

Aviation Plan 2012

Safety through Awareness, Communications and Training

Montana/Dakotas State Office



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Montana/Dakotas BLM State Aviation Plan

1.0 Introduction

1.1 Purpose

The Montana/Dakotas Aviation plan supplements the BLM National Aviation Plan (NAP) by further clarifying policy, management and operational protocol for Montana/Dakotas BLM offices. This plan will also serve as an overall unit aviation plan for the Montana/Dakotas district and field offices as defined in the NAP. Each District will maintain its respective aircraft operational plans specific to its unit aviation program. **(Reference the National Aviation Plan (NAP) chapter 1 section 1.1, 1.6 and chapter 3 section 3.3)**

1.2 Mission Statement

Montana/Dakotas BLM aviation management provides leadership and direction for all Montana/Dakota BLM programs utilizing aircraft resources, with the principal task of providing safe and efficient resources to accomplish BLM land management objectives.

1.3 Management Objectives

The overall goal of the aviation management team is to provide direction and guidance to field operations regarding aviation safety, policy, fiscal responsibility, and operational procedures. The principal objectives listed further enhance the effectiveness and efficiency of the state program:

- The priority of all BLM aviation operations is the safety of employees, contractors, cooperators and the public.
- Aviation risk management will be an inherent pillar of aviation safety during all aerial operations.
- The aviation organization will be structured in a manner to maintain the most effective management level, commensurate with Montana/Dakotas BLM aviation operations.
- Individual development, employee wellness, and workforce diversity will be emphasized at all levels of the Montana/Dakotas aviation program.
- A doctrinal approach to this plan has been adapted to help personnel apply the intent of known policies and procedures to those unique situations when they occur. Personnel are empowered to use sound judgment through prudent and timely decisions based on policies, principals, risk management, training, and experience.

1.4 Montana/Dakotas Fire Aircraft Management Strategy

The use of tactical aircraft in support of wildland fire suppression has become an influential factor in dealing with interagency land patterns, time and distance, and fuel types. The state's strategy has been established based on historical aircraft use data and fire planning. The States' aircraft fleet configuration will consist of:

- Two Type III Exclusive Use helicopters that will be stationed at Lewistown and Miles City airbases.
- Two Type IV SEAT Air Tankers stationed at Miles City Airbase.
- One Type I Air Attack Aircraft stationed at Billings Air Tanker Base.
- Any additional tactical aircraft will be requested as needed utilizing the closest forces concept.

The Montana/Dakotas aircraft fleet has been configured based on Unit, Zone, State and Regional needs. Each unit has established permanent airbases and developed remote reload airbases that have been established strategically across Eastern Montana. The system was designed to further enhance the efficiency and cost effectiveness of tactical aircraft during suppression activities.

(Reference NAP chapter 1 section 1.4)

1.5 Authority

This Plan is a supplement to the DOI Departmental Manual 350-354, the BLM 9400 Manual and the BLM National Aviation Plan as such; it conforms to all bureau and departmental aviation policy.

1.6 Policy

The BLM Montana/Dakotas aviation plan is procedural policy for the aviation program/operations under BLM Montana/Dakotas operational control. **(Reference NAP chapter 1 section 1.6)**

2.0 Aviation Organization

2.1 Montana/Dakotas BLM Roles and Responsibilities

Office of Aviation Services (OAS)

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

The BLM National Aviation Office (NAO)

The NAO is responsible for BLM aviation policy, aviation program management, and aircraft acquisition in support of wildland fire and resource management missions within the bureau.

(See the National Aviation Plan, chapter 2 section 2.4 for defined national program managers roles and responsibilities)

State Aviation Management (SAM)

The State Aviation Manager serves as the principal aviation professional for the State Director and is responsible for providing aviation program management and oversight to the State Director and to all Montana/Dakotas Districts and Field Offices. **(Reference the NAP, chapter 2 section 2.4 for defined manager's roles and responsibilities)**

Unit Aviation Manager (UAM)

An FMO or AFMO may serve as the unit aviation manager based on the complexity of the respective district, zone or field office. However, the duties and responsibilities may be delegated to a stand-alone manager. UAMs are responsible for oversight and management of their aerial resources and the development of personnel to meet local aviation needs and position requirements. **(Reference the NAP, chapter 2 section 2.4 for defined manager's roles and responsibilities)**

Aviation Dispatcher

Dispatchers are responsible for ordering aviation overhead, approved aircraft and tracking all tactical and resource aircraft within their respective zones. **(Reference the NAP, chapter 2 section 2.5 for defined roles and responsibilities)**

Pilot

Vendor pilots are responsible for conforming to their specific procurement contract requirements and standards contained within *351 DM 3.3 and FAR's*. **(Reference the NAP chapter 2 section 2.5)**

Aircraft Managers

Aircraft manager positions are responsible for planning, coordinating, and supervising daily operations of their aircraft according to DOI/BLM policy. **(Reference the NAP chapter 2 section 2.5)**

Aviation Project Manager

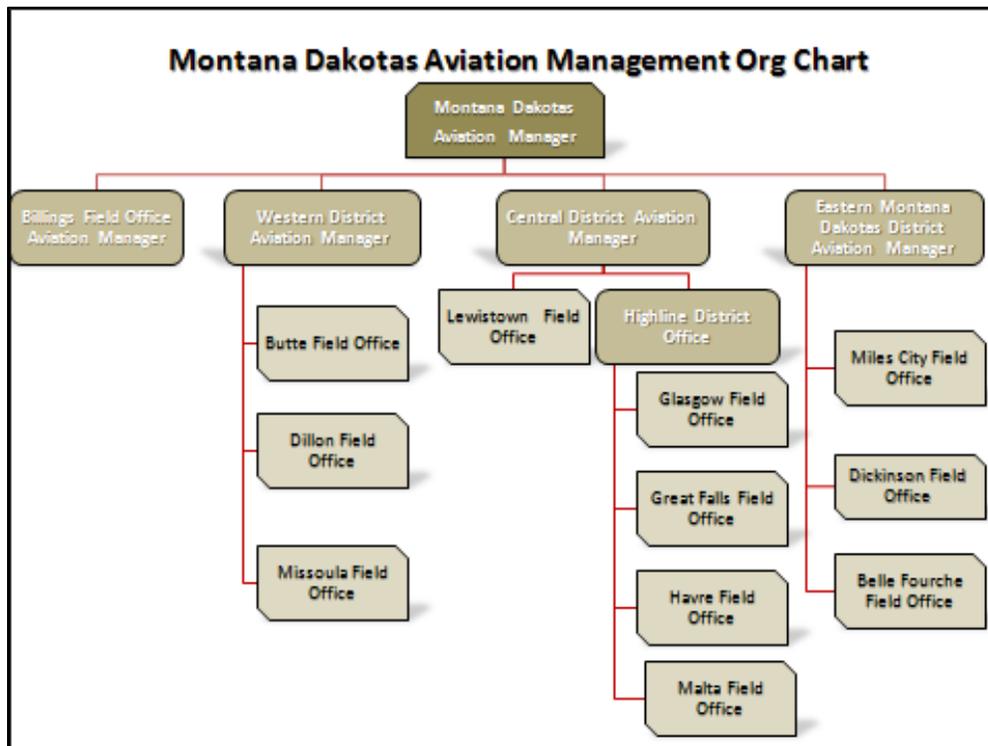
The aviation project manager is a government employee responsible for managing a specific resource project that requires the use of fixed wing or rotor winged aircraft. The manager works closely with the UAM and the aircraft dispatcher in developing a flight operations safety plan, procuring aircraft, providing ground support.

Aircraft Flight Manager

A flight manager is a government employee that is responsible for coordinating; managing and supervising flight operations for specified resource missions and point to point flights transporting personnel.

(Reference NAP chapter 2 section 22.5)

2.2 Montana Dakotas Aviation Management



2.3 Billings Field Office

The Billings Field Office manages approximately 434,000 acres of public lands within eight counties in south central Montana. The Field Office uses a variety of aircraft in support of its resource management mission. Special-use missions include: wildlife counts, wilderness management, law enforcement, oil and gas well inspections, wild horse and burro gatherings, aerial surveys, wildland fire and fuels management. General-use missions are limited to point-to-point transport of personnel and/or cargo, normally from one airport to another airport, without deviations.

Aerial Operations are conducted from elevations ranging from 3,000' to 10,000' above sea level from fixed bases and/or field locations. Terrain conditions range from low elevation and relatively flat to high elevation areas with rugged mountains. Climatic conditions range from hot, dry summers to cold winters with high potential for sub-zero temperatures over extended periods of time.

Fire and Aviation Management

Field Office Manager: **Jim Sparks 406-896-5241**

The Field Office Manager has authoritative oversight over all resource and fire programs within the Billing Field Offices jurisdictional boundaries.

Fire Management Officer: **Irv Leach 406-896-2940**

The Fire management Officer (FMO) has delegated authority for oversight of the Field Office Fire and Aviation program.

Assistant Fire Management Officer (AFMO/UAM): **Bob Flesch 406-896-2961**

The AFMO assists the FMO with assigned oversight duties in fire management and serves as the Unit Aviation Management specialist for the Field Office.

Air Tanker Base Manager (ATBM): **Jim Hassler 406-896-2910**

The Air Tanker Base Manager is responsible for day-to-day administration of the heavy tanker, retardant base

Single Engine Air Tanker Manager (SEMG): **Mark Verlanic 406-896-2961**

The SEMG is responsible for the administration of SEAT aircraft and operations.

Aviation Dispatcher: **Laura Rasmussen 406-896-2908**

The dispatcher is responsible for processing flight requests for tactical and non-tactical fire aircraft, de-conflicting airspace, performing flight following, and initiating emergency/search and rescue procedures when necessary.

Field Office Aviation Exclusive Use Service Contracts

Aircraft

Contract Number - **D11PC30318**

AC 690 Turbine - **Type I aircraft**

90 day contract - **Air Attack Fixed wing**

Contract Administrators

COR - Allen Edmonds

ACOR- Bob Flesch

Contract PI - Vacant

Retardant

Contract Number - **AG024BC119015**

LC 95A Full Service Retardant Services

90 day contract for mixing and loading LC 95 A

Contract Administrators

COR - Jon Curd NIFC

Primary PI - Allen Edmonds, PI - Jim Hassler

2.4 Western Montana District Office

The Western District provides oversight of 1.3 million acres of public land in support of the Butte, Dillon and Missoula Field Offices. The Western District uses a variety of aircraft in support of its field office resource management missions such as wildlife counts, wilderness management, law enforcement other aerial surveys, wildland fire and fuels management.

Fire and Aviation Management

The District Fire and Aviation Management program consists of a Fuels Management staff that is located in the Butte Field Office. All fire suppression responsibilities are delegated to the USFS and Montana Department of Natural Resources and Conservation through a state suppression exchange agreement

District Office Manager: **Rick Hotaling 406-533-7369**

The District Manager has authoritative oversight over all resource and fire programs with in the Western Districts jurisdictional boundaries.

Fire Management Officer/ Unit Aviation Manager: **John W. Thompson 406-533-7611**

The Fire management Officer (FMO) has delegated authority for oversight of the District and Field Office aerial operations.

Assistant Unit Aviation Manager (UAM): **To Be Determined**

Aviation Dispatcher: **Doug Caffee 406-683-3992**

The dispatcher is responsible for processing flight requests for tactical and non-tactical fire aircraft, de-conflicting local airspace and MTR's, performing flight following, and initiating emergency/search and rescue procedures when necessary

Aircraft Rental Agreements (ARA) / On Call

The Districts aircraft use is very limited and utilizes only ARA or on call contracts for their various resource projects.

2.5 Central and Highline District Offices

The Districts provide oversight of 3.5 million acres of public land in support of the Glasgow, Lewistown, Havre, Malta, and Great Falls field offices. Both Districts are supported by the Central Montana District's Fire and Aviation programs. The combined Districts use a variety of aircraft in support of its field office resource management missions such as wildlife counts, wilderness management, law enforcement, other aerial surveys, wildland fire and fuels management operations. The Central Montana District provides aviation management and supports the activities for the Highline District and Field Offices.

Central Montana District Office Manager: **Stan Benes 406-538-1945**

The District Manager has authoritative oversight over the fire program that encompass all Field Offices within both the Central and Highline Districts jurisdictional boundaries

Fire Management Officer: **Pat Harty 406-538-1085**

The Fire management Officer (FMO) has delegated authority for oversight of the Field Office Fire and Aviation program.

Assistant Fire Management Officer (AFMO): **Bob Farrell 406-538-1083**

The AFMO assists the FMO with assigned oversight duties in fire management program and serves as the Central Zone Unit Aviation Manager for the Central and Highline Districts and affiliated Field Offices.

Assistant Unit Aviation Manager (AUAM): **Henry Gilliland 406-538-1071**

The Fire Helicopter Crew Supervisor provides oversight of the District helicopter module and serves as the Assistant Unit Aviation Manager for the Central and Highline District and affiliated Field Offices

Aviation Dispatcher: **Fonda Knox 406-538-1077**

The dispatcher is responsible for processing flight requests for tactical and non-tactical fire aircraft, de-conflicting local and Hays MOA airspace, performing flight following, and initiating emergency/search and rescue procedures when necessary

District Office Aviation Exclusive Use Service Contracts

Aircraft

Contract Number - **D11PC30314**

Bell 206 L-IV - **Type III Helicopter**

120 day contract – Fire Suppression Aircraft

Contract Administrators

COR – Allen Edmonds

ACOR- Bob Flesch

Contract P I – Henry Gilliland. Adam Babcock

2.6 Eastern Montana/Dakotas District

The Eastern Montana/Dakotas District Office manages more than 2.7 million surface acres of public land this area of responsibility includes 16 counties in eastern Montana. The District Office uses a variety of aircraft in support of its resource management mission. Special-use missions include: wildlife counts, wilderness management, law enforcement, oil and gas well inspections, wild horse and burro gatherings, aerial surveys, wildland fire and fuels management. General-use missions are limited to point-to-point transport of personnel and/or cargo, normally from one airport to another airport, without deviations.

District Office Manager: **Elaine Raper 406-233-2827**

The District Manager has authoritative oversight over all resource and fire programs with in the Districts jurisdictional boundaries.

Fire Management Officer (FMO): **Eric Lepisto 406 233-2903**

The Fire management Officer (FMO) has delegated authority for oversight of the Field Office Fire and Aviation program.

Assistant Fire Management Officer (AFMO): **Scott McAvoy 406-233-2875**

The AFMO assists the FMO with assigned over sight duties in fire management and operations.

Unit Aviation Manager (UAM): **Kevin Gappert 406-233-2909**

The Unit Aviation Manager and serves as the Aviation Management specialist for the Montana Dakotas District and its affiliated Field Offices.

Aviation Dispatcher: **Katerina Morici 406-233-2908**

The dispatcher is responsible for processing flight requests for tactical and non-tactical fire aircraft, de-conflicting local and Powder River/Hays MOA airspace, performing flight following, and initiating emergency/search and rescue procedures when necessary

District Office Aviation Exclusive Use Service Contracts

Aircraft

Contract Number - **D11PC30314**

Bell 206 L-I C30P - **Type III Helicopter**

90 day contract – Fire Suppression Aircraft

Contract Administrators

COR – Allen Edmonds

ACOR- Kevin Gappert

Contract P I – Conan Donnelly, Shannon Myers

Aircraft

Contract Number – **D12PC**

Air Tractor 802 - **Type IV SEAT**

60 day contract- Fire Suppression

Contract Administrators

COR – Allen Edmonds

ACOR- Kevin Gappert

Contract P I – Shelley Dunlap

2.7 Aircraft Programs

The BLM Aviation Program supports both fixed and rotor-wing mission profiles including fire suppression, law enforcement, resource management, and special senior executive travel. **(Reference the NAP Chapter 2 section 2.3 and Appendices 2 section A2.3 thru A2.7)**

➡ Both programs will be supported by three methods of contracting.

- Exclusive USE Contracts (EU)
- On Call Contracts (OC)
- Aircraft Rental Agreement (ARA)

Fixed Wing Program

The program will include the various contracted categories and profiles that are commensurate with the various missions that include;

- Aerial observation/detection
- Air attack, Aerial Supervision Module
- Heavy air tanker
- Single engine air tanker (SEAT)
- Smoke jumping
- General aviation, single and twin engine utility aircraft for resource projects

(Reference NAP Appendix 2)

Rotor Wing Program

The program will include the various contracted helicopter categories and profiles that are commensurate with the various missions that include light, medium, and heavy lift aircraft utilized for either standard or restricted use for fire missions and resourced projects.

(Reference NAP Appendix 2)

3.0 Administration

3.1 General

Aircraft administration is highlighted in the National Aviation Plan that defines management responsibilities, policies, and procedures for administration of BLM Montana Dakotas aviation program. Reference NAP chapter 3.0, which includes:

- Reporting and Documentation
- National , State and Aircraft Aviation Plans
- Project Aviation Safety plans (PASP)
- Aircrew Orientation Guide and Briefing Packets
- Land Use Policy for Aviation Activities
- Budget Codes
- Aircraft Contracting
- Supplemental Aircraft Acquisition

3.2 Plans & Guides

State Aviation Plan (SAP)

This plan has a dual purpose. It supplements the National Aviation plan and consolidates all District Unit aviation general operations plans with in one comprehensive State plan. This SAP will be updated annually and submitted to the State Director for approval and issued at the state level to Districts. A signed electronic copy will be forwarded on to the National Aviation Office. **(Reference NAP chapter 3 section 3.3)**

Unit Aviation Operational Plans (UAOP)

The Unit plans will be aircraft-specific operational plans that outline District management and operational procedures for aircraft that are routinely assigned to the each unit **(Reference NAP chapter 3 section 3.3)**

Project Aviation Safety Plan (PASP)

Standardized Montana Dakotas PASP will be completed and approved at the appropriate management level for all non-fire suppression projects utilizing aircraft. **(See Attachment E for Aviation Project Worksheet and F PASP)**

Aircrew Orientation Guide

The Montana Dakotas Aircrew Orientation Guide provides a comprehensive source of information relevant to each of the Fire Zones aerial operations for visiting aircrews.

Air Tanker Users Guide

The State has an Air Tanker user's guide that serves as a primary aid for Incident commanders, fire fighters, and dispatcher in the effective use of aerial resources.

References

All aircraft operations will be carried out in accordance with department, bureau, and FAA regulations. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to specific projects.

OAS Handbooks

The following are examples of handbooks issued by OAS: Aviation Life Support Equipment (ALSE); 351 DM 1 Aviation Mishap Notification/Investigation/Reporting; 352 DM 6 Aviation Fuel Handling; 351 DM 1 Aviation Transport of Hazardous Materials; 351 DM 1 Heliport Installation; 351 DM 1 Airfreight/Para-cargo; 351 DM 1 Animal Gathering and Capturing.

Interagency Fire & Aviation Operational Guides

The following are examples of guides typically adopted for use by the agency:

- Interagency Air Tanker Base Operations Guide (IATBOG)
- Interagency Aerial Ignition Guide (IAIG)
- Interagency Helicopter Rappel Guide (IHRG)
- Interagency Helicopter Operations Guide (IHOG)
- Interagency Aerial Supervision Guide (IASG)
- Lead Plane Operations Guide
- Interagency Single Engine Air tanker Operations Guide (ISOG)
- Interagency Airspace Coordination Guide (IACG)
- Military Use Handbook (Chapter 70)
- Interagency Aviation Technical Bulletins
- Interagency Aviation Transport of Hazardous Materials Guide
- Interagency National and Regional Mob Guides

(Reference NAP chapter 1section 1.6)

3.3 Aircraft Procurement

All aircraft flight service requests will now follow the standard DOI FBMS procurement process. An Inter-agency agreement (IAA) and an Inter- Governmental Orders (IGO) are currently in place and will serve as an overall agreement for the Montana Dakota Districts to work from when requesting aircraft for resource projects . An additional form now called the OAS 91 has been developed to aid OAS in processing all aircraft flight requests. This flight request form must be completed before or at the time the District PR is entered into FBMS and sent to OAS. This new aircraft procurement process has been defined as two separate procurement actions which are defined as Fire or Non fire aircraft services.

Fire Flight Services Request Process

The NAO has established two IAA's and IGO's between the BLM NAO and OAS for all for all BLM exclusive use aircraft contracts. The IAA numbers listed will be your reference number when you complete your purchase request and OAS 91 for exclusive use aircraft. They will also serve as a reference number as a cross check when tracking costs within the FBMS system.

1. IAA # L10PG00668

- ➡ For exclusive use aircraft availability costs **"Only"**
- ➡ Funding has been pre-obligated to cover all exclusive use availability costs of each contract.

2. IAA # L12PG00378

- ➡ For all exclusive use aircraft suppression, severity extension costs
- ➡ For all On Call aircraft availability, suppression, severity and extensions costs

Exclusive Use Aircraft Ordering

A PR and OAS 91 will need to be filled out for the initial aircraft request for ordering up the exclusive use aircraft in order to start the contract. A copy of OAS-91 will be retained at the local level where the activities where is based ordered and a copy will be sent to OAS. **(Contact your UAM for further details and assistance)**. Any time an on exclusive use aircraft is temporarily re-assigned with in the Montana Dakotas fire zones to a fire with that changes the charge code string or an interagency partner, a new OAS 91 will have to be resubmitted with all the pertinent cost.

On Call Aircraft Ordering

A PR with an OAS 91 and Best Value Determination (BVD will need to be filled out for the initial request for ordering up any On Call aircraft contracts. Copies will be retained at the local level where the activities where the aircraft was ordered and a copy will be sent to OAS. (Contact your UAM for further details and assistance). Any time an on call aircraft is re-assigned with in the Montana Dakotas fire zones to a new fire assignment with a new charge code or an interagency partner, a new OAS 91 will have to be resubmitted with all the pertinent cost coding information to OAS as soon as possible.

Non-Fire On Call Use / Aircraft Rental Agreement Flight Services Request

The Montana Dakotas procurement office has established a state wide IAAs and IGO between the Montana Dakotas BLM and DOI's OAS for all for all ARA and On Call aircraft utilized for resource work. The IAA number listed will be your reference number when you complete your purchase request and OAS 91 for any resource aircraft use. The listed IAA number will also serve as a reference number as a cross check when tracking costs within the FBMS system.

1. IAA # L12PG00052

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- ➔ For all ARA resource aircraft flights, Availability, flight time, standby, service miles and other miscellaneous aircraft costs.
- ➔ For all On Call resource aircraft flights, availability, flight time, standby, service miles and other miscellaneous costs.

A PR with an OAS 91 and Best Value Determination (BVD will need to be filled out for the initial request for ordering up any ARA or On Call aircraft. Copies will be retained at the local level where the aircraft was ordered and a copy will be sent to jackieguthrie@nbc.gov at OAS. (Contact your UAM for further details and assistance). Any time an ARA aircraft is re-assigned with in the Montana Dakotas Districts with in the original contract period or an extension period is required with a new charge code, a new OAS 91 will have to be resubmitted with all the pertinent cost coding information to OAS as soon as possible.

District responsibilities for requesting flight services:

- All individually funded projects will utilize the Montana Dakotas wide established IAA
- Each project manager will ensure that a PR is completed with appropriate funding code. *(If you anticipate more flights with the same vendor using the same code string include these costs in the amount for the PR)*
- An OAS 91 must be completed to include performance dates, place, purpose of need, aircraft/contractor along with Best Value Determination and total estimated costs.

Only short-term use requests with costs under \$25,000 can use a valid NBC/OAS ARA or the short-term clause of an existing On Call Contract.

- ➔ **Should a District need a non-fire Exclusive Use Contract, contact your State and or Unit Aviation Manager for request information.**

DOI Fleet Aircraft

DOI fleet aircraft services can be requested through your respective aviation manager. The manager will ensure that the request is processed through OAS flight coordination center. **(Reference chapter 3 section 3.16 for further details)**

Your OAS point of contact for fleet aircraft is **Vicki Johnston**, Western Area Office, Boise, Idaho; phone number: **(208-334-9314)**

Exclusive Use Contracts (EU)

Exclusive use contracts are used to provide aircraft services to meet the specific needs of State and District Offices. The necessary aircraft services must be identified in the National Aviation Office budget plan. These contracts are a formal contract for services with terms ranging from 90 or more days with three annual renewal options. These contracts have an option for extension on a day-by-day basis beyond the specified term of the contract, which is based on a contractor's agreement to extend. **(Reference NAP chapter 3 section 3.7.2 for further details)**

On Call Contracts (OCC)

BLM on call contracts are normally identified to be accomplished within a three-year contract period for fire operations. The National Aviation Office requests these services from OAS, who will solicit/award contracts and assign a contracting officer, a technical representative, and a BLM national program manager as the COR. Local Units then request to utilize aircraft on an as needed basis. **(Reference chapter 3 section 3.7.2 for further details)**

USFS CWN Aircraft Contract

Reference USFS web site for contract details and ordering procedures: http://www.fs.fed.us/fire/contracting/helicopters_cwn/helicopters_cwn.htm

There are separate contracts for:

- USFS/DOI National Type 1 and 2 Helicopter CWN contract - Medium to heavy lift helicopters. Project flight rates apply for non-fire projects.
- USFS Region I Type 3 Helicopter CWN contracts – Light, multi-purpose helicopters. USFS Exclusive Use and CWN contracted aircraft are available for DOI use per requirements of *OPM-39*.

Aircraft Rental Agreements, Non Fire (ARA)

An ARA is an aircraft flight service requested under an OAS blanket purchase agreement (BPA). However, one must consider these agreements are not a competitive contract but do have a \$25,000.00 limit per project. Projects with a cost of more than \$ 25,000.00 shall not be broken out into several transactions to avoid expenditure limits. In addition, a Best Value Determination Record form OAS 9 must be completed and retained for any ARA procurement that is anticipated to exceed \$2,500

The number of ARA approved aircraft for a State must be consistent with its overall Aviation programs needs to meet resource management objectives. Therefore, requests from Districts to add additional aircraft must be carefully weighed at the Unit and State level before submission to the NAO for Approval. **(Reference NAP chapter 3 section 3.7.4)**

End-Product Service Contracts (EPC)

End Product Contracts are not aircraft flight service contracts. They are used to acquire a product for the BLM (i.e., per-acre, per-unit or per-area, or per head basis). The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a “service” or “end-result.” Many contractors utilize aircraft to meet the performance objectives of End Product contracts for activities such as animal capture, seeding, spraying, survey, photography, etc. Since these are not flight services contracts, the OAS does not perform any acquisition service. End Product contracts are administered from the state office or Denver NOC procurement units. All contracts with cost estimates greater than \$100,000 are administered from the NOC.

Specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. BLM contracting officers, procurement specialists, and aviation managers at all levels must be aware of these requirements. BLM contracting officers and resource specialists must consult with BLM aviation managers if the acceptable language guidelines do not address a specific project

requirement or the contract solicitation does not follow the acceptable language guidelines in OPM-35. End Product contracts where contractors could conceivably utilize aircraft must be reviewed by the BLM SAM to ensure that specifications and language do not unintentionally imply or determine aircraft operational control. **(Reference NAP chapter 3, section 3.8 for additional information)**

The following list describes acceptable contract language for BLM End Product Contracts. Close coordination is necessary to ensure compliance with Departmental Manual and applicable airspace coordination agreements that states have with military authorities.

- No contract language describing aircraft or pilot capabilities, standards, or requirements.
- The area of work should be described in terms of scale of area, general topography, elevation, slope, vegetation, and accessibility by roads or off-road vehicles, land use restrictions for mechanized equipment, etc.
- Aviation Regulations -Acceptable Language: “The Contractor shall comply with all applicable federal, state, and local regulations.”
- Airspace Coordination – in areas of military airspace, it is acceptable to describe any BLM coordination agreements with military airspace scheduling or range control authorities and that it is the contractors’ responsibility to coordinate their activities with the scheduling office or Range Control.
- Aircraft Equipment Specifications -Acceptable Language: Delete all reference to aircraft/equipment. Suggested example clause: “...Contractor is required to demonstrate to the government that the application equipment can be calibrated and will evenly distribute the designated seed at rates specified in the Project Area Narratives.”
- Radio/Communication Requirements - Acceptable Language: “Contractor shall provide a communication system so that contractor personnel engaged in the project at different locations can communicate at all times with each other, and so that government Project Inspectors may communicate with the contractor at any time to discuss performance matters.” (The government VHF-FM radio system may have to be described.)

3.4 Aircraft Use Payment Systems

There are two methods of payment for aircraft services:

OAS now utilizes the web based Aviation Management System (**AMS**) that has two data worksheets for fleet and non-fleet aircraft for electronically collecting pay document information and processing payment into the current FBMS . The two worksheets are now supported by a new OAS 23 E pay document which replaces the old standard hard copy OAS 23 and OAS 02 pay documents.

The Forest Service utilizes the web based **Aviation Business System (ABS)** to replace the SF122 report. The worksheet will electronically document and process all contract aviation costs.

3.5 AMS Flight Use Reporting

Aircraft managers are responsible for ensuring that a correct OAS 23E worksheet is completed and the proper FBMS charge and use codes are entered correctly before forwarding the worksheet to Aircraft contractor for review and validation. Once the contractor has reviewed and validated the correct worksheet data, the worksheet is uploaded into the AMS payment database and forwarded to OAS Contracting Office for approval and payment.

Flight use coding

The AMS system has issued new coding criteria and codes to be used in the OAS worksheet, which are defined below and can be referenced in OAS technical bulletin 10-0.

Billee Codes

The OAS has assigned unit billee codes in order to identify each BLM District for the purpose of data collection and billing. The web site is located at (<http://OAS.nbc.gov/billee/index.html>) this site will allow you to search other agency billee codes should the need arise. The current billee codes for the Montana/Dakotas are listed:

<u>Billee Code</u>	<u>BLM Offices</u>
6140 -----	MT 910 Montana State Office
62E0 -----	MT 010 Billings Field Office
6170 -----	MT 060 Central Montana District Office Lewistown
6190 -----	MT 020 Eastern Montana Dakotas District Office Miles City
6490 -----	MT 070 Western Montana District Office Butte
62J0 -----	MT 090 Highline District Office Malta

Office/Unit User Codes

The AMS system utilizes these codes to match the agency ID code used within the Ross system. **(Reference your local Unit Dispatch plan for agency ID code)**

Mission Codes

New mission codes have been issued and will be utilized when completing all OAS pay document worksheets. **(Reference NAP Chapter 3 section 3.15.2 and see Attachment J)**

Pay Item Codes

New pay item codes have been issued which separates Fire and Non-fire project flight rates. **(Reference NAP Chapter 3 section 3.15.1 and see Attachment K)**

Exclusive Use Fund Code

All BLM fire Exclusive Use aircraft will charge only availability during the exclusive use contract to the following NAO fund code: **LLFA540000LF1000000.HT0000**.

- All other pay item codes (FT, SM, PD, EP, ET, SC, etc.) will be charged to the appropriate office and benefiting activity, **not** to the NAO code.
- All BLM Fire Exclusive Use aircraft approved by the NAO for contract extension will charge all AV during the extension period to an assigned Fund Code provided by the NAO.

On Call/ARA or Severity Funded aircraft

All Pay Item codes including AV (AV, FT, SM, PD, EP, ET, SC, etc) will be charged to the appropriate office and benefiting activity. Severity codes should not be utilized for any charges that can be legitimately charged to a suppression code. Suppression and severity formats are listed below:

- Fire suppression – **LLxxxxxxxxLF2000000.HU0000LFLFSPZZZZ0000**, where **xxxxxxxx** is the BLM Cost Center and **zzzz** is the “Fire Number.”
- Severity aircraft – **LLxxxxxxxxLF2000000.HT0000LFSRyyyy0000**; where **xxxxxxxx** is the BLM Cost Center and **yyyy** is the severity charge code.

3.6 Documentation and Reporting

This chapter defines administration policy for BLM Aviation, which is found in 350 DM.1 (**Reference NAP Chapter 3 section 3.2 for administrative requirements**)

Each state is responsible for the prompt submission of listed reports.

- Districts are responsible for submitting **daily** aircraft status reports to the State Aviation Manager. The report will include all on call, ARA, Exclusive Use and Cooperator aircraft (if ordered for agency activity) operating on the respective Districts. (Units are strongly encouraged to do reporting electronically so documents can be filed on server drives).
- Districts are responsible for submitting annual District aircraft summary reports to the State Aviation Manager.
- Aircraft Contract Evaluations are to be submitted to the State Aviation Manager at the completion of each contract for entries into the Contractor Performance Assessment Reporting System (**CPARS**)

The State Aviation Manager serves as the primary Contracting Officers Representative (COR) and will maintain all state assigned Aircraft Service contract files.

- Aviation Safety Communiqué’ (**SAFECOM**) database reports will be submitted within 24 hours of the event. Electronic submission is preferred over hard copy.
- Accidents and Incidents with Potential notification sequence will be such :
 1. Follow local/district Aircraft Mishap Response Guide protocols;
 2. Report accidents or Incidents to the OAS Mishap Hotline (1-888-4MISHAP).
 3. SAM /State FMO /State Director

3.7 Document Management

The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. To improve the life-cycle management of office records and information, each unit will insure their records are maintained in accordance with BLM manual 1220. The aviation documentation requirements are described in the attached Aviation Documentation Matrix at http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.html

3.8 Cooperator Aircraft

The BLM's use of state/local government, military, or other federal agency aircraft first requires that the SAM submit a request through the BLM national office to the OAS. This process may require inspection of aircraft facilities and/or documentation by the OAS prior to any authorization. Letters of authorization and approval will be supported by an interagency agreement or a service level agreement should the transfer of funds be required. When making requests for cooperator aircraft, full consideration must be given to the constraints regarding the management and use of this type of aircraft. Consult your unit aviation manager regarding the use of cooperator aircraft. **(Refer to National Aviation Plan chapter 3 section 3.10)**

3.9 Contract Evaluations

Contractor performance evaluations are a critical element of effective contract management. The evaluations are used by contracting officers (**CO**) to assess contractor solicitation bid packages, determine contractor ordering preference rankings and alert OAS acquisition/contracting officer technical representatives (**COTR**) to performance issues. SAM's are charged with developing a contractor evaluation collection system for their state aviation activities.

The OAS 136 form is to be used for documenting contractor performance. There are form variations that are specific to the contract being utilized. These forms are located at: <http://amd.nbc.gov/library/forms.htm>

- Contractor Performance Assessment (**CPAR**) Exclusive Use Aircraft Only the SAM and designated ACORs will submit evaluations in the system.
- OAS 136A: On Call Small Helicopter, Air Tactical, SEAT (**On Call and CWN**), and ARA.
- OAS136D - WH&B contract

Assigned contract project inspectors (PI) complete the evaluations, submit them to the COR or ACOR and provide a copy to the UAM. The PI will review their respective evaluations with the contractor's representative at the close of each contract before the evaluation is submitted to the COR or ACOR. If during the performance of a contract there are negative performance issues the PI will attempt to resolve the issues with the contractor's representative and inform the UAM, COR or ACOR of the issues at hand. If any issues cannot be resolved locally, then the COR or ACOR will facilitate contacting the contractor and/or the CO.

4.0 Aviation Safety Management

4.1 Safety Management System (SMS)

The interagency safety management program was developed to instill proactive communication and workforce continuity throughout an organization. The program is designed to develop a sense of positive control through accountability to ensure the effectiveness and integrity of the operational management into all aspects of an aviation program.

The Safety Management System has four fundamental components which consist of Policy, Risk management, Assurance, and Promotion, and serves as mechanisms to organize existing concepts and processes in aviation safety. **(Reference NAP chapter 4 section 4.2 for further details)**

4.2 Safety Education and training

Aviation training is everyone's responsibility. It is one of the positive controls that drive the Montana/Dakotas' commitment to safety through ***Awareness, Communications and Training (ACT)***. Training requirements are established in OPM-04, PMS 310-1 and BLM 9400 as defined in chapter 5.

Primary considerations for aviation safety include:

- Personnel - All BLM personnel will meet the interagency qualification standards for the 310-I and the IQCS and IAT data systems for their position.
- Pilots - FAA certified pilots will be utilized in BLM aviation activities.
- All pilots flying DOI-owned leased, contracted, rented (ARA) or cooperator aircraft will meet requirements set forth in 351 DM 3.
- All pilots flying interagency missions will have a current Pilot Qualification Cards in their possession or an OAS Letter of Approval (LOA) indicating that they are certified to fly the particular aircraft as well as perform the specific mission at hand.
- All personnel assigned to a tactical airbase/heli-base will be trained in aircraft ramp/deck operations safety which will include:
 1. Annual refresher on airbase/heli-base operations for each designated base position
 2. Annual fire extinguisher practical use and application training
 3. Aircraft hot loading or refueling when approved)
 4. Implementation of District crash/ rescue mishap (practical exercise)
 5. Ramp/deck operations and procedures
 6. Annual review of unit base operations plans and OAS Mishap Review
 7. Briefing & Risk Management process implementation prior to operations

Aviation training is provided through the national, regional, and local training centers and the Interagency Aviation Training (IAT) website (see attached IAT Training Reference Guide) available through the Aviation Management Directorate. Required currency training for general aviation users is provided at the annual Aviation Conference and Education workshop Continued Training, which is normally scheduled at least two or three times per year.

State Aviation Manager

Provides direction and guidance for the national aviation training program by monitoring personnel training records:

- Ensures training is conducted by approved interagency aviation trainers (**IAT**), OAS training specialists, or other approved aviation instructors.
- Tracks basic IAT aviation courses.
- Coordinates and tracks national and regional 300-level and higher aviation courses.
- Ensures that adequate qualified trainers are available within the Montana/Dakotas
- Coordinates or conducts training for the region and zones when needed.
- Develops and mentors personnel within the aviation program to meet the needs of the state and region.

Unit Aviation Manager

Provides direction and guidance at the District and field levels for aviation training requirements; Ensures that staff receives training commensurate with the demands of the unit's aviation needs; and ensures that all aviation personnel are trained according to departmental standards. This will include:

- Developing and maintaining a cadre of personnel qualified to train and support the needs of the unit.
- Conducting annual aviation currency training for fire and resource personnel.
- Coordinating and scheduling training with SAM and regional training centers to meet the needs of the unit.
- Conducting training for the zones and units when needed.
- Coordinating/tracking all training and records of new and current aviation personnel within the unit.
- Conduct all required training for fixed wing and Heli-tac crewmembers prior to any assignments.

Aircraft Program Manager

Assists the SAM and UAM with aviation training and preparedness, to include:

- Serves as coordinator or lead instructor for aviation courses required to maintain staff/crew training requirements as well as position skills and currencies;
- Promotes interagency collaboration and cross training with neighboring units to foster cohesion, teamwork, and efficiencies;
- Ensures staff/crew have completed required training, aircraft familiarization, and preparedness drills/checklists/inspections prior to accepting any assignment;
- Facilitates sufficient hands on with live aircraft/operations in controlled situations for staff/crew when possible prior to engaging in emergency/incident activity;

Aviation training (Non-Fire)

The DOI Interagency Aviation Training (IAT) Program regulates the “non-fire” aviation training requirements for bureau personnel. Individuals holding a current qualification under the incident qualification certification system (performance based system) are also qualified to perform equivalent non fire/resource aviation positions under IAT guidelines and do not require additional IAT training (See **attachment A for IAT Matrix and attachment B Functional Crosswalk**)

Required Training for Fire

Due to the extensive number of aviation fire positions, the required training and qualification per position will not be listed here. They can be found in the PMS 310-1, Interagency Standards for Fire and Aviation Operations, and the various aircraft operational guides or handbooks. (Reference NAP Chapter 6 section 6.1.1)

Tracking and Monitoring

It is the responsibility of the unit aviation managers to track and monitor their unit’s training. The unit manager should conduct annual reviews of the IAT Aviation and IQCS fire qualification records to ensure that district and field office employees utilizing or managing aerial resources sustain the required level of proficiency and currency in their respective position.

4.3 Operational Safety Considerations

Flight and Duty Limitations

Daily and cumulative flight and duty hours will be monitored, tracked, and documented on all DOI fleet, contract and rental pilots. Pilot flight time and duty time limitations are outlined in (DM 351 1.3, FAR Part 135, and contracts section B).

Aircraft managers, pilots and/or dispatchers will maintain flight and duty logs. SAFECOM reports will be completed on all flight and duty infractions.

- ➔ **During periods of prolonged heavy aircraft use, flight and duty may be further limited at management discretion.**

Comfort/Rest

Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and water, and an atmosphere free of undue noise, activity, and stress.

Sterile Cockpit

Communications and actions within the cockpit are limited to those required for safe maneuvering and traffic separation. This means communications with dispatch, ground personnel, and other aircraft concerning mission information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. (Reference NAP Chapter 5 section 5.9)

- ➡ **A sterile cockpit environment will be maintained within a minimum five-mile radius of any controlled and uncontrolled airport, to include the designated airspace around any uncontrolled heli-bases, heli-spots, SEAT bases, and remote airstrips.**

Transponder Code

To the extent possible, all aircraft engaged in tactical fire suppression operations will utilize transponder code **(1255)**.

Airspace Coordination

All Montana/Dakotas BLM aviation operations will comply with the regulations and guidelines as stated in the Interagency Airspace Coordination Guide. De-confliction procedures will occur when flights are to enter airspace shared with military aircraft. **(See Montana/Dakota intranet website Fire/Aviation for copies of Military Airspace MOU's)**

Mission Planning

All flights will require a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure to unnecessary risks and prevent accidents/incidents.

All Flight Requirements

- Completed Form 94001a (except emergency incident operations)
- Only essential flights and passengers approved
- Approved and carded pilots and aircraft for mission
- Flight plans filed /flight following provided
- Pre-flight inspection/weight and balance/load calculation completed
- Pilot and passenger mission briefing
- Passengers manifested/briefed on aircraft safety
- Hazard map reviewed prior to flight
- Airspace de-conflicting completed
- Emergency rescue / mishap procedures in place

Special Use Flights (in addition to above):

- Project Aviation Safety Plan (PASP) completed and approved
- PPE & ALSE used by pilot and passengers
- Hazard risk analysis completed
- Have flight following and emergency rescue procedures in place
(Reference NAP chapter 4 section 4.3.2 See Exhibit E and F)

Environmental Factors

Full consideration will be given to all factors listed as they pertain to aircraft performance and limitations prior to each flight.

Terrain

Familiarized with localized ground features and influences should be addressed during orientation flights and briefings. Mountain flying techniques and protocols will be upheld as applicable.

Temperature / Humidity

Effects of density altitude on aircraft performance will be monitored as changes in conditions occur. Load calculation adjustments and similar proactive measures to ensure operations remain within the performance envelope of the aircraft are critical to mission safety.

Daylight

All DOI aircraft (except for twin-engine aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 minutes prior to official sunrise until 30 minutes after official sunset.

Wind

Both fixed wing and 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 apply:

Low-Level (below 500' AGL):

Type III - 30 knots or max gust spread of 15 knots

Type I & II - 40 knots or max gust spread of 15 knots

High-Level (above 500' AGL):

All types - 50 > knot winds

➡ **Aircraft managers will monitor and confer with pilot in command to ensure that winds do not exceed capabilities of the aircraft or pilot.**

Weather/Visibility

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

4.4 Aviation Incident/Accident Response Plans

Field offices will develop and maintain current incident/accident response plans (formatted similar to Interagency Aviation Mishap Response Plan - NFES1356) for their areas of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur; and a listing of necessary local, state, and national emergency and agency aviation safety contacts (Response plan available at <http://amd.nbc.gov/safety/library/iamrp.html>). **(Reference NAP chapter 5 section 5.11)**

4.5 SAFECOM Program

Safe-Coms are used as a proactive tool to report any condition, observance, act, maintenance issue, or circumstance with a potential to cause an aviation-related mishap or accident. (Reference NAP chapter 4 section 4.5.2)

Submission of a SAFECOM

1. Electronic SAFECOM Access to website: <https://www.safecom.gov/>
2. Once a SAFECOM comes to the attention of the appropriate UAM, the UAM will review and add necessary corrective actions as needed. The SAFECOM will then be resubmitted and forwarded to the SAM.
3. Timely submission and distribution of SAFECOM's are a key component in mishap prevention
SAFECOM may be accessed and printed SAFECOM data base website.

4.6 Lessons Learned

The lessons learned program is a SMS tool designed to aid Aviation managers to proactively highlight an incident and the corrective actions taken to mitigate any further incidents that could result in more severe outcome. (Reference NAP chapter 4 section 4.6.1)

4.7 Mishap Reporting

All aviation mishaps, hazards, maintenance deficiency, incidents, or accidents will be reported according to 352 DM 1 & 6 and the OAS Aviation Mishap Notification/Investigation/Reporting Handbook.

Aircraft accident/incidents with serious potential will be reported immediately to the National Transportation and Safety Board (NTSB) and OAS. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/OAS will conduct investigation/follow-up.

Aircraft Incidents

All mishaps/hazards other than those described above are to be documented on a SAFECOM. Send copies to OAS safety and state aviation manager. Follow-up/investigation by zone aviation manager is discretionary.

4.8 Aviation Program Monitoring / Working Groups

Each field office aviation program will be reviewed at least once every three years by aviation managers or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be reviewed for response readiness and safety. Any deficiencies will be documented, supported by recommendations, and submitted to the field manager within 30 days of the review. Unit aviation managers will conduct an annual operational readiness and safety audit with aircraft managers prior to each field season operations.

Northern Rockies Aviation Committee

Group members consist of interagency regional aviation officers and managers who are specialists for their respective agencies. The purpose of the committee is to support the Northern Rockies Coordinating Group with direction and guidance on aviation issues that arise within the region. Each member will be responsible for developing an agency working group within their regional zones, which will provide a conduit for the operational managers in dealing with local and regional issues.

Northern Rockies SEAT Working Group

The group consists of the Regional Inter-agency partner representatives who are specialists of Single Engine Air Tanker Management. The purpose of the committee is to support the Northern Rockies Aviation Group with providing guidance and direction on SEAT management and operational issues that arise within the region.

Montana/Dakotas Aviation and Working Group

Group members consist of the Montana/Dakotas state aviation manager and unit aviation managers or designees. Each member will also serve as a zone aviation safety officer. As an aviation safety officer, he/she will have the responsibility of ensuring that the Montana/Dakotas' Aviation Safety Program promotes a positive safety culture by:

- Assisting the state aviation manager in the management of the state's safety program.
- Developing and updating annually Montana/Dakotas operational aviation plans and orientation guides and supplements.
- Conducting annual reviews of state and zone aviation plans.
- Reviewing accident/incident investigation reports to determine cause and corrective action.
- Reviewing SAFECOM reports submitted within their respective zones and making recommendations for corrective action.
- Identifying safety trends.
- Conducting annual reviews of aviation training and monitoring qualifications and currency of aviation personnel.
- Meeting as needed to review aviation issues; providing recommendations and direction to Montana/Dakotas field aviation personnel.
- Serving as a collective voice on aviation issues between zones and the regional NWCG board of directors.

5.0 Aviation Operations

5.1 General

As a multi-state organization, we are challenged with high-risk aerial environments that are ever changing. Each employee, interagency partner, and contractor is responsible for conducting aerial operations that are well planned and approved by unit and District management.

State, Districts, and units are required to provide the appropriate management commensurate with their types of operations and contracts they utilized. That includes support staff for the various functions such as Unit Aviation Managers, Air Tanker/Air bases, SEATs, ASM/ATGS, and Heli-tack operations. **(Reference NAP chapter 5 section 5.1)**

5.2 Public/Civil Aircraft

BLM Montana Dakotas aerial operations include both civil and public aircraft operations. **(Reference NAP chapter 5 section 5.3)**

5.3 Montana/Dakotas Employees on Non-BLM aircraft

BLM employees will comply with bureau and Departmental policies when performing agency duties on any other agency cooperator aircraft or aircraft under another agencies control. **(Reference NAP chapter 5 section 5.4)**

5.4 Passenger Categories

Official

Any federal employee traveling on official BLM business that is not functioning as a flight crew or aircrew member, which may include:

- Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs
- Non Federal passengers when engaged in missions that enhance Departmental programs such as cooperating state, county, or local agencies, representatives of foreign governments; and contractors' representatives.

Unauthorized Passengers

Any person who is not authorized Official travel status will not be transported on any aircraft owned or operated by the DOI/BLM. **(Reference DM 350 1.7 and the NAP chapter section 5 for Official and Unofficial passenger and their requirements).**

Volunteers

Any volunteer traveling in official BLM travel status will fall under the classification of an Official Non Federal passenger **(Reference NAP5.5, DM350 1.7 A and BLM 9400.67A).**

5.5 Emergency Exceptions to Policy

BLM employees who are involved in an event that possess an imminent threat to human life in which there is insufficient time to use approved procedures may deviate to the extent necessary using sound judgment. **(Reference NAP chapter 5 section 5.6, 350 DM 1.2)**

5.6 Flight Categories

Point-to-Point Flights

Fire

Any scheduled flight traveling from one developed airport/heli-base to another for the sole purpose of moving personnel and or cargo.

Non-fire

A flight originating for one developed airport/heli-base that flies to one or more developed airports for the sole purpose of conducting federal business travel.

Senior Executive Service (SES)

Senior Executive Service flight are generally employees above GS-15, members of their families, or non-federal travelers who are passengers on any point-to-point flights require the approval of the DOI Solicitor's Office prior the scheduled flight. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS-110. **(Refer to National Aviation Plan chapter 3 section 3 .11 and attachment I for SES Flight Planning Guide)**

Requirements for Point-to-Point

- Only OAS approved aircraft and pilots will be used
- A 9400 1A /Flight plan and BVD will be completed
- Passengers will be manifested and briefed on safety procedures.
- Qualified flight manager will be assigned.

(Reference NAP chapter 5 section 5.7)

Mission Flights

Any flight other than point to point conducted with the defined purpose of performing agency, resource, or fire suppression specific task, which may include wild life census, reconnaissance, etc. These include Special Use Flights discussed below.

Requirements for Mission Flights

- Complete approved aircraft request with BVD and flight plan
- Only OAS approved aircraft and pilots will be used
- An approved Project Aviation Safety Plan will be developed and signed by:
 1. Project Manager
 2. Unit FMO or Unit Aviation Manager
 3. Field Office Manager

- Passengers, if mission essential, will be manifested and briefed on safety procedures
- VFR flight plan , Agency flight plan or Flight following as appropriate
- Qualified Flight Manager assigned
(Reference NAP chapter 5 section 5.7)

Special Use Flights

All mission flights requiring specialized equipment, techniques, or safety considerations, such as: low-level flight below 500 feet, aerial supervision, ACETA, heli-torch, WH&B, and aerial seeding. **(Reference DM 351 1.7 AND OPM 98-29 for definitions)**

Due to the inherently higher risks, a complexity analysis and aircraft risk assessment is required along with the Project Aviation Safety Plan. The field office and unit FMO or aviation manager will approve each plan.

Requirements for Special Use Missions:

- Aircraft and pilots must be approved for specific special use missions.
- The pilot and all passengers require personal protective equipment (PPE): nomex or equivalent clothing, leather boots, nomex/leather gloves, aviator's protective helmet (SPH-5 or equivalent); etc. There are some exceptions to PPE requirements
(Reference DM 351 1.7E and Aviation Life Support Equipment [ALSE] Handbook).
- Personnel/passengers operationally involved in special use missions must be trained and qualified to perform the intended activities.
- Agency flight following will be conducted via standard AFF or standard radio check-in.
- An aerial hazard and risk analysis with mitigation measures will be completed, including coordination with military and other agencies to de-conflict airspace.
- Hazard maps of the flight route or project area will be reviewed by the pilot and flight manager prior to flight and posted in the dispatch office.
- All special use passengers will be listed and pre-approved.

➡ **Special use missions other than incident initial attack require an approved Project Aviation Safety Plan and mission briefings.**

BLM Law Enforcement Flights

All BLM law enforcement flights conducted within the Montana Dakotas will be coordinated with the respective District FMO or, UAM or, State Aviation Manager. Use of non-DOI contracted aircraft or personnel requires a fiscal agreement and IGO for the exchange of funds.

- All BLM law enforcement aviation flights will be tracked by the District FMO or UAM and documented annually on the new BLM statistics form (See Appendix I) and forwarded to the SAM by October 1 of each FY. **(Reference BLM NAP 5.28)**

Unmanned Aerial System (UAS) Flights

1. Aviation Management Directorate has introduced the UAS type aircraft that will be available to both Fire and Resource type projects, should a District or Field Office have the need for this type of aircraft. **(Reference NAP Chapter 5 section 5.29)**

5.7 Flight Planning

The following procedures will be utilized to plan all non-commercial point-to-point and special use missions for both fire and land resource management projects such as:

Aviation Project Worksheet

The worksheet is available to help project managers assimilate the information needed in the early phase of developing an aviation project. The worksheet provides aviation managers with pertinent information needed completing flight requests and Project Aviation Safety Plans. **(See attachment E)**

Flight Requests

All requests for flight services (other than scheduled commercial airlines) require the completion and submission of an *Aircraft Flight Request/Schedule* (Form 9400-1a). Your local dispatch office or unit aviation manager will assist you in completing the form. **(Reference NAP chapter 3.12 - 3.13)** The 94001-1a form can be accessed online at <http://www.blm.gov/nifc/st/en/prog/fire/Aviation.htm>

Flight Request information

- Includes general information regarding purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, cost limitations, etc.
- Requires approval/signature by a supervisor one level above the requestor.
- Shall be submitted to the local dispatch or unit aviation manager at least 15 working days prior to each flight request. This allows time for the development and approval of a Project Aviation Safety Plan (PASP) and the aircraft procurement process.
- The reverse side of the 9400-1a may be used for a one-time, non-complex flight mission, which is required for all flights.
- Emergency and special operation law enforcement flights are the only exception to prior approval.
- All acquisition of OAS contracted and certified aircraft will be accomplished by the state aviation manager, unit aviation manager.

FBMS Purchase Requests

The new process for requesting aircraft services has full completed the conversion to the DOI FBMS finance system. A State wide Interagency Agreement between the Montana Dakotas and the Office of Aviation Services has been established along with an Intra Governmental Order for all Districts and Field Office to utilize when doing a Purchase Request for Flight service. Each unit will be required to complete a purchase request with the proper charge code string and adequate funding and for each project.

OAS 91 Flight Request/Best Value

An OAS 91 Flight request/Best Value form must be filled out in its entirety to support your FBMS purchase request in order in for OAS contracting Officer to approve and complete a task order authorizing the selected contractor to complete the flight service. (Reference Exhibit H)

A cost comparison will be completed between adequate aircraft to determine which aircraft represents the best value to accomplish the mission. The cost comparison will consider: availability; guarantees; ferry

time to/from home base; flight time; extended standby; service truck mileage; tie down fees; landing fees; flow through fees; per diem; special equipment use charges; government/vendor aircrew and support personnel base pay, overtime, travel, hazard pay, etc. **(Reference NAP chapter 3 section 3.13)**

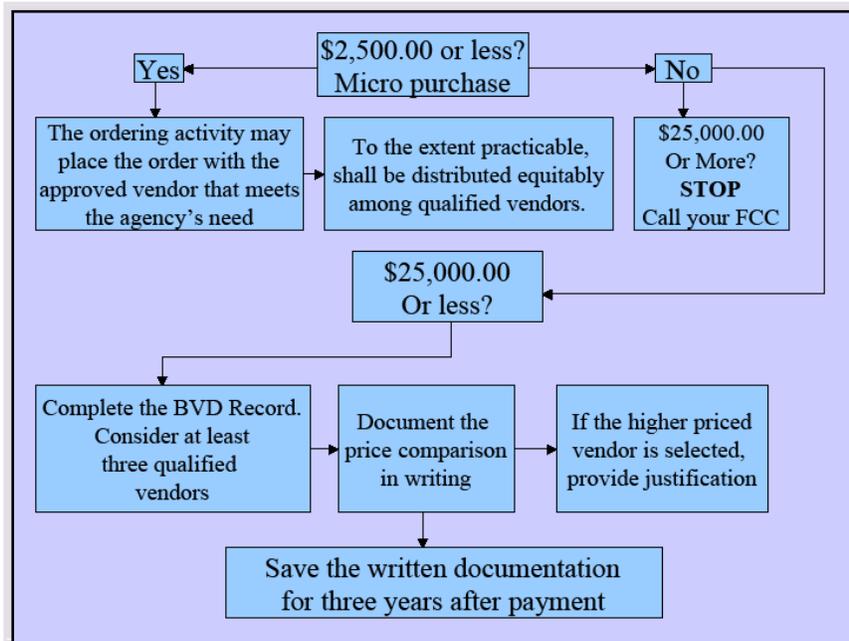
1. *Best Value* - As part of the required cost comparison, the aviation manager or aviation dispatcher shall complete a Best Value Determination (BVD) record to document the order on all flight requests. The original record must be kept at the ordering office and made available for future review, if requested, by the responsible aviation management directorate, flight coordination center, and contracting officer.

2. *Decision Process* - Orders for less than \$2,500 shall be placed with the vendor who has been determined through a comparison analysis to represent the best value to the government. The analysis should be retained with the dispatch flight request records.

If an order exceeds \$2,500, the ordering official shall document the vendor price analysis on the BVD record. Selection of three sources within the local area to compare best value criteria will meet this competition requirement. When selecting a vendor with the better capability but a higher price, the ordering official shall place a short explanation to support this decision on the BVD and retain in an ordering file. The Western Region FCC may request a review of the ordering official’s documentation.

If an order is anticipated to exceed \$25,000, the requesting office is required to complete an OAS -13 request for services and submit to the FCC for review and CO approval.

Decision Tree for Aircraft Services



5.8 Flight Following

Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en-route or receiving office. Flight following procedures, check-ins, and actions will be documented on Form 9400-1a, blocks 4 and 5, resource orders, radio logs, or other records. Deviations from flight plans are allowed only for weather or safety-related reasons.

(Reference NAP chapter 5 section 5.9)

All BLM flights in Montana/Dakotas will be flight followed utilizing one or more of the methods listed below.

- Automated flight following (AFF) is utilized when an aircraft conducts its initial check-in with dispatch to confirm that AFF tracking is established. The dispatch office will then monitor the flight status, logging the aircraft position and heading every 15 minutes. If tracking is lost, dispatch will revert to the standard radio tracking and establish contact on the standard flight following frequency or air guard.
- Radio flight following (RFF) is a written agency flight plan utilizing radio check-ins with dispatch offices at 15-minute intervals. Each check-in will state current position, heading, and intentions.

➡ **Any flight that cannot maintain AFF or radio flight following will terminate the flight at the earliest opportunity.**

Overdue / Missing Aircraft

A Unit dispatch office that has lost contact with an aircraft using Automated Flight Following and radio tracking will begin attempts at re-establishing contact following the timeline considerations listed below and initiate the Unit Mishap Response Guide procedures.

Overdue, Missing Aircraft considerations

- An aircraft will be considered **(overdue)** when it fails to arrive within 30 minutes past the estimated time of arrival and cannot be located.
- An aircraft will be considered **(missing)** when the elapsed time exceeds its fuel & reserve capacity for continued operation.

The Incident response guide outlines the notification procedures and protocol required when an aircraft incident or accident occurs. **(Reference your unit mishap response guide)**

5.9 Hazardous Material Considerations

All government-contracted aircraft will meet the hazmat requirements defined in the Interagency Aviation transport of hazardous materials guide located at: <http://amd.nbc.gov/library/handbooks.htm>

5.10 Invasive Species Control

Invasive aquatic species can easily be transported between lakes streams and reservoirs by the aerial water dispensing aircraft we utilize today. Therefore, it is important to educate our aircrews and aircraft managers on the preventive measures associated with the contamination and spreading aquatic nuisance species (ANS) **(Reference the NAP chapter 5 section 5.14 and Aircrew Orientation guide chapter 10 section 10.2 page 24)**

5.11 Search and Rescue (SAR) Considerations

Each District should identify specific procedures for implementing SAR operations within its respective jurisdiction. The following considerations should be addressed prior to implementing an operation.

- Ensure all personnel involved with an SAR operation remain within their scope of authority.
- Ensure flight planning, risk assessments and briefings are conducted prior to beginning operations.
- Ensure SAR operations do not conflict with DOI policies **(Reference NAP chapter 5 section 5.6)**

5.12 Fire Aerial Operations

Heavy Air Tanker Operations

The Billings Air Tanker Base Operation is under the direction of the Southern Fire Management Zone. The specific areas of responsibility are defined by the unit's chain of command, and detailed in the tanker base operational plan. Standard base operational procedures are conducted in accordance with the interagency air tanker base operating guide outlined in a local operations plan. Coordination will be in accordance with the NRCG/National Mobilization Guides. **(Reference NAP chapter 5 section 5.17)**

Helicopter Operations

Zone helicopter operations are under the direction of the zone fire operations. The specific areas of responsibility are defined by each unit's chain of command detailed in zone operational plans. All helicopter operations are coordinated according to the regional and national mobilization guides in conjunction with the national helicopter coordinator and state aviation manager and regional coordination centers. All helicopter/helibase management and aerial operations are conducted in accordance with the Interagency Helicopter Operations Guide (IHOG) and local helicopter operational plans. **(Reference NAP chapter 5 section 5.22)**

Single Engine Air Tanker (SEAT) Operations

Zone SEAT operations are under the direction of the zone fire operations. Specific areas of responsibility are defined by each unit's chain of command detailed in zone operational plans. All SEAT operations are coordinated according to the regional and national mobilization guides in conjunction with the national SEAT coordinator, the state aviation manager, and regional coordination centers. All SEAT management and aerial operations are conducted in accordance with the Interagency Single Engine Air Tankers Guide (ISOG), Interagency SEAT SOP Handbook, regional and local SEAT Ops plans. **(Reference NAP chapter 5 section 5.19)**

Air Tactical Supervision Operations

Zone air attack operations are under the direction of the zone fire operations. Air tactical supervision operations are coordinated according to the Northern Rockies and national mobilization guides in conjunction with the national aerial supervision coordinator, the state aviation manager, and regional dispatch centers. All air tactical management and aerial operations are conducted in accordance with the Interagency Air Tactical Group Supervisors Guide, Aerial Supervision Module Operations Guide, BLM Fixed Wing Standard Operations Procedures, and BLM Standards for Fire Operations (Red Book). **(Reference NAP chapter 5 section 5.21)**

Fire Reconnaissance/Detection Operations

Reconnaissance/ Detection flights are coordinated and managed at the local unit level for the sole purpose of providing fire managers with important intelligence on newly located fires, which includes fire size up, identifying access routes of fire areas for ground units and aerial mapping. **(Reference NAP chapter 5 section 5.27.2)**

Smokejumper Operations

Smokejumper operations are coordinated according to the Northern Rockies and national mobilization guides in conjunction with national, regional, and local dispatch centers. Smokejumper operations are conducted in accordance with Interagency Smokejumpers Operations Guide, BLM Fixed Wing Standard Operating Procedures, and the BLM Standard for Fire and Aviation Operations Handbook. **(Reference NAP chapter 5 section 5.26)**

5.13 Non Fire Aerial Operations

Aerial Ignition Operations

Aerial ignition operations are managed at the local unit level in accordance with the Interagency Aerial Ignition Guide. **(Reference NAP chapter 5 section 5.23)**

Law Enforcement Operations

BLM Law Enforcement aerial operations will be coordinated at the appropriate state and District levels as needed in accordance with DM 351 4.1, and 9400 1.7. A Departmental cooperator memorandum of understanding (MOU), Cooperator Letter of Authorization and an Inter-governmental obligation (IGO) is required before utilizing any non-DOI or USFS-approved aircraft. **(Reference NAP chapter 3 section 3.12.1)**

LE personnel involved in any aviation operation will adhere to DOI and bureau aviation policy. Local LE personnel that are required to utilize aircraft to support LE operations shall discuss all aspects of the operation with the UAM or SAM, well in advance of operations. **(Reference NAP chapter 5 section 5.28)**

LE personnel involved with aviation activities shall receive and be current in required aviation training (NWCG and/or IAT) commensurate with the aviation position they will fill, prior to any aviation operations.

LE personnel will utilize aircraft and pilots that have been approved for the intended use. Aircraft contracted for fire/resource operations are not mandated to participate in potentially hazardous or threatening LE operations. Missions outside of the scope of the contract require a contract modification.

- Certain LE operations could lead to actions in conflict with DOI policy; (**reference BLM NAP chapter 5 section 5.28**) *Emergency Exception to Policy*).
- Certain exceptions to policy for operations of a covert nature are addressed in 351 DM 1.6.D. LE personnel will submit as required to the SAM/UAM, the BLM Law Enforcement Aviation Statistics form for all law enforcement aviation operations. (**See attachment J**)

Short haul operations

Montana Dakotas BLM law enforcement will brief the SAM of any involvement in short haul missions occurring within their state. The UAM will review all LE PAsPs prior to commencing operations. Line officers shall be informed of LE aviation activities within their area of responsibility.

5.14 Aviation Briefings

Aviation briefings are a vital part of the BLM aviation safety program. The various types of briefings listed below enhance the flow of critical information and communication procedures to ensure safety of all aerial operations.

Initial Pilot and Manager Briefing

The initial briefing is designed to provide newly assigned pilots and managers with a checklist for briefing all contract and federal personnel upon their initial contact at an airbase. The checklist consists of a briefing packet along with a combination of information from the using agency, the local unit, and aviation management.

Preflight Briefings

Pilots newly assigned to a project or who have not received the initial pilot's briefing will be given a pre-flight briefing prior to dispatch to a project or incident. The briefing will include:

- Assigned area of operations
- Assigned aerial resources and locations
- Assigned incident, alternate and emergency frequencies
- Dispatching and flight following procedures
- Review of emergency procedures
- Review of remote or alternate bases
- Emergency landing and/or retardant jettison sites
- Aerial hazard maps, local TFRs and FTAs
- Current weather briefing with density altitude
- Current fire behavior

Post Flight Debriefings

These briefings are a combination of events, issues, and situations that occurred throughout the day's operational period that will be shared among aircrews, contractors, base, and aircraft managers in order to mitigate and promote safety and efficiencies of the aerial operations.

The de-briefing will include a recap of the day's aerial operations, which may include a combination of:

- Weather and/or anomalies
- Communications
- Efficiency of aerial operation with regard to aircraft
- Safety issues/concerns
- Recommendations for next operational period

(Reference the Montana Dakotas Aircrew Orientation Guide for further information and details on briefings).

6.0 Airspace Coordination

6.1 Interagency Airspace

The state aviation manager serves as the focal point for airspace coordination within the Montana/Dakotas by providing direction and guidance to the local units with airspace de-confliction and coordination with FAA, Homeland Security, Department of Defense, and interagency airspace coordinating managers. The state aviation manager also coordinates with regional and national coordinating centers during high levels of fire aerial operations.

Airspace Hazards

It is the pilots' responsibility to plan their flight. It is the flight manager's responsibility to provide information to the pilot for the project area and mission objectives. It is the aircraft dispatcher's responsibility to inform the aircrew of airspace issues and coordinate with neighboring dispatch centers and Military scheduling websites. State/districts are responsible to develop area flight hazard maps or planning tools that are posted at operating bases, aircrew-briefing packages, and dispatch office.

The following hazards or locally significant areas should be depicted:

- Military Airspace – Restricted Area, MOA, Alert Area, MTR
- Airspace – Class B/C/D and National Security areas
- Airports/airstrips – public and private, military
- Dispatch zone boundaries
- Parachute, hang glider, rocket, model airplane operating areas
- Towers over 200 feet. Other towers as locally determined significant
- Wires – Major transmission lines, other lines determined locally as significant (wires crossing – canyons, rivers, lakes, near airports)

National Airspace Information Systems (NAIS)

The interagency system provides complete temporary flight restriction information for unit aviation managers and dispatchers planning or conducting flight operations. The system can also provide current aeronautical charts for plotting when the need arises. The web site is located at <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airspace.html>.

Airspace Agreements

When Special Use Airspace (SUA's), MTR's, Slow Routes (SR's), or Aerial Refueling Routes (AR's) are located over lands within an agency's jurisdiction or within their area of normal flight operations (fire or non-fire), the agency should consider instituting an agreement with the appropriate DOD entity that schedules the airspace. Airspace agreements establish protocol for emergency and non-emergency contacts. They provide local level leadership a tool that defines protocols to address recurring activities, coordination of time critical responses, de-confliction, and resolving issues in a timely manner.

MOU Military Operating Areas (MOA) Military Training Routes (MTR) Airspace

The Montana/Dakotas operates within two DOD-designated MOAs within eastern Montana:

a. Hayes MOA

The MOA is managed and controlled by the Montana National Guard's 120th Fighter Wing located at the Great Falls International Airport. The protocol for operating BLM aircraft inside the Hayes MOA is controlled by the 120th Fighter Wing airspace manager, duty desk phone: 406-791-0202.

b. Powder River MOA

The MOA is managed and controlled by the United States Air Force 28th Bomb Wing located at Ellsworth Air Force Base in Rapid City, South Dakota. The protocol for operating BLM aircraft inside the Powder River MOA is controlled by the 28th Bomb Wing airspace manager, George Stone, phone (605) 385-1230.

These types of MOUs will be in effect indefinitely unless there are required changes from either agency. The MOU will remain on file with the primary unit that operates within each respective MOA.

The MOU will address communications and coordination in de-conflicting airspace, scheduling of joint use military aircraft managed or controlled by Ellsworth AFB, as well as the procedures for operating BLM aircraft in these areas. Aviation managers with MOU agreements will maintain copies of the current MOU and brief all aircrew personnel on the requirements specified in the MOU prior to any flight.

6.2 Air Traffic Boundary Plans

Boundary Plans are developed by each unit to ensure for the safe separation and communication of aircraft operating on or along a shared boundary. The plan provides a 10 NM wide buffer corridor for mutual or exchanged initial attack areas or zones conducting aerial operations. ***(Reference Interagency Airspace Coordination Guide (IACG) chapter 7)***

Guidelines & Procedures

An imaginary "neutral air" corridor ten nautical miles wide will center on agency/cooperator boundaries. The "neutral air" for mutual or exchanged initial attack areas or zones will encompass the whole zone plus five nautical miles outside the zone's boundaries.

Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.

Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made, the contact air-to-air frequency will be "Air Guard" 168.625 MHz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default receiver frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft must switch to an alternate frequency (i.e. the local or incident air-air frequency,

etc.).

When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone, units must consider:

- Depending on the complexity of the situation, an air tactical group supervisor (ATGS) may be dispatched.
- Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
- Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers is critical.
- The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.
- When an aircraft is dispatched within a corridor/zone and other aircraft is known to be present:
 - The approaching aircraft will attempt to establish contact on the assigned frequency; if unsuccessful, Guard frequency **168.625** will be utilized.
 - Perform a high-level recon prior to low-level flight.
 - Practice “see and avoid.”
- The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

Temporary flight restrictions (TFRS) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices. **(Reference boundary plans in each Districts Dispatch plan).**

6.3 Fire Traffic Areas (FTA)

Aircraft activity over a fire can become very congested and extremely hazardous if the airspace is not managed properly. Managers of large fires, having had adequate time to set up the incident command organization, should have established the order of work, drop priorities, radio procedures, and airspace control. Key points to remember are that the fire traffic area is an initial call at 12 miles; if no communications are established, the aircraft should hold at seven miles. The most critical period is during the initial attack phase when several aircraft arrive over the scene at almost the same time.

- ➡ **All non-fire aerial operations are prohibited from entering an active FTA area.**
- ➡ **All tactical aircraft will establish radio contact with other aircraft or ATGS assigned to an incident prior to entering a FTA.**

All pilots should have received information regarding air or ground contact and radio frequencies with their dispatch instructions. When approaching a fire that is already being worked by other aircraft, the pilot is required to make contact with designated authority over or on the fire. The pilot should receive permission to enter the fire traffic area and proceed with the mission or follow instructions to hold over a specified location. While the initial contact should be made approximately 12 miles out from the fire, it is good operating practice to monitor the assigned frequency and activity as far out as possible.

In some situations, a combination of air activities can be accomplished safely on the same fire. This could occur when air tankers and helicopters are needed on opposite sides of the fire. Traffic patterns can be flown well clear of the other activity. Good communication must be maintained among all aircraft.

Proper radio procedures and discipline are very important in the fire environment. If pilots are unable to establish contact with the air attack, lead plane, or other aircraft over the incident, they should attempt contact on alternate frequencies or reconfirm the correct frequency with the applicable dispatch office. Air guard may be used to make initial contact and confirm working frequencies only as a last resort. It is primarily to be used as an emergency frequency. **(Reference Montana Dakotas Air Crew Orientation Guide)**

6.4 Temporary Flight Restrictions (TFR)

TFR's are available to enhance safety during an incident; the FAA can be requested to issue a TFR that closes the airspace to non-participating aircraft. **(Reference 14 CFR 91,137 (a) 2)** Aviation Managers or dispatchers requesting a TFR should be familiar with the ordering procedures, coordination protocol, and exceptions that are outlined in Chapter 6 of the *Interagency Airspace Coordination Guide*. The guide is located at <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airspace.html>

6.5 Airspace Conflicts

When an air space conflict does occurs the Unit aviation manager and or SAM should be contacted and safe com should be submitted to reflect safety issues and trending such as TFR & FTA intrusions, near midair, DOD MOA /MTR scheduling errors. etc. **(Reference Interagency Airspace Coordination Guide chapter 8)**

6.6 Airspace De-confliction

De-conflicting airspace is a term that describes the process of identifying general aviation and or DOD air traffic operating within a defined airspace for the purpose of reducing the risk of mid-air collisions. **(Reference NAP chapter 7 section 7.9)**

6.7 International Border Airspace

The BLM Unit aviation manager or dispatcher will notify and coordinate with the US Customs Border Protection (US CBP) prior to flight operations. **Great Falls Flight Operations desk contact 406-453- 6105**

6.8 Emergency Security Control of Air Traffic (ESCAT)

Any BLM aerial operations that will occur on or along the Montana Canadian border ESCAT can be implemented for the National Airspace system when an emergency air defense incident occurs, such as the terrorist attack on 9-11-2001. When ESCAT is implemented, the procedures will provide the most effective use of our National Airspace for defense and defense supported activities. ESCAT is directed by the North American Aero Defense Command (NORAD). **(Reference the Interagency Airspace Coordination Guide chapter 4 page 4-12 for details)** at <http://www.airspacecoordination.org/guide/index.html>

7.0 Aviation Facilities and Security

7.1 Permanent Tactical Air Bases

Montana/Dakotas BLM has several permanent and temporary airbases within its units. Permanent air bases include heavy air tanker and SEAT retardant reload bases and fixed wing and heli-base/heliport facilities with permanent or temporary fixtures that are used on a continuous or seasonal basis. These aircraft bases of operations include government owned or leased aviation facilities on federal or non-federal land where BLM has primary responsibility for operations, maintenance, and oversight.

The size and extent of aviation installations will be commensurate with expected and historic aircraft use at any given site. Existing and future structures will provide for operational safety and efficiency as well as a comfortable and adequate work and rest environment for pilots, aircrew members, and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111 and applicable FAA regulations.

- ➡ **Units are responsible for the purchase, lease and/or construction, maintenance, and utilities related to aviation facilities.**

Facility Safety

Aviation facilities must comply with safety regulations outlined in department/bureau manuals, guides, and handbooks, as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities, and landing surfaces will be inspected annually by unit aviation managers to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season. **(Reference NAP chapter 9 section 9.4)**

7.2 Temporary Bases

Temporary bases are heli-spots and remote airstrips used on a temporary or intermittent basis. If not on BLM land, these sites must be pre-approved by an MOU and Montana/Dakotas FAA district for use. Each site should be cataloged as to location, description, local hazards, use procedures, agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

A temporary base requires an approved memorandum of understanding signed by the district manager and appropriate line managers responsible for maintenance of the MOU. The MOU will require a breakdown of the site location, description of the area to be utilized, basic terms of agreement, and the identified parties responsible for maintaining the site. Most BLM temporary bases fall under the auspices of small tactical reload facilities utilized by SEAT aircraft. These bases are defined by activity, personnel, equipment, and product availability. **(Reference NAP chapter 9 section 9.3 and Montana Dakotas Aircrew Orientation Guide at the Montana Dakotas Intranet website Fire under Aviation for further information on Base categories)**

7.3 Facility Security

Departmental manuals 444-1 and 352-10 set forth the security requirements for all DOI aviation facilities and assigned aircraft. These requirements include having a risk assessment and written security plan in place for each aviation facility. **(Reference NAP chapter 8 section 8.2)**

The risk assessment and plan is prepared by the unit manager using the standard DOI Field Security Guidelines for General Aviation Airports.

A security risk assessment will be performed on all Montana/Dakota aviation facilities using the Standard DOI Field Security. The state aviation manager will coordinate with unit managers to ensure that a completed or updated risk assessment and security plans are in place.

Facility Security Risk Assessment Requirements

- Compliance with 444 DM-1 appropriate to each unit's facility.
- The TSA ACMT point system as defined in TSA informational bulletin 001 Security Guidelines for General Aviation Airports is incorporated.
- The individual preparing the assessment is well versed in the scope of the operations of the facility.
- Each assessment will be periodically re-evaluated and adjusted as needed based on the activity and complexity of the operations. **(Reference NAP chapter 8 section 8.9)**

Security Plan

The unit aviation manager will ensure that a written security plan is in place and filed for each facility prior to the onset of each field season. The plan will follow the basic criteria as follows:

- The scope and details of the plan will be commensurate to the size, complexity and vulnerability of risk factor for which it was prepared.
- Each plan will be reviewed annually and adjusted as needed.

(Reference NAP chapter 8 section 8.5)

Supplement Requirements

When use of these "Suggested Airport Security Enhancements" is indicated, the supplemental requirements listed herein will be considered mandatory and in addition to those prescribed by the TSA Security Guidelines for General Aviation Airports listed below.

Signage

Signage should be multi-lingual where appropriate.

Lighting

All access points leading from uncontrolled areas into the AOA or other sensitive areas should have adequate lighting. Lighting type and illumination levels will comply with published Illuminating Engineering Society (IES) standards but will not supersede standard aviation guidelines governing runway lighting, nighttime flight requirements, etc.

Fencing

Install perimeter security fencing as needed to control access to the AOA and all other sensitive areas. Fence height and other characteristics will comply with standard FAA guidelines where appropriate. Where FAA guidelines are not available, minimum fencing characteristics will be sufficient to meet access control needs.

Access Control

All accesses to airport operating areas will be subject to access control procedures based according to the complexity and identified risk level of the facility. Both pedestrian and vehicular activities will be controlled accordingly. For high security areas, identification restriction will apply according to airport security regulations.

Exceptions

Only facility ownership or control restraints preclude full implementation of the identified mandatory security requirements.

7.4 Aircraft Security

Federal Aircraft

Whenever an aircraft controlled or owned by the DOI is not directly attended by its assigned flight crew, ground crew, or government managers, it will be physically secured in a manner that disables the aircraft from being utilized.

Approved Security devices

Approved security devices require using a dual lock method consisting of any combination of anti-theft devices attached to the aircraft for the sole purpose of locking flight controls, aircraft power, or directional ground movement. These may include any combination of the following:

- Locking hanger doors
- Keyed Magneto, starter or master switch; hidden battery cut-off switches; start relay switches
- Throttle, mixture/fuel, fuel cut-off locks
- Control surface gust-locks; propeller locks (chain, cable, mechanical) - **(airplane only)**
- Locking devices for aircraft tie downs
- Locking devices for pilot directional flight control (i.e., yoke, stick, or cyclic)

Considerations

When selecting contract approved locking devices, one should consider the following:

- Ease in removal and or disassembly of locking devices.
- Incorporating removal of devices in preflight checklists
- Devices should not interfere with flight operations (**Reference NAP chapter 8 section 8.8**)

Cooperator Aircraft

Military or government agency cooperator approved aircraft that are under DOI operational control will adhere to their departmental specific aircraft security policies. (**Reference NAP chapter 8 sections 8.7**)

IAT Requirements Matrix
2009

No.	Modules (Bold = available online.)	Positions Class length (hr)	Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
A-101	Aviation Safety (all aircraft)	2.5	3	3	3	3	3	3	X	X	X
A-103	FAA NOTAM System	1						X		X	
A-104	Overview of Aircraft Capabilities & Limitations	1	AS	AS	AS	AS		X	AS		
A-105	Aviation Life Support Equipment	1	3	3	3	3	3	3	X	X	
A-106	Aviation Mishap Reporting	.5	3	3	3	3	3	3	X	X	
A-107	Aviation Policy & Regulations-I	1	AS	AS	AS	AS	X	X	X	X	3
A-108	Preflight Checklist & Briefing/Debriefing	.75	3	3	3	3	3	3	X	X	
A-109	Aviation Radio Use	2	AS		AS	AS	AS	X	AS		
A-110	Aviation Transportation of HAZMAT (if involved)	2	3	3	3	3	3	3	3	3	
A-111	Flight Payment Document	1.5		3	3	X	X	X	X	X	
A-112	Mission Planning & Flight Request Process	1		3	3	X	X	X	X	X	
A-113	Crash Survival	.75	3	3	3	3	3	3	X	X	
A-115	Automated Flight Following	2		AS	X	X	X	X	AS	X	AS
A-116	General Awareness Security Training	.5	X	X	X	X	X		X	X	
A-200	Mishap Review	2	3	3	3	3	3	3	3	3	3
A-202	Interagency Aviation Organizations	1.5					AS	X	AS	X	
A-203	Basic Airspace	3			AS	AS	AS	X	AS	X	
A-204	Aircraft Capabilities & Limitations	2		AS	X	X	X	X	X	X	
A-205	Risk Management-I	2	AS	AS	X	X	X	X	X	X	3
A-206	Aviation Acquisition and Procurement	2			AS		X	X	X	X	
A-207	Aircraft Flight Scheduling	1					AS	X	AS	AS	
A-208	Aircraft and Pilot Approval	2							AS	X	
A-209	Helicopter Operations (+helo aircrew only)	8	AS+			X	X				
A-210	Helicopter Field Exercise (+helo aircrew only)	8	AS+			AS	AS				
A-216	Aircraft Operations Security	1				X			X		
A-218	Aircraft Pre-Use Inspection	.5			X		X	AS	AS	X	
A-219	Helicopter Transport of External Cargo (if involved)	8	AS				AS				
A-220	Train-The-Trainer	32	See Part 4 of the IAT program document.								
A-221	Advanced Trainer Competency	8	See Part 4 of the IAT program document.								
A-222	Interagency Aviation Trainer Currency	2	See Part 4 of the IAT program document.								
A-223	Water Ditching and Survival Train-The-Trainer	24	See Part 4 of the IAT program document.								
A-301	Implementing Aviation Safety & Accident Prevention	3			AS				AS	AS	
A-302	Personal Responsibility & Liability	2	AS		X		R3	AS	X	X	3
A-303	Human Factors in Aviation	2	AS		X		R3	X	AS	X	3
A-304	Aircraft Maintenance	2					X				
A-305	Risk Management-II	2			AS	AS	X	X	X	X	3
A-306	Aviation Contract Administration Parts I & II	4					AS			X	
A-307	Aviation Policy and Regulations-II	4			AS		R3	X	X	X	3
A-309	Helicopter Flight Manuals	2					R3				
A-310	Overview of Crew Resource Management	2	AS		X	AS	R3	AS	X	AS	
A-311	Aviation Planning	3					X		X	X	
A-312	Water Ditching and Survival* (beyond power-off gliding)	6-8	AS		AS	AS	AS				
A-314	Aviation Program Overview/FS Agency Administrators	2									
A-316	Aviation Facility Security Training	1								X	
A-401	Management of Aviation Safety Programs	8						AS	AS	AS	
A-403	Human Factors for Aviation Managers	8			AS		AS	AS	AS	AS	
	Mission-Specific Training as Required by Agency		AS		AS		AS		AS	AS	

X=requires completion once.
3=Requires completion every 3 years.
R3=Required refresher triennial training.

*For those who fly beyond power-off gliding distance from shore.
AS=When specified by DOI bureaus or U.S. Forest Service.

NWCG to IAT Functional Crosswalk

		Passenger	Aircrew Member	Fixed Wing Flt Manger	Fixed Wing Flt Mgr special Use	Helicopter Flight Manager	Resource Helicopter Mgr	Aviation dispatcher	Project Aviation Mgr	Aviation Manager	Supervisor	Aviation Tech. Spec.
NWCG Position												
ACAC	Area Command Aviation Coordinator											
AOBD	Air Ops Branch Director											
ASGS	Air Support Group Supervisor											
ATGS	Air Tactical Group Supervisor											
ABRO	Aircraft Base Radio Operator											
DECK	Deck Coordinator											
HEB1/2	Helibase Manager											
HLCO	Helicopter Coordinator											
HECM	Helicopter Crewmember											
HMGB	Helicopter Manager											
SEMG	SEAT Manager											
TOLC	Take-off and Landing Coordinator											

Note 1: NWCG to IAT one-way Functional Crosswalk s

Example: As a Qualified and Current Fire Helicopter Manager (HMGB), BLM recognizes that person’s ability to successfully function (without any additional training) as an Air crewmember, Helicopter Flight Manager and Resource Helicopter Manager for non-fire aviation jobs described in OPM-4 and the IAT Training Guide.

Note 2: Any person qualified in NWCG aviation positions is also able to function in that position in a non-incident assignment. Ex: Individual qualified to perform as a Helibase manager on a fire can also be a Helibase manager on a spray project.

Note 3: Due to the requirements of wildland fire, BLM does NOT recognize any IAT to NWCG functional equivalencies.

AVIATION DOCUMENTATION MATRIX

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
9400-1a Flight Request/Schedule	Initiates all flights Documents aircraft, pilot and vendor info, itinerary, charge code, passengers and weights, etc.	Requesting individual initiates form. Supervisor of requestor approves flight with signature. Aviation mgr or dispatcher completes form; procures aircraft	At least 3 days prior to any flight Aircraft Resource Order may be used for fire flights	Copy given to Flight Manager and/or receiving or in route Dispatch Retain copy in local file for 2 years
Project Aviation Safety Plan	Identify aviation hazards for Special Use flights Perform risk assessment and analysis; pre-plan Special Use flights to mitigate risks	Local Aviation Mgr or Dispatcher completes Line Manager or State Director approves with signature	At least 3 days prior to Special Use flight	Plan reviewed with pilot, passengers and ground crew Retain copy in local file for 2 years
OAS 91 Flight Request	Identifies the type of aircraft, mission, support and funding is approved and obligated before aircraft services are used.	Requesting unit completes the form. The UAM reviews and submits to State Procurement specialist to complete FBMS purchase request.	As soon as possible to ensure funding and aircraft services are secured.	Original copies are retained by requesting unit office
OAS 91 Best value Determination	Determines the Best Value of aircraft services needed for each purchase request	Requesting unit completes the form which is part of the OAS 91 request form	At the same time the OAS 91 is completed.	Original copies are attached to the OAS 91 retained by requesting unit office
D-110 Travel Cost Analysis	Determine most cost effective mode of transportation for administrative/resource flights -Required for SES flights to satisfy OMB Circular A-126	Local Aviation Manager or Dispatcher	At least 10 days prior to flight	Fax to DOI Solicitor Office for SES flight approval Retain copy in local file for 2 years

Attachment C

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
District, Aircraft Operational plans	Serves as a supplement to State Operational Guide that outlines aircraft specific Operational procedures, facilities, organization, equipment	District Aviation Manager,	Update annually	Submit to SAM for review and addition to State Aviation Plan as a supplemental document.
Incident/Accident Response Plan	Pre-plan emergency procedures and contacts in the event of aircraft mishap, accident or overdue aircraft	Field Office Aviation Manager and Dispatch prepare for their area of responsibility	Update as necessary <u>and</u> annually	Post in Dispatch, front desk and airbase.
Aerial Hazard Map	Visually display aerial hazards for flights or aviation projects MTRs, MOAs, towers, power lines, cables, airstrips, heliports, etc.	Field Office Aviation Manager and Dispatch prepare for their jurisdictional area Use information from NOAA Sectionals, AP1B, etc.	Update as needed and annually	Display in Dispatch and airbase offices Review with pilots and aircrews prior to flight Attach "site specific" aerial hazard maps to Special Use Plans
OAS -20 Request for Rental Services	To request a specific vendors aircraft to be secured and approved on an OAS Aircraft Rental Agreement (ARA). For recurring needs where cost of each use will be less than \$25K	Local Aviation Manager identifies a bona fide need. Completes form; sends to State Aviation Manager SAM reviews; sends to NAO	When a need is identified and local vendor is available but not secured by current ARA	National Aviation Office reviews; if approved, sends to OAS for action OAS inspection/carding may take weeks Retain copies in local files
OAS -13 Request for Contract Services	Initiates exclusive use or on-call contracting process when aircraft are needed for a specific period and cost is expected to exceed \$25K. Identifies number of days, designated base, estimated cost, etc. Verifies funding.	State Aviation Manager prepares with requestor input OAS uses to develop contract specifications and solicitation	Submit at least 6 months prior to time services are needed	SAM submits to NAO; NAO submits to OAS Must be accompanied by OAS -13A or 13H

Attachment C

DOCUMENT / REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	ACTION REMARKS
OAS -13A & OAS -13H Request for Contract Services Supplement (Airplane or Helicopter)	Supplements the OAS -13. Describes aircraft requirements, specifications, equipment and services needed OAS utilizes to prepare contract specifications and solicitation	-Completed by local Aviation Manager Reviewed by State Aviation Manager	Submit at least 6 months prior to time services are needed	Field Office prepares and submits to State Aviation Manager. SAM reviews and sends to NAO/OAS Retain copies in local files
OAS 16 Contract Recommendation and funding Certification	Documents approved funding for new and renewal contracts	Completed by the NAO forwarded to OAS contracting officers with copies to State Aviation Managers	For New contracts and contract renewals	State Aviation manager retains copies in Aircraft contract files.
Contract Daily Diary	Document daily activities and facts concerning contracted aircraft: flight activities & equipment use Maintenance or non-compliance Significant events	Contract Project Inspectors (PI)/Aircraft Managers	Complete daily during contract period Submit copies to SAM every 2 weeks	Unit Aviation Managers retain as in their contract files
OAS 23E (Previously known as OAS 23)	Serves as the electronic flight invoice; documents aircraft use, pay items, charge codes and authorization Used for ARA, CWN, Exclusive Use Contract Aircraft vendors are paid from this form	Contractor/ Pilots , complete this form Aircraft Managers Review and signed by local Aviation Manager CO reviews and processes; makes payment to vendors	Complete daily by Pilot and reviewed by aircraft manager..	After both pilot and manager approve OAS 23E. Pilot forward on the contractor's office for data entry into AMS system.
OAS-72 Evaluation Report on Contract Performance	Comprehensive evaluation of contractor personnel, aircraft and equipment for the exclusive use period Evaluation should be supported by Daily Diaries,	Aircraft Managers, Project Inspectors (PI) at the field level; State Aviation Manager (COR) provides input	At the end of each exclusive use period (yearly)	PI sends evaluation to State Aviation Manager (COR); COR submits to Contracting Officer (CO; OAS) Retain copies at unit level.

Attachment C

SAFE COM MATRIX

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the Safe-Com form, completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Submits electronically to OAS <u>and</u> hardcopy to Unit Aviation Manager.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
BLM Unit Aviation Manager	Submission E-Mail Notification Corrective Actions	If only a hardcopy has been submitted, submits electronically to OAS . Receives e-mail notification of all initial, modified and completed Safe-Coms identifying their BLM Field Office as having operational control. Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information)	Provide feedback to person submitting (unless anonymous) Must treat all corrective action descriptions as if they were public.
BLM State Aviation Manager	E-Mail Notification Corrective Actions Modify Actions Operational Control Category Make Public	Receives e-mail notification of all initial, corrective action, modified and completed Safe-Coms identifying BLM operational control within their State. Review all information. May take and document additional corrective actions. Authority to change all Safe-Com information (except for name of the submitter and the original narrative). Make final determination of the Agency, State/Region and Field Unit that has Operational Control. Select the appropriate category to classify the Safe-Com.	Coordinate with UAM. Coordinate with UAM. Verify and amend all info for accuracy. Determines who will receive e-mail notification. Multiple categories possible. Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.

Attachment D

Flight Planning Checklist

1. Contact your Unit Aviation Officer to assist with your flight planning at least 4 weeks in advance of your project start date.

- Use Aviation planning worksheet as shown in Attachment E
 - Determining the classification of your flight (Administrative, Mission, or Special Use)
 - Determining what type of aircraft will effectively meet your needs
 - Assign a qualified Flight manager or Project Manager
 - Determine and review all passengers and or crewmembers aviation qualifications

2. Develop a Project Aviation Safety Plan as shown in Attachment F

- Review and complete the Montana Dakotas PASP and attached Risk and Hazard analysis
- Review your Operational Boundary plans
- Review Special Use airspace within your District
 - Military Training routes
 - Military Operating Areas
 - Restricted Areas

- Review Flight following and Communications
- Crash and Rescue Plans

3. Have your Flight Safety Plan reviewed and approved

- You're Project Manager
- Line Manager
- District Office Manager
- Unit Aviation Manager

4. Pre-Flight Briefing

- Review flight plan with pilot, flight manager and crewmembers with UAM /Dispatcher.
- Review Pre-flight safety briefing and UAM, Pilot, flight manager and passengers/crewmembers
- Pre-taxi Radio Check-in
 - Establish Radio contact with your Aviation dispatcher/Radio Operator.
 - Confirm type of dispatching you intend use.
 - Radio or automatic flight following. (AFF).
 - Provide number of persons on aircraft.
 - Hours of fuel on board.
 - Heading to destination or project area.
 - Type of Flight following. Radio or AFF.

5. Post-Flight De-briefing

- Review activities of the day with pilot, flight manager, crewmembers, dispatcher and UAM and discuss and mitigate any issues that occurred during the flight.
 - Review Flight activities scheduled for the next flight.

PROJECT PLANNING WORKSHEET



Project Name

Description of Project:

Project Timetable:

Project Organization:

Management

District / Field Office Manager -
Line Officers -
Fire Management Officer -

Project Oversight

Project Manager -
Unit Aviation Manager -
Dispatcher -
Chief of Party -
Project participants -

Administration & Procurement

Billee code -
Charge code -

Aircraft Information

Aircraft type -
Pilot's name -
Aircraft ground support driver -

Operational Procedures

Description:
Airspace De-confliction
Description:

Communications

Description:

Radio Frequencies

Primary Flight Following Frequency

TX: RX:
TX: RX:

Air-guard – For Emergency Use Only

TX: 168.6250N, Tone: 110.9 RX: 168.6250N

Air to Ground Frequency to Ground Contacts

TX: RX:
TX: RX:

Flight Following Instructions

- Departure –
- En Route –
- Deviations in a flight plan -
- Closing of flight plan End -
- Key Points –

Project Maps

Description: + (Attachments)

Review and approval Process:

Description:

MONTANA DAKOTAS PROJECT AVATION SAFETY PLAN



01 ► PROJECT SUMMARY

PROJECT NAME:			
HOSTING UNIT:			
PROJECT LOCATION:			
PROJECT DATES:		Re-occurring Flights	<input type="checkbox"/>
RISK ASSESSMENT:	Low Complexity: <input type="checkbox"/>	Moderate Complexity: <input type="checkbox"/>	High Complexity: <input type="checkbox"/>

02 ► REVIEW & APPROVAL

SIGNATURE	PRINTED / TYPED NAME	DATE OF SIGNATURE
PREPARED By:	Project Manager:	Month / Day / Year:
REVIEWED By:	District Unit Aviation Manager:	Month / Day / Year:
REVIEWED By:	Line Manager / Program Lead:	Month / Day / Year:
REVIEWED By: (For plans of a high or greater complexity rating)	MT/DAK State Aviation Manager:	Month / Day / Year:
APPROVED By:	District / Field Office Manager:	Month / Day / Year:

03 ► DIRECTIONS & NOTES

Contact your Unit Aviation Manager (UAM) for briefing, mission planning assistance, and PASP development.

Reference your Unit / State Aviation Plans (SAP) for additional information and forms.

Complete each section and expand areas as needed.

This PASP should include all attachments prior to being distributed for review and approval.

The original approved PASP and worksheets will be on file at the dispatch office.

Special Notes:

4 ▶ PROJECT OVERVIEW

NARRATIVE / PROJECT DESCRIPTION / MISSION OBJECTIVES:

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05 ▶ PROJECT PERSONNEL

PROJECT MANAGER	
PROJECT PARTICIPANT(S)	
UNIT AVIATION MANAGER	
AIRCRAFT MANAGER	
AIRCREW MEMBER(S)	
VENDOR (If Known)	

06 ▶ PROJECT INFORMATION

FLIGHT REQUEST:	9400-1a Form Completed and Filed With Dispatch: <input type="checkbox"/>	FLIGHT PLANNING:	Collaboration with UAM and Dispatch on Project/Mission: <input type="checkbox"/>	
AIRCRAFT MISSION				
FLIGHT CATEGORY:	Point-to-Point: <input type="checkbox"/>	Mission: > 500' AGL <input type="checkbox"/>	Mission: < 500' AGL <input type="checkbox"/>	Mission: Special Use <input type="checkbox"/>
1. TYPE AIRCRAFT				
2. REQUIREMENTS a. PERFORMANCE, b. EQUIPMENT c. CAPABILITIES:				

POTENTIAL CONTRACTOR / VENDOR / COMPANY NAME	CONTACT OR PILOT NAME AND PHONE #	AIRCRAFT MAKE / MODEL	AIRCRAFT N #
AIRCRAFT CONTRACT TYPE:	Fleet: <input type="checkbox"/>	A.R.A: <input type="checkbox"/>	On-Call/CWN: <input type="checkbox"/> Exclusive-Use: <input type="checkbox"/>

07 ▶ DESTINATIONS / AIRPORTS / LANDING ZONES (LZ)

LOCATION / COORDINATES (DDM)	RUNWAY-LZ / DIMENSIONS	ELEVATION	SURFACE
PROJECT MOBILIZATION			
START PROJECT			
DESTINATION A			
DESTINATION B			
END PROJECT			
PROJECT DE-MOBILIZATION			

08 ▶ FLIGHT FOLLOWING (FF) & TRACKING

Scheduling Dispatch Office:		Office Phone:	
		Aviation Desk Phone:	
Destination Dispatch Office:		Office Phone:	
		Aviation Desk Phone;	
Request #:	Flight #:	Start (Sunrise – 30 Min.):	Stop (Sunset + 30 Min.):

Notes:

EMEGENCY PROTOCOL CHECKLIST'S

Overdue aircraft procedures	<input type="checkbox"/>	Crash & Rescue procedures	<input type="checkbox"/>
Mishap response procedures	<input type="checkbox"/>	Search & Rescue procedures	<input type="checkbox"/>

INDICATE FF METHOD(S) TO BE UTILIZED (Check All That Apply)	FAA IFR	FAA VFR	AGENCY Dispatch AFF 15 Minute:	AGENCY Dispatch Radio 15 Minute:	ON SCENE Radio 15 Minute:
MOBILIZATION:					
DURING PROJECT:					
DE-MOBILIZATION:					

09 ▶ RADIO FREQUENCIES

CHANNEL NAME / FUNCTION	AM/F M	RECEIVE/BAND	RX TONE	TRANSMIT/BAND	TX TONE
AIRPORT TOWER / UNICOM	AM				
PRIMARY AIR-TO-AIR	AM				
SECONDARY AIR-TO-AIR	AM				
PRIMARY AIR-TO-GROUND	FM				
SECONDARY AIR-TO-GROUND	FM				
DISCRETE / PROJECT					
RAMP / DECK					
ZONE FLIGHT FOLLOWING					
REPEATER					
REPEATER					
REPEATER					
AIR GUARD	FM	168.6250 N	---	168.6250 N	110.9
NATIONAL FLIGHT FOLLOW	FM	168.6500 N	110.9	168.6500 N	110.9

10 ▶ PASSENGER (PAX) & CARGO MANIFEST

PASSENGER (PAX) NAME / CARGO ITEM	WEIGHT LBS.	CARGO SIZE / CU. FT.	INDICATE IF HAZMAT	DEPARTURE POINT	DESTINATION POINT

NOTES: Provide actual weights, not estimates. Attach supplemental manifest to PASP if additional room is needed to list all passengers / cargo. Attach M.S.D.S. for HAZMAT cargo.

11 ▶ SPECIAL INSTRUCTIONS

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12 ▶ AIRSPACE

S.U.A.-M.O.A. NAME / INFO M.T.R. NUMBER / INFO	ACTIVITY SCHEDULED	ACTIVITY START TIME	ACTIVITY END TIME	DECK OR A.G.L.	CEILING OR M.S.L.

DECONFLICTION OR ACTIVATION OF BOUNDARY PLAN IF PROJECT IS WITHIN 5 MILES OF NEIGHBORING AGENCY/BORDER:

AIRSPACE NOTES:	
------------------------	--

13 ▶ ATTACHMENTS

The following attachments, applicable in supporting this PASP

		▶ Risk Management Consideration
1		Discussion
		▶ PASP Project Reminder/Checklist (Optional)
2		Discussion
		▶ SIGNED RISK ASSESSMENT (HJA-6)
3		Discussion
		▶ LOAD CALCULATION or WEIGHT & BALANCE FOR DAY(S) OF PROJECT
4		Discussion
		▶ PROJECT MAP(S)
5		Discussion
		▶ MATERIAL SAFETY DATA SHEET (MSDS) FOR HAZMAT
6		Discussion
		▶ WEATHER FORECAST FOR DAY(S) OF PROJECT
7		Discussion

ATTACHMENT # 1 RISK MANAGEMENT CONSIDERATIONS (RM)

<p>START▶ Obtain: Risk Assessment (RA) Form HJA-6; Agency RA Workbook & previously filed RA’s; GAR model Risk Assessment Matrix Tool (ref. IHOG).</p>	<input type="checkbox"/>	<p>1) IDENTIFY HAZARDS▶ List known and potential hazards that could be encountered during the project (consider 4-M’s & list below). Group into categories.</p>	<input type="checkbox"/>
<p>2) ASSESS HAZARDS▶ Evaluate severity (effect) & likelihood (probability) of encountering listed hazards. Quantify by determining the <i>initial</i> risk (outcome) level.</p>	<input type="checkbox"/>	<p>3) DEVELOP CONTROLS▶ Identify methods of risk reduction that would eliminate, reduce, avoid, spread or transfer exposure to listed hazards;</p>	<input type="checkbox"/>
<p>4) RE-ASSESS RISK▶ Assess <i>residual</i> risk/impact of encountering each hazard with mitigations in place to eliminate or reduce/control exposure;</p>	<input type="checkbox"/>	<p>5) MAKE DECISION▶ Share accountability and have final Go/No-Go decision made at appropriate level (i.e. line manager). Benefits clearly outweigh risks.</p>	<input type="checkbox"/>
<p>6) IMPLEMENT CONTROLS▶ Ensure risk controls are made known, implemented, and utilized. Evaluate effectiveness of controls to reduce hazard exposure.</p>	<input type="checkbox"/>	<p>7) SUPERVISE & EVALUATE▶ Have RA signed and indicated risk level on page 1. Monitor and adjust to changes in real time. Request & evaluate feedback.</p>	<input type="checkbox"/>

HAZARD TOPIC	CONSIDERATIONS	YES	NO
NECESSITY	Is use of aircraft the most efficient and cost effective means to complete the project? Is there an alternative method to accomplish the mission more safely?		
PLANNING	Has adequate time and resources been afforded to plan and prepare for mission? Do managers and/or participants feel pressured, rushed, or inexperienced?		
MISSION TYPE	Does the project require unique procedures, timing, or flight profiles? Will mission permits, authorizations, permissions, approvals, or agreements be required?		
MISSION PROFILE	Can the project objectives be met by flying at 500’ AGL or above? Will the project need to incorporate special use policies and procedures?		
PROJECT CONSTRAINTS	Have required mission timelines, deadlines, or parameters been identified? Have “What If’s” been considered and are alternate methods & dates available?		
STAFFING	Are there enough personnel and resources to accomplish the mission safely? Are alternate qualified personnel available to fill in for last minute cancellations?		
TRAINING	Are all project participants trained and qualified for their position/duties? Do unique procedures require specialized training, qualifications, or proficiency?		
EQUIPMENT	Will the project require use of hand held radios, specialized equipment or HAZMAT? Is PPE, ALSE, & Survival Gear available and prepared/tailored for mission?		
LOGISTICS	Will facilities, vehicles, equipment/supplies, & provisions provide adequate support? Have adequate security or eating/lodging facility concerns been addressed?		
AIRCRAFT	Will the mission require any special aircraft configuration or carding? Will the aircraft capabilities and limitations provide for a margin of safety?		
VENDOR	Is the contractor pilot carded and experienced in performing this mission? Are project activities expected to approach pilot flight/duty limitations?		
NOTIFICATIONS	Will all local and pertinent area staff and trainees be notified of the project activity? Have neighboring agencies been notified of boundary activity?		
AIRSPACE	Are aerial hazards, obstructions or aircraft activities in the project area known?		

	Has the project been scheduled to deconflict with military activity?		
WEATHER (Wx)	Have Wx effects (precipitation, temperature, wind, visibility, etc.) been considered?		
	Can/should the project be completed operating at VFR minimums?		
ENVIRONMENT	Effects of terrain, location, altitude, congestion, interface/media, etc. were considered?		
	Have project site(s) been assessed for hazards and needed improvements?		
TAKEOFF AND LANDING ZONES	Will identified takeoff/landing zones (LZ's) & heli-spots meet minimum standards?		
	Have sites been visited to identify concerns (i.e. FOD; runway limitations; etc.)?		
COMMUNICATIONS	Will terrain, obstructions, or distances make flight following difficult?		
	Are back up communications able to contact Dispatch from the project site?		
SAFETY	Have the 4 –M's, as well as SMS been considered?		
	Is a qualified and experienced Aircraft Flight Manager assigned?		
PROJECT SCHEDULE	Is adequate time allotted for inspection, orientation, & pre/post briefings?		
	Have contingency plans been addressed should the mission be postponed or curtailed?		
SPECIAL CONCERNS	Is local Mishap Response Plan current and personnel familiar with protocols?		
	Are all hazards/concerns/mitigations addressed in signed Risk Assessment?		

ATTACHMENT #2 PASP Project Reminder/Checklist (Optional)

MISSION PLANNING		YES	NO	MISSION PLANNING		YES	NO
Unit/SAP flight planning checklist reviewed, worksheet completed; UAM & Dispatch consulted; Consider: priorities; routes; fuel; ground support; read file/LL; implementation; EMS; contingency; All project personnel have completed required training and are currently qualified for positions; Applicable authorizations, agreements, & MOU's identified, obtained, reviewed, and current; Risk Assessment (HJA-6) completed, signed, & attached to PASP; Benefits outweigh risk;				Aircraft Flight Request, BVD, Cost Analysis, IAA, PR, & OAS -91 are completed and on file; Contract Administration & Special-Use Mission policies & procedures reviewed; COR contacted; Aircraft Manager, Project Assistant(s), Aircrew Member(s) and Vendor assigned & confirmed; Additional flight planning (i.e. OAS -110/solicitor approval, etc.) completed for SES flights; PASP and applicable attachments are complete, signed/approved, copied, and distributed;			
MISSION PREPARATION		YES	NO	MISSION PREPARATION		YES	NO
Project site & LZ's visited; Capacities & hazards identified; Improvements/mitigations completed; Needed logistics/services obtained: equipment; supplies; PPE; ALSE; vehicles; fuel; provisions; Intelligence available; Wx forecast favorable; Go/No-Go Decision made at appropriate level;				Maintenance & base/support facilities set-up & open/operational; Security measures appropriate; Notams & airspace activity identified, scheduled, & deconflicted; Enact boundary plan as applicable Equipment, aircraft and overhead resources ordered with Dispatch, mobilized, and tracked;			
PRE-FLIGHT ACTIVITIES		YES	NO	PRE-FLIGHT ACTIVITIES		YES	NO
Pilot/vendor completes daily aircraft pre-flight inspection, flight planning, and log entrees; Aircraft Manager inspects aircraft, pilot, vehicle, equipment, & logs; Mission carding current; Wx Forecast, area Flight Hazard Map, RA reviewed; Communications checked/verified; All PAX/cargo/HAZMAT accurately weighted, manifested, properly packaged & secured; All project personnel attend project briefing-review, discuss, sign PASP w/attachments; Pilot and/or aircrew conduct pre-flight safety briefing at aircraft with all passengers;				Flight plan initiated or flight following provided during ferry/mobilization to project site; Aircraft Manager provides agency orientation briefing to vendor; Gov't property issued if needed; Aircraft Manager obtains start Hobbs, weight & balance/load calculations of aircraft from pilot; Hardware/equipment tested; Survival Kit & PPE/ ALSE tailored for mission/environment; All personnel & trainees know & understand their project positions/duties/responsibilities; Utilize forms, checklists & job aids as available; Provide leadership, supervision, & oversight;			

DURING FLIGHT ACTIVITIES	YES NO	DURING FLIGHT ACTIVITIES	YES NO
<p>Promote: sterile cockpit & CRM protocols; policy compliance; see-and-avoid vigilance; SA; ASHE; rapid RA; safe flight profile; HRO & core values; Conduct orientation flight if needed; Download first trip to LZ; Avoid deviations & additional risk;</p> <p>Aircraft Manager visits & approves heli-spots; LZ's have dust abatement, wind indicators, etc.; Monitor changes in: communications; equipment; status; procedure; Wx; location; altitude; aircraft performance; allowable; clearances; traffic; PPE; Confirm: deviations; FF hand-offs; landings; ground contact; time to next departure; close-out;</p>		<p>Utilize clear text radio communication; Relay: Tail #...Off Of...en-route To...ETE/ETA...SOB... Hrs. Fuel...Heading...Request Flight Following; High level recon before low level flight; Limit hazard exposure; Pilot has final authority;</p> <p>Monitor mission effectiveness & efficiency; Report progress; Curtail for safety concerns; Monitor human factors: perception; attention/SA; confusion; distraction: fixation; urgency; stress; fatigue; health; impairment; hazardous attitudes; Report overdue/missing aircraft or mishaps to Dispatch to initiate S&R or Mishap Response;</p>	
POST FLIGHT ACTIVITIES	YES NO	POST FLIGHT ACTIVITIES	YES NO
<p>Facilitate project debriefing/After-Action Review; Garner feedback; Implement ongoing project changes or improvements; Report findings;</p> <p>Have agency inspector return aircraft to contract availability after maintenance work if applicable;</p> <p>Release resources from project; Dispatch tracks demobilization, return to station, & release;</p> <p>Project close out; Finish & submit task books, funding obligations, project paperwork & reports;</p>		<p>Complete, sign, copy & submit paperwork: diaries; duty logs; flight use invoices; FBMS expenditures; program & contract administration forms/records;</p> <p>Complete contractor evaluation; Retrieve gov't. issued property; Submit SAFECOM if applicable;</p> <p>FAA Flight Plan or agency flight following provided for demobilization/return ferry to base;</p> <p>SPECIAL NOTES:</p>	

▶ ATTACHMENT #3 BRIEFING ATTENDEES SIGNATURE PAGE

Copy, utilize, and attach this page for each day a project briefing is held. Have all attendees sign to indicate they attended the project briefing and that the contents of the PASP were reviewed with them.

PROJECT NAME / ACTIVITY:	
BRIEFING DAY / DATE:	
BRIEFING LOCATION:	
BRIEFING LED BY:	
BRIEFING ATTENDED BY:	

OAS 91 FLIGHT SERVICES /BEST VALUE REQUEST

APPENDIX H

OAS-91 (01/2012)

FLIGHT SERVICES REQUEST FORM

Questions - Contact the OAS Contracting Officer (if not known, call 208-433-5026)

This form must be completed in its entirety to the maximum extent possible. Failure to do so may result in the return of the form to the requestor for additional information before it can be processed. Complete the radio button and shaded items of page 1 that are applicable and proceed to the OAS-91 best value comparison tab for page 2/3 of the OAS-91 form. Should the identified Total Estimated Amount or Funding Amount(s) shown below be insufficient to cover the 'actual total cost' that is incurred, the requestor will be required to complete a modification to this request before the Contractor can be paid.

1. Complete all items in this section.		CURRENT DATE	
NAME OF REQUESTOR		PHONE NUMBER	
AGENCY/UNIT		EMAIL ADDRESS	
AIRCRAFT REPORTING	CITY	PERIOD OF	START
LOCATION:	STATE	PERFORMANCE	END

MISSION REQUIREMENT: I.E. Helicopter or airplane type, recon, point-to-point, initial attack, any other special needs, etc.

2. Select either Original or Modification Request - If modification, enter the original CO issued task order # and a reason for the modification request

Original Request

Modification Request to prior OAS-91/Task Order #

(All modifications to an OAS-91 must be accompanied by the original OAS-91 or task order)

Reason for Modification Request

Additional Funding (Identify below in sections 3 and 4)

Different Contractor (Identify below in section 3)

Different Aircraft (Identify below in section 3)

Cancellation of Requirement (Partial or Total)

Other - Identify

3. Summarize the proposed selection information from page 2/3 of this form that shows the best value comparison accomplished for this request. (Completion of page 2/3 is required for all original requests in excess of \$2,500.)

Recommended Contractor		Contract/ARA Number	
Select one:	<input type="radio"/> ON CALL	<input type="radio"/> ARA (<\$25,000)	<input type="radio"/> EXCLUSIVE USE
Aircraft Make/Model		Suggested FAA N Number	
Contracting Officer		Total Estimated Amount	\$

4. Identify below the inter/intra-agency agreement number(s) (IAA) or (defense users only) the military interdepartmental purchase request (MIPR) number(s) that apply to this request. Select either FIRE or NON-FIRE and enter the applicable funding amount.

	FIRE	NON-FIRE	
IAA/MIPR #	<input type="radio"/>	<input type="radio"/>	\$
IAA/MIPR #	<input type="radio"/>	<input type="radio"/>	\$
IAA/MIPR #	<input type="radio"/>	<input type="radio"/>	\$
IAA/MIPR #	<input type="radio"/>	<input type="radio"/>	\$
IAA/MIPR #	<input type="radio"/>	<input type="radio"/>	\$

SUBMIT TO: AMolenaar@nbc.gov

BEST VALUE COMPARISON

Completed Best Value Comparison document MUST be submitted with the completed OAS-91 form

Document below a cost comparison of multiple existing DOI Contractors using the price listing(s) available at <http://amd.nbc.gov/apmd/cwn/cwn.htm> for the work that is being planned. The total estimated cost MUST include all costs associated with mobilization and demobilization as well as the mission work to be done. Include ALL applicable additional pay items - **see individual contract listings**. In the event your total cost estimate as shown on the OAS-91 (1st page) does not adequately cover the actual expenditure that is incurred, you will be required to complete a modification OAS-91. Until sufficient funds have been obligated by the Contracting Officer for this request, the successful Contractor will not receive payment.

COMPANY #1		CONTRACT #		AIRCRAFT	
Contract is (select 1) <input type="radio"/> On Call <input type="radio"/> ARA (<\$25,000) <input type="radio"/> Exclusive Use		USE START		USE END	
Payment method <input type="checkbox"/> daily availability plus contract flight rate <input type="checkbox"/> contract project/ARA flight rate only (guarantees may apply)					
ITEM DESCRIPTION	PAY ITEM	QUANTITY	RATE	COMMENTS	TOTAL
Daily Availability	AV				
Estimated Flight					
Guarantee	GT				
Add'l Pay Items (list all that apply)	PD				
Fuel Vehicle Mileage					
Sub-total - all items listed above					\$0.00
Federal Excise Tax	<input type="checkbox"/> Yes	if FET is yes, this line will reflect an additional 7.5% that will be automatically added to the total cost			\$0.00
TOTAL ESTIMATED COST					\$0.00

COMPANY #2		CONTRACT #		AIRCRAFT	
Contract is (select 1) <input type="radio"/> On Call <input type="radio"/> ARA (<\$25,000) <input type="radio"/> Exclusive Use		USE START		USE END	
Payment method <input type="checkbox"/> daily availability plus contract flight rate <input type="checkbox"/> contract project/ARA flight rate only (guarantees may apply)					
ITEM DESCRIPTION	PAY ITEM	QUANTITY	RATE	COMMENTS	TOTAL
Daily Availability	AV				
Estimated Flight					
Guarantee	GT				
Add'l Pay Items (list all that apply)	PD				
Fuel Vehicle Mileage					
Sub-total - all items listed above					\$0.00
Federal Excise Tax	<input type="checkbox"/> Yes	if FET is yes, this line will reflect an additional 7.5% that will be automatically added to the total cost			\$0.00
TOTAL ESTIMATED COST					\$0.00

SES Flight Planning

The following BLM policies provide the overall guidance and direction in the development of this procedural plan.

BLM National Aviation Plan; Listed as Administrative Senior Executive Service (SES) administrative Flights in chapter 3 .11

An aircraft may be used to transport personnel to meetings, administrative activities, or training sessions when it is the most cost effective mode of transportation. These flights are normally requested through the State Aviation Manager to the Unit Aviation Manager who will be hosting the flight within District. Prior approval is required by the Solicitor's Office for employees above the GS/GM-15 level, members of their families, and all non-federal travelers on the flight. The requirements and procedures are outlined in OMB Circular A-126 and OPM-07.

The OPMs and Forms may be found at the OAS Document library at

<http://amd.nbc.gov/library/index.htm>

Each flight request for chartered or government-owned aircraft shall include an approved cost analysis, which clearly demonstrates the best value of the flight. The flight-requestor or first-line supervisor coordinates with the Unit Aviation Manager and in assisting with the in-flight planning and cost analysis process.

1. Gather information needed to process the request for this flight

Upon notification from the requesting party, document the following information that will be used to complete the process:

- Type of travel requested (Point to Point , Mission /special use)
- Proposed Itinerary and scheduling requirements, Time and location for each departure and arrival leg for the requested charter flight.
- Assess any travel time limitations for SES employees and expected time needed to accomplish objectives
- Type of aircraft needed
- Names, (body) weight, and baggage weights for all Passengers.
- Annual salary for each PAX that is in the SES pay category. (GS-15+) Hourly wage + Fringe Benefit Determination:
- Divide an employee's annual salary by 2087. Then multiply the resulting value by 1.2 to determine each employee's hourly salary, with fringe benefits, that will be used in the calculations below.

Example: An employee earns \$100K/yr., the hourly rate may be determined by: 100,000 divided by 2087 = \$47.92. Take 47.92 X 1.2 = \$57.50 per hour wage + benefits

Things to remember!

- Special use missions are usually exempt from the OAS -110 approval process, However concurrence from the Solicitor's Office is needed
- A minimum of **4 weeks** is generally needed to allow for planning, coordinating, acquiring funding, PR approval and issuing the task order for aircraft services through OAS contracting Office. So pre planning is very important on these types of activities.

2. Notify and alert the solicitor of the forthcoming request

- Call the Solicitor's Office with a heads-up that you have received the request and will be processing AMD- 110 form. This phone call is often very useful for work load planning purposes and for determining when to submit your OAS-110. The solicitor will sometimes inform you when he will be on leave or at meetings, and help you determine the deadline. You can also brief him on the details of the flight, and acquire additional useful guidance and direction, especially if a portion of the flight is considered Special Use, or if there are other unusual circumstances about your request that he should be aware of. The Washington Solicitor's Office contacts are:

Approving official	Art Gary	202-208-4611
Attorney Advisor	Katherine Aldrich	202-208-5007
Receptionist		202-208-4722
Fax		202-219-1790

3. Research for best value OAS carded vendor and aircraft.

- Check DOI-AM "ARA-Aircraft Source List" at <http://nbc.gov/> to find a suitable and cost effective aircraft for the flight. Consult with vendors to determine availability and request their calculated estimated flight time for each leg of the flight. Consider vendor base locations and ferry flight times when performing a cost assessment between multiple vendors. A slower aircraft with a low hourly flight rate or a vendor that is geographically-based closest to the passenger pickup and drop-off point may not necessarily offer the best overall value and lowest cost to the government.

-  For assistance contact Vickie Johnston at OAS Regional Flight Coordination Center at Phone number 1-208-344-9314

The Solicitor's Office will not need to see your cost comparison between multiple contract or rental aircraft vendors, although you should retain that documentation in your own files. The Solicitor is only interested in the cost comparison between commercial airline service and the one rental aircraft vendor that you ultimately select as most cost effective for your charter flight.

It is usually best to overestimate on the aircraft performance and capability requirement. For example, if there are 5 PAX plus baggage, a smaller aircraft may be able to accommodate passengers and baggage. However, special considerations are often made for additional last minute passengers. Therefore aircraft safety and performance must always be considered in selecting Best value aircraft. A faster more expensive aircraft may offer a better value in order to meet the travel objects which are not uncommon for these types of flights.

NOTE! Remember that your Best value analysis must clearly quantify the use of rental or chartered aircraft over commercial airline travel and your goal.

4. Conduct Aircraft Best Value Analysis.

- Conduct a cost comparison between rental/charter aircraft and commercial air carriers by going to the Government Trip webpage to determine a comparison cost and itinerary between commercial carriers and OAS approved rental aircraft or contracted aircraft. Be sure to consider additional work time, salary costs, cost of rental car between a commercial airport location and the employees' planned stops for the scheduled trip. When you have made a determination of the best value type of aircraft between a commercial and OAS rental or contracted aircraft, be sure and retain that documentation along with a completed OAS -110 as a verification for your office records and the Solicitor's Office.

Key points

1. The two hour differential between Eastern and Mountain Time when working with the Solicitor's Office
2. The flight profile alone may justify the use of the rental or chartered aircraft over commercial airline service when being evaluated and considered for approval by the Solicitor's Office
3. Complete the OAS -110 cost analysis and attach your Best Value Determination documentation as a packet when you fax to the Solicitor's Office. This will speed the process and save you save time in phone calls
4. Fax your completed packets to the Solicitor's Office and follow up with a phone call to confirm receipt. The attorney's advisor will not assist you with completing in the process for an authorized approval.

5. Preparation of Flight Safety Plan (FSP) Packet

- Prepare a Project Aviation Safety Plan based on the complexity of the scheduled flight using the standard Montana Dakotas' flight plan worksheet. () Have your UAM and or SAM assisted in the preparation if you have questions.
- De-conflict and document any District Military Special Use or Training routes and US Customs and Border Protection surveillance areas that may be involved this flight
- Have the Plan reviewed and signed by District Manager, FMO, UAM
- Combine support document in packet to be faxed to Solicitors Office
 1. Cover Letter Memorandum to Solicitor
 2. Aircraft flight request 9400-1A
 3. Travel Cost Analysis
 4. OAS 91/ Best Value Determination
 5. Aircraft Flight planning work sheet
 6. PASP Safety Plan
- Flight completed - (close out Flight Plan packet listed above) Solicitors approval document
 1. Attach a copy of
 2. Attach a copy of OAS 23E or AMS pay document
 3. Notify and send copies to UAM/SAM and File Records

BLM LAW ENFORCEMENT OPERATIONS

ATTACHMENT J

BLM Law Enforcement Aviation Statistics Form

4/08/2010

To be completed annually, end of calendar year, by the SAM/UAM and routed to the BLM NAO

Report Completed by:	Contact #:		Flight Hours Breakdown	Short Haul	Other
State/District/Unit			BLM		
Mission/Tactical Operations	Start	End	USFS		
Dates			FWS		
<u>Hours flown on contract(on-call, ARA, exclusive use)</u>			BIA		
Number of Days			State		
Contractor/Vendor			NPS		
Flight time cost			Dept of Defense		
Helicopter Make & Model			Private		
N#			County		
# LEOs transported			DOE		
Cargo Transported Internal			City		
Cargo Transported External			Other		
<u>Hours flown under MOU/cooperator</u>			Sub Total	0.0	0.0
# LEOs transported					
Cargo Transported Internal					
Cargo Transported External					
Contractor/Vendor			Total	0.0	
Flight time Cost					
Helicopter Make & Model					
N#					
<u>Short Haul Hours Flown</u>					
# LEOs transported					
Cargo Transported Internal					
Cargo Transported External					
Training Operations	Start	End			
Dates					
<u>Hours flown on contract(on-call, ARA, exclusive use)</u>					
Number of Days					
Contractor/Vendor					
Flight time cost					
Helicopter Make & Model					
N#					
# LEOs transported					
Cargo Transported Internal					
Cargo Transported External					
<u>Hours flown under MOU/cooperator</u>					
Contractor/Vendor					
Flight time Cost					
Helicopter Make & Model					
N#					
# LEOs transported					
Cargo Transported Internal					
Cargo Transported External					
<u>Short Haul Hours Flown</u>					
# LEOs transported					
Cargo Transported Internal					
Cargo Transported External					
Total Hours FT on Contract	0		Total # LEOs transported Short Haul	0	
Total Hours FT under MOU/Cooperator	0		Total Pax transported	0	
Total Short Haul Hours Flown	0		Total Cargo Internal	0	
Total Flight Time (FT) (Should match total in Flight Hours Breakdown)	0		Toatal Cargo External	0	

OAS PAY ITEM CODES

ATTACHMENT K

Pay Item Code	Time Based (Hourly Items)	Fees & Charges	Reserve Accounts	Description	FFS Cost Type
Fleet specific	-	-	-	-	-
DF		x	x	Dry fuel	
DF1		x	x	Dry fuel	
DF2		x	x	Dry fuel	
DF3		x	x	Dry fuel	
DF4		x	x	Dry fuel	
DF5		x	x	Dry fuel	
FW	x		x	Flt time (wet)	
FW1	x		x	Flt time (wet) Level 1	
FW2	x		x	Flt time (wet) Level 2	
FW3	x		x	Flt time (wet) Level 3	
FW4	x		x	Flt time (wet) Level 4	
FW5	x		x	Flt time (wet) Level 5	
AC	x			Additional crew hrs.	
AH	x			Hourly availability hrs.	
AV		x		Daily availability hrs.	
CC		x		Customs charges – (MMS request)	
CF		x		Fare charge	
CP	x			Copilot (when extra charge)	
DC		x		Deduction Credit	
EA	x			Extended availability hrs.	
EM	x			Extended availability (Mechanic)	
EP	x			Extended availability (Pilot)	
ET	x			Extended availability (Driver)	
FC		x		Fuel charge	
FD	x			Flight time /w Pilot (Dry)	
FN	x			Flight time /wo Pilot (Wet)	

Pay Item Code	Time Based (Hourly Items)	Fees & Charge Rates	Reserve Accounts	Description	FFS Cost Type
FND	x			Flight time /wo pilot (Dry)	
FT	x			Flight time /w pilot (Wet)	
FTV	x			Flight time, (Volcano rate)	
FY				Ferry flight time	
GT				Guarantee (Due-Wet if appropriate)	
GTD				Guarantee (Due-Dry if appropriate)	
LF				Landing fees	
MC				Additional mechanic (Daily rate)	
MH				Mechanic helper	
MR				Monthly rate	
PD				Per Diem in dollars	
RB				Fuel rebate	
RT				Run time	
SB				Standby hrs.	
SC				Special charge in dollars	
SD				Service truck & driver	
SDR				Service truck relief driver	
SF				Segment fee	
SML		\$2.45		Service truck mileage (750 - 1500 gals) Large	
SMM		\$1.83		Service truck mileage (350-749 gals) Medium	
SMS		\$1.35		Service truck mileage (0-349 gals) Small	
SMX		\$3.51		Fuel truck mileage (1500 + gals) V. large	
SP				Stand-by Pilot	
ST				Segment tax	
TK				Ticket airline	
UA				Unavailability days	
UH				Unavailability hrs.	

Pay Item Code	Time Based (Hourly Items)	Fees & Charges	Reserve Accounts	Description	FFS Cost Type
P01		x		Additional crew /day	
P02		x		Additional gunner/day	
P03		x		Additional pilot	
P04		x		Additional veterinary support/day	
P05		x		Ag Nav. system (daily)	
P06	x			Ag Nav. System (hourly)	
P07		x		Concrete bucket (daily)	
P08		\$500		CWN mob/de-mob no Av is paid (Daily)	Rate for contract \$500. X number of crew members
P09		x		Fire mapping support vehicle mileage	
P10		x		Fire mapping support vehicle (Daily)	
P11	x			Flight rate for hrs. Flown > GT hrs.	
P12		x		Float conversation	Rate will vary per contractor
P13		x		Gov. pilot daily availability	
P14	x			Gov. pilot project flight rate	
P15		x		Helicopter trailering mileage	
P16		x		Helicopter trailering (per load & unload)	Rate will vary per contractor
P17		x		Helicopter batch truck (daily w/2 per crew)	Rate will vary per contractor
P18		x		Heli-torch batch truck mileage	
P19	x			Labor rate	
P20		x		Litter kit (Daily)	
P21		x		Overnight fee	
P22	x			Over water flight time (Premium)	
P23		x		Animal capture fee / animal (Confirmed only)	Number animals x \$ rate / contract
P24		x		Project flight rate	Replaces daily AV as per contract
P25		x		Roundtrip Costs	
P26		x		Seeder (Daily)	
P27		x		Seeder mixer/ loader (Daily)	

Pay Item Code	Time Based (Hourly Items)	Fees & Charges	Reserve Accounts	Description	FFS Cost Type
P28		\$1.75		Mileage Rate (Seeders, seed mixer or buckets)	Flat transportation rate
P29		\$100		Spill containment (Daily)	
P30		\$125		WO/fuel truck use < 4hrs. (Daily)	Cost will be deducted
P31		\$250		WO/fuel truck use > 4hrs. (Daily)	Cost will be deducted
P32		x		Additional handler (Daily)	
P33	x			Flight hrs. (Herding, driving, netting, trapping)	
P34	x			Flight hrs. (Marking, eradication, darting, H. velocity)	Full service contract crew
P35	x			Flight hrs. (Marking, eradication, darting, L. velocity)	Contract and government crew
P36	x			Flight hrs. (Net gunning L velocity and darting)	Full service contract crew
P37	x			Flight hrs. (Net gunning L velocity and darting)	Contract and government crew
P38		x		Deploy/Re-deploy to from Hawaii	Lump sum x 1ea deploy/Re-deploy
P39		x		Deploy/Re-deploy to from Kauai	Lump sum x 1ea deploy/Re-deploy
P40		x		Deploy/Re-deploy to from Lanai	Lump sum x 1ea deploy/Re-deploy
P41		x		Deploy/Re-deploy to from Maui	Lump sum x 1ea deploy/Re-deploy
P42		x		Deploy/Re-deploy to from Molokai	Lump sum x 1ea deploy/Re-deploy
P43		x		Deploy/Re-deploy to from Oahu	Lump sum x 1ea deploy/Re-deploy
P44	x			Over water flight time premium rate (Dry)	
P45	x			ACETA flight rate (Wet)	
P46	x			ACETA flight rate (Dry)	
P47		x		Pilot Standby rate (Daily)	
P48		x		System support operator rate (SSO -Daily)	
P49	x			Extended Availability (SSO – Hourly)	
P50		x		Ground crew/person (GCP – Daily)	
P51	x			Extended Availability (GCP - Hourly)	
P52		x		Configuration labor (Daily)	
P53		x		Over water flight rate premium (Guarantee)	
P54		x		Augmenting crewmember	
P55		x		Mix, test, load retardant (Cost/gal)	
P56		x		Half day availability (First & Last day)	
RE		x		Release	

OAS MISSION CODES

ATTACHMENT L

OAS Mission Codes for Fire and Non-fire		Fixed Wing F W Only	Helicopter Only	FW & Helicopter	Helio Pilot Endorsement	Helicopter AC Endorsement	FW Pilot Endorsement	FW AC Endorsement
Mission Code	Mission Name							
10 F	Point to Point - Fire	-	-	Yes	10	10	10	10
10N	Point to Point - Non-fire	-	-	Yes	10	-	-	-
11F	Heli-tack IA - Fire	-	Yes	-	11	-	-	-
12E	Cargo transport Sling load (Less than 50' total length) Law enforcement	-	Yes	-	12	12	-	-
12F	Cargo transport Sling load (Less than 50' total length) Fire	-	Yes	-	12	12	-	-
12N	Cargo transport Sling load (Less than 50' total length) Non-Fire	-	Yes	-	12	12	-	-
13E	Cargo transport Vertical Refer (Less than 50' total length) Law enforcement	-	Yes	-	13	13	-	-
13F	Cargo transport Vertical Refer (Less than 50' total length) Fire	-	Yes	-	13	13	-	-
13N	Cargo transport Vertical Refer (Less than 50" total length) Non-Fire	-	-	Yes	-	-	-	-
13K	Cargo transport Internal (fixed wing Only)	-	-	Yes	-	-	13K	13K
14E	Cargo transport Law enforcement	-	-	Yes	-	-	-	-
14F	Cargo transport Internal Fire	-	-	Yes	-	-	-	-
14N	Cargo transport internal Non-Fire	-	-	Yes	-	-	-	-
14O	Cargo transport internal Offshore (Pilot endorsement required for landing)	-	Yes	-	99 0	990	-	-
16E	Personnel transport Law enforcement	-	-	Yes	16	16	10	10
16F	Personnel transport Fire	-	-	Yes	16	16	10	10
16N	Personnel transport Non-Fire	-	-	Yes	16	16	10	10
16O	Personnel transport Office shore (Pilot endorsement required for landing)	-	Yes	-	99 0	990	10	10
18E	Reconnaissance/Detection (Above 500"AGL) Law Enforcement	-	-	Yes	16	16	18	18
18F	Reconnaissance/Detection (Above 500"AGL) Fire	-	-	Yes	16	16	18	18
18N	Reconnaissance/Detection (Above 500"AGL) Non-Fire	-	-	Yes	16	16	18	18
180	Reconnaissance/Detection (Above 500"AGL) Offshore	-	-	Yes	16	16	18	18
18P	Reconnaissance/Detection (Above 500"AGL) Power Line Patrol	-	-	Yes	16	16	18	18
18S	Reconnaissance/Detection (Above 500"AGL) Search and Rescue	-	-	Yes	16	16	18	18
18I	Reconnaissance/Detection (Above 500"AGL) Habitat /Environment Eval's	-	-	Yes	16	16	18	18
19E	Reconnaissance/Detection (Below 500"AGL) Law enforcement	-	-	Yes	18	19	19	19
19F	Reconnaissance/Detection (Below 500"AGL) Fire	-	-	Yes	18	19	19	19
19N	Reconnaissance/Detection (Below 500"AGL) Non Fire	-	-	Yes	18	19	19	19
19O	Reconnaissance/Detection (Below 500"AGL) Offshore	-	-	Yes	18	990	19	19
19Q	Reconnaissance/Detection (Above 500"AGL) Power Line Patrol	-	-	Yes	18	19	19	19
19S	Reconnaissance/Detection (Above 500"AGL) Search and Rescue	-	-	Yes	18	19	19	19

OAS Mission Codes for Fire and Non-fire

		Fixed Wing FW Only	Helicopter Only	FW & Helicopter	Helio Pilot Endorsement	Helicopter AC Endorsement	FW Pilot Endorsement	FW AC Endorsement
Mission Code	Mission Name							
19V	Reconnaissance/Detection (Above 500'AGL) Habitat /Environment Eval's	-	-	Yes	18	19	19	19
20E	Imagery Infrared, video, Photo, maps, GPS (above 500 ' AGL) Law Enforcement	-	-	Yes	16	16	18	18
20F	Imagery Infrared, video, Photo, maps, GPS (above 500 ' AGL) Fire	-	-	Yes	16	16	18	18
20N	Imagery Infrared, video, Photo, maps, GPS (above 500 ' AGL) Non-Fire	-	-	Yes	16	16	18	18
20O	Imagery Infrared, video, Photo, maps, GPS (above 500 ' AGL) Offshore	-	-	Yes	16	990	18	18
21E	Imagery Infrared, video, Photo, maps, GPS (below 500' AGL) Law Enforcement	-	-	Yes	18	19	19	19
21F	Imagery Infrared, video, Photo, maps, GPS (below 500' AGL) Fire	-	-	Yes	18	19	19	19
21N	Imagery Infrared, video, Photo, maps, GPS (below 500' AGL) Non-Fire	-	-	Yes	18	19	19	19
21O	Imagery Infrared, video, Photo, maps, GPS (below 500' AGL) Office shore	-	-	Yes	18	990	19	19
22E	Cargo Letdown (Operational) Law Enforcement	-	Yes	-	22	22	-	-
22F	Cargo Letdown (Operational) Fire	-	Yes	-	22	22	-	-
22N	Cargo Letdown (Operational) Non-Fire	-	Yes	-	22	22	-	-
22S	Cargo Letdown (Operational) Search & Rescue	-	Yes	-	22	22	-	-
22T	Cargo Letdown (Training & Proficiency)	-	Yes	-	22	22	-	-
24E	Rappel (Operational) Law Enforcement	-	Yes	-	24	24	-	-
24F	Rappel (Operational) Fire	-	Yes	-	24	24	-	-
24N	Rappel (Operational) Non-Fire	-	Yes	-	24	24	-	-
24S	Rappel (Operational) Search & Rescue	-	Yes	-	24	24	-	-
24T	Rappel (Training & Proficiency)	-	Yes	-	24	24	-	-
26E	Short Haul (Operational) Law Enforcement	-	Yes	-	26	26	-	-
26F	Short Haul (Operational) Fire	-	Yes	-	26	26	-	-
26N	Short Haul (Operational) Non-Fire	-	Yes	-	26	26	-	-
26S	Short Haul (Operational) Search & Rescue	-	Yes	-	26	26	-	-
26T	Short Haul (Operational) (Training & Proficiency)	-	Yes	-	26	26	-	-
28E	Hoist Operations (Operational) Law Enforcement	-	Yes	-	28	28	-	-
28F	Hoist Operations (Operational) Fire	-	Yes	-	28	28	-	-
28N	Hoist Operations (Operational) Non-Fire	-	Yes	-	28	28	-	-
28S	Hoist Operations (Operational) Search & Rescue	-	Yes	-	28	28	-	-
28T	Hoist Operations (Operational) (Training & Proficiency)	-	Yes	-	28	28	-	-
30F	Aerial Application Water Dropping (Bucket/Tank) Fire			Yes	30	30	30	30
31F	Aerial Application Foam Dispensing (Bucket/Tank) Fire	-	-	Yes	30	30	30	30
32F	Aerial Application Gel Dropping (Bucket/Tank) Fire	-	-	Yes	30	30	30	30
33F	Aerial Application Retardant Dropping (Bucket/Tank) Fire	-	-	Yes	30	30	30	30
34F	Aerial Application Plastic Sphere Dispenser (PSD) Fire	-	Yes	-	34	34	34	34
34J	Aerial Application Plastic Sphere Dispenser (PSD) Non-Fire	-	Yes	-				
35F	Aerial Application Heli-torch Fire	-	Yes	-				

OAS Mission Codes for Fire and Non-fire

		Fixed Wing FW Only	Helicopter Only	FW & Helicopter	Helio Pilot Endorsement	Helicopter AC Endorsement	FW Pilot Endorsement	FW AC Endorsement
Mission Code	Mission Name							
35J	Aerial Application Heli-torch Non-Fire		Yes					
36N	Aerial Application Seeding Non-Fire			Yes				
36R	Aerial Application Seeding Fire Rehab			Yes				
37N	Aerial Application Spraying/Fertilization Non-Fire			Yes				
37R	Aerial Application Spraying/Fertilization Fire Rehab			Yes				
38N	Aerial Application Straw bale/wood bale Non-Fire		Yes					
38R	Aerial Application Straw bale/wood bale Fire		Yes					
40F	Para-Cargo (Operational) Fire	Yes						
40N	Para-Cargo (Operational) Non-Fire	Yes						
40T	Para-Cargo (Operational)(Training/Proficiency)	Yes						
41N	Smokeyjumper (Operational) Non-Fire	Yes						
41T	Smokeyjumper (Operational) (Training/Proficiency)	Yes						
44F	Aerial Supervision Air Attack (ATGS) Fire			Yes				
45F	Aerial Supervision Aerial Supervision Module ASM Fire	Yes						
46F	Aerial Supervision Helicopter Coordinator Fire			Yes				
47F	Aerial Supervision Lead Fire	Yes						
50H	Animal Visual/Electronic tracking (Above 500' AGL)			Yes				
50L	Animal Visual/Electronic tracking (Below 500' AGL)			Yes				
51H	Animal Survey/Counting/Census (Above 500' AGL)			Yes				
51L	Animal Survey/Counting/Census (Below 500' AGL)			Yes				
52L	Animal Herding/Gathering/Driving, Trapping (Below 500' AGL)			Yes				
53L	Animal High Velocity Darting/Eradication (Below 500' AGL)			Yes				
54L	Animal Low Velocity Darting/Net Gunning (Below 500' AGL)		Yes					
55L	Wild Horse/Burro Herding/Gathering/Trapping (Below 500' AGL)		Yes					
56C	Aerial Survey Conservation Easements			Yes				
56M	Aerial Survey Migratory Birds			Yes				
56P	Aerial Survey Waterfowl population			Yes				
60F	Ferry Flight Fire			Yes				
60N	Ferry Flight Non-Fire			Yes				
61F	Pre-Positioning Fire			Yes				
62F	SES Flight Fire			Yes				
62N	SES Flight Non-Fire			Yes				
63N	Medevac Fire			Yes				
64N	Medevac Non-Fire			Yes				

OAS Mission Codes for Fire and Non-fire

		Fixed Wing FW Only	Helicopter Only	FW & Helicopter	Helio Pilot Endorsement	Helicopter AC Endorsement	FW Pilot Endorsement	FW AC Endorsement
Mission Code	Mission Name							
70F	Pilot/Aircrew Training/Proficiency Fire			Yes				
70N	Pilot/Aircrew Training/Proficiency Non-Fire			Yes				
71	Training Project Support			Yes				
80F	Maintenance Flight (Non-Revenue) Fire			Yes				
80N	Maintenance Flight (Non-Revenue) Non-Fire			Yes				
90F	Other Fire			Yes				
90N	Other Non-Fire							

Mission Code **"ALPHA"** Designator Explanation

- E Law Enforcement
- F Fire
- H High (Above 500' AGL)
- I Habitat/Environment Evaluations
- J Prescribed Fire
- K Fixed Wing **Only**
- L Low Level (Below 500' AGL)
- N Non-Fire
- O Off-shore
- P Power line Patrol
- R Rehab (Burn Area)
- S Search & Rescue
- T Training