

# BUREAU OF LAND MANAGEMENT

## Rio Puerco FIELD OFFICE

### 2007 AVIATION PLAN



Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

I. OBJECTIVE. This Plan provides the Albuquerque Field Office employees with comprehensive guidelines for charter aircraft acquisition and use within this office. This document clarifies, and is not meant to duplicate policies or information readily available in other manuals, handbooks and guides except where it pertains to local procedures.

II. AUTHORITY

Department of Interior Manual, DM 350 thru 354

Operational Procedures Memorandums(OPM) of the DM's  
OPM 1 thru 12

Bureau Manual, 9400

BLM, New Mexico State Aviation Plan

III. RESPONSIBILITY.

Field Office Manager - Is responsible for the overall charter aviation management program in the Field Office. Appoints an Aviation Manager who coordinates the Office's aviation program and provides employees guidance and direction on all aviation matters within the Office.

Field Office Aviation Manager - The Aviation Manager develops, implements, and evaluates the Aviation Program. Develops Field Office aviation guidelines, policy, and procedures for the acquisition and use of all charter aircraft. Coordinates all requests for charter/rental aircraft acquisition and use for Field Office projects. The designated Aviation Manager for the Albuquerque Field Office is John Kwait.

Field Office Managers and Supervisors - Are responsible for ensuring that employees receive training commensurate with assigned aviation activities.

Are responsible for recognizing and eliminating aviation hazards in their programs.

Designated Flight Dispatchers - Designated flight dispatchers for the Albuquerque Field Office is Irene Mora, any seasonal fire dispatchers and field office personnel qualified as support dispatchers. In addition, Albuquerque Zone support dispatchers may also be designated flight dispatchers. These individuals will be trained in the proper procedures for flight following and procedures used in the Aviation Incident/Accident Response Guide for aircraft emergencies.

Under the direction of the Aviation Manager, will be responsible for flight tracking

Field Office charter/rental aircraft flights.

Under the direction of the Aviation Manager, will be responsible for maintaining the Aviation Incident/Accident Response Guide and hazard maps, which are updated yearly.

#### IV. GENERAL GUIDELINES FOR AIRCRAFT USE.

A. Types of Flights There are two types of flights, General and Special Use flights.

1. General Flights - These are charter/rental flights in which normal altitudes are maintained, 500 ft. "above ground level"(AGL)or greater. Both the pilot and the aircraft must be approved by the Office of Aircraft Services (OAS). There are two types of missions that fall into this definition:

a. Point-to point flights: Travel from airport-to-airport in a direct line of flight.

b. Mission flights: Flights which maintain 500 ft. AGL or greater altitude. They generally depart and return to the same airport. The aircraft does not follow a direct course. It proceeds according to a pre-defined route established by the mission. An example is flying big game inventories.

2. Special Use Flights - Flights requiring special considerations due to increased risks involved in that mission. These flights are either low level, below 500 ft. AGL, fly in hazardous areas, and/or involve helicopters. Specialized training and detailed planning are required for this type of mission.

All Special Use flights require the Field Office Manager's approval and signature on the flight request form.

A Special Use Project Plan must be completed for each mission. See Appendix B under the State Aviation Plan for additional information.

Special Use activities have specific Personal Protective Equipment requirements. Refer to Section VII. for specifics.

Special Use activities require that the pilot and aircraft be approved by OAS for that specific activity. The Pilot Qualification Card and Aircraft Data Card will indicate this.

BLM Volunteers are not allowed to participate in special use activities, since these missions are considered more hazardous.

## B. Other Aircraft Acquisitions

United States Forest Service (USFS) aircraft and pilots can be used provided they meet Office of Aircraft Services (OAS)/Department of Interior (DOI) flight requirements. The USFS pilot and aircraft qualifications are nearly the same as OAS/DOI qualifications.

Other federal government agency aircraft outside of the DOI may be used provided OAS/DOI flight requirements are met and appropriate agreements (MOU's) are in place.

Military Aircraft can only be used when private vendors are not available or cannot accomplish the mission. Cost can NOT be a consideration for using military aircraft. Employees should contact the Aviation Manager regarding military aircraft use. Employees cannot solicit use of military aircraft. Special OAS permission is required.

Private and state aircraft, not under charter or rental agreement by OAS, cannot be used unless pilot and aircraft meet OAS/DOI flight requirements. Special OAS permission is required.

## C. Chief-of-Party

All flights (General and Special Use) require that one passenger be designated as Chief-of-Party. The Chief-of-Party (COP) is responsible for ensuring that OAS safety requirements are met and that proper documentation is completed and submitted to the Aviation Manager. For Special Use flights, will ensure that the Project Plan is followed. See Sections V and VI for specific duties.

## D. Training Requirements

General Use:

Passengers on general use flights are not required to have any aviation training. However, a 10-15 minute passenger briefing is required from the pilot. The Chief-of-Party ensures that the pilot covers all the topics covered on the Flight Request Continuation Sheet (ILLUSTRATION #2)

Chief-of-Party:

Training for designated Chief-of-Party employees on General and Special Use flights require six hours of Basic Aviation Safety, Combination Helicopter/Airplane Safety. This training is required every three years.

Special Use:

Training for all passengers on Special Use Flights (non-fire low level and general helicopter use) are the same as for Chief-of-Party designates.

Additional training specific to that activity is required if the aircraft use involves unusual applications such as helicopter sling loading, low level fire reconnaissance or animal control work.

## V. PROCEDURES FOR OBTAINING AIRCRAFT.

All Field Office flights will require a Flight Request Form (BLM Form 9400-1a, ILLUSTRATION #1) to be completed and submitted to the Aviation Manager at least two weeks prior to the flight. It is the requestor's responsibility to ensure supervisory and/or management approval prior to requesting aircraft. These forms can be obtained from the Aviation Manager. Below are the areas of the Flight Request required to be completed before a flight is ordered:

-Part 1. Initial Request Information, which includes the Initial Date/Time, To/From, Phone Number, Cost Management Code(s), Type of flight, and the Mission Objective/Special Needs.

-Part 2. Passenger/Cargo Information. List names of all the individuals on the flight. Include an accurate weight for each individual and/or piece of cargo. DO NOT ESTIMATE.

-Part 3. Flight Itinerary. List the date you plan to depart, the number of passengers, and the weights of passengers or/and cargo. Your airport departure point, estimated time of departure. Your estimated time enroute. Your arrival place (airport) and your estimated time of arrival. **THE CHIEF-OF-PARTY MUST ALSO PROVIDE A MAP WITH A DETAILED FLIGHT ROUTE FOR MISSION FLIGHTS.**

-Part 4, 5, 6 will be filled out by the Aviation Manager. A copy will be returned to Chief-of-Party for aircraft information and reference.

All requests for official aircraft use need to be submitted to the Aviation Manager at least two weeks prior to the flight date. This ensures that the proper aircraft can be obtained in a timely manner. A minimum of two weeks is also necessary for securing proper clearance for use of other than DOI charter/rental aircraft. In some cases, OAS will have to inspect the aircraft and pilot qualifications to ensure compliance with OAS regulations.

## VI. CHIEF-OF-PARTY RESPONSIBILITIES.

The Chief-of-Party has primary responsibility for ensuring that the following documentation is completed and that proper procedures are followed:

Check for OAS or USFS issued pilot and aircraft qualification cards prior to the start of the flight(s). This will give information if that pilot and aircraft are the same as was ordered by the Aviation Manager. If pilot or aircraft do not have the current qualification/data cards, or if the aircraft and/or pilot are different than what was ordered, contact the Aviation Manager immediately. **DO NOT PROCEED WITH THE MISSION UNTIL THE AVIATION MANAGER IS CONTACTED.**

If the mission involves helicopters, ensure that a Helicopter Load Calculation form is filled out **by the pilot** before the mission starts. This form calculates the amount of weight to be carried on the helicopter per flight given specific elevations and temperatures. One copy of the completed form must remain with someone on the ground during the flight. The original copy of the completed form is to be returned to the Aviation Manager along with the Aircraft Use Report after the flight.

Ensure that complete pilot and "Chief-of-Party" briefings are given. A check-list of areas to cover are listed on the Flight Request Continuation Sheet (ILLUSTRATION #2). Ensure that flight tracking procedures are in place and pilot is aware of those procedures. Will also ensure pilot has filed a Federal Aviation Administration(FAA) flight plan.

Aircraft Use Report (Form OAS-23, ILLUSTRATION #3). This is the form that is submitted to OAS for payment to the vendor when aircraft is utilized. The Chief-of-Party ensures that this form is completed correctly before being processed by the District Aviation Manager for payment. A copy of the instructions for filling out this form is on the inside cover of the Aircraft Use Report book. Specific instructions for completing the OAS-23 form are covered in Appendix A and Illustration #3.

Distribution of the Aircraft Use Report will be made as follows:

- White (original) Copy-OAS - Return to Aviation Manager
- Blue Copy-Vendor Copy (Vendor Usually Keeps)
- Yellow Copy-Ordering Office Copy - Return to Aviation Manager

The Aviation Manager will process payment documents for aircraft used by the Field Offices.

The Form OAS-23 MUST be processed within 3 working days in order to avoid late payment charges.

## VII. AVIATION LIFE SUPPORT EQUIPMENT (ALSE)

All Field Office employees will wear the Personal Protective Equipment (PPE) required for all Special Use type flights. This includes flights on BLM contracted aircraft, as well as aircraft owned or controlled by other agencies.

General Use fixed wing flights do not require Personal Protective equipment. All Special Use flights, which include all helicopters, **DO** require Personal Protective equipment. Below is a list of Personal Protective equipment needed:

1. Nomex flight suit or firefighting clothing
2. 8" or higher leather boots
3. Helmet (SPH-4)
4. Nomex gloves
5. Natural fiber underwear (Cotton or Wool blend fabric) is highly recommended.

(The Aviation Manager will supply all but boots and underwear.)

VIII. FIELD OFFICE INCIDENT AND ACCIDENT REPORTING PROCEDURES The Albuquerque and Taos Field Offices will have an established Aircraft Crash, Search, and Rescue Guide in place which defines procedures for handling aircraft incidents or accidents. Definitions and procedures for flight tracking, overdue and missing aircraft as identified in the Pre-Accident Plan are listed below.

A. Flight Tracking All flights require the pilot to file an FAA flight plan with the local airport facilities. All General Mission and Special Use flights will be required to flight track by either Albuquerque Field Office, Albuquerque Zone Dispatch, Taos Zone Dispatch, or other agencies having a qualified dispatching system. Flight tracking is the process of tracking an aircraft's location by radio or other means within a predetermined time frame. This to be documented on a radio log sheet or aircraft request form. Aircraft will check-in every 15 minutes. Location of aircraft and direction of flight will be asked on every check-in. Location may be identified as a land description, legal description, or Latitude/Longitude coordinates.

If an aircraft enters a blind area where radio or other communication cannot transmit to the dispatcher, an immediate attempt should be made to regain communication within the 15 minute check-in time. This may require the aircraft to land for telephone contact to be made. Inform the dispatcher that aircraft will be working in a blind area, the exact location, and establish when next contact will be made.

B. Overdue Aircraft An aircraft is initially considered "Overdue" when it has not completed a required check-in by radio or other communication within the time frame specified in the Flight Request. This time frame will be an elapsed period of "every 15 minutes" for all General and Special Use flights. Dispatchers or persons responsible for flight following are responsible for initiating and documenting all actions, contacts, conversations and time.

1. At the established check-in time, an attempt will be made to contact aircraft via radio (direct or relay). If aircraft cannot be contacted it will be considered "Overdue".

2. After 15 minutes, dispatcher will continue attempts to contact aircraft. The dispatcher will also start a telephone search of airports in the area, and the aircraft vendor to attempt contact with the aircraft.

3. After 30 minutes, aircraft will be considered "Missing". Procedures identified in the Aircraft Pre-Accident Plan will be initiated at this time.

C. Missing Aircraft An aircraft is officially missing when its fuel duration, as reported on its request for flight following or as reported on its FAA Flight Plan, has been exceeded and the aircraft's location is not known. "Missing Aircraft" procedures will be implemented after 30 minutes from the last contact made as per Aircraft Pre-Accident Plan.

The Missing Aircraft designation requires that all the items on the Overdue Aircraft portion of the check list in the Aircraft Crash, Search, and Rescue Guide be completed and available for reference purposes. Documentation of all actions, contacts, conversations, and time are critical during the missing aircraft phase.

After all attempts to locate missing aircraft have failed within the District, Search and Rescue Groups(SAR) will be initiated through the New Mexico State Police and Federal Aviation Administration.

## APPENDIX A

### INSTRUCTIONS FOR COMPLETING OAS-23 FORM

The following is information to be filled out by the "Chief of Party" (letters correspond to respective sections in ILLUSTRATION #3):

- a. Company Name and Address
- b. Contract/Rental No.
- c. Aircraft Make and Model
- d. Pilot Name (Print)
- e. Aircraft Designated Base (City & State)
- f. Aircraft FAA Registration No.
- g. Pilot Name (2nd PIC)- Enter name of any additional pilot utilized. Relief pilot, 2nd pilot when double crewed or copilot, if applicable.
- h. Hired (Date & Time)- Enter date and time service is ordered to begin. Include any standing by time. Use 24-hour clock time.
- i. Release (Date & Time)- Enter date and time aircraft and crew are released from service. Use 24-hour clock time.
- j. Other Crew Member- Enter name of additional authorized crew member, if additional payment is appropriate.
- k. Date- Enter date (Month-day-year) on each line entry (e.g.) for May 8, 1988, enter 05-08-88).
- l. FAA Identifier- The Pilot will usually enter the 3 digit location identified (FAA identifier if available) for each take-off and landing. (eg: ABQ, TAS, DEN)
- m. The pilot will usually enter the start & stop-log flight time from an approved hour meter or 24-hour clock time as appropriate. The Chief-of-Party needs to ensure that the measure of time is from take-off roll on the runway to "block-in" time, when the aircraft stops after the flight. The aircraft's Hobbs Meter or a clock can be used as the measure of time.
- n. The pilot will usually enter the elapsed time or quantity. This area is also used to record quantities for other pay items as appropriate such as: subsistence, service truck,

standby, etc.

o. The pilot will usually enter the Pay Item Code. A separate line entry is required for each pay item each day using a specific code. The codes for this item are in the instructions on the inside front cover of the Aircraft Use Report book. The Chief-of-Party needs to verify coding.

p. Payload- Indicate number of passengers (up to 3 digits) in the PAX block and cargo weight (up to 5 digits) to the nearest pound in the CARGO block.

q. Pilot Initials- Ensure that all lines in this block are initialed by the pilot.

r. Signed Received- The Chief-of-Party must initial off in this area to document services rendered.

s. Signature of Contractor/Agency Pilot- ENSURE THAT THE CONTRACTOR HAS SIGNED OFF IN THIS BLOCK. OAS will not make payment without signature.

t. Agency- Fill our agency, address and phone number to ensure the vendor can contact us if there are any questions.

**THE FOLLOWING AREAS WILL BE COMPLETED BY THE AVIATION MANAGER:**

u. Billee Code- The OAS assigned billee code to be billed for this line entry.

v. Use Code- The agency two digit use code.

w. Organization and Charge Codes -The user agency's appropriate organization and charge code symbols.

x. Other Charges- The Aviation Manager will fill out as appropriate.

y. Signature of Government Representative- The Aviation Manager is responsible for signing off as the authorized agency representative, not the Chief-of-Party.