



## Aviation Management (2011)

## Checklist #04

<b>Location:</b>		<b>Date:</b>	
<b>Respondent:</b>		<b>Reviewed By:</b>	
<b>Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed</b>			
	Description	Code	Remarks
1.	Management (Agency Administrator, Unit Fire Staff, etc.) supports the unit aviation program. <i>OPM 33 (5.C)</i>		
2.	Unit aviation management responsibilities and duties are clearly delineated and assigned in the management structure. <i>NAP</i>		
3.	Unit has a qualified aviation manager. <i>NAP 2-9</i>		
4.	Unit Aviation Plan (including all supplemental aviation operational plans) is complete, current and signed. <i>NAP 3-2</i>		
5.	All aviation projects and missions are coordinated through the Unit Aviation Manager. <i>NAP 2-9</i>		
6.	Unit aviation positions are clearly defined and the local unit Table of Organization (TO) is posted.		
7.	Safety Management System (SMS) materials are current, posted and utilized in daily unit operations. <i>NAP 4.3</i>		
8.	Applicable SafeComs are posted. Utilization of the SafeCom system as it relates to briefings and SMS is understood. <i>NAP 4.5.2</i>		

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<p>9.</p>	<p>The following plans, guides, manuals and handbooks are current and accessible: <i>RB Ch 16</i>  <i>This reference material can be available in hardcopy or electronic formats kept within the office and not requiring the web for access.</i></p> <ul style="list-style-type: none"> <li>a. CFR 14 (FAR's/AIMs)</li> <li>b. Departmental manuals (DM's 350-354, 9400 Manual, OPM's)</li> <li>c. BLM National Aviation Plan</li> <li>d. BLM State Aviation Plan</li> <li>e. <i>Interagency Airspace Coordination Guide</i></li> <li>f. <i>Interagency Aerial Supervision Guide</i></li> <li>g. <i>Interagency Helicopter Operations Guide (IHOG)</i></li> <li>h. <i>Interagency Standards for Fire and Fire Aviation Operations (Red Book)</i></li> <li>i. <i>Fixed Wing Standard Operations Procedures</i></li> <li>j. <i>Interagency Air Tanker Base Operations Guide (IABOG)</i></li> <li>k. <i>Interagency SEAT Operations Guide (ISOG)</i></li> <li>l. <i>Safety and Health for Field Operations (BLM Manual Handbook 1112-2)</i></li> <li>m. <i>Aviation Life Support Equipment Handbook (ALSE)</i></li> <li>n. National and Geographic Mob Guides</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> <li>k.</li> <li>l.</li> <li>m.</li> <li>n.</li> </ul>
<p>10.</p>	<p>The following plans, guides, manuals and handbooks are current and accessible as appropriate for the unit being reviewed: <i>RB Ch 16</i>  <i>This reference material can be available in hardcopy or electronic formats kept within the office and not requiring the web for access.</i></p> <ul style="list-style-type: none"> <li>a. <i>Interagency Aerial Ignition Guide</i></li> <li>b. <i>Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook</i></li> <li>c. <i>Aviation Fuel Handling Handbook</i></li> <li>d. <i>Interagency Helicopter Rappel Guide</i></li> <li>e. <i>Military Use Handbook</i></li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> </ul>

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11.	A-126 aircraft cost analysis is conducted and documented for all Senior Executive Service (SES) travel. <i>OPM 7</i>		
12.	Preparedness and performance reviews have been completed, documented and filed , in accordance with agency policy (unit and individual reviews). <i>OPM 33</i>		
13.	Current Mishap Response Plan is known and emergency procedures understood and posted ( <i>Interagency Aviation Mishap Response Guide &amp; Checklist</i> , NFES #2659, can be utilized). <i>NAP 5.12</i>		
14.	Flight following standards are known and documented in the Unit Aviation Plan. <i>NAP 5.9</i>		
15.	Hazardous materials transportation guidelines are defined and standards met. Required Hazardous Materials training has been completed and is documented. (NFES 1068) <i>NAP 5.13</i>		
16.	Aviation Hazard Map current & posted. <i>RB Ch 16</i>		
17.	Risk assessment and mission analysis is occurring between pilot and flight managers prior to fire flights (e.g. utilizing Aircraft Dispatch Form, hazard maps, FAA Flight Service, IAP, etc.). <i>IHOG Ch 3</i>		
18.	All unit personnel are qualified and current for their aviation mission/projects. <i>PMS 310-1, RB Ch 16, OPM-04</i>		
19.	Personnel using specialized equipment (Plastic Sphere Dispenser, Helitorch, etc) meet all required agency standards. <i>Int Aerial Ign Guide</i>		
20.	Aviation Manager ensures that Fixed-wing Managers are designated as required by agency policy. <i>RB Ch 16, OPM-04, NAP 2</i>		
21.	All end-product/service contracts developed by BLM contracting officers, that contain a potential aviation component, are reviewed by the Aviation Manager for agency compliance prior to solicitation. <i>NAP 3.8</i>		
22.	Memorandums of Understanding (MOUs) for airspace agreements and aviation support from non-agency sources are established and current. <i>NAP 7.10</i>		
23.	Personnel designated as a Contracting Officer's Representative (COR) or Alternate COR have attended contract administration training and meet all currency requirements. <i>WO IM-2009-188</i>		
24.	Aircraft are ordered using a cost analysis (Best Value Determination) for selection and documented. <i>NAP 3.7.4, IHOG Ch 3.V.A</i>		

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25.	A Project Aviation Safety Plan (PASP), containing all of the required elements or Form 9400-1b for low complexity, one-time special use missions, is completed by unit aviation staff, reviewed by the SAM and approved by the appropriate Line Manager for every non-fire special use flight or aviation project. <i>NAP 4.3.2, IHOG Ch 3.V.A</i>		
26.	AMD-23s or appropriate payment documents (i.e.-AMS) are completed accurately. <i>NAP 3.14</i>		
27.	The unit's special use policy and procedures are documented in the aviation plan(s) and in accordance with agency policy. <i>NAP 3.3</i>		

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
4	Unit Aviation Plan.
6	Unit Aviation Table of Organization. (TO)
9-10	Items listed.
22	MOU's listed.
27	AMD-23's.
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>