiscal year. These items will be included in the liaisons' program of work. Liaisons are expected to assist in training and planning at the BLM/FS unit level. BLM units and the RAG interface in the following ways:

a. Technical assistance: The BLM is normally provided technical assistance by the National Business Center Aviation Management Directorate for exclusive use contracts and aircraft rental agreements. The Regional Aviation Group at times may also provide technical assistance such as clarification on operational, mechanical, or aeronautical information when requested by BLM units and when conducting assistance visits.

b. BLM SEAT: RAG provides a liaison for this program, which provides an information-sharing channel between BLM local, state and national managers and the Regional Aviation Group.

21. Aviation Management Actions during Peak Activity: Staffing levels are suitable for normal seasons in the Pacific Northwest. However, during periods of extreme fire behavior, or when aviation resources are being utilized at activity levels well above normal standards, the following management actions will be instated.

a. Communications will be enhanced.
(1) Telephone call list will be updated and distributed.
(2) Establish 24 hour Aviation conference call capability
(3) Daily conference calls will be implemented and include UAO/M, AOBD, ACAC, MAC
(4) Liaison, RAO, SAM, Program Managers, Airspace Coordination Managers, Frequency Managers, AWT Members as appropriate. 0800-0900 PDT has worked well historically
(5) Safety Alerts will be issued on concentration on the basics and any new information available.
(6) Daily flight activity will be consolidated and reported upward by Unit Aviation Officers for implementation of interim flight and duty restrictions if necessary.
(7) RAO and SAM will participate in daily conference call with Directors (AD2). 1700 PDT has worked as a good time for this historically.
(8) E-mail reminders to Units to keep UAOs in place.

b. Safety
(1) Aviation Working Team will be requested to activate these if the activity is multi-agency in nature.
(2) RAO or SAM will request STAT(s) as necessary for agency specific needs.
(3) Letters of delegation will be prepared and distributed for STAT.
(4) Daily conference calls will be used to manage and report STAT activities. 0700-0800 PDT has worked well historically.
(5) Monitor pilot fatigue and consider interim duty limitations

c. Program Management will be augmented.
(1) Program Managers will concentrate their efforts on program management and order additional resources to help them fill in any gaps.
(2) Technical Specialist will be ordered to administer programs that normally not administered as such (example, ATGS, SEAT, etc.) Note: A SEAT Coordinator is ordered as a THSP until that pneumonic is listed.
(3) RAO and SAM will assist UAOs in obtaining additional aviation management staffing to assist during these periods.
(4) Training opportunities will be optimized by ensuring that trainees/developmental employees are accompanying AD's and other highly skilled individuals.
(5) Consider detailer needs at SORO/RAG
(6) Establish central points to receive in-coming helicopters
(7) Delegate Area Commanders oversight of all A/C except NSR's
(8) Establish PFT program managers as needed
(9) Establish Aviation Advisor to MAC at NWCC
(10) Establish Airspace Coordinator at MAC

G. AIRCRAFT

1. Force Account:

a. King Air 90: These are all weather, turboprop, pressurized, airplanes. They have seating for five passengers. They have a range of 700 NM with full fuel. Region 6 manages three of these aircraft. They are National Shared Resources based at Redmond, OR and/or Wenatchee, WA. These aircraft are piloted by agency pilots and are used primarily for Leadplane missions. When not engaged in fire suppression activity they may be used for personnel transportation. The current rate is $2000 per day, $900 per flight hour.

b. Shorts C-23A (Sherpa): These are all weather turbo propeller aircraft. Utilized primarily in Smokejumper operations, Region 6 employs two (2) of these aircraft that carry a jumper load of up to 14 and respond from their primary operating base at Redmond, OR. They are also a National Shared Resource but are managed from the WO in Boise, ID. The current rate is $435 per day, and a use rate of $1429 per flight hour.

c. Personnel: The Working Capital Fund (WCF) Manager in Region 6 is Steve Cramer. His office is in the Regional Office at 503 808-2472, Vicky Marlin is his assistant at 503 808-2947. The Regional Aviation Group Operations Manager, Aviation Maintenance Manager, Avionics Specialist, and RAG Administrative Specialist develop FOR and use rates of the aircraft annually prior to the beginning of each fiscal year.

Accounting: Forest Service policy regarding the accounting of costs, for aircraft are contained in ID 6509.11f-96-1 paragraph 38.22. Required is the establishment of a fixed ownership rate (FOR) to recover fixed cost and a use rate to recover variable costs. Fixed Operating Rate is used for the costs of, navigation charts, personal protective equipment, uniforms and other personal equipment, hangar rental, and program management. The following table of A-126/A-76 cost comparison and accounting elements is accompanied with an explanation of how Region 6 sets rates for WCF aircraft.

Direct Operating Annual Costs (USE)

Item	Not Used in WCF Rate	Used in WCF Rate
1 Fuel and Other Fluids		$2.50 X 38 GPH (JC 906601).
2 Crew Costs (PFH)	N/A w/PFT Pilots	
3 Aircraft Lease or Rental	N/A for WCF owned aircraft	
4 Landing and Tiedown	N/A in Region 6. Too small to budget if any	
5 Variable Maintenance and Spares a. Labor cost @ multiplied by XXX man-hours PFH b. Maintenance Parts c. Maintenance Contracts d. Engine Overhaul, etc. e. Reserves f. Total variable maintenance	 Not used. Included above.	 $50 per hour. Annual scheduled and unscheduled + Avionics/½ for labor and ½ for parts (JC 810XXX) Reserves for extraordinary Mx (JC 830XXX)
Total maintenance from above.		
6 Total Direct Operating Cost Per Flight Hour		Totals of above/Flight Hours
7 Flight Hours for PWS		Estimated flight hours
8 Total Direct Operating Cost		Line 6 x Line 7

Fixed Operating Annual Costs (FOR)

9 Crew		1.5 hours of pilot salary for each programmed flight hour. National Standard. (JC 906625)
10 Fixed Maintenance a. Maintenance Labor b. Maintenance Parts c. Maintenance Contracts	 N/A	 All maintenance costs are accounted for in USE rate.
11 Aircraft Lease	N/A	
12 Depreciation		CV-SV-CD/Mo Rem X 12 (JC 906640)
13 Self Insurance a. Hull b. Liability c. Other c1. Casualty c2. Personnel Liability d. Total Self Insurance Cost/IRC	 1% of Bluebook value. $ 750 + 6 seats @ $250 each.	 CV X 3%/Mo Rem X 12mo (JC 906352)
14 Overhead		Program Mgmt + Hangar and Office rent (JC 906624)
15 Cost of Capital or Finance expense/General Administration		Assessed at RO @ 10% (JC 906636)
16 Total Fixed Operating Annual Costs		(Line 9 thru 15)
17 Total In House Performance Cost		(Line 8+16)

2. Contract: Refer to R6 End Product Contract reference materials.

a. Region 6 Forest Service contracts for the following aircraft:

All CWN and exclusive-use Helicopters
Forest Insect and Disease Survey aircraft for Washington
Air Tactical Group Supervisor Fixed Wing for LaGrande, Lakeview, Redmond and Wenatchee.
CWN fixed wing aircraft.

b. BLM contracts exclusive use aviation services on a national level through the National Office and the AMD. Exclusive use contracts include: 1 type 3 helicopter at Vail, 1 type 3 helicopter, 2 SEATS,1 air Attack platform at Burns and 1 type 2 helicopter, 1 seat at Lake View.

(1) Flights on scheduled commercial airlines are initiated with the designated travel agency or TMO in accordance with applicable Travel regulations. All non-airline/schedule commercial aircraft acquisition and procurement will be accomplished by designated and qualified Aviation Managers, Logistics Coordinators, and Aircraft Dispatchers in respective OR/WA BLM offices.

(2) Aircraft Contracts. Aircraft services identified in the AWP to be accomplished within a specified time frame and in excess of $25,000, require a formal aviation contract. Request for contract services and submission of OAS-13 and OAS-13A (Airplane) or OAS-13H (Helicopter) are made to the State Aviation Manager (SAM) and forward to the BLM National Office and OAS. OAS will solicit and award the contract and assign a Contracting Officer (CO) and Contracting Officer Technical Representative (COTR). The SAM will serve as the Contracting Officer's Representative (COR) and delegate field administration of the contract to one or more Assistant COR's.

(3) Aircraft Rentals/Charters. Procurement of aircraft for administrative flights and aviation projects can be accomplished through the use of an ARA. Aircraft acquired under an ARA cannot exceed $25,000 in total cost. Approved ARA aircraft and pilots are found on the OAS Source List. ARA aircraft requests should be made through the local Unit Aviation Officer/Manager or Dispatch Office. Districts can request a local vendor aircraft be added to the Source List by submitting an OAS-20 (Request for Rental Services) to the SAM.

Aircraft Ordering, Scheduling, Dispatching and Tracking

a. Ordering and Scheduling: The focal point for aircraft ordering and coordination is the Northwest Coordination Center in Portland Oregon. 503 808-2720. Administrative flights will be administered and cost comparisons accomplished in accordance with the Administrative Aircraft Use Plan. Individual employees are not authorized to order aircraft directly through an operator unless they have prior approval from the Assistant Director, Aviation/RAO. Tactical and other mission flights will be ordered and tracked in accordance with the Northwest Mobilization Guide. All flights will be coordinated through the Unit Aviation Officer/Manager or Dispatch Office. BLM Law Enforcement flight activities in conjunction with the war on drugs will notify the State Aviation Manager when time/security allows and are authorized with the agencies listed in Aviation Management/OAS IB 03-02 available from the Aviation Management Directorate web site.

b. Resource Tracking: Resource tracking of aircraft requires either a Resource Order or an Agency flight plan (Form 9400-1a NW Mob Guide) for all flights in the Pacific Northwest. Pilots will notify dispatch of departure and arrival times and deviation of more than 30 minutes from the planned itinerary at intermediate stops and final destination. If necessary to obtain a location of an airborne resource, dispatchers shall call the agency providing the local flight following, or for aircraft on FAA flight plans, telephone the Flight Service Station or use commercially available software such as Flight Explorer. Utilization of Instrument Flight Rules (IFR) flight plans will enable real time resource tracking with commercially available software such as Flight Explorer

c. Flight Following: For the purpose of crash search and rescue, tracking through dispatch centers is the most effective method available. Pilots will utilize the capabilities of Air Traffic Control (ATC) to the maximum extent possible.

Except for local training and maintenance flights conducted in VFR conditions, FAA flight plans will be filed whenever local mission flight following is not being conducted. Local mission flight following will be conducted for all missions where ATC communications are not beneficial in accomplishment of the resource mission, i.e. firefighting, survey, etc. Policy requires the maximum check-in interval is every 15 minutes, with check-ins more often as conditions warrant, unless Automated Flight Following procedures have been initiated. Projects which may require check-in intervals in excess of 15 minutes will address this in the Project Aviation Safety Plan. Pilots will ensure the transfer of flight following responsibilities between dispatch units as well as the FAA is positive by advising relieved units with the name of the new responsible party. Aircraft operating over fire suppression incidents shall utilize a transponder code of 1255. Any aircraft that has not been accounted for within 30 minutes of the last check-in is overdue. The Aircraft Dispatcher initiates the actions listed in the Interagency Accident Mishap Plan as applicable.

d. Automated Flight Following (AFF). AFF is a satellite/web-based system. The dispatcher can "see" an aircraft icon on a computer screen and view, real time; its location, speed, heading, altitude, and flight history. Radio Check-in / Check-out flight following requires verbal communication via radio every 15 minutes. The dispatcher logs the aircraft call sign, location, and heading. AFF is often times the preferred method of flight following, especially for missions relating to Forest Health and Law Enforcement. All aircraft in the Pacific Northwest have been mandated to come equipped with AFF units, and this method of flight following should be used unless valid operational impediments preclude its use.

NOTE: An agreement between the pilot and dispatcher must be made on which type of Agency flight following will be utilized, preferably by phone prior to takeoff, but may be done via radio while airborne.

Procedures for Pilot/Observer:

Contact dispatch with request to utilize AFF (preferably via phone prior to flight).
Provide Dispatch with appropriate flight information (same as radio check-in procedures).
If Dispatch is willing and able to accommodate AFF request, obtain appropriate FM frequencies and tones to be monitored during flight and brief on radio calls you will make and what response is expected.
Shortly after take off, and outside of sterile cockpit environment, contact dispatch via radio stating "Nxxxx off (airport or helibase name) AFF".
If radio contact is not made with dispatch office, return to airport/helibase.
If radio contact is made, and AFF is verified by dispatch office, monitor assigned frequencies, including guard, for duration of flight.
If a deviation from planned and briefed flight route occurs, contact dispatch office via radio with the change.
If AFF capability is lost at the dispatch office, or the signal is lost during the flight, flight following will revert to 15 minute radio check-in procedures.
Monitor the appropriate radio frequencies at all times during the flight.
Inform dispatch upon landing that you are on the ground.

Procedures for Aircraft Dispatcher:

When AFF is requested, ensure the AFF program access is available and request standard flight information from the pilot. The Fixed Wing Flight Manager shall document using existing dispatch forms and logs.
Provide pilot/observer with appropriate frequencies to monitor during the flight (Dispatch frequency, National flight following, etc.). Ensure these frequencies are monitored during duration of flight.
If flight following will be handed off to another dispatch office during the flight, brief this with the pilot/COP, providing frequency change, call sign, and other appropriate information.
Brief with pilot/observer on radio calls expected and responses you will provide.
Check AFF system to ensure icon for the aircraft is shown.
Shortly after take off, pilot/COP will call via radio stating "Nxxxx off (airport or helibase name) AFF". Check aircraft Icon color and verify time and date. Respond to the radio call, stating "Nxxxx, (dispatch call sign) AFF".
Keep the AFF system running on your computer during the entire flight.
Set 15 minute timer, and check flight progress as appropriate during the flight. Document using existing forms and logs.

If the icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate.
If radio contact is made after a lost signal, flight may continue utilizing 15 minute radio check-ins for flight following. Use same procedure if computer system goes down during flight.

e. Transport of Hazardous Materials. Department of Transportation (DOT) has granted exemption for the transport of certain hazardous materials aboard aircraft under contract or exclusive direction and control by the USDA Forest Service and DOI for periods of less than 90 days. (Refer to Aviation Transport of Hazardous Material Handbook and DOT Exemption 9198).

4. End Product Contracts: Refer to The PNW Aviation Contracting.

5. Seat Fare Operations: Agency personnel may utilize the services of a commercial Seat Fare Operation provided that the vendor is on a fixed schedule. The passenger is responsible for using established agency procedures during travel status. Dispatch is not required to track airline activity or seat fare flights.

H. AVIATION FACILITY MANAGEMENT:

1. Operational Bases: Operational bases are facilities that are permanent installations used on a continuous or seasonal basis for aviation operations, including heliport, retardant bases, and airport facilities. These include aviation facilities on agency property and facilities on leased land where the agency has primary responsibility for operations, maintenance and oversight.

2. Construction and Maintenance: Permanent base design criteria will provide for operational safety as well as adequate work/rest environment for aircrew and personnel assigned. Facilities are constructed and maintained according to agency policy and units are responsible for purchase/lease, construction, maintenance, and utilities related to aviation facilities.

3. Safety: Aviation facilities must comply with safety regulations outlined in Departmental manuals, guides, handbooks, and the Occupational Safety and Health Act (OSHA). Building equipment and landing surfaces are inspected by Unit Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs are made prior to the operational season. The State Aviation Manager inspects aviation facilities at least once every two years.

4. Temporary Bases: Temporary bases are sites that are used on a temporary or intermittent basis (i.e., heli-spots, and remote airstrips). Sites must be pre-approved. Each site should be cataloged as to location, description, local hazards, use procedures, agreements, and contacts. Inspections and maintenance are completed as necessary to meet agency safety standards.

L. PACIFIC NORTHWEST AVIATION SAFETY AND MISHAP PREVENTION PLAN

PNW supports the Safety Management System, the Forest Service National Aviation Safety and Mishap Prevention Plan and the BLM National Aviation Plan. Both plans are built on the philosophy that all aircraft mishaps are preventable and each individual is critical to the success of the aviation safety programs. It becomes our responsibility to report hazards that could cause an accident and refuse missions that are unsafe. Both Agencies are aggressively applying the principles of risk management so hazards are managed effectively by using reasonable mitigations to achieve successful out comes. Employees are encouraged to report hazards that could potentially jeopardize our missions in the SAFECOM reporting system. The desired end product of all that we do is the preservation and protection of persons, property and the land.

The National Aviation Safety and Mishap Prevention Plan can be found at:
http://ww.fs.fed.us/fire/av_safety/index.html
Click on Manuals, Guides, and Handbooks then move down to the plan.

The BLM National Aviation Plan can be found at:
http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html
Click on "National Aviation Plan".

The Safety Management System information can be found at:
http://www.fs.fed.us/fire/av_safety/Systems_Safety/index.html

Aviation accidents and incidents are reported according to agency policy contained in these directives.

Direction found in BLM 9400.8 Aviation Management, NFES 2724 Interagency Standards for Fire and Fire Aviation Operations, FSM 6700 Safety and Health and FSM 5720 Aviation Management establish policy directing the implementation of the Aviation Safety and Mishap Prevention Plan.

AMD handles investigation and follow up for BLM. The RASM handles Forest Service incidents in the PNW. As a courtesy notify the RASM of all BLM reports submitted. Both agencies have automated reporting systems that are maintained by national offices and are available on the following web site: Any aviation related activity that takes place out of the ordinary should be reported on the Safecom system. This is not used as a means of retribution, but a means of tracking possible trends and addressing issues before they can become a problem.

M. PROGRAM AND ACTIVITY MONITORING, REVIEW, AND FOLLOW UP

1. BLM Aviation Program Reviews occur at the district level every 2 years and at the State level every 4 years. Department Reviews are conducted in accordance with OPM 033 on a five-year rotation.

2. District Reviews will follow the applicable portions of the Interagency Fire Preparedness Review Checklist available in the BLM Library.

II. PNW Aviation Plans, Guides and Reference Materials

Aviation plans are available on the PNW/SORO Aviation library web page. Aviation users can select and print documents that apply to their operation. Aviation plans and reference material updates are due no later than March 1st each year.

Plans	Responsible Party
PNW Regional Aviation Plan	Assistant SAM- Chris Hice
Regional Aviation Group Plan	Aviation Operations Manager- Kim Reed
PNW Regional Forest Insect and Disease Plan	Aerial Survey Program Manager- Keith Sprengel
PNW Regional Law Enforcement Plan	USFS-Assistant Special Agent in Charge-Barb Severson BLM-Special Agent in Charge- Keith Aller
PNW Regional Security Plan	Pilot- Eric Shilling
Reference Materials	
The PNW Aviation Guide	SEAT Manager-Greg Loper
PNW Cooperator Letters of Approval	RAO- Jon Rollens/AMD Western Office
PNW Aviation Personnel Directory	Support Services Specialist- Paula Bowman
PNW Fixed Wing Pilot Information	Light Fixed Wing Manager- Jamie Tackman
PNW Helicopter Pilot Information	Helicopter inspector Pilot- Kim Reed
PNW Aviation Contracting Information	Aviation Contract Specialist- Vacant
PNW Administrative Use Guide	Pilot- Mary Verry
PNW Aviation Hazard Maps	GIS- Dale Guenther