



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Release

Date

MANUAL TRANSMITTAL SHEET

Subject

H-4740-1 - Wild Horse and Burro Program Aviation Management (Public)

1. Explanation of Material Transmitted: This release transmits the change in designation from "internal" to "public" access for the Wild Horse and Burro Program, Aviation Management Handbook, H-4740-1. This handbook does not contain material that is exempt from release.
2. Reports Required: None.
3. Material Superseded: None.
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(Total 32 sheets)

A handwritten signature in black ink, appearing to read "L. M. G. by".

Assistant Director, Fire and Aviation

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

Table II-1 Wild Horse and Burro Aviation Responsibilities

	SO WH&B SPEC	FO WH&B SPEC	STATE AVIATION MGR	FO AVIATION MGR	HELM/ FLIGHT MGR	AIRCREW	DISPATCH	PILOT	FO MANAGER/SD
PLANNING Projecting aviation contract and rental aircraft use for out-years and submitting to Unit and/or State Aviation Manager in a timely manner.	X	X							
Identifying need, requesting and coordinating aircraft contracts and rentals with National Business Center, Aviation Management (NBC-AM) to meet WH&B aviation needs.	X	X	X	X					
Planning WH&B census and capture operations. Performing risk analysis. Developing Project Aviation Safety Plans (PASP).		X		X	X		X		
Ensuring that all personnel involved in the proposed WH&B aviation operations are trained and qualified.	X	X	X	X	X	X	X		X
Approving Project Aviation Safety Plans. ¹			X	X					X
Preparing and submitting aircraft requests and flight schedules Form 9400-1a to unit Aviation Manager/Dispatch		X							
Completing and documenting aircraft requirements and cost comparisons. Making aircraft and contractor selections. ²		X		X			X		
Placing official aircraft orders with contractors. Consult Local/State Aviation Plans ²				X			X		
De-conflicting airspace. Coordinating with military and other agencies. Informing Helicopter Manager and pilot of airspace activity.				X			X		
OPERATIONS Briefing the pilot, aircrew & ground crew on contents of the Project Aviation Safety Plan, schedule of work, etc.		X		X	X				
Providing aircraft orientation and preflight safety briefing to aircrew and ground crew. Performing preflight inspections and checks.					X			X	
Performing and documenting on-site flight following					X			X	
Performing and documenting dispatch office flight following during mob/demob and during daily ferry flights.							X	X	
Coordinating logistical needs for the project. Initiating search and rescue (SAR) procedures		X		X	X		X		
Completing load calculations and load manifests when necessary.					X			X	
Completing SAFECOM reports as necessary.	X	X	X	X	X	X	X	X	X
Conducts periodic operational oversight visits to ensure aviation safety and policy compliance.		X	X	X					X
Ensures that all aircraft operations are conducted safely and efficiently and within contract/policy requirements.	X	X	X	X	X	X	X	X	X
CONTRACT ADMINISTRATION Serves as Central Contact Point; coordinates with Unit Aviation Manager and DOI-NBC, AM Contracting Officer to facilitate contract compliance/administration.			X						
Serves as Aircraft Manager in the field; monitors contractor performance. Completes Daily Diaries. Coordinates with SAM.					X				
Completes OAS-23 Flight Use Report daily.					X				
Completes Evaluation of Contractor Performance following each period of use.		X		X	X				
<p>¹ Each state will determine if Project Aviation Safety Plans must be reviewed and approved by the State Aviation manager and State Director or if approval is delegated to the Field Office Aviation Manager and Field Office Manager. This will depend on the Delegation of Authority in the state and may be influenced by the risk or complexity of the project, and whether Agency employees are proposed aircrew during the special use activities.</p> <p>² The State Aviation Manager may require that cost comparisons, aircraft/contractor selections and official aircraft orders be made only by designated individuals within the state.</p>									

BUREAU OF LAND MANAGEMENT



AVIATION MANAGEMENT HANDBOOK

H-4740-1
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CHAPTER I – INTRODUCTION AND GENERAL INFORMATION

.01 Purpose. The policies and procedures contained in this handbook have been established to maximize the safety and cost-efficiency of Wild Horse and Burro (WH&B) aircraft utilization. This policy will provide users with a reference for planning, scheduling and conducting WH&B aviation missions.

.02 Objectives. The objective of the WH&B aviation program is to conduct WH&B operations with public aircraft.

.03 Authority. Authority for this program is granted by the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; the Reorganization Plan No. 2 of 1970, Executive Order 11541; Title 14 CFR, and Office of Management and Budget (OMB) Circular A-126.

.04 Responsibility. The Bureau of Land Management (BLM) National Aviation Office is responsible for the WH&B aviation program and will develop and disseminate guidelines for that program. When Federal Aviation Administration (FAA), Department of Interior (DOI) or BLM aviation regulations change, or when this handbook no longer meets the needs of the WH&B program, the handbook will be reviewed by work groups comprised of aviation managers and WH&B specialists.

.05 References. The following references apply to WH&B aviation operations.

- Title 14 CFR, Federal Aviation Regulations
- Parts 112, 350-354 Departmental Manual (DM), U.S. Department of the Interior
- Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook
- BLM 9400 Manual, Aviation Management
- BLM National Aviation Plan
- Interagency Helicopter Operations Guide (IHOG)
- Interagency Airspace Coordination Guide
- OMB Circular A-126, Improving the Management and Use of Government Aircraft
- General Services Administration, Federal Property Management Regulations 101-37, Government Aviation Administration and Coordination
- DOI Aviation Management Operational Procedures Memorandum (OPM)-04

NOTE: The policy and procedures contained in this handbook do not apply to WH&B operations conducted under BLM “End-Product/Job/Gather” contracts (civil aircraft). Whenever end-product BLM procurement is being contemplated, planned or written, the State Aviation Manager, local unit Aviation Manager and current applicable policy shall be consulted.

CHAPTER II – PERSONNEL RESPONSIBILITIES, QUALIFICATIONS AND TRAINING

A. Responsibilities. The BLM Director has overall responsibility for the WH&B Program. The National WH&B Program Manager and National Aviation Program Manager are responsible for ensuring that WH&B aviation operations are conducted in a safe and cost-efficient manner. Responsibilities in the field are displayed in the table at the end of this chapter.

B. WH&B Aviation Positions:

1. State Office WH&B Specialist. As leader of a statewide program utilizing aircraft, this position must understand the aviation program in regards to policy, procurement, safety, risk management and personal responsibility/liability.
2. Field Office WH&B Specialist. As the manager of the local WH&B program and aviation project, the requirements of this position are similar to those of the State Office WH&B Specialist. In addition, the Field Office specialist must understand and be involved in aviation project planning and the aircraft request process.
3. Field Office Aviation Manager. This position provides overall management of all aviation activities on the unit, including WH&B. They must ensure that all aviation policy, procedure, administrative and training requirements are met by unit personnel. They must review Project Aviation Safety Plans. The required aviation training is extensive.
4. Fixed Wing Flight Manager. Government representative who works with the pilot-in-command and aircrew to ensure safe, efficient fixed wing flight management of missions other than point-to-point. A qualified Fixed Wing Manager must be assigned for census/reconnaissance fixed wing flights.
5. Helicopter Flight Manager. Government representative who works with the helicopter pilot-in-command, and aircrew to ensure that helicopter flights are conducted safely and efficiently. A qualified Helicopter Flight Manager must be assigned for all simple helicopter missions such as census, reconnaissance and familiarization.
6. Resource Helicopter Manager. A Resource Helicopter Manager must be assigned to herding, drive trapping/capture, and external load projects. Extensive aviation training is required to meet safety, technical and contract administration requirements.
7. Aircrew Members. Aircrew members perform essential functions from the aircraft or during ground deployment. They must meet several basic aviation safety and training requirements.
8. Aircraft Dispatcher. Aircraft Dispatchers must process aircraft requests and orders, conduct flight following and search and rescue actions, and other aviation support services. Extensive aviation training is required.

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9. District Manager and State Director. As agency line officers, they are responsible and accountable for using aviation resources to accomplish agency programs. They have final signatory authority to approve Project Aviation Safety Plans, WH&B operations, and involvement of agency aircrew, with input and concurrent approval by the State and/or Unit Aviation Manager. A general understanding of the aviation program is required.

C. WH&B Aviation Training Requirements: All personnel involved in WH&B aviation operations must meet DOI and agency aviation training requirements for the position they are performing. Current training requirements can be found in the DOI Aviation Management Operational Procedures Memorandum (OPM)-04.

CHAPTER III – AIRCRAFT PROCUREMENT

A. Types of Aircraft Procurement. Each type of procurement has different administrative requirements and limitations.

1. Exclusive Use Contracts. This type of procurement involves formal contracts which secure aircraft for a specific activity, a specified length of time and based in a specific location. During the exclusive use period, the contractor must respond or be available exclusively to the government. The contractor is guaranteed daily availability payments during the exclusive use period. Bureaus may request exclusive use contracts when they have a large project or recurring need and expenditures will exceed \$25,000; therefore, Bureau funding must be assured and stable. Aircraft utilized under WH&B exclusive use contracts may be used for all WH&B aviation operations. Because of the variability of W&B funding and activity, exclusive use contracts are rarely utilized.

2. On-Call/Call-When-Needed Contracts. There is no exclusive use period with On-Call contracts. Services are ordered as needed during the contract period but there is no obligation for the government to place orders, nor is the contractor obligated to accept an order. Once an order is accepted, the contractor must perform and a minimum guarantee applies for the period of use. On-Call contracts are utilized when dates of use, amount of use and funding are uncertain to the Bureau and expenditures are likely to exceed \$25,000. ***Current On-Call WH&B contractor rates and information are available from the BLM State Aviation Manager or the National Business Center-Aviation Management (NBC-AM) Contracting Officer. On-Call contracts are to be utilized whenever possible for all WH&B helicopter operations.***

3. Aircraft Rental Agreements (ARA). The ARA is a pre-established agreement that may be utilized for single flights or short duration projects (inventory/census) where expenditures will not exceed \$25,000 per transaction. ***Helicopters on ARAs may be used for census missions, only when On-Call contractors are unavailable or cost comparison indicates that an ARA vendor is more cost-effective. The ARA is commonly used for any fixed wing census/reconnaissance mission since there are no “on-call” WH&B fixed wing contracts. An ARA aircraft must not be utilized to conduct herding or capture operations.*** There is no obligation for the government to place orders, nor is the vendor obligated to accept an order. Normally, a minimum flight hour guarantee applies to helicopters once an order is accepted.

4. End Product/Service Contracts. The End Product Contract is a hands-off approach in that the contract only states the desired outcome; i.e., capture 53 horses, without outlining how to achieve it; i.e., using a helicopter. This type of contract treats aircraft utilized as civil aircraft. The Bureau assumes no operational control and does not apply any aviation specifications or management standards. Policy to be utilized regarding End Product Contracts is outlined in DOI OPM-35 and 353 DM 1.2.A.

a. Contract Specifications. Specifications in the contract must only describe the desired quantity or quality of the service or end-result being contracted. Specifications must not identify aircraft or flight crew requirements and subsequent approvals or how the contractor is to accomplish the contract requirements.

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b. Operational Control. During the performance of service contracts, BLM will not exercise operational control of the aircraft in any way. The BLM will not direct the contractor as to flight profiles, flight following, landing areas, fueling/loading procedures, use of personal protective equipment, etc. Any BLM personnel assigned to service 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; i.e., number and disposition of animals captured, etc.

c. BLM passengers or Aircrew. No BLM personnel are allowed to board any aircraft this is being provided by the contractor during performance of the service contract. Furthermore, BLM personnel must not become involved in any way with aircraft ground operations such as take-off and landing areas, loading, fueling or maintenance.

d. Aircraft Use Reporting. Since aircraft utilized by the contractor under BLM service contracts are operating entirely within the applicable 14 CFR as a civil aircraft, and procurement is not through the Aviation Management Directorate (AMD), the Bureau will not submit Form AMD-23, Aircraft Use Report, in conjunction with BLM service contracts. Any flight time incurred by the contractor will not be recorded or reported as DOI or Bureau aviation statistics.

e. Reconnaissance/Surveillance Flights. Before, during or after the performance of a service contract, it may be necessary for Bureau employees to aeri ally survey or inspect the project area. When flights transporting BLM personnel are required, an AMD aviation "flight service" procurement (completely separate from the service contract) is required. When an AMD procurement is utilized **all DOI and Bureau aviation management policy, procedures and requirements must be applied.** A current AMD contract or ARA must be used where aircraft and pilots are appropriately approved for the intended mission as prescribed in the contract or ARA.

B. Contract Administration Organization. A distinct organization and official lines of authority exist to properly administer aviation contracts. See Figure III-1.

1. Contracting Officer (CO). The NBC-AM Contracting Officer has overall responsibility for contract solicitation, award, inspection, modification, disputes, claims, payments, etc. The CO will normally delegate many technical duties to others qualified to accomplish specified items. Only the CO has the authority to:

- a. Award, agree to, and execute any contract, contract modification or notice of intent.
- b. Obligate, in any way, the payment of money by the government.
- c. Make a final decision on any contract matter that is subject to the disputes clause.
- d. Terminate, for any cause, the contractor's right to proceed.

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2. Contracting Officer's Technical Representative (COTR). Any appointed COTR is located in the NBC-AM Regional Offices and serves specific geographic areas. The COTR will have alternates (NBC-AM Aviation Safety Compliance Specialists) that are responsible for performing aircraft, pilot and equipment inspections before and during the contract period to ensure technical compliance with the contract specifications. They conduct pilot evaluations (check rides), verify required equipment, look at maintenance records and issue pilot, aircraft and fuel truck approval documents.

3. A Bureau Representative will be identified at the time a contractor is selected for a WH&B on-call project. This individual will be a contact point concerning the specific project and is authorized to take any or all of the following actions with respect to administrative functions related to the project.

- a. Confirm the project start date/time and the daily schedule.
- b. Provide Bureau information specific to the project to be accomplished.
- c. Assure the contractor performs in accordance with the contract.
- d. Assure completion and submission of the Form AMD-23, Aircraft Use Report.
- e. Complete the evaluations on contractor performance for the project accomplished and return it to the Government contracting office.

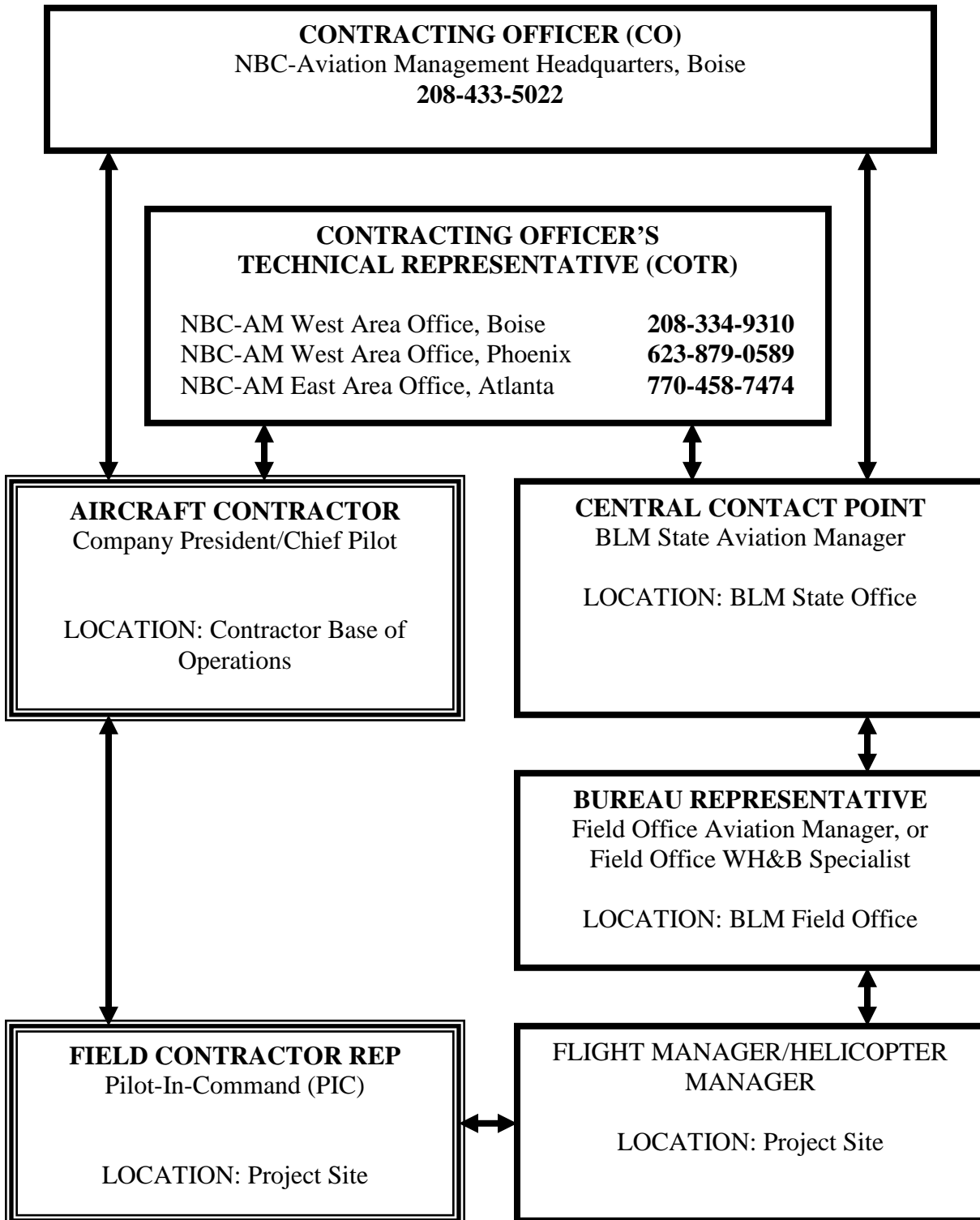
4. The Flight Manager or Helicopter Manager assigned should not be an integral part of wrangling, transportation or other ground operations.

C. Contract Administrative Requirements.

1. Aircraft Contract Daily Diary. The purpose of the diary is to document daily performance of the contractor in meeting the provisions of the contract. Information to be recorded includes contractor personnel assigned, work performed, any problems or deficiencies, etc. The Aircraft Manager is responsible for completion of this diary every day. Copies will be submitted to the local Field Office Aviation Manager every two weeks or upon completion of the project. See Figure III-2.

2. Vendor Pay Documents. Instructions for the proper completion of the Aircraft Use Report are contained in the AMD-23 booklet. (http://amd.nbc.gov/library/forms/AMD-23_ug.pdf)

Figure III-1 On-Call Contract Administration Organization



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Figure III-2 Aircraft Contract Daily Diary

<http://www.nifc.gov/ihog/hcm.html>

OAS-137 (09/01)

AIRCRAFT CONTRACT DAILY DIARY

Contract #:		Item:		Page	Of	Date:	
1. Contractor:				7. Designated Base:			
2. A/C Make/Model & FAA #:				8. Current Aircraft Location:			
3. Pilot(s) On Duty:				9. Activity:			
				Ferry	Training	Project	
				Large Fire Support	Standby	IA	
4. Mechanic(s) On Duty:				10. Other Aircraft On Base:			
5. Driver(s) On Duty:				11. Weather:			
6. Total # Of Contractor Personnel:				12. Local Fuel Price:			
13. Pay Items	Begin	End	Total	EXT.	14. Special Equipment	HR/Days	Cost
Availability							
Flight Time							
Service Miles							
Pilot Duty							
Driver Duty							
Mechanic Duty							
15. Aircraft Status: (Maintenance performed, power trend analysis completed, reasons for any unavailability, etc.)							
16. Narrative Report: (Include problems encountered, official visits or inspections, SAFECOMs submitted, etc.)							
17. Miscellaneous Costs: (Contractor purchased permits, fees, travel, etc; to be reimbursed by Govt.)							
18. Govt. Representative Name/Title (Print):				Govt. Representative Signature:		Date:	

NFES #1088

HCM-1 (01/05) REQUIRED

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

3. Evaluation of Contractor Performance. When a project is completed, a written evaluation of contractor performance is required by AMD. The report should contain honest ratings and factual support of those ratings; Aircraft Contract Daily Diaries provide the documented basis for the evaluation. The Aircraft manager completes the evaluation and submits through the local Aviation Manager to the BLM State Aviation Manager for review and additional comments. The State Aviation Manager submits the final report to the AMD Contracting Officer.

The CO will share completed evaluations with the contractor. The contractor then is permitted to respond in writing to the CO if they feel the evaluation is in error.

Evaluations of contractor performance are an integral part of the “Best Value” aviation acquisition process; a contractor’s past performance has weight in future contract awards. It is very important that evaluations are completed objectively for every project and reviewed by the Unit Aviation Manager and State Aviation Manager prior to submission to the AMD Contracting Officer. Problems and deficiencies must be discussed and rectified with the contractor as they occur in the field. See Figures III-3 and III-4.

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Figure III-3, WH&B Contractor Evaluation, Page 1

RETURN COMPLETED FORM TO: DEPARTMENT OF THE INTERIOR AVIATION MANAGEMENT 300 E. MALLARD DRIVE, SUITE 200 BOISE, IDAHO 83706-3991 Fax 208-433-5030 - Questions, call 208-433-5026		WILD HORSE & BURRO ONLY CONTRACTOR EVALUATION REPORT FOR AN INDIVIDUAL PROJECT							
		SOURCE SELECTION INFORMATION NOT FOR PUBLIC RELEASE (see FAR 3.104 & 42.1503)							
BUREAU	BLM	CONTRACT NO.							
ADDRESS		CONTRACTOR							
CITY/STATE/ZIP		USE PERIOD							
BUREAU ON-SITE REPRESENTATIVE		USE LOCATION							
DESCRIPTION OF CONTRACT SERVICE PROVIDED: <input type="checkbox"/> CENSUS <input type="checkbox"/> CAPTURE (gather, herding, etc.)									
1.a. Target number and type of animal to be captured, etc.:		<input type="checkbox"/> Horses	<input type="checkbox"/> Burros						
1.b. Actual number of animals captured/processed:		1.c. Actual flight time required to accomplish project:							
1.d. Number of animals injured:	1.e. Number of animals requiring euthanasia:	1.f. Number of humans injured:							
Explain:									
1.g. Were there any aircraft incidents/accidents, etc: <input type="checkbox"/> YES <input type="checkbox"/> NO		1.h. Was a SAFECOM submitted for any reason: <input type="checkbox"/> YES <input type="checkbox"/> NO							
Explain:									
INSTRUCTIONS: If you have excel, this form may be filled in on the computer or a blank form can be printed and filled in by hand. Use the mouse to navigate. To check or uncheck a box, left 'click' the box. Comment boxes are formatted to automatically wrap the entered text. Check the box that best describes the level in which the Contractor supported the area described. Comments are helpful and substantiate either very high or very low ratings. If additional space is needed, use page 2 of the form or attach additional page(s). N/A means not applicable. A copy of this report may be used in future evaluations of the Contractor's past performance and is provided to the Contractor (without your identity)									
2. Did the Contractor commit adequate resources in a timely fashion to meet the project requirements. (replacement equipment if needed; financial resources to purchase fuel, lodging; maintenance support if needed, etc.)									
Support provided was very inefficient, not effective, not capable	N/A	1	2	3	4	5	6	7	Support provided was extremely capable efficient and effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments 									
3. Contractor's representatives' knowledgeable of target animal's behavior and processes to be used for the project									
Poor understanding of animal behavior and processes	N/A	1	2	3	4	5	6	7	Excellent understanding of animal behavior and processes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments 									
4. Was the project accomplished efficiently with animal well-being addressed as desired by the user									
In-efficient and/or disregard to well-being	N/A	1	2	3	4	5	6	7	Very efficient and/or excellent attention to well-being
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments 									

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A. Project Planning. The WH&B Specialist has many operational planning responsibilities involving personnel, equipment, facilities, vehicles and logistical support. Planning decisions will have an impact on the aviation operations and should be made well in advance of the aircraft arrival. Consultation with, and site visitation by the Unit Aviation Manager during the planning phase will eliminate many potential aviation problems. The following guidelines should be used when planning WH&B projects, especially capture operations.

1. Type of Operation. The nature of the proposed project will determine the complexity and requirements of the aviation operations. For instance, a simple reconnaissance may be conducted with a rental aircraft, a qualified Fixed Wing or Helicopter Flight Manager, a plan using only the Form 9400-1a and 1b and approval by the local line officer. A drive-trapping operation, however, will require an On-Call contract aircraft, a qualified Resource Helicopter Manager, a comprehensive Project Aviation Safety Plan and a line officer approval.

2. Government Employees as Aircrew. Only aircrew essential to the mission are allowed on board the aircraft. For most WH&B herding and gather operations, only the pilot is required. The WH&B Specialist and Aviation Manager must analyze the proposed mission and plan accordingly. The type of mission, type of animal, type of aircraft and other factors involved in the operation will determine the necessity for BLM aircrew and appropriate management approval. ***BLM aircrew during specific flight profiles must be identified in the Project Aviation Safety Plan.*** Each state will identify whether approval is retained by the State Director or delegated to the Field Office Manager.

3. Landing Site Selection. Helibases and helispots must be pre-designated, inspected and conform to requirements in the IHOG. Landing at unimproved sites is at pilot discretion. Road access is required for any fueling area. Clearing of vegetation and debris may be required prior to aircraft operations. The Aircraft Manager is responsible for providing wind indicators and other safety equipment to established or newly identified landing sites.

4. Trap Site Selection. The location and orientation of the trap or capture area has a tremendous impact on the safety of aircraft operations. If possible, the pilot, WH&B Specialist and Aviation Manager should discuss trapping locations prior to installation and use. Regardless, a pre-operational flight should always be conducted by the pilot over a constructed trap. The pilot's technical input and suggestions for improvement, alteration or relocation must be considered. The pilot will not be required to fly into a trap environment that he/she considers unsafe. Although trap site selection is often based on non-aviation criteria, the following elements should be considered when planning a capture project:

a. Prevailing Winds. Whenever possible, approach paths into the trap should be aligned as closely as possible **into** the prevailing wind. Failure to achieve this alignment will put the pilot and aircraft into a crosswind or tailwind situation at low speed, creating less than optimal flight characteristics. Flight operations should cease when wind gust spread is greater than 15 knots or aircraft wind limitations specified in the flight manual are exceeded. A wind indicator visible to the pilot and concealed from approaching animals (if possible) should be located near the trap to assist the pilot during this final phase of the trapping process.

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b. Orientation to the Sun. The sun should not be directly facing the wranglers or pilot when they approach the trap entrance. Such an orientation will pose hazards due to impaired visibility. Orientation is particularly critical during early morning and late afternoon activities.

c. Slope/Ravines/Narrow Canyons. Traps are quite often established utilizing slopes, ravines and narrow canyons to conceal traps, vehicles, holding facilities and personnel. It is preferable to conduct capture operations in a level area without obstructions. Although animal routes may naturally occur in drainage bottoms, traps located with steep slopes on either side pose significant hazards due to limited maneuverability, visibility and communications capability. Confer with the pilot and trap supervisor as to the best utilization of this terrain with safety and efficiency as considerations.

d. Trap Wings. Jute, canvas, vegetation or other materials used to camouflage wings and barriers must be securely fastened and controlled to prevent accidental snagging or uplifting by the helicopter rotor systems.

e. Weather. Helicopter operations shall be conducted under Visual Flight Rules (VFR) conditions. Operations should not be conducted in adverse weather conditions such as thunderstorms, fog, and visibility less than one mile.

f. Aerial Hazards. Traps should be located so that approach and departure paths are free of aerial hazards such as wires, cables, towers, buildings or tall trees. Where permissible, hazard mitigation measures should be taken (removal of wires and cables; felling of trees, etc.). Any remaining hazards must be identified during a high level reconnaissance before conducting low level operations, and discussed during pre-mission briefings between the pilot and the aircrew.

g. Vegetative Cover. Visibility of ground crew and pilot is considerably reduced when traps are located in dusty areas where the rotor system creates dust clouds at hover and during low-altitude maneuvers. The presence of grass or low brush cover in the trap area is preferred. Dust abatement measures may need to be implemented.

h. Communications. The capture area is often the operating helispot for the project and should be located in an area that provides good radio communications with the helicopter throughout the project area and with the local dispatch office. Temporary repeaters may need to be installed. Cell phone capability is also recommended. These communication methods should be tested prior to commencing aircraft operations. Personnel tasked with local flight following must be properly trained, briefed, and familiar with the Unit Aviation Incident/Accident Response Plan and emergency procedures.

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B. Project Aviation Safety Plans (PASP). Special use missions, including many WH&B aviation operations, require a PASP to mitigate the high risk associated with those activities. The Unit Aviation Manager and the WH&B Specialist shall prepare the PASP. Minimum elements of the PASP include:

1. Project Information. Name, objectives, timeframes, justification, location/extent of project area, estimated cost, management codes, etc. Identify who is fulfilling key functions: WH&B Specialist, WH&B Crew, Aircraft Manager, Dispatcher, etc. Types of mission profiles to be conducted (census, drive-trapping, external load, etc.) and agency aircrew requirements and justifications are also required.

2. Aircraft/Vendor Information. Company, aircraft model/FAA number, color, pilot name, driver and crew names, contract or ARA number, payment rates, etc.

3. Aerial Hazard Analysis and Map. Location of wires, cables, towers, military training routes, military operations areas, high-density air traffic, high density altitude, etc. must be identified and depicted. The entire project area, access roads, trap location, helispot and fueling areas should also be depicted. Two hazard maps should be created showing all known hazards in the project area. One map is given to the pilot during initial briefing; the other map is retained in the dispatch office for reference.

4. Airspace Coordination. The Aviation Manager and Dispatcher must analyze and de-conflict the airspace in the project area to the extent possible and document their responsibilities in the plan. This may involve coordination with the military, airports, and other agencies. Procedures outlined in the Interagency Airspace Coordination Guide will be utilized.

5. Radio Frequencies/Flight Following. Provide the assigned air-to-ground, local flight following and dispatch frequencies. Describe flight following responsibilities, requirements and procedures.

6. Personal Protective Equipment. Describe the personal protective equipment (PPE) requirements as defined in the IHOG.

7. Load Calculations/Manifests. Describe requirements and responsibilities.

8. Special Equipment. List any equipment that will be needed and who is to provide it (fire extinguishers, external load equipment, safety harness, etc.).

9. Emergency Response. Outline the contacts, procedures and actions to take in response to aircraft accident, fire, injury, search and rescue, etc.

10. Approval/Signature Blocks and Date. The District Manager must review and approve the Project Aviation Safety Plan prior to commencement. Some states may require State Director briefings and approval.

CHAPTER V – AIRCRAFT REQUESTS

Submission of Aircraft Request.

1. WH&B Specialist. As soon as funding, objectives, location and dates are known for a project, the WH&B Specialist must submit a Form 9400-1a and 1b, Aircraft Flight Request/Schedule to the local dispatch office. See Figures V-1 and V-2. As much lead time as possible is needed to schedule and procure aircraft; consult the local Aviation Manager. The WH&B Specialist must provide the following information on the request.

- a. Project manager name – usually the local WH&B Specialist
- b. Inclusive dates and times of proposed flight/project
- c. Management codes for benefitting activity
- d. Type of mission; census, drive trapping, etc.
- e. Specific mission objective and special needs
- f. Desired aircraft type; helicopter or fixed wing
- g. Aircrew names and weights
- h. Name and location of reporting and operating base
- i. Flight or project itinerary

2. Dispatch/Unit Aviation Manager. Upon receipt of the Form 9400-1a and 1b, Aircraft Flight Request/Schedule, the Unit Aviation Manager and/or Dispatcher must review and complete the request. Clarification and discussion with the WH&B Specialist may be necessary. The Aviation Manager or Dispatcher then takes the following actions.

- a. Complete aircraft cost comparison and selection criteria
- b. Order/procure appropriate aircraft – on-call, ARA, etc.
- c. Determine aircraft company, FAA number, model, color, pilot, etc.
- d. Assign Fixed Wing Flight Manager or Helicopter Manager
- e. Determine flight following procedures and requirements
- f. Conduct hazard/risk analysis (Form 9400-1b or other format)
- g. Complete Dispatcher/Aviation Manager Checklist (Form 9400-1b)
- h. Complete PASP (if special use) with WH&B Specialist

Figure V-1, Form 9400-1a, Aircraft Flight Request/Schedule

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
AIRCRAFT FLIGHT REQUEST/SCHEDULE

Form 9400-1a (May 1993)

1. Initial request information
Initial Date/Time To/From _____ Phone Number _____
Change # _____ Biller Code (OAS A/C only) _____
Cost-Account/Management Code(s) _____

2. Passenger/Cargo Information - Indicate Chief of Party with an asterisk (*)
NAME/TYPE OF CARGO _____ LBS OR CU FT _____ PROJECT ORDER/REQUEST NO. _____ DEPT ARPT _____ RETURN TO _____ DEST ARPT _____
NAME/TYPE OF CARGO _____ LBS OR CU FT _____ PROJECT ORDER/REQUEST NO. _____ DEPT ARPT _____ RETURN TO _____ DEST ARPT _____
NAME/TYPE OF CARGO _____ LBS OR CU FT _____ PROJECT ORDER/REQUEST NO. _____ DEPT ARPT _____ RETURN TO _____ DEST ARPT _____
NAME/TYPE OF CARGO _____ LBS OR CU FT _____ PROJECT ORDER/REQUEST NO. _____ DEPT ARPT _____ RETURN TO _____ DEST ARPT _____
NAME/TYPE OF CARGO _____ LBS OR CU FT _____ PROJECT ORDER/REQUEST NO. _____ DEPT ARPT _____ RETURN TO _____ DEST ARPT _____
NAME/TYPE OF CARGO _____ LBS OR CU FT _____ PROJECT ORDER/REQUEST NO. _____ DEPT ARPT _____ RETURN TO _____ DEST ARPT _____

3. Flight Itinerary (For Mission-Type Flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)
DEPART WITH _____ ENROUTE _____ ARRIVE AT _____ KEY POINTS _____ INFO RELAYED _____
Date No. Pax Lbs. Airport/Place ETD ATD ETA No. Pax Lbs. Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points To/From

4. Flight Following
 FAA IFR Satellite
 FAA VFR With Check-in Every _____ Minutes To
 FAA or Agency
 Agency VFR With Check-in via radio Every _____ Minutes
Frequency(ies): _____

5. Method of Resource Tracking:
 Phone Radio
 To Scheduling Dispatcher @ _____ (Phone Number)
 Prior to Takeoff Each Stop Enroute Arrival at Destination
 To: _____ @ _____ (Phone Number)

6. Aircraft Information
Change # _____ FAA N# _____
Flight Schedule No. _____ PAX Seats _____
Make/Model _____
Color _____
Vendor _____
Phone No. _____
Pilot(s) _____

7. Administrative
Type of Payment Document:
 OAS-23 or OAS 2
 FS 6500-122
Other: _____
Route Document To: _____
Close-out Date/Time: _____

8. Review (If applicable)
 Hazard Analysis Performed
 Dispatch/Aviation Mgr. Checklist
 Other: _____

Mission Objective/Special Needs: _____
Check one: Point-to-Point Flight Mission Flight Helicopter Airplane
Desired A/C Type: _____

(Hazard Analysis and Dispatch/Aviation Manager Checklist on reverse)

Figure V-2, Form 9400-1b, Hazard Analysis and Dispatch/Aviation Manager Checklist

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<p>I. MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:</p>	
<p><input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)</p> <p><input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft</p> <p><input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons</p> <p><input type="checkbox"/> Weather factors: wind, thunderstorms, etc.</p>	<p><input type="checkbox"/> Towers and bridges</p> <p><input type="checkbox"/> Other aerial obstructions:</p> <p><input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors</p> <p>SUNRISE _____</p> <p>SUNSET _____</p> <p><input type="checkbox"/> Limited flight following communications</p>
<p>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</p>	
<p><input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor, carding meets requirements</p> <p><input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperators, military, or other-government agency aircraft and pilots</p> <p><input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled</p> <p><input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)</p> <p><input type="checkbox"/> All DOI passengers have received required aircraft safety training.</p> <p><input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure</p> <p><input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use</p>	<p><input type="checkbox"/> Means of flight following and resource tracking requirements have been identified</p> <p><input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained</p> <p><input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions</p> <p><input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken</p> <p><input type="checkbox"/> Chief-of-Party is aware of PPE requirements</p> <p><input type="checkbox"/> Cost analysis has been completed and is attached</p> <p><input type="checkbox"/> Other/Remarks:</p>
<p>III. APPROVALS</p>	
<p>NOTE: Reference Handbook 9420 for approval(s) required.</p> <p>A. MISSION FLIGHT: Hazard Analysis Performed By: _____ (Chief-of-Party Signature)</p> <p>B. MISSION FLIGHTS: Hazard Analysis Reviewed By: _____ (Dispatcher or Aviation Manager Signature Required)</p> <p>C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**: _____ (Line Manager Signature) _____ (Date)</p> <p>D. This Flight is Approved By: _____ (Authorized Signature) _____ (Date)</p> <p>**For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.</p>	

CHAPTER VI – AIRCRAFT SELECTION AND ORDERING

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

A. Ordering Criteria. Wild Horse and Burro aircraft will be ordered using the following criteria:

1. *All flights will be arranged by qualified aviation dispatchers and/or appropriate aviation managers. Those individuals authorized to hire vendor aircraft services should be documented in the local unit aviation operations plan.*

2. The AMD on-call WH&B aircraft shall be utilized for all WH&B aviation operations unless unavailable or unapproved for the specific mission. Selection of existing contract aircraft will be based on cost analysis, proximity to project areas, familiarity with local herd management areas and objectives, etc. On-call contract aircraft must be used for projects with estimated costs exceeding \$25,000.

3. Aircraft rental agreements may be used for census operations only if WH&B on-call aircraft are unavailable or would not be cost effective. ***Rental aircraft may not be used for herding or capture operations; nor may they be used when project costs will exceed \$25,000.***

B. Ordering Procedures. Orders will be placed only after an aircraft request is received, a cost analysis is complete and the Aviation Manager and WH&B Specialist are satisfied with the selection. The formal order must indicate the level of pilot skill that is required (i.e., census/inventory only or herding/gathering). No herding or gathering may be accomplished with a pilot approved for census/inventory only.

1. Availability Inquiries. The local Aviation Manager, Dispatcher or WH&B Specialist may call aircraft vendors (or controlling dispatch offices) to determine availability of aircraft for a project and to facilitate the cost comparison process. ***These inquiries must be declared as "inquiry only, this is not an order for service."***

2. Cost Comparisons. A comprehensive cost analysis/comparison must be completed prior to ordering. All aviation costs; flight time (FT), ferry flight (FY), service miles (SM), and per diem (PD) associated with mobilization, project completion and demobilization must be included in the cost estimates. Each contractor should be subjected to identical project parameters; however, differences in airspeed and trailering options must also be considered if offered by the contractor. If cost estimates are similar for two or more vendors, a selection may be based on aircraft suitability, familiarity with the project area, past performance, etc. The cost analysis and any other selection justification must be documented and filed.

3. Ordering. After the cost analysis has been completed and the selection has been made, the aircraft may be formally ordered. A formal order consists of a completed Aircraft Resource Order (See Figure VI-1), a Form 9400-1a, Aircraft Flight Request-or the On-Call WH&B Ordering Record may be utilized. On-Call WH&B Ordering Record is available at: <http://amd.nbc.gov/apmd/cwn/cwnWHB.htm>). Whatever method is used should be faxed to the aircraft contractor with a telephone confirmation. Orders may be direct from the ordering unit or through normal dispatch channels when appropriate. Any cancellations or rescheduling requires timely notification to the vendor and must be justified, documented and filed.

CHAPTER VII - OPERATIONAL REQUIREMENTS

All aircraft operations will be conducted within Departmental and Bureau aviation regulations and the IHOG. The Pilot-in-Command has full and final authority over operation of the aircraft. Government employees must not pressure the pilot into performing operations beyond the capabilities of either aircraft or pilot. Further, government employees have the right and duty to prevent or terminate any flights or operations that they feel are unsafe, overly hazardous or in non-compliance with policy.

A. Landing Areas. All landing sites used in the project will meet dimensional, equipment and management requirements contained in the IHOG.

B. Personal Protective Equipment (PPE). For single engine airplane flights below 500' above ground level (AGL), a full complement of PPE is required for all occupants, including the pilot. Low level fixed-wing flights are discouraged, and will require compelling, documented justification and signatory approval by the State Aviation Manager and State Director. For helicopters, a full complement of PPE will be worn by all occupants, including the pilot for every flight profile. The PPE consists of:

1. Fire resistant clothing (Nomex shirt and trousers or flightsuit)
2. Fire resistant gloves (Nomex and/or leather)
3. All leather boots
4. Approved aviator flight helmet

See 351 DM 1, Aviation Life Support & Equipment Handbook.

C. Pilot Flight and Duty Limitations. The following is a summary of single-pilot limitations. Pilots may also be removed from duty for fatigue or other reasons.

1. Duty Day Limit. A pilot may not be on duty, including pre- and post-flight inspection of the aircraft, for more than 14 hours per day. Up to 30 minutes local travel to and from the aircraft location is excluded from duty time.

2. Minimum Daily Rest Period. A consecutive period of at least 10 hours of uninterrupted rest/non-duty time must be taken between duty periods.

3. Flight Time Limit. A pilot must not accrue more than 8 hours flight time in one day.

4. Thirty-six Hours in Six Days. The pilot is limited to 42 hours of flight in any consecutive six-day period. When a pilot accrues 36 or more flight hours within six consecutive duty periods, he/she must take the following calendar day off-duty (rest).

5. Day-Off Requirement. Two days of rest (off-duty) must be taken in any 14-day period. The days off do not need to be consecutive.

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

D. Pre-Flight Requirements. Prior to commencement of flight operations, several requirements must be completed. The first day briefing must be comprehensive and include all of the following items; subsequent briefings will be conducted prior to each flight or each day as necessary, and may or may not include all of the following:

1. Pilot and Aircraft Approval. The Fixed Wing Flight Manager or Helicopter Manager will examine pilot, aircraft and fuel truck approval cards to ensure current qualification for the intended mission. Aircraft and fuel truck pre-use inspections shall be completed at this time. See Figure VII-1. If there are problems with pilot, aircraft or fuel truck approval, flight will not occur until the local Aviation Manager/Dispatcher have been notified and discrepancies are resolved.

2. Project Aviation Safety Plan. The pilot, WH&B Specialist and Aviation/Helicopter Manager shall review the entire plan together, including the project schedule, aerial hazard map, frequencies, flight following procedures, PPE requirements, etc.

3. Load Calculation. The Interagency Helicopter Load Calculation, Form OAS-67, will be completed by the helicopter pilot using appropriate performance charts from the aircraft flight manual to determine allowable payload for existing flight conditions. The calculation is signed by the pilot and Helicopter Manager or Flight Manager. One load calculation must be completed each day for the “worst case scenario”; i.e., highest altitude, highest temperature, highest fuel load, etc. New calculations must be completed when pilot, fuel or environmental conditions change. See IHOG, Chapter 7.

4. Passenger/Cargo Manifest. The Helicopter Passenger/Cargo Manifest will be used to calculate and document the actual payload for each flight subject to the allowable payload determined by the load calculations. See IHOG, Chapter 7.

5. Pre-Flight Briefing. The pilot must provide an orientation to the aircraft and safety briefing to aircrew, passengers and ground personnel at the beginning of the project. Whenever aircrew or passengers are to be flown, a pre-flight safety briefing will be conducted.

6. Radio Programming/Communications Test. Prior to flight, all frequencies and tones identified in the Project Aviation Safety Plan will be programmed into the aircraft radios. A functional test will be conducted between aircraft and ground crew, between aircraft and dispatch and between ground crew and dispatch. Cell phone service from the operational site should also be functionally tested.

E. Flight Following. All revenue flights will be conducted under an approved flight plan and approved flight following methods will be utilized. During all flights, a qualified aircraft dispatcher will be on duty as a contact point for initiating emergency response actions in the event of aircraft mishap; they must provide for continuous radio and telephone monitoring. This is essential, even when on-site flight following is being conducted.

Figure VII-1 – Helicopter Pre-Use Inspection Checklist

CALL WHEN NEEDED PRE-USE CHECKLIST						
General						
Date:		Aircraft Make/Model:			N#:	
Vendor:				Equipped Weight:		
Pilot(s) Name(s):						
Card Expiration Date(s):						
Pilot(s) Carded for Intended Mission(s):		Yes:	No:	Yes:	No:	
A/C Card Expiration Date:		A/C Carded For Intended Mission(s):		Yes:	No:	
Departure Base:		Departure HOBBS:		Arrival HOBBS:		
Copy Of Contract Onboard A/C:		Yes:	No:	HazMat HB/Exemption/ERG:		No:
Logbook Review						
50/100-Hour, Progressive, Or Other Inspection Program Up-To-Date:				Yes:	No:	
Entries Indicating Damage to Aircraft:				Yes:	No:	
Form HCM-5 "Turbine Engine Performance Analysis" Onboard Aircraft:				Yes:	No:	
Power Check Completed/Results Satisfactory:				Yes:	No:	
Comments:						
Condition Of Helicopter						
Item	OK	Document Inoperable Or Damaged Equipment (Dents, Tears, Leaks, Etc.)				
Skin and Exterior						
Windows						
Doors						
Upholstery						
Cargo Compartment						
Skids/Wheels						
Fixed Tank						
Other						
Comments:						
Required Helicopter Equipment Installed And Operative (Consult Contract)						
Item	Yes	No	Item	Yes	No	
Seat Belts And Harnesses			Strobe Light(s)			
Hi-Visibility Paint On Main Rotor Blades			Survival Kit			
9600 Channel Radio			First Aid Kit			
VHF-AM 720-Channel Radio			Fire Extinguisher(s)			
Auxiliary Radio Adapter			Cargo Hook			
GPS			Convex Mirror			
High Skid Gear			Buckets (Appropriate Sizes)			
Nine-Pin Plug (Type III Helicopters Only)			Anti-Theft Security Measures in Place			
Comments:						
Required Service Truck Equipment Installed And Operative (Consult Contract)						
Item	Yes	No	Item	Yes	No	
Spare Set Of Filters			Filter Change Date Placarded			
Fire Extinguisher(s)/Current Inspection			Bonding Cables			
HazMat Marking And Placards			Fuel Quality Control Log			
Inspection Sticker			Absorbent Materials For Spills			
Beginning Odometer Reading:						
Comments:						
Signatures of: Inspecting Govt. Representative & Pilot			Print Name		Date	

HCM-2 (03/2006) REQUIRED

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

1. Point-to-Point/Ferry Flights. When aircraft are ferrying from their home base to the ordering unit, or vice versa, vendors are encouraged to file flight plans with the FAA. Vendors must provide the ordering dispatch with a flight itinerary and make phone calls prior to departure, at any stops enroute and upon arrival. If agency flight following or Automated Flight Following (AFF) are to be utilized, it must be agreed to and planned for by the vendor and all dispatch offices involved. The AFF procedures are documented in the National Interagency Mobilization Guide, Section 24.3.1.

2. Special Use. Special use flights include all flight profiles other than point-to-point. These flights require agency radio flight following or AFF. Radio flight following check-ins, with local dispatch, are required upon departure, every 15 minutes during flight and upon landing. Initial check-in will include fuel on-board, souls on-board and intentions. In-flight check-ins will include current location (by coordinates or landmark), direction of flight and intentions. The AFF utilization must conform to established agency AFF requirements. On-site radio flight following is acceptable when the following provisions are met:

a. The government Aircraft Manager, or their designee, is conducting and recording check-ins (written Flight Following Log). The designee may perform other activities as long as they do not detract from their flight following functions. Contractor personnel (service truck driver) may perform on-site flight following (as a last resort) if they meet all the requirements described in this section and are approved to do so by the local Aviation Manager. Personnel tasked with local flight following must be properly trained, briefed, and be familiar with the Unit Aviation Incident/Accident Response Plan and emergency procedures. A suggested minimum training standard is completion of, and currency with B-3 Combination Helicopter/Airplane Safety, plus the A-109 Aviation Radio Use module.

b. The on-site flight following designee has continuous visual or radio contact with the aircraft and positive communications (radio or phone) with the local dispatch at all times. Local dispatch must continuously monitor radio and telephone.

c. Ferry flights between the project area and the local over-night base (beginning and end of day) will be flight followed by local dispatch.

d. If the aircraft is to remain overnight at the project site, and on-site flight following or AFF is utilized, dispatch must be notified whenever helicopter operations begin or end for the day. Also, dispatch must be informed of planned helicopter activities for the following days to adequately staff, plan and de-conflict airspace.

CHAPTER VIII – MISSION PROFILES AND RISK MANAGEMENT

A. WH&B Mission Profiles.

1. Imagery/Mapping for Inventory/Census. These flights are usually performed in fixed wing aircraft above 500 feet AGL with advanced infrared, video or other imagery equipment linked to a global positioning system (GPS) and capable of downloading data and/or images. Mid- to high-level transect is a developing technology that has great potential for providing accurate, digitized inventory/census information. When performed by fixed wing aircraft, it may substantially reduce risk, time and cost.

Inventories/census is the collection of overall numbers of animals in a specific area, and is neither gender nor age specific. This type of flight does not require the pilot to know specifics of the animals being inventoried. **Agency aircrew on board** is necessary to locate animals, define management area limits, and to count, map and record animals.

Qualified Fixed Wing or Helicopter Flight manager **must be assigned.**

Pilot carding endorsement required: **Reconnaissance/Surveillance.**

2. Pilot Familiarization/Animal or Trap Locating. These flights are missions normally performed above 500 feet AGL in a helicopter prior to or during trapping projects. This is usually performed independently by the pilot after receiving a briefing from the project manager. However, it may occasionally be necessary to have **agency aircrew on board** to familiarize the pilot with geographical features, project boundaries, fences, roads, animal locations and concentrations, known animal routes, aerial hazards or to select trap or capture sites. Sometimes agency aircrew must be deployed at unimproved landing areas to open gates, cut or repair fences or inspect sites on the ground. This mission is usually a precursor to actual gathering, herding and trapping operations. During these types of flights, bands of animals may often begin moving.

Qualified Helicopter Flight Manager or Resource Helicopter Manager **must be assigned.**

Pilot carding endorsement required: **Reconnaissance/Surveillance.**

3. Traditional Census. Usually performed below 500 feet AGL in a helicopter, but may be conducted via fixed wing above 500 feet AGL. Inventories/census is the collection of overall numbers of animals in a specific area, and is neither gender nor age specific. This type of flight does not require the pilot to know specifics of the animals being inventoried. **Agency aircrew on board** is necessary to locate animals, define management area limits, and to count, map and record animals.

Qualified Fixed Wing or Helicopter Flight Manager **must be assigned** depending on category or aircraft used.

Pilot carding endorsement required: **Reconnaissance/Surveillance.**

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

NOTE: If a census flight turns into a classification flight, then the entire mission profile changes (see Classification Flights). This will require prior approval and documentation on the PASP and must be a pilot carding consideration when ordering.

4. Classification Flights. These flights are conducted to gain information about a group of animals, as to numbers, age class and gender or herd structure or to perform a visual evaluation of their overall condition. Many times a herd of animals must be split and directed so they do not immediately reassemble and confound the classification process. This operation often requires a pilot to maneuver the aircraft **below 50 feet AGL** and much closer to the animals to gain the desired effect. It is often necessary for the agency personnel to see a specific part of the animal's anatomy; i.e., the head, to determine accurate age or sex classification, thus requiring more aggressive maneuvering. Classification flights are always performed with **agency aircrew on board**. The type of flying skills required are much more demanding than for traditional census work and the agency crewmember will be exposed to a high risk type flight profile and flight maneuvers.

Qualified Helicopter Flight manager or Resource Helicopter Manager **must be assigned**.

Pilot carding endorsement required: **Animal Herding or ACETA**.

5. External Load. This type of flight is performed with a helicopter to include class A (baskets) as well as Class B (sling loads). This is occasionally used to transport trap materials to or from remote sites or to transport animals. Pilot, aircraft and ground personnel must be approved for this mission; specialized equipment and training is required. **No agency personnel allowed on board**.

Qualified Resource Helicopter Manager **must be assigned**. Ground crew must be qualified per A-219 Helicopter Transportation of External Loads.

Pilot carding endorsement required: **Sling Operations or Long Line/Remote Hook**.

6. Herding. This type of operation involves herding and moving animals, sometimes 10-15 miles, to relocate to another area. It is usually performed from 50-500 feet AGL with normal maneuvers. The pilot must be approved for this mission. **Agency aircrew may be necessary on rare occasions to be on board** to assist the pilot, monitor animals, open fences, etc. Herding flights normally do not require quite as aggressive a flight profile as do the maneuvers required at a trap location to successfully capture animals.

Qualified Helicopter Flight Manager or Resource Helicopter Manager **must be assigned**.

Pilot carding endorsement required: **Animal Herding or ACETA** (with no restrictions).

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

7. Drive Trapping and Capture. This type of operation is performed with a helicopter in close proximity to the ground, trap wings, vegetation, animals and ground crew – **from surface to 30 feet AGL.** This requires abrupt, aggressive maneuvers during flight and while hovering. Very high-risk profile used to coerce animals into a constructed trap or into a site where wranglers will capture by rope.

The flight profile during the trapping and capture phase of this mission is a high workload for the pilot and is extreme high-risk. **No agency personnel** shall be on board the aircraft during drive trapping and capture operations.

Qualified Resource Helicopter Manager **must be assigned** to monitor and provide oversight of the operation from a safe distance on the ground.

Pilot carding endorsement required: **Horses** (includes Burros) **or ACETA** (with no restrictions).

NOTE: Darting, paint-marking and net gunning are specialized missions rarely used in WH&B operations. Contact AMD when planning these activities. The ACETA on-call contracts exist specifically for darting, paint-marking and net gunning missions and must be utilized.

8. Additional Pilot. The Contractor may utilize and fly with a second (trainee) pilot for the purpose of training the second pilot in capture techniques in order that the pilot can acquire the special pilot flight hour requirements, knowledge, skills and abilities identified in the on-call contract only. The second pilot shall meet all minimum qualifications set forth in the contract except for the requirements specified under the pilot-in-command special flight time, experience, certifications, knowledge, skills and abilities identified in the contract. The second pilot will be inspected and approved by the COTR prior to being used. As a cost is associated with the use of a second (trainee) pilot, use of this individual shall be requested in advance of the flight by the contractor and approved by the BLM local project individual. **No passengers will be aboard the aircraft during flights when a second (trainee) pilot is being trained.**

B. Risk Management.

The BLM has adopted Safety Management Systems (SMS) as the foundation to our aviation safety program. The four pillars of SMS are Safety Policy, Safety Risk Management, Safety Assurance and Safety Promotion. The SMS is the standard for safety set by the International Civil Aviation Organization (ICAO) and the FAA.

The SMS will promote the transition from the traditional approach to aviation safety which:

- Reacts to undesirable events,
- Focuses on compliance,
- Promotes a culture of blame and individual accountability,
- Addresses only known safety concerns, and
- Identifies who, so we know who to punish.

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

To the contemporary approach that:

- Emphasizes a proactive risk management,
- Promotes a “just” culture,
- Addresses systemic safety concerns,
- Holds the organization accountable,
- Identifies “what” so we can manage the manageable, and
- Communicates the “why” so the culture can learn from mistakes.

The intent of SMS is to improve the aviation culture by increasing hazard identification, reduce risk taking behavior, learn from mistakes and correct procedures before a mishap occurs rather than after the accident. The System Safety Aviation Guide is available at:

http://www.blm.gov/style/medialib/blm/nifc/aviation/system_safety.Par.31131.File.dat/08SSA_Guide.pdf

Managers and employees associated with the WH&B Program are required to pursue the most efficient means of aircraft utilization and continually research and develop safe and humane techniques to carry out their program responsibilities. The WH&B flight profiles are special use activities involving a high degree of risk to both the contractor and BLM employees. ***Risk management techniques must be conducted prior to each project and each flight to reduce employee exposure to the hazards of the low-level flight environment. Reference the IHOG, Chapter 3 for specific risk management procedures and requirements.***

The BLM management has the responsibility to evaluate program objectives against cost and risk. Aviation managers and line officers must approve or disapprove all WH&B aviation activities and approve or disapprove the utilization of BLM aircrew for proposed missions. ***The PASP contains the proposed mission profiles, proposed aircrew and the associated risk assessment. Each PASP must be approved by the District Manager or State Director, depending on delegations.***

Aircrew, by DOI definition, is personnel (other than the pilot) aboard the aircraft who perform an essential function toward accomplishment of the mission. In WH&B operations, agency aircrew (and other agency personnel or private citizens) may be necessary in a variety of functions; familiarizing the pilot with project areas and objectives, locating, counting and mapping animals, locating trap sites, deployment at remote sites, etc. For many missions, only the pilot is necessary. ***To minimize exposure to risk, only aircrew essential to the mission are authorized to fly aboard the aircraft.***

Passenger is a term used primarily to describe personnel being transported point-to-point, who perform no mission functions. Passengers are not allowed during WH&B mission flights.

WILD HORSE AND BURRO AVIATION MANAGEMENT (Public)

Table VIII-1 – WH&B Mission Requirements and BLM Aircrew Approval

MISSION	RISK	PPE	REQUIREMENTS	APPROVAL
Video/IR/Imagery Mapping for Inventory/Census (fixed wing >500')	L	No	Agency aircrew may/may not be necessary to direct Transects, operate equipment, etc. (aircrew may be fully contracted) Qualified Fixed Wing Flight Manager required. <i>Agency aircrew must be identified and approved in plan.</i>	FO Manager
Familiarization Locating Animals Locating Trap Site (helicopter >500')	M	Yes	Agency aircrew may be necessary ; Aircrew deployment at unimproved sites possible. Utilize WH&B On-Call contracts when possible. <i>Agency aircrew must be identified and approved in plan.</i> Qualified Helicopter Flight Manager required.	FO Manager
Traditional Census (helicopter <500') (fixed wing >500')	M	Yes	Agency aircrew necessary ; Qualified Fixed Wing or Helicopter Flight Manager required. Utilize WH&B On-call contracts when possible. <i>Agency aircrew must be identified and approved in plan.</i>	FO Manager
Classification (helicopter <500')	H	Yes	Agency aircrew necessary . Qualified Helicopter Flight Manager or Resource Helicopter Manager required. Utilize WH&B On-Call contracts when possible. <i>Agency aircrew must be identified and approved in plan.</i>	FO Manager
External Load (sling) (helicopter)	H	Yes	Pilot only onboard. Aircraft, pilot and ground crew Must be qualified. Specialized equipment required. Utilize WH&B On-Call contracts when possible. Qualified Resource Helicopter Manager required. External. load missions must be identified/approved in plan.	FO Manager
Herding	VH	Yes	Agency aircrew rarely necessary ; Qualified Helicopter Flight Manager or Resource Helicopter Manager required. Aircrew deployment at unimproved sites possible. Utilize WH&B On-Call contracts only. <i>Agency aircrew must be identified and approved in plan.</i>	State Director* or as delegated
Drive Trapping And Capture	VH	Yes	Agency Aircrew is NOT AUTHORIZED to be onboard during Drive Trapping And Capture; Qualified Resource Helicopter Manager required. Utilize WH&B On-Call contracts only. <i>Agency aircrew must be identified and approved in plan.</i>	State Director* or as delegated

* Each state will determine the level at which these operations will be approved and if agency aircrew are to be allowed. Line officers must be briefed on the Project Aviation Safety Plan by an aviation manager so they can make an informed decision.

CHAPTER IX – FLIGHT/PROJECT DOCUMENTATION FILE

A. Procedures. When a WH&B flight or project has been completed, all related documentation should be submitted to the Unit Aviation Manager (or the local Dispatcher) for filing. Sources of documentation may include the WH&B Specialist, Unit Aviation Manager, State Aviation Manager, Dispatcher, AMD, Flight Manager, Project Aviation Manager, etc. Some original documentation must be submitted to the State Aviation Manager or AMD; however copies of all documentation should be retained in local files. Flight and project files should be retained for at least three years.

B. Required Documentation File Contents:

- Flight Request/Schedule, Form 9400-1a & 1b
- On Call WH&B Ordering Record
- Aircraft Cost Comparisons/Selection Justification
- Phone Conversation Records
- Aircraft Resource Order
- Project Aviation Safety Plan
- Aerial Hazard Map
- Helicopter Load Calculations
- Passenger and Cargo Manifests
- Flight Following Logs
- Contract Daily Diaries
- Aircraft Use Reports, Form OAS-23
- Contractor Evaluation Report
- Any other documentation related to the flight or project