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## **1.0 Bureau of Land Management Pecos District Aviation Plan**

### **1.1 Purpose**

The purpose of the Pecos District Aviation Plan is to detail the policy, organization, responsibilities, and procedures for the Pecos District aviation program which includes the Carlsbad and Roswell Field Offices. BLM Manual 9400, paragraph 33 as a supplement to the 9400 Manual, authorizes this plan conforming to all Bureau and Departmental aviation policy. This plan is supplemental to Bureau Manual 9400, Departmental Manual (DM) 350-354, and the BLM New Mexico State Aviation Plan.

### **1.2 Objective**

The objective of the Pecos District Aviation Plan is to provide comprehensive guidelines and policies for the safe, efficient, and economical use of aviation resources.

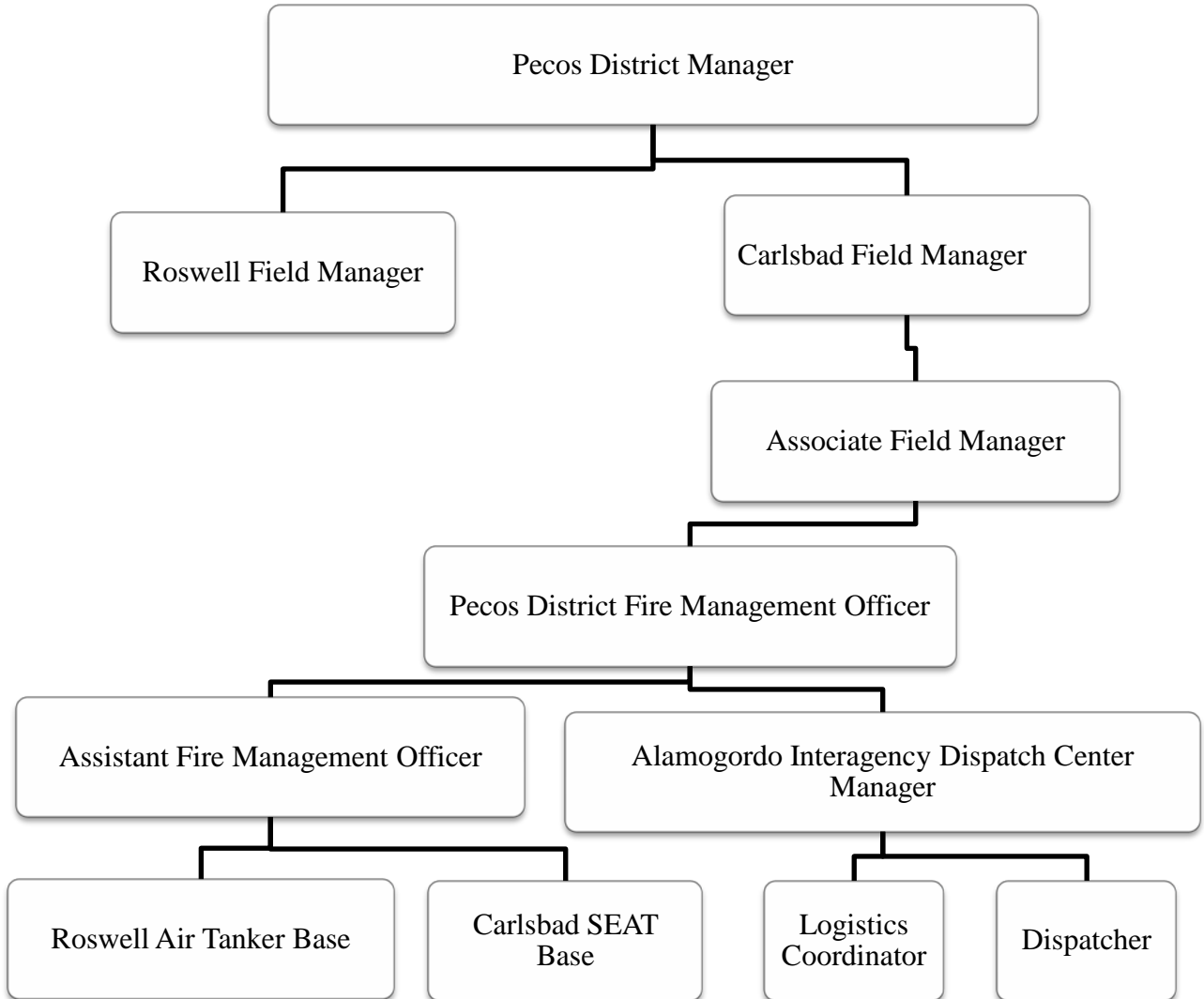
### **1.3 Guidance**

The following is a list of documents containing guidance and regulations needed to conduct safe and efficient aviation operations. While this is not a comprehensive list, these publications are directly applicable to the BLM New Mexico aviation program. Pecos District will maintain a library of these documents. Most of these documents are available on the Internet at either <http://amd.nbc.gov/> or [www.fire.blm.gov/aviation](http://www.fire.blm.gov/aviation).

- DM 350-354, "Aviation Policy" (1996, with updates)
- BLM Manual 9400 Series "Aviation Management" (2008)
- BLM National Aviation Plan (updated annually)
- DOI-AM Operational Procedures Memoranda (OPMs) (updated annually)
- Interagency Helicopter Operations Guide (2009)
- Interagency Airspace Coordination Guide (2003)
- Interagency Air tanker Base Operations Guide (2007)
- Interagency Helicopter Rappel Guide (2006)
- Interagency Aerial Ignition Guide (2004)
- Interagency Single Engine Air Tanker Operations Guide (updated annually)
- Southwest Area Interagency Single Engine Air Tanker Operating Plan
- Federal Aviation Regulations (14 CFR)
- BLM Safety & Health for Field Operations Handbook 1112-2
- Aviation Life Support Equipment Handbook (2008)
- Interagency Aviation Transport of Hazardous Materials Handbook/Guide (2005)
- DOI Field Reference Guide for Aviation Users (2006)
- Interagency Aviation Training Guide (2006)
- Interagency Aerial Supervision Guide (2009)
- Interagency Smoke Jumper Pilots Operations Guide (2008)
- 2010 System Safety Aviation Guide
- Current BLM Instruction Memoranda and Information Bulletins relating to aviation

## 2.0 Aviation Organization

### 2.1 Pecos District Aviation Organizational Chart



## **2.2 Aviation Management Directorate (AMD)**

AMD is responsible for all Department of the Interior (DOI) aviation policy and performs aircraft contracting, technical inspections, procurement, and payment administration. AMD also provides contracting officers (CO), technical specialists, training specialists, and financial reports and services to DOI agencies.

## **2.3 BLM National Aviation Office (NAO)**

The NAO is responsible for policy, program management, and aircraft acquisition support for all BLM aviation missions. Field offices must not implement policy or procedures less restrictive than national policy. The NAO must approve aviation policy that is more restrictive than the national policy.

## **2.4 New Mexico State Office Aviation Manager (SAM)**

The SAM serves as the focal point for the BLM aviation program in New Mexico by providing technical and management expertise regarding the use of aviation resources. The SAM is responsible for reviewing Project Aviation Safety Plans (PASP) prior to implementation and recommending approval to the appropriate Field Office Manager. The SAM provides aviation training support to the State Office, District Offices, and other cooperative agencies.

## **2.5 Pecos District Manager (DM) and Field Office Manager (FOM)**

The Pecos DM has the overall responsibility for the district aviation program. The Roswell and Carlsbad FOMs have been delegated the responsibility for the aviation program within their respective field office. The FOM will review and approve PASPs for projects utilizing aviation resources within their respective field office. These managers are responsible for enforcing mandatory DOI standards, ensuring adequate aviation management staff, ensuring personnel have appropriate aviation safety training, and requesting technical assistance for specialized aviation problems.

## **2.6 Pecos District Fire Management Officer (FMO)**

The FMO is responsible for hosting, supporting, providing daily management, and dispatching all BLM fire aircraft assigned to the Pecos District. The FMO is responsible for coordinating staffing, training, and operations for the Roswell Air Tanker Base. The FMO has been authorized to request additional fire aircraft, establish priorities, and allocate fire aircraft assigned to the Pecos District.

## **2.7 Pecos District Assistant Fire Management Officer (AFMO)**

The AFMO will assume the FMO aviation responsibilities during the absence of the FMO.

## **2.8 Unit Aviation Manager (UAM)**

The UAM manages the Pecos District aviation program by providing technical and management direction of aviation resources to support the Carlsbad and Roswell Field Office programs. The designation of UAM has been assigned to the Pecos District FMO. In the absence of the FMO these duties will be given to the AFMO. The UAM will:

1. Ensure all aviation activities are in compliance with DOI, BLM, New Mexico State Office, and Pecos District policies and regulations.
2. Develop and implement the Pecos District Aviation Plan as well as specific plans for other aviation operations (i.e. helicopter operations, air tanker base, resource management).
3. Coordinate required aviation safety training for Pecos District personnel.
4. Ensure that the Aircraft Incident/Accident Response Guide, Known Aerial Hazard Map, and AP1B charts are complete and updated annually and posted in the Alamogordo Interagency Dispatch Center (NM-AIDC), the Pecos District Office and Carlsbad Field Office.
5. Ensure that off district personnel receive flight crew briefing and orientation guides.
6. Confirm a qualified Flight Manager is assigned to all resource and fire flights.
7. May perform as an Alternate COR on rental contracts.
8. Serve as a technical advisor for BLM Single Engine Air Tanker (SEAT) operations at the Cavern City Air Terminal in Carlsbad and the Sierra Blanca Regional Airport near Ruidoso.
9. Assess resource program needs, feasibility of aircraft use, and advising users of other options. The UAM must recommend against the use of aircraft if risks are unacceptable, if aircraft operations would be inefficient, or if aircraft operations would violate established procedures.
10. Ensure that airspace coordination and deconfliction takes place for aviation projects.
11. Ensure completion of PASPs and provides a copy to the SAM for review prior to implementation.
12. Responsible for reporting aircraft use reports and coordinating for all fire aircraft under their operational control to the SAM daily.

## **2.9 Logistics Coordinator, NM-ADC**

The Logistic Coordinator will serve as the aircraft coordinator for the Pecos District. The Logistics Coordinator will:

1. Confirm that BLM Flight Request Form 9400-1a is utilized and completed, and that any Special-Use flight has an attached PASP approved by the appropriate authority. Fire flights are the only ones exempt from the mission-by-mission approval requirement.
2. Process AMD 23 Aircraft Use Reports. Reconcile OPAC reports with AMD 23 for final payments to vendors. The home unit billing codes for the Pecos District are:

Roswell Field Office: 6760

Carlsbad Field Office: 61R0

3. Ensure that flight following is conducted on all mission specific flights. Ensure that all flights are documented and logs kept per agency requirements.

4. Ensure that personnel working in NM-ADC as aviation qualified dispatchers are properly trained. Conduct on-the-job training or send personnel to formalized aviation dispatch training as needed.
5. Responsible for procuring rental aircraft (ARA/CWN) for Pecos District administrative, fire, and resource flights while ensuring that DOI/BLM/OMB requirement is met.
6. Maintain a current Aviation Mishap Response Guide and Checklist (<http://amd.nbc.gov/safety/library/iamrp.html>).

## **2.10 Aircraft Dispatcher**

NM-ADC dispatchers trained in aviation mission operations, policies, and procedures will fulfill aircraft dispatching duties. Appendix 1 of DOI-AM OPM No. 06-04 identifies the training required for Aircraft Dispatchers.

Aircraft Dispatchers are responsible for:

1. Knowledge of aviation dispatch programs, primarily AFF, NOTAM, and ROSS.
2. Dispatching aircraft, providing flight following, and initiating emergency and Search and Rescue (SAR) procedures when necessary.
3. Following the procedures and guidelines established in the Southwest and National Mobilization Guides when flights are incident related.
4. Providing flight following and coordinate with other agencies when air operations cross jurisdictional boundaries.
5. Providing appropriate notification to assist in airspace coordination and deconfliction (FAA, Bordering Dispatches, and military).

## **2.11 Flight Manager**

A Flight Manager will be designated for point-to-point flights transporting personnel. The Flight Manager is a government employee responsible for coordinating, managing, and supervising flight operations. The Flight Manager is not required to be on board for most flights. This position was previously referred to as the Aircraft Chief of Party.

The Flight Manager duties include:

1. Ensuring that flight operations proceed safely, in accordance with the flight plan.
2. Provides necessary information on the Aircraft Flight Request/Schedule form, obtains signatures of authorizing officials, completes Hazard Analysis and Dispatch/Aviation Manager Checklist for all special use flights, completes a passenger manifest, and a Known Aerial Hazards Map. Ensures NM-AIDC receives these documents. The Flight Manager will provide one copy of the passenger manifest to the pilot-in-command and ensure that additional copies are available for the receiving unit and the sending dispatcher.
3. Ensure passenger aircraft safety briefing is conducted. Provides for and ensures that PPE is worn for all flights requiring it.
4. Ensure the pilot and aircraft are currently authorized for the intended mission and the pilot-in-command can verify the aircraft is within weight and balance limitations.

5. Have all personnel within the weight limitations, assembled, and ready to board in the designated staging area. Ensures that all logistical support for the flight is prepared and ready. This includes trained personnel (i.e. helitack qualified), supplies and equipment.
6. On conclusion of the flight, responsible for signing the Daily Flight Report – Invoices (Form 6500-122 or AMD-23) for all flights (except for domestic air carriers, airlines, and NICC contract aircraft).

## **2.12 Aircraft Manager**

Aircraft Managers within Pecos District include resource and fire helicopter managers (HEMG), Roswell Air Tanker Base Manager (ATBM), Single Engine Air Tanker Managers (SEMG), and Air Tactical Group Supervisors (ATGS). Each manager will comply with their appropriate Interagency Operations Guide and is responsible for the following:

1. Planning, coordinating, and supervising aircraft operations according to DOI/BLM policy.
2. Serving as an alternate COR to administer Exclusive-Use (EU), Call When Needed (CWN), On-Call, or Aircraft Rental Agreement (ARA) aviation contracts in the field.
3. Directing pilots and crews and providing operational and safety briefings to aircrews, project leaders, and passengers.
4. Conducting risk and hazard analysis, completing flight invoices, daily diaries, and all related documentation.
5. Consulting with UAM or SAM when in doubt over any aviation issue.

## **2.13 Passengers**

Only essential and official passengers are authorized on DOI owned or procured aircraft. Official passengers include:

1. Employees of the Federal Government traveling on official business.
2. Members of Congress and employees of Congressional Committee staffs whose work relates to DOI programs.
3. Non-federal personnel engaged in missions which enhance accomplishment of a departmental program.

Passengers are responsible for ensuring aviation activities are conducted in a safe manner, according to policy, and within the scope of their employment. Every passenger will take steps to halt any aviation operations that are unsafe. Every passenger observing an unsafe aviation activity is required to report it. All passengers have the option of not participating as an aircraft passenger if they feel the flight would be unsafe. Some private life insurance policies are invalid when the insured is a passenger on non-airline flights. A passenger is not required to fly on Government aircraft if this applies to their life insurance policy.

Volunteers, when traveling on official business, are official passengers, within the terms of 350 DM 1.8A. Volunteers are not permitted to serve as an air crewmember. Volunteers performing Special Use Missions must be pre-approved by the appropriate line manager.

## **2.14 Pilot**

The Pilot is in command of the aircraft and has ultimate responsibility under FAA and DOI regulations and requirements specified in the contract for the safety of the aircraft and passengers. The pilot may terminate a flight at any time for safety reasons.

## **3.0 Administration**

### **3.1 General**

Except for ticketed commercial airline flights, all aircraft acquisition and procurement will be accomplished by the designated UAM, Logistics Coordinator and Aircraft Dispatcher. Flights on scheduled commercial airlines will be initiated through the appropriate field office administrative staff or travel agency (e.g. GovTrip).

### **3.2 Aircraft Contracts**

Aircraft Rental Agreements (ARA) are limited to \$25,000.00. The other forms of aircraft procurement (e.g. on-call contracts, call when needed, and exclusive use) have higher limits. The SAM serves as the COR and delegates field administration of the exclusive use contract to one or more alternate CORs or Project Inspectors (PI).

No Pecos District employee under any circumstances (other than noted in 3.1) may schedule or procure aviation services. This is facilitated by the UAM or qualified NM-AIDC personnel.

An Aircraft Flight Request/Schedule (9400-1) form will be completed and sent it to the Logistics Coordinator for processing. A 5 day lead time is preferred to order and schedule the aircraft.

### **3.3 Pilot Requirements**

No DOI employees with a private pilot license will be authorized to fly any government mission as a pilot. All DOI missions require pilots to be approved by AMD. See OPM No. 06-34 for more information on this regulation.

### **3.4 Aircraft Requirements**

Pecos District will only utilize aircraft approved by AMD. AMD accepts Forest Service approved and carded aircraft. BLM is unable to pay for use of aircraft that are only carded through the Forest Service. Military aircraft cannot be used without prior approval from the AMD.

Cooperator aircraft will generally have a letter of authorization or another form of documentation of approval for BLM to use the aircraft.

All aircraft must have the following equipment, as a minimum, on the aircraft:

Fire extinguisher  
VHF-AM radio (victor)  
Seat belts: including shoulder harness type for front seat passengers  
Emergency Locator Transmitter (ELT)  
First Aid Kit and \*survival gear

All flights with passengers will have a passenger manifest. A copy of this manifest will be kept on the ground during all flights.

Employees are not permitted to fly on restricted use aircraft.

### **3.5 Service and End Product Contracts**

The Pecos District utilizes Service and End Product contracts for herbicide applications and to conduct wildlife species counts. These contracts are not flight service procurements administered by the AMD. These contracts will be conducted in accordance with OPM 06-35. The FOM and SAM should be consulted whenever a Service and End Product contract is being written that will involve the use of aircraft.

During the performance of Service and End Product contracts, Pecos District personnel will not exercise operational control of the aircraft in any way. There is absolutely no flexibility due to the potential implications and liability associated with intentionally or inadvertently imposing operational control when it is inappropriate. Pecos District personnel will not direct the contractor as to flight profiles, flight following, landing areas, fueling/loading procedures, use of personal protective equipment, etc. Pecos District personnel assigned to administer Service and End Product contracts will have no aviation management responsibility or authority. Any directions to the contractor must be in terms of the service or end-result being specified (e.g. desired herbicide application coverage).

Pecos District personnel are not allowed to board any aircraft that is being provided by the contractor during performance of the service contract. Furthermore, Pecos District personnel must not become involved in any way with aircraft ground operations such as take-off and landing areas, loading, fueling, maintenance, etc.

Pecos District will not submit an AMD 23 in conjunction with a service contract. Any flight time incurred by the contractor will not be recorded or reported as aviation statistics.

Since aircraft utilized by the contractor under service contracts are operating entirely within the applicable 14 CFR as a civil aircraft, the Pecos District will not report aviation incidents or accidents incurred by these contractors through the Safecom system. These events will be noted in the Contract Daily Diary and reported through BLM channels as normally required for service contracts.

\* survival gear is not required for point-to-point flights

## **3.6 Cooperator Aircraft**

### **3.6.1 Law Enforcement**

Law enforcement personnel will follow all established safety practices and procedures when involved in aviation operations. This includes mission planning, supervisory approvals, training, PPE, and flight following. Law enforcement personnel will not ride in aircraft operated by other agencies unless their use of the aircraft is authorized by AMD.

The BLM Law Enforcement personnel may be passengers on aircraft operated by these agencies as long as the terms of the individual MOUs are adhered to.

### **3.6.2 Military and National Guard**

Military aircraft can be used in emergencies. Military and National Guard aircraft can be used in special circumstances, primarily limited to projects in which BLM and the military cooperate and gain mutual benefits. Use of military or National Guard aircraft and pilots outside the scope of existing DOI MOUs will be coordinated through the SAM and approved by the State Director. 14 days will be needed to obtain Departmental approval.

### **3.6.3 New Mexico State Forestry Division (NMSFD)**

The NMSFD has recently entered into an agreement with AMD which allows the State to utilize AMD on-call contracts and ARAs. Aircraft procured by NMSFD through AMD can be utilized by BLM. Payment for these aircraft will be through the AMD-23 by using the appropriate field office's billee code and the appropriate charge code for BLM's share of the aircraft use.

### **3.6.4 Other Agency and Non-Carded Pilots**

The use of other agency aircraft and pilots or privately operated aircraft will be coordinated through the SAM. A 14 day lead time will be needed to check pilot and aircraft qualifications and to obtain AMD approval.

The BLM can no longer use Civil Air Patrol aircraft or pilots to conduct BLM missions.

USFS carded aircraft and pilots meet DOI requirements, therefore BLM employees can fly as passengers or air crew members. However, BLM cannot pay the USFS for aircraft use unless reimbursement agreements are in place. The Pecos District may utilize USFS contracted aircraft for wildfire suppression operations.

## **3.7 Flight Requests**

All flight requests must have funding for the mission and have the appropriate approval. USDI 9400-1A will be completed for all non-fire flights. The UAM will review the 9400-1A Flight Request. Each flight request for chartered or government-owned aircraft must include an approved cost analysis which demonstrates the cost effectiveness of the flight. The flight requestor will coordinate with the Logistics Coordinator to complete the cost analysis.

### **3.8 Documentation Requirements**

Documentation for aviation activities will be maintained in the respective field office for a period of three years or duration of contract.

All flight activities are paid out of the NOC. Accurate and prompt completion of AMD 23 is important if the vendor is to be paid in a timely manner. The form is used for both fixed wing and rotor wing aircraft use. The white copy must be sent to AM and the vendor retains the blue copy. The Logistic Coordinator will retain the yellow copy to reconcile the payment with the OPAC billing statement.

### **3.9 Program Review**

District reviews are conducted every three years to ensure that safety standards, policy compliance and BLM efficiency objective are being met. The SAM is responsible to ensure the reviews are conducted within the required timeframe and to identify well qualified individuals to conduct the review.

### **4.0 Aviation Training**

#### **4.1 Aviation Training for Non-Fire Flight Activities**

DOI-AM OPM No. 06-04 outlines Departmental requirements for aviation training for non-fire aircraft use. This OPM contains a matrix outlining the minimum aviation training required for each position in the aviation program, supervisors, and line managers. The BLM requires the initial aviation training modules for aircrew members (A-101, A-105, A-106, A-108, and A-113) to be conducted in a classroom setting. Subsequent refresher requirements for these positions can be met through computer-based training at [www.iat.gov](http://www.iat.gov).

Training for supervisory personnel must include aviation safety, aviation policy, risk management, and supervisory responsibilities. Supervisors are required to take B-3 Basic Aviation Safety at least once. Supervisors can take this course either online or in the classroom. Supervisors must attend the Aviation Management for Supervisors course (M3). BLM supervisors can take the initial course either in a classroom or online. Refresher training for M3 is required once every three years. Supervisors should reference OPM-4 and the Interagency Aviation Training Guide for further information on required training.

Exceptions to the training requirements include employees that rarely utilize aviation resources and are supervised by an employee with the above mentioned training.

#### **4.2 Aviation Training for Line Managers**

The DM and FOMs must be familiar with the DOI aviation management program, policies and related requirements and responsibilities. Line managers must attend the Aviation Management

Training for Supervisors (M-2) training course or attend a DOI aviation management line managers briefing course once every three years. M-3 Aviation Management Training for Supervisors may be substituted for M-2.

### **4.3 Aviation Training for Fire Flight Activities**

Personnel serving in NWCG aviation positions need only meet the qualification and currency requirements required in PMS 310-1, *Wildland and Prescribed Fire Qualifications System Guide*. All fire or NWCG sponsored training will be documented in the employees Red Card file and in the Incident Qualifications & Certification System (IQCS).

## **5.0 Operational Policy**

### **5.1 Flight Planning**

A written PASP shall be completed and approved for every non-fire special use flight or aviation project except point to point flights. Flight requests will be submitted to NM-ADC via an Aircraft Flight Request/Schedule Form. The Hazard Analysis and Dispatch/Aviation Manager Checklist will be utilized during flight planning.

### **5.2 Flight Following**

Flight following on special use flights is required and the procedure should be documented in the PASP. Flight following on special use activities flights shall be required at a minimum of radio check-ins every 15 minutes. This check in is normally done with NM-ADC. However, there may be cases in which this check-in may be done with a helibase or other approved method in the field. Prior approval of the UAM is required for this alternative.

Information required at the check-in is:

- Current location: latitude and longitude and a geographic location are desirable.
- Aircraft heading (use magnetic compass on the aircraft)
- Destination or what the aircraft is doing (i.e. circling, recon, etc.)

There are areas within the Pecos District with limited or no radio coverage. Prior to entering these areas, the pilot will notify NM-ADC that the aircraft will be entering into a radio dead spot. The pilot will give the current location, heading and altitude. The pilot should provide the dispatcher of their intentions while in the dead spot. The pilot should also give an approximate time that the aircraft will be out of radio contact. The pilot will notify the dispatcher when they are back into radio contact.

Aircraft working on fires use alternate methods for flight following. Contact is usually maintained with an air attack supervisor who tracks the aircraft. The air attack supervisor will periodically notify the dispatcher of the status of aircraft on the incident.

All computers in the NM-ADC will have access to the Automated Flight Following System. Each dispatcher will be able to access and use this system to flight follow aircraft.

### **5.3 Point to point flights - non fire special use (direct from airport to airport)**

Point to point flights will not be required to have in-flight, flight following. The pilot will file a flight plan through internet based systems, such as DUATS, or via the 1-800-WX-BRIEF. On long distance flights requiring multiple stops within the Southwest Area, the pilot will call the NM-ADC at each stop to inform them of the flights status. In flights crossing geographical area boundaries, the pilot will call the 24 hour phone (see National Mob Guide) at the NICC.

Upon terminating the flight the pilot will close the flight plan. The pilot will call NM-ADC to verify that the aircraft has made its destination. Flights that require an overnight stop, the pilot will notify NM-AIDC that the flight has been terminated for the night.

### **5.4 Special Use Activities**

Special Use Activities are aircraft missions requiring special considerations due to increased risk involved in that mission. This may require specific aircraft equipment, deviation from normal operating practices, special pilot skills and techniques, or PPE. Since Special Use Activities involve a higher level of risk, specialized training and detailed planning are required. Special Use Activities must be approved by the FOM. SUAs require that the pilot and aircraft are approved by DOI-Aviation Management for that specific activity. Employees engaged in Special Use Activities must meet the training requirements outlined in 352 DM 1, and DOI-AM OPM No. 06-04.

BLM volunteers will not participate in Special Use Activities, since these missions are considered hazardous duty.

A listing of S Special Use Activities is contained in DOI-AM OPM No. 06-29. The following are examples of Special Use Activities that are typically conducted by Pecos District:

- Low level flights which are defined as flights conducted within 500 feet of the surface.
- Water or retardant application for wildland firefighting.
- Aerial ignition activities for prescribed burning or wildland fire suppression.
- Changes to the aircraft that invalidate the aircraft's standard airworthiness certificate. An example would be an external antenna mounted on the aircraft to track wildlife.
- Transport of external loads.

### **5.5 Flight Hazards, Military Training Routes, Restricted Airspace**

#### **5.5.1 Procedures**

The Pecos District has several Military Training Routes (MTRs) and Military Operating Areas (MOAs). Military aircraft **do not** have radio contact and **are not** under radar surveillance: **IT IS A SEE AND BE SEEN SITUATION.** The following procedures will be followed to help

reduce the potential conflicts between military aircraft and BLM flights.

All aircraft operations must refer to current Aeronautical Sectional Charts to ensure that operations will not be in restricted or high hazard areas. It will be the pilot's responsibility to check these charts during the pre-mission planning. The Flight Manager will not allow the mission to proceed if there appears to be an unmitigated airspace conflict on the intended route.

NM-ADC will maintain an up-to-date flight hazard map showing meteorological ("met") towers, communications towers, transmission lines, and other flight hazards. This map also shows MOAs, MTRs, and restricted and closed airspace. NM-ADC has the most recent copy of the AP-1B, Military Training Routes book and map.

If the flight plan involves a MOA or MTR, contact NM-ADC. The dispatcher will contact the military to determine if the route or area is "active" and at what elevations and legs of the route need to be avoided. This procedure is referred to as a "deconfliction".

It is important to realize that in some instances, a MOA or MTR may be inactive, (according to the military), but in fact, may have military aircraft training occurring. Be vigilant while flying in these areas.

Flight hazard maps will be printed and posted at the Roswell Air Tanker Base, the Carlsbad Seat Base, and at NM-ADC.

Temporary Flight Restrictions (TFRs) will be requested through NM-ADC. It is important to follow established procedures and policy on implementing and terminating any TFR on any incident. The procedures can be found in the Interagency Airspace Coordination Guide.

Any sightings of low-flying aircraft must be reported to the NM-ADC. They will notify other agency aircraft operating in the area. Reports should include approximate altitude above the terrain, location, direction of travel, and type of aircraft.

## **5.6 Aircraft Security**

Aircraft users and aviation managers should be proactive in protecting aircraft. This could include parking aircraft in secure areas of an airport, providing aircraft parking areas with adequate tie-down capabilities, or providing hangar space when needed. Concern for aircraft security should include potential weather damage, animal damage, and other factors.

## **6.0 Incident /Accident Response**

### **6.1 Aircraft Mishap Notification and Reporting**

All aircraft mishaps, mechanical problems, incidents, near misses and accidents will be reported to the proper personnel as soon as possible. These should also be reported to NM-AIDC who will notify the UAM and start the necessary follow-up. The UAM will notify the proper authorities and will assist in the filing reports and the SafeCom. If an investigation is needed, the

UAM will work with the SAM in requesting that.

## **6. 2 Overdue Aircraft**

Any aircraft which has not been accounted for within 30 minutes of the last scheduled check-in will be considered overdue. When the known fuel duration on board an overdue aircraft has been exceeded, and its status and location has still not been determined, it is then considered “missing”. The following procedures will be initiated by the Aviation Dispatcher in NM-ADC.

### **Phase I**

Any aircraft which has not been accounted for 30 minutes after the last scheduled check-in will be considered overdue.

1. Follow procedures in the Interagency Aviation Mishap Response Plan.
2. Conduct a telephone search of all known airports in the vicinity of the fight, potential destinations, and the vendor’s home office.
3. Notify the UAM (575.361.5960)
4. Continue to attempt radio and cell phone contact with overdue aircraft.
6. Contact originating air base.
7. Contact the Roswell FAA Control Tower to determine if they can contact the aircraft.

### **Phase II**

Phase II begins when the aircraft has been overdue for 1 hour after the last scheduled check-in.

1. Notify the New Mexico State Police of the overdue aircraft.
2. Continue to try to contact the aircraft via radio or cell phone.
3. The UAM will contact the appropriate Field Office Manager (Carlsbad 575.234.5981 or Roswell 575. 627.0224) and the State Aviation Manager (505.954.2192).
4. Notify AMD Aviation Safety Manager (1.888.464.7427)

For further information see the Interagency Aviation Mishap Response Plan for details, names, and phone numbers. A copy of this plan is available in NM-ADC, the Pecos District Fire Management Office, the Pecos District Office, and both Field Offices.

## **7.0 Safety**

### **7.1 Safety Standards**

All aviation safety standards and requirements identified in the Federal Aviation Regulations, DM 350-354, AMD OPMs, BLM Manual 9400, National, and State Office Aviation Operational Plans will be followed. The appropriate handbooks, guides, preferred technical and operational procedures should be reviewed and utilized prior to a specific aviation operation or project

## **7.2 Roswell Air Tanker Base**

The Roswell Air Tanker Base Manager will supervise ground operations in accordance with the Interagency Air Tanker Base Operations Guide.

## **7.3 Single Engine Air Tanker**

SEAT operations will be conducted in compliance with the Interagency Single Engine Air Tanker Operations Guide. The Carlsbad SEAT Base Manager will supervise ground operations in accordance with the Interagency Single Engine Air Tanker Operations Guide. The Roswell Air Tanker Base Manager may supervise SEAT operations if a qualified SEMG is not available. The Roswell Air Tanker Base Manager, if qualified, may supervise SEAT operations in Carlsbad until a SEMG arrives at the Carlsbad SEAT base.

## **7.4 Aerial Supervision Operations**

All lead plane, Aerial Supervision Module (ASM), and Air Tactical (ATGS) operations will be conducted in compliance with the Interagency Aerial Supervision Guide.

## **7.5 Helicopter Operations**

Helicopter operations, both fire and resource, are performed in compliance with the Interagency Helicopter Operations Guide (IHOG).

## **7.6 Aerial Ignition Operations**

Aerial ignition operations and projects are conducted in compliance with the Interagency Aerial Ignition Guide.

## **7.7 Transportation of Hazardous Materials**

Any transportation of hazardous material must meet the requirements of the Aviation Transport of Hazardous Materials Handbook (350 DM 2).

## **7.8 Environmental factors**

**Daylight:** Single engine aircraft flights with government personnel on board shall not be conducted into instrument meteorological conditions or night conditions. Night is defined as the time between the end of the evening civil twilight and the beginning of morning civil twilight.

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

**Windspeeds:** Helicopter operations will cease whenever wind exceeds limitations in the aircraft operators flight manual. If no limitations are prescribed in the Flight Manual, the following

limitations will apply:

Mission type	Helicopter type	Wind speed	Max gust spread
Low level (below 500' AGL)	III	30 knots	15 knots
	I and II	40	15 knots
High level (above 500' AGL)	All	50	

## 8.0 Violation of Policy or Regulations

Violation of national, state or local aviation policy and procedures will not be tolerated. Management may take disciplinary action against any employee who willfully disregards or knowingly violates aviation policy.

Any employee ordering an aircraft outside of normal ordering procedures and not within the scope of their authority may be held financially liable for any cost incurred by the government for that aircraft.

An employee who flagrantly ignores safety policy and procedures may be reprimanded and barred from working in future aviation activities by the agency.

### **APPENDIX A: EXAMPLE OF A PILOT/PASSENGER BRIEFING**

Prior to flight, the pilot-in-command shall ensure that all passengers have been briefed on:

#### A. Procedures.

1. Entry and exit.
2. Emergency actions.

#### B. Location and use of:

1. Seat belts and shoulder harnesses.
2. Emergency exits.
3. Emergency Locator Transmitter (ELT).
4. Aviation Life Support Equipment (ALSE).
5. Oxygen equipment, if applicable.
6. First aid kit.
7. Fire extinguishers.
8. Fuel shut-off.
9. Battery switch.
10. Smoking restrictions.

## **APPENDIX B:**

### **RECOMMENDED ELEMENTS OF A PROJECT AVIATION SAFETY PLAN**

Each Special Use Mission will have a Project Aviation Safety Plan completed. One-time, noncomplex Special Use Missions may utilize the “Hazard Analysis and Dispatch/Aviation Manager Checklist” Form for this purpose. A written PASP will consist of the following:

1. Flight Manager. Identify a qualified Flight Manager to oversee the project.
2. Project Name and Objectives. Brief description of the project and its objectives.
3. Justification. Indicate why the project will require the use of aircraft in Special Use Flight conditions/environments and list any practical alternatives for completion of the project.
4. Project Dates. Dates project will begin and end. These may be approximate.
5. Location. Enter descriptive location and include a map clearly showing area where flights will be made; known aerial hazards must be clearly indicated (see 11 below).
6. Projected cost of Aviation Resources. Enter cost coding, projected flight hours and cost, projected miscellaneous expenses (overnight charges, service truck mileage, etc.), and total estimated cost of project.
7. Aircraft. Identify company that owns the aircraft to be used, registration number, aircraft type, and missions for which aircraft is approved.
8. Pilot. If known, identify pilot(s), and the missions they are qualified for.
9. Participants. List individuals involved in flights, their qualifications (Flight Manager, passenger, etc.), and include individuals' project responsibilities. Also, include names of any non-BLM passengers.
10. Flight Following and Emergency Search and Rescue. Dispatcher or Unit Aviation Manager identifies check-in procedures, including time/locations, dispatch office involved, individuals responsible for flight following, frequencies to be used, and any special circumstances (Memorandum of Agreements, Military Travel Routes, etc.). When local (on-site) flight following is approved, ground personnel must have contact with dispatch to allow timely reporting of any accidents, incidents, hazards, or problems encountered.
11. Aerial Hazard Analysis. The Flight Manager and the Unit Aviation Manager or Dispatcher will jointly develop a Known Aerial Hazard map. Flights made in confined areas, such as in canyons, require a prior ground and/or aerial survey of hazards. Other hazards to consider are listed on the “Hazard Analysis and Dispatch/Aviation Manager Checklist” form. A copy of the Known Aerial Hazard Map will be provided to the pilot prior to any project flights. Other two coordination which may be required includes establishing Temporary Flight Restrictions on wildfires and deconfliction of Special Use Airspace with military authorities.
12. Aviation Life Support Equipment/Personal Protective Equipment. Identify the equipment necessary for the particular operation.
13. Load Calculations and Weight-and-Balance. The pilot is responsible for the accurate completion of load calculations (helicopters) and weight-and-balance (all aircraft). Unit Aviation Managers shall ensure that aircrafts chosen are capable of performing the mission(s) safely. For helicopter flights, a load calculation showing expected conditions of altitude, temperature, and weight shall be included in the Plan. The Flight Manager will ensure that passenger manifests and load calculations are completed.

## Appendix C:

### BLM Airtanker Base Manager and Fixed Wing Base Manager Certification Process

All new and existing BLM Airtanker Base Manager (ATBM) trainees and Fixed Wing Base Manager (FWBM) trainees must complete the training requirements as outlined in the *Interagency Airtanker Base Operations Guide*.

The individual tasks required for completion of the ATBM or FWBM task book must be evaluated by a qualified ATBM or FWBM. If the task book is not completed three (3) years from the date of the task book initiation, the task book will no longer be valid. A new task book may be initiated and all current qualifications standards will apply.

All ATBMs and FWBMs are encouraged (not required) to attend airtanker base refresher training or the Biennial BLM National Aviation Conference.

Currency Requirements: For the positions identified in the *Interagency Airtanker Base Operations Guide (IABOG)*, the maximum time allowed for maintaining currency is three (3) years for airtanker base positions. Currency for a position can be maintained by meeting any of the following requirements:

- Successful performance in the position qualified for within three (3) years.
- Successful performance in a position identified in the IABOG as “Other Position

Assignments that Will Maintain Currency”.

- Successful performance in a higher position(s) for which that position is a prerequisite, providing the individual was previously qualified in that position.

Each office is responsible for annually certifying qualifications of its airtanker personnel based upon the requirements of the IABOG. This responsibility includes evaluation of personnel for recertification in cases where position qualifications are no longer valid due to a lack of current experience.

Currently qualified: Employees who are currently qualified as an ATBM and/or FWBM will maintain their qualifications.

New trainees: Complete the training identified in the *IABOG* and ATBM or FWBM task book process within three years. Issuance of a task book is not dependent upon completing training first.

Current trainees: In the past, some employees have used unofficial ATBM and FWBM task books to document skills and experience. The use of unofficial task books is no longer allowed. In those instances where an employee has initiated and not completed an unofficial task book, those individuals can transfer similar tasks to the new task book. The SAM will adjudicate all issues arising from the change in task books. Completed tasks that mirror tasks in the official task book need not be completed again. The employee is responsible for the completion of remaining tasks in the officially recognized IABOG task book within three (3) years.