

S-273 Required Refresher Elements

Total 8 Required Elements:

- 1. National season Review**
- 2. New Year Outlook**
- 3. AMD Contracting Updates**
- 4. ISOG Updates**
- 5. Reference Material Updates**
- 6. Safety Review**
- 7. Security Review**
- 8. Retardant Review**

Attached are the lesson plans for each of the eight required elements listed above.

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 1: National Season Review

Step One:

Download a copy of the power point titled “*RT-273: National Season Review SEAT Program*” from the BLM National SEAT website under the section titled “Training Information” at: <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

RT-273: National Season Review SEAT Program Power Point: Review the power point presentation with all the students.

Generate discussions with the students on the following like topics:

- *What were some good or memorable experiences SEAT Managers had during the past season ?*
- *What were some examples of problems, issues or concerns that SEAT Managers experienced during the past season ? How would you fix them ?*

Step Three:

Additional Notes: None

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 2: New Year Outlook

Step One:

Download a copy of the power point titled “*RT-273: Current Year Outlook for the SEAT Program*” from the BLM National SEAT website under the section titled “Training Information” at: <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

RT-273: Current Year Outlook for the SEAT Program: Review the power point presentation with all the students.

Generate discussions with the students on the following like topics:

- *What are some expectations SEAT Managers have for the upcoming season ?*
- *If you were “King for the Day” what would you improve about the SEAT program ?*
- *Where do you see the SEAT program in 5 years ?*

Step Three:

Additional Notes: None

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 3: AMD Contract Updates

Step One:

Download copies of the following SEAT contract related documents for **all** students attending the refresher. The documents can be downloaded from the BLM National SEAT website at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

(Note: some of the contract related documents listed below are links connected to the National Business Center (NBC) Aviation Management Directorate (AMD) web site at: <http://amd.nbc.gov>)

- National On Call SEAT Contract
- National On Call SEAT Source List
- Summary of Changes National On Call Contract
- SEAT Quick Reference Guide for the National On Call Contract
- Variable Term Contract
- Variable Term Contract Information Sheet
- Summary of Changes for the Variable Term Contract
- VT or On Call Contract Evaluation (Example)
- Evaluation Report on Contractor Performance (AMD Forms)

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

National On Call Contract: Conduct a brief overview of the following items in the contract:

- Ensure the student are familiar with the general contract format (section A, B, C and Exhibits)
- Review the Authority of the Government Representatives (Section C9). Make sure students know who the CO, COR and CORT are for the contract.
- Review the duties assigned to the SEAT Manager (Section C9).
- Review the “Unavailability Conversion Chart” in the exhibit section of the contract. Have a student demonstrate what UA and AV will look like on the AMD 23.
- Review the “Transportation Worksheet” in the exhibit section of the contract.

National On Call SEAT Source List: Review the current source list with the students. Make sure they understand the list is updated throughout the year by AMD. Students should always download the most current update list available before they go out on an assignment. *Note: The hourly flight rate changes may be adjusted for the economic price adjustment after July 1st each year.*

Summary of Changes National On Call Contract: Use this document as a guide to help review the changes listed for both the National On Call contract. Have the students read the exact wording in the contract for each of the changes. Discuss the changes with the students, and ensure they understand the intent.

SEAT Quick Reference Guide for the National On Call Contract: Ensure all students know how the guide works. *Remember, the guide is formatted for the National On Call contract only.* Using the National On Call contract, ask the students 2 – 3 questions about contract specifications. Using the copy of their guide, the students should be able to find and answer the contract questions. Make sure students know a copy of the guide is now located in the back of the ISOG.

Variable Term Contract (VT):

Review the same information listed above for the National On Call contract. Highlight the changes in the Authority of the Government Representatives (CO, COR and CORT).

Variable Term Contract Information Sheet: The information sheet serves as a source list for the Variable Term contract. Review the sheet with the students. *Note: The hourly flight rate changes may be adjusted for the economic price adjustment after July 1st each year.*

Summary of Changes Variable Term Contract: Use this document as a guide to help review the changes listed for the Variable Term contract. Have the students read the exact wording in the contract for each of the changes. Discuss the changes with the students, and ensure they understand the intent. *(Note: There will be some duplication with the Summary of Changes for the National On Call contract document).*

VT or On Call Contract Evaluation (Example): Review the example of the contract evaluation designed by the SEAT Program Manager. This evaluation is to be routed through Mark Bickham. Emphasis the need for all SEAT Managers to complete an evaluation at the end of each assignment.

Evaluation Report on Contractor Performance (AMD Forms) Review the example of the contract evaluation. This evaluation is to be routed through the Contracting Officer at AMD. Emphasis the need for all SEAT Managers to complete an evaluation at the end of each assignment.

Step Three:**Additional Notes:**

In addition to reviewing the contract related documents listed above, have students briefly review the chapter titled “Contract Administration” in the Interagency SEAT Operational Procedures Handbook. The chapter has some excellent comparison guides, pro and cons for the different types of contracts, contract authorities, etc.

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 4: ISOG Updates

Step One:

Download copies of the following documents for **all** students attending the refresher. The documents can be downloaded from the BLM National SEAT website at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

- ISOG (current year)
- Summary of Changes ISOG (current year)

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

ISOG (current year):

Provide the students with a brief overview of the general format to the ISOG. Review the table of contents, glossary and exhibits in the back of the guide. The on-line ISOG has the annual updates *italicized* and printed in **red** to help emphasize the changes. Hard copies of the ISOG (NFES 1844) may be purchased through the National Interagency Fire Center from the Great Basin Cache located in Boise, ID at: 208-387-C5104. The hard copies are generally available for purchase sometime after April 1st. Current annual updates are *italicized* to help emphasize the changes.

In addition to providing a brief overview of the format, highlight the following areas with the students:

- The advertisement page for the BLM National SEAT Web Sites located in front of the ISOG just before the Table of Contents.
- The **Submission of Revisions/Suggestions Protocol** document located in the back of the ISOG.
- The **On-Call Contract Quick Reference Guide** located in the back of the ISOG.

Summary of Changes ISOG (current year):

The Summary of Changes provides a brief narrative of significant changes that were made to the current year ISOG. The narrative describes the general concept of the change, identifies the Chapter Number, Section Number, and sub-section reference title for each change. Use the Summary of Changes document as a guide to help review each of the changes that are listed with the students. Have the students read the exact wording in the ISOG for each of the changes. Discuss the changes with the students, and ensure they understand the intent.

Step Three:

Additional Notes:

Review the procedures on how annual changes are made to the ISOG: Suggestions are documented on the Submission of Revisions/Suggestions Protocol form and submitted through the State or Regional level managers (depending on your agency) to the National SEAT Program manager. The program manager compiles a narrative for the Interagency SEAT Board to review and approve.

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 5: Reference Material Updates

Step One:

Download copies of the following SEAT contract related documents for **all** students attending the refresher. The documents can be downloaded from the BLM National SEAT website at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

- Under “**Reference Material**”:
 - *Interagency SEAT Operations Procedures Handbook (current year)*
 - *SEAT Handbook Summary of Changes (current year)*
- Under “**Information Updates**”:
 - *Revisions/Suggestions Protocol*
 - *SEAT Reference Material Matrix (current year)*
 - *SEAT Web Site Addresses (current year)*
 - *SEAT Cost Coding Format Guide*
- Under “**Briefing Information**”:
 - *Daily Airspace Information Updates Board*
 - *Daily Fire Weather/Behavior Information Board*
 - *Daily Situational Reports Information Board*
- Under “**SEAT Checklist and Inspection Forms**”
 - *SEAT Base “Quick Check” Evaluation Form*
- Under the “**Mandatory SEAT Forms**”:
 - *SEAT-001*
 - *SEAT-002*
 - *SEAT-003*
 - *SEAT-004*
 - *SEAT-005*
 - *SEAT Plan-001 (Example)*

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

Interagency SEAT Operations Procedures Handbook: Review the table of content with the students. Make sure the students know the handbook is updated every year with new material. Emphasis to the student that although the handbook is generally used by an entry level SEAT Manager, it is always a good idea to take one on your assignment to give to a trainee or someone who may be interested in the program.

SEAT Handbook summary of Changes:

The Summary of Changes provides a brief narrative of significant changes that were made to the current year handbook. Have the students read or review the exact wording in the handbook for each of the changes. Discuss the changes with the students, and ensure they understand the intent.

Revisions/Suggestions Protocol: Make sure students understand the routine protocol. The suggestions are generally due into the national office by the 1st of November.

SEAT Reference Material Matrix (current year): Review with students.

SEAT Web Site Addresses (current year): Review with students.

SEAT Cost Coding Format Guide: Review with students. Emphasis the importance of SEAT Manager obtaining the correct Billee Code, and financial codes for the different incidents. When using an agency's Billee Code, you must use the coinciding agency charge coding format. (You can not mix a Billee Code assigned to a Forest Service district with the charge coding format used on BLM fires.) *Note: Have students keep their copy available to them to use in a short exercise later in Step 3*

Daily Airspace Information Updates Board / Daily Fire Weather/Behavior Information Board / Daily Situational Reports Information Board: Review these handouts with the students. The intent of the display information is to provide SEAT Managers, dispatcher or other aviation personnel with access information to some of the predictive products available to be used in briefings. Emphasis the SEAT Manager's duty to do the best job possible when providing a morning briefing.

SEAT Base "Quick Check" Evaluation Form (current year): Review the evaluation form with the students. Emphasis the intent of this form is to provide the SEAT Manager with quick checklist to help evaluate their base set up and operation. The items listed on the quick checklist are the same items that will be monitored by SEAT Coordinators assigned to the area.

SEAT Forms (SEAT-001 through SEAT-005): Review the new forms with the students. Make sure the students understand the ISOG requirement to use only the forms that have the current year shown on the bottom of the form.

SEAT Plan-001 (Example): Review the plan with the students. Make sure they understand the ISOG requirement to complete this form for any SEAT base categorized as a level II through IV.

Step Three:

Additional Notes:

Conduct a short exercise with the students to help them correctly fill out the cost coding information on the AMD23:

Print 2 - 3 blank AMD 23s for each student. Make up a couple of different scenario where the students have to pick out the correct Billee and financial codes for different incidents. The intent of this exercise is to help them understand they must match the agency's Billee code with the coinciding agency charge coding format.

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 6: Safety Review

Step One:

Download a copy of the power point titled “RT-273 Safety Review” from the BLM National SEAT website under the section titled “Training Information” at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

Download copies of the following document for **all** students attending the refresher:

- SEAT Safety Information (*This document can be found on the website list above under the section titled “Information Updates”*).
- Procedural Briefing for Responding to a Downed SEAT Aircraft (*This document can be found on the website list above under the section titled “SEAT Operations”*).

Download copies of the following documents for **all** students attending the refresher. The Safety Alerts, Bulletins, and Lessons Learned can be accessed off both the DOI and USFS

Aviation Safety websites at: <http://amd.nbc.gov> or http://www.fs.fed.us/fire/av_safety/index.html

- Interagency Tech Bulletin 08-01 (*P25 Radio Implementation*)
- Interagency Tech Bulletin 08-02 (*National Flight Following Frequency*)
- Interagency Tech Bulletin 08-03 (*Aircraft Fuel Sampling*)
- Interagency Safety Alert 08-02 (*Fatigue in Aviation Operations*)
- Interagency Safety Alert 08-04 (*Revision CFIT*)
- Interagency Safety Alert 08-07 (*Effective Safecom Use*)
- Interagency Lesson Learn 08-01 (*SEAT Operations*)
- Interagency Lesson Learn 08-03 (*Near Mid-Air During Fire Suppression Ops*)
- Interagency Lesson Learn 08-04 (*Near Wire-Strike During Fire Suppression Ops*)
- Interagency Lesson Learn 08-05 (*Wind / Terrain Analysis: Mountain Flying*)
- USFS Safety Alert 08-01 (*Aviation Safety Awareness*)
- DOI Safety Alert 08-01 (*Historic Flight Operations / Mishaps by Month*)
- DOI Operational Alert 08-01 (*Retardant Suppressant Applications*)

Download one copy of the 2008 Systems Safety Alert Aviation Guide to be used by the instructor at:

BLM: <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/safety.html>

USFS: http://www.fs.fed.us/fire/av_safety/Systems_Safety/av_risk_mgt/index.html

Download a copy of the 2008 Single Engine Airtanker Program Risk Assessment for **all** students attending the refresher

Download one copy Read File and Six Minutes for Safety User Instructions / Documents to be used by the instructor: <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/safety.html>

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

RT-2703 Safety Review Power Point: Review the power point presentation with all the students. Generate discussion on the following like topics:

- *Did anyone submit a Safecom this past season ?*
- *Did most of the bases you attended review the Safecom as part of their daily briefing ?*
- *What are some examples of things SEAT Managers can do help alleviate the areas of concern identified in the Safecom review ?*

SEAT Safety Information: *Briefly* review all the Safety Alerts, Bulletins, etc that have been published specific to the Interagency SEAT program. Ensure all students know where and how to find any future alerts, bulletins, etc.

Safety Alerts, Tech Bulletins, Lessons Learned, etc: *Briefly* review each of the alerts or bulletins identified above. The idea is to provide each student with their own copy of the bulletins to take with them on future assignments and incorporate them into their briefings. The instructor should summarize the intent the bulletins and highlight the discussion and recommendations identified.

Procedural Briefing for Responding to a Downed SEAT Aircraft: This document was developed as a guide for pilots to use when briefing any firefights that may come out to the airport for a briefing on SEATs. Review the procedures identified in the document with the students. Students should be encouraged to take multiple copies on their future assignments to provide their pilots with copies.

2008 Systems Safety Alert Aviation Guide: Instructors should review the guide, and provide students with a brief description of the intent of the document, and how to interpret the risk assessment sheets. Provide students with a copy of the **SEAT Program Risk Assessment** to take with them on future assignments and incorporate them into their briefings.

Read File and Six Minutes for Safety User Instructions / Documents: Instructors should review the documents related to the Read File and provide students with a brief description of the intent of the file, and the related six minutes for safety documents. Make sure students understand that they should be seeing the Read File posted at each of the different bases in future assignments.

Step Three:

Additional Notes:

Conduct a brief review of chapter “Safety Overview” in the Interagency SEAT Operational Procedures Handbook.

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 7: Security Review

Step One:

Download one copy of the guides located at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Avsecurity.html>

- Department of Interior (DOI) Field Reference Guide for Aviation Security of Airport or other Aviation Facilities (AAF)
- USFS Aviation Security Policy

Download copies of the following reference material documents for **all** students attending the refresher. The documents can be downloaded from the Aircraft Owners and Pilots Association (AOPA) web site at: <http://www.aopa.org/airportwatch/brochure.pdf>

- AOPA's Airport Watch Brochure (Lock Up. Look Out.)

Access A-116 General Awareness Security Training from the "On-line Courses" menu on the Interagency Aviation Training (IAT) web site at: <https://www.iat.gov>

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

Guides: DOI Field Reference Guide for Aviation Security of Airports or other Aviation Facilities and USFS Aviation Security Policy: Review each guide, and provide a brief summary of the contents. Make sure students have the web site listed above for future reference.

AOPA's Airport Watch Brochure (Lock Up. Look Out.): Briefly review the brochure with the students. The brochure contains some very helpful tips when reporting suspicious activity, but emphasize the need to have the student receive a briefing from their agency on the protocols established for airport security.

A-116 General Awareness Security Training On-line Course: Review the on-line course with all the students. Generate discussion on the following like topics:

- *What are the SEAT Manager's duties pertaining to security at their base ?*
- *Any examples of problems SEAT Managers may have had during the season ?*
- *What are some examples of things SEAT Managers can help do to make their base more secure ?*

Step Three:

Additional Notes:

Conduct a brief review of chapter "SEAT Base Security" in the Interagency SEAT Operational Procedures Handbook.

Review the chapter on SEAT Base Security in the ISOG under Chapter 6.

Instructions for Teaching the Required Elements of a SEAT Refresher

Required Element Number 8: Retardant Review

Step One:

Download a copy of the power point titled “RT-273: Retardant Review” from the BLM National SEAT website under the section titled “Training Information” at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

Download copies of the following reference material documents for **all** students attending the refresher. The documents can be downloaded from the USFS Wildland Fire Chemical System web site at: <http://www.fs.fed.us/rm/fire>

- Under the “Maintaining Qualified Products List (QPL)” section:
 - Long Term Retardant (USFS)
 - Class A Foams
 - Water Enhancers

- Under the “Providing technical and product information” section:
 - Product Information Sheet for (D75-F and LC-95A)
 - Supplier Contacts (retardant, foam and gel)

- Under the “Monitoring fire chemical products Lot Acceptance /Quality Assurance Program (LAQA)” section:
 - Description of the Program (LAQA)
 - Shipping Address and Contact Information
 - How and When to Sample
 - Refractometer Reading
 - Sample Label (Forms)
 - Mix Factor Table

- Under the “Protecting the safety of fire fighting personnel” section:
 - Application Guidelines (300 ft waterways)
 - Toxicity and Environmental Concerns – General Information
 - Home and Yard Clean Up
 - Effects on Structures and Equipment

Step Two:

Implement the following directions below for each of the documents that were downloaded above in Step 1:

RT-273: Retardant Review: Review the power point presentation with all the students.

Documents Pertaining to the USFS Wildland Fire Chemical system web site:

Briefly review the intent of each of the documents that were download for the students. Students should be encouraged to take the documents with them on future assignments to use as reference material for the base.

- *Emphasis to students that the tables associated with Qualified Products List (QPL) for retardant, foam and gel can be updated throughout the year. Students should check the web site for the most current table prior to going on an assignment.*
- *Emphasis to the students that the SEAT program falls under the Lot Acceptance /Quality Assurance Program (LAQA) guidelines, even at remote bases. Sampling must be conducted according to the program guidelines.*
- *Emphasis to the students that the “product information sheets” and the reference materials associated with retardant effects and clean up can be used as talking points or handouts to the public if there are questions concerning the use of retardant from the local community.*

Step Three:

Additional Notes:

If you have access to the internet, briefly visit the website list above for USFS Wildland Fire Chemical System. Emphasis to the students, that the web site is considered the “one stop shop” for most information available on retardants and suppressants. Demonstrate how students can access base information, MSDS, environmental assessments. etc.

If possible, have a small amount of retardant and a refractometer available for students to look through and practice their sampling techniques.

If possible, have a “Marsh Funnel” present, and demonstrate how to use it.

Have several copies of the following guides for students to view:

- National Fire Retardant Chemicals Requirement Contract (Pink Book) for students to view: www.fs.fed.us/fire/contracting/index.htm
- Lot Acceptance, Quality Assurance, and Field Quality Control for Fire Retardant Chemicals Guide (NFES 1245) or <http://www.nwcg.gov/pms/pubs/laqa99wp.pdf>
- Interagency Retardant Base Planning Guide found at: <http://www.fs.fed.us/fire/contracting/retardant/base-planning-guide.pdf>

Handout copies (wallet-sized cards) Ten Principles of Retardant Application, NFES #2048 for each student.