



Aviation Management Council

Attn: Pat Moore, Executive Secretary
3833 South Development Avenue
Boise, Idaho 83705



AMC Workshop November 20, 1998

Introductions

Welcome and Reason for Existence - Elmer Hurd

We (OAS, FS, BLM) have been working for some time in building a new organization (a transition from NFACG to the Aviation Management Council {AMC}). The charter was signed this month. (See Attachment 1.) We have worked on an interagency basis for quite a while and don't want to lose track of how we got where we are now during this transition.

Many Acts have been written and approved by Congress that filter down to us and determine how we do our business, i.e., the Chief Financial Officer's Act (1990), GPRA (1993), Government Management Reform Act (1994), Federal Financial Management Improvement Act (1996), Information Technology Management Reform Act (1996). Our guidance also comes from OMB, GSA, etc.

Aviation policy approval: Each agency has its own process for getting policies approved. DOI has nine bureaus, each with their own approval process. Policy can be approved in DOI by the Assistant Secretary, Policy, Management and Budget. Interim policy can be approved by the Director, OAS. DOA policy approval comes from the Deputy Chief, S&PF, and interim policy from the Director, F&A. AMC is a place to bring together ideas, sort them out, determine what needs to be done, and implement policy through the proper channels for each agency.

Coordination points for aviation policy formulation: DOI points are Aviation Management Board of Directors, OAS, BLM, etc.; USFS points are the Aviation Safety Council and Regional Aviation Officers Council and the Washington Office; AMC points are oversight teams and working teams; FFALC, Federal fire agencies; NWCG, Federal and state fire agencies and working teams.

Cooperative History - Hurd: NFACG, FFALC, and NWCG have worked well together. The foundation of interagency coordination, etc., goes back a long way.

What's Changed - Kelly

The MOU is the same, but the Charter is new and the Operations Plan is new. (See Attachments 1, 2, and 3.)

The previous scope for NFACG was fire aviation; we were continually faced with issues having nothing to do with fire aviation so we felt the need to include everything else. The new organization that has been approved does this.

Key elements of the new charter: (See Attachment 1.) The purpose and membership define the new charter. It provides authority and describes how the Council functions and their responsibilities. The Council will provide a home for the various working groups. We will have a chance together to make an impact on legislation that affects us.

The Operations Plan will help to document what the working teams are doing.

The Oversight Teams are Operations and Business Management and they will be responsible for duties listed in the Charter. The Operations Oversight Team is represented by Skip Scott (BLM), Gordon Harris (FS), Mick McCurry (OAS) and Bob Martin (safety). The safety member will rotate among agencies. Mike Martin (OAS) and Rich Denker (FS) are members of the Business Management Oversight Team.

What the Council is and what it isn't: It is a place to work on national and interagency issues and a host for aviation groups (except for IOBG where exclusive use is by BLM and FS). AMC will be a policy resolution point, not a substitute for each agency.

We hope to make a transition today (from NFACG to AMC), meet the teams and working groups, and get into an annual operating cycle.

Questions: How will notes get out to the field to let them know what is going on with AMC and the Oversight Teams? We need to do a better job of getting things out.

Answer: With the new technology available, we hope to post this kind of information through e-mail and perhaps on a Website.

The workgroups will do the work on issues and solutions, which will percolate up to the Council for final decisions.

Administrative Procedures and Communication - Martin (See Attachment 4.)

Question: Will the Oversight Team members actually carry things forward to AMC for all workgroups?

Answer: Yes, and there should not be any problem getting things to go forward. If the issue is detailed, the workgroup needs to make sure the Oversight Team members have all the information needed to take the issue forward.

Reports from Workgroups

SASEB - Eldon Askelson: There will be some membership changes. At this time, members consist of Tom Monterastelli, Lee Svoboda, Lynn Flock, Jon Rollens, Tom Boatner, and Greg Anderson. Advisors are Pat Wilson (MTDC) and Doug Houston (SJ).

SASEB met a year and a half ago and will meet again in February. The Charter sets SASEB up as a group that screens, evaluates, and sets up an approval process for smokejumper aircraft. It is an ongoing program where aircraft are reevaluated and possibly removed from the approval list. Their actions are reactive to requests from the smokejumper community. From what has been said at this workshop, SASEB will have to get in a more proactive mode.

Activities for 1999: Have been working on approval for the Cessna Caravan, which has been out since 1984. We have worked on time schedules and solicitation of funds so we can go out with a contract. Can get this plane for a little over \$100k and crew it ourselves. Most of the time it will be stationed in Grangeville (ID) in the Great Basin area to see how it operates "high and hot." Other Regions have also shown interest in using the Caravan. SASEB hopes to come up with a proposal and final approval by next October. An amended charter will be coming out for approval and new members will be proposed in January.

Future plans: Since SASEB is mostly reactive, we have waited for things to come to us. Concerns: (1) Static line cable. (2) With the advent of single engine turbo-props, may not just stay with the Caravan, but go to manufacturers to see what is out there that will be appropriate for the smokejumper mission. (3) We will ease into an active role. (4) It takes three years from the time a proposal is made to its approval or rejection. We would like to see the time shortened to 18 months.

IATB - Charlotte Larson: Chair is J.P. Johnston, and members are Dennis Lamun, Tom Monterastelli (OAS), Marshall Graves (CDF), Gary Curcio, Gene Ori (AK), Asher Williams, (FS-Ogden). Greg Johnson and Carl Bambarger provide technical information. We meet annually (December 17, 1998, in Reno) in conjunction with the Air Attack/Leadplane/Air Tanker Base Managers Workshop.

Accomplishments and future plans: We resolved most of the tank and gating issues for fixed wing last year. For the coming year, not much has come up. Some of the issues may be hardware, SEATS (now have a SEAT's guide), water scoopers. Before the Board in December: helitankers fixed tank requirements. Where does the Board fit in the scheme of things now? IATB issues deal more and more with things besides hardware. Do we need to stay around and deal with safety and other issues?

Future plans: safety, training and standardization. Will look at standards for bucket work. Still depend on Missoula and/or San Dimas.

Base Managers Council - Neil Davis: Keep these folks in mind. This is a FS group at present but their work may lead to an interagency effort.

SEAT - Dennis Lamun: There is no official charter for the group. It is not really a board (but is referred to now as a Board), but a group set up at several different times to deal with specific issues, then sunsetted. (See Attachment 5.) No published list of members. Team membership needs to be decided and a Charter written, approved and signed.

Activities for 1999 are listed on the Operations Plan (part of the Attachment). State cooperators in Texas want to be included in this group. Resources were soaked up by Texas last year and there were no SEAT Managers available. (Regulations require a SEAT Manager for each aircraft.) This lack of availability created real problems for everyone else. Many of the people serving as SEAT Managers were "qualified" last year in Texas. We have to do recurrent training now to be sure these folks are actually qualified. This is a resource that must be managed.

IHOps - Larry Young: IHOps has been around since the summer of 1996. An Interagency Helicopter Operations Steering Committee was needed to bring together things happening in the helicopter world. It had been tough for people in the field to get their issues and concerns put forward; they needed a clearinghouse. A Charter was signed in 1996. Members were Jon Rollens, Gary Johnson, Fred Bird, Bill Butler, Larry Young, J.P. Johnston, Stan Anderson, Al Rice, Sheldon Mack (states). Have representation from states now and good working groups. Working groups under the Charter are IHOG, Aerial Ignition, Pilot Inspector, Rappel, ACETA (aerial capture and eradication), Short Haul, Law Enforcement, Helicopter Training, Helicopter Contracting. Working groups have interagency membership and state representatives. Each workgroup will write a Charter and members will be nominated for approval.

The Helicopter Operations Group (25 members) was put together to gather input from the field and get information to IHOps which could then be sent back to the field.

Accomplishments: established working groups and membership; developed tasking projects for workgroups; published revised IHOG; coordinated first IHOW and HOG meeting; national helicopter manager training program; reviewed/received changes to NFES helicopter kits; worked with NWCG-TWT on helicopter task book project; got information on new hazmat exemption changes/requirements; coordinated fuel truck duty waiver with safety folks; coordinated helicopter training input to Training 2000 Project.

Meetings: LE Workgroup will meet in December to work on LE Guide; Aerial Ignition Workgroup will meet in Atlanta in December to develop the format for standard national interagency aerial ignition workshop; Short Haul Workgroup will meet in January, followed by their workshop; Rappel will meet in January, followed by their workshop; IHOW (Interagency Helicopter Operations Workshop) will be open to everyone including contractors, states, etc. Will be held every other year. At the meeting in February 1999, vendors will make presentations to attendees on the 19th; IHOps Steering Committee will be meeting with IHOW and HOG at this time.

Projects for the future: LE Ops Guide; coordinate IHOW; finalize and distribute Helicopter Managers course; update and revise S-217; develop national Aerial Ignition Workshop.

Aviation Training and Qualifications Working Team - Dennis Hulbert: There were no training courses to pull off the shelf so this team was chartered to look at aviation training and how we are training aviation people. Members are Larry Young, Jim Stires, Mike Bencotter, Tom Light, Mike Campbell, Fred Bird and Dave Koch. The missions of the agencies are different so it was difficult to get together. We are now ready to present a proposal on how to proceed with aviation training. The team took all the aviation positions we could address from passenger to RAO and asked what each position needed to do their job. We tried to identify the courses for each position to ensure they could do their job. We meet around four times a year. We foresee that this team will become more of an oversight

group now. We looked at new technologies and identified many courses that could be computer based training (CBT). We tried to gear this training to the lowest level in the field. (See Attachment 6.)

The next step will be to get a recommendation from the AMC on how to proceed with our proposal.

(The Chairman, AMC, gave the team kudos for their outstanding achievements in a short period of time.)

ILOG - Dave Nelson: No official Charter has been written or signed. A need for the group has been identified with the advent of TARMS, etc. A group will be formed. Does the air attack community fit under this? The answer will depend on the TARMS recommendations.

There are three workgroups under the Business Management Oversight Team. A more organized Council will allow business management issues to be brought forward and give us an opportunity to do a better job.

IRM Workgroup members are Rick Mills and Bill Rush. There is no Charter yet but this is an opportunity for an interagency effort in IRM. We will get minutes, etc., on the Internet, providing us with the tools to make the job of sharing information easier. There is already a FS safety Website run cooperatively with the OAS and FS safety office. There will be other areas where we can cooperate.

Finance Work Group members are Barb Mahaffey and Tory Majors. There is no Charter yet. Although we have worked together in other groups, this will give us further opportunities for coordination between our agencies.

Acquisitions Work Group members are Rich Denker and Sam Stivison. We have been working on consolidating contracts; we accomplished this consolidation and made awards. FS is issuing CWN contracts for both agencies with each agency making its own payments; held joint contract officer training program last year and will have another session in 1999.

Future plans: establish a meeting schedule. Consolidate a light aircraft program between Interior and FS (using each other's contracts); pursue common smokejumper aircraft contracts.

Question: Has there been progress on a standard Type III contract? We are struggling with the type of procurement best suited to this contract; we are working on it.

Break out into Groups followed by reports from Oversight Teams on how things went.

As a footnote, it is important that we get our story out to the public. "Fire Management Notes" is one way to do this. The current issue is on the FS Internet site. There are 13 articles on aviation in this volume. The next issue, 59.1, will be devoted solely to aviation. This is a good way to tell our story.

Oversight Team recommendations:

Business Management, Mike Martin: Reviewed team composition of workgroups. Members for acquisition and finance are appropriate; will be co-chairs of committees. They will start facilitating the standardization of contracting and acquisitions; will work on CWN medium helicopter contract and another aviation officers training seminar in February 1999 and the large airtanker contract for 1999.

Finance: Will facilitate interagency business management practices in aviation. Will work on AMIS form and coordinate this with the IRM committee. Feel this is a service function so will see what the needs of the operations working groups are; will solicit comments.

IRM: Will facilitate and improve interagency cooperation; publish minutes in Website; work jointly with finance folks on AMIS program. Will coordinate OAS/IRM modernization plan with FS and look for efficiencies. Will redesign OAS source list for 2000 and on.

Operations Oversight Team, Skip Scott: Workgroups talked about charters and getting them updated. Current chairs will revisit the groups and refine their charters. Each will look at the scope of what their work is and provide us with a meeting schedule. The Oversight Team will meet with each Chair by January 1999 to finalize charters and look at what will be accomplished in 1999. We discussed the potential for additional working groups. The team will meet with SASEB next week.

Wrap Up - Kelly: Are we on track? It does link. Our intent was to create something that will provide coordination to areas of high priority in aviation. The annual operations plans will give us a good reporting system. Knowledge of what is or isn't sanctioned would be beneficial so we will try to get a handle on guides, handbooks, etc., that have been approved. If people know what is necessary to effect change, it will eliminate some of the ad-hoc groups that have been formed. We will be able to appoint a committee to deal with an issue and sunset it when the job is done.

The Council is pleased with the outcome of today's workshop. One of our priorities in launching this was to bring groups under an umbrella where ideas have a chance to go forward. This is also the reason AMC did not propose objectives for the workgroups. We wanted to know what you are currently doing. The workgroups need to coordinate with the oversight teams. Some assignments will come from the top down, but the majority should percolate up from the committees.

Aviation has really gone forward in the last few years in aircraft productivity, speed, etc. The contribution of aviation is much greater than it was 10 years ago. Productivity should increase in the next few years and we need to make sure our direction is up to speed. There are good opportunities with training. When you meet with your groups, spread the word about what we are trying to do. There will be meetings at three levels: AMC, Oversight Teams, Workgroups. We will publicize the dates and outcome of the meetings. We expect to get recommendations from the Oversight Teams on group membership. This information will be shared with everyone prior to getting it on the Internet.

Training Workgroup Proposal

After the workshop, the Training Workgroup presented their proposal. The recommendations were contained in their handout. The workgroup looked at each position as to what needs to be known to qualify and succeed in that position. Got 100+ subject matters down to 35. The biggest percentage of training is out there on the shelf; we need to develop those that are not there. Many of the courses will be computer based. The option is that every agency can use what they feel is needed. This would be a one stop shop for aviation. It would probably do away with much of the expense of the super sessions. It would be cost effective.

The Operations Oversight Team needs to have time to look at this, write down their questions, have a team meeting to sort these out and get a feel for how it will work. The financial aspects need to be discussed.

Questions: How much interface will there be between the developer and the training people we already have? We need to bring in a contractor who knows the process.

Will this be a never ending process? To think the work will be done in two years is not realistic. We have a lot of aviation trainers who can continue and update courses that are already created. We don't want to create another infrastructure to deal with this training. Present trainers need to be brought in to work on this process. We have the structure to maintain the courses, update modules, etc., but don't have the structure to take what is there and convert it. The work done here has given us a method to streamline courses, remove redundancy, introduce a new way for delivery (CBT) (which may be a difficult thing), but we need to buy off on the curriculum and the process and additional resources needed to get the process started so current practices can come to a halt and the new process take over.

The committee will be meeting the end of January and it would be good if they have direction from the Oversight Team and the Council. We need to take and verify some of the things contained in this proposal so we can get interagency buyoff. We also need to figure the most efficient way to implement the proposal - that is the thing that will make or break us.

How do we link the process of putting qualifications in aviation courses into qualifications of fire courses? That has not been established yet and is a critical link. We will have to get the NWCG TWT involved to make this work.

This concept has been shared with quite a few people; what did they think? FAO's are really excited by this. OAS folks and some Bureau folks are set back by its newness and differentness. We explained it would be a phased in process. Nothing will be reinvented; it is out there already. At the national level, Skip and Stan have seen. Need to make sure everyone else sees it and approves. Each agency will send the proposal out for review by RAO's, FAO's, SFMO's, etc. The Operations Oversight Team will then schedule a conference call with the AMC to give them their recommendations. This will all be accomplished before the Training Working Group meets the third week in January.

Addresses for AMC

Name	Address	Telephone #	E-Mail Address
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Rick Mills (OAS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5767	rick_mills@oas.gov
Mike Martin (OAS)	3833 South Development Boise, Idaho 83705	208-387-5750	Michael_Martin@oas.gov
Larry Mahaffey (BLM)	3833 South Development Ave. Boise, Idaho 83705	208-387-5160	lmahaffey@nifc.blm.gov
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Glenn Cullingford (FWS)	1875 Century Boulevard Atlanta, GA 30345	770-458-2599	glenn_cullingford@fws.gov
Jon Rollens (FS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5634	jrollens/wo_nifc@fs.fed.us
Eldon Askelson (FS)	NIFC/Region 4 Aerial Fire Depot, Box 6 Airport Terminal Missoula, MT 59802	208-387-5614	
Neal Davis (FS)	USFS-PNF-Smokejumpers	208-634-0383	ndavis/r4_payette@fs.fed.us
Tory Majors (FS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5608	
Gary Johnson (BLM)	3833 South Development Ave. Boise, Idaho 83705	208-387-5182	gjohnson@nifc.blm.gov
Paul Markowitz (FS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5613	

Addresses for AMC

Name	Address	Telephone #	E-Mail Address
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Stan Anderson (BIA)	3833 South Development Ave. Boise, Idaho 83705	208-387-5371	stan_anderson@mail.bia.gov
Gordon Harris (FS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5617	gharris/wo_nifc@fs.fed.us
Charlotte Larson (FS)	3833 South Development Boise, Idaho 83705	208-387-5625	clarson/wo_nifc@fs.fed.us
Tom Monterastelli (OAS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5776	Tom_Monterastelli@oas.gov
Guy Exon (FS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5624	
Barb Mahaffey (OAS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5755	Barbara_Mahaffey@oas.gov
Dave Nelson (FS)	3833 South Development Ave. Boise, Idaho 83705	208-387-5299	
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Mike Dimmick (BLM)	P.O. Box 2965 Portland, Oregon 97208	503-808-6593	mdimmick@or.blm.gov
Randy Smith (FS)	3515 South Airport Road Ogden, Utah 84405	801-625-5743	

U.S. Department of the Interior

and

U.S. Department of Agriculture, Forest Service

Aviation Management Council

CHARTER

The Department of the Interior (DOI) and the Department of Agriculture, Forest Service (FS), have a mutual interest in aviation resources and their use in resource management missions. It is imperative that common policy be established to provide coordinated and non-conflicting aviation management.

Purpose

This Charter: (a) establishes an Interagency FS/DOI Aviation Management Council (AMC); (b) defines the agency representatives appointed to the Council to coordinate policy formulation, approval and implementation; and (c) defines those authorities and processes necessary for achieving coordinated aviation policy.

Authority

This Charter is established under the intent of the DOI/USDA-FS Memorandum of Understanding (aviation agreement) signed by the USFS Chief and the DOI Assistant Secretary (PMB) effective March 1, 1996. Upon approval of this Charter the National Fire Aviation Coordinating Group Charter is abolished. All records and existing business from the NFACG will become the responsibility of this Council.

Membership

The agency representatives who serve as the Council, and are authorized to execute the conditions of this Charter are:

FS Assistant Director, Aviation
DOI Director, Office of Aircraft Services

Other membership: The Council may assign work to technical specialists, organize work groups,

appoint standing committees and/or otherwise acquire resources and provide the oversight as is deemed necessary to fulfill the intent of this Charter. The Council will charter and disband aviation committees, working teams and/or oversight teams as necessary.

Functions and Responsibilities

Each agency will:

- Fully implement, throughout each agency, the policies approved through this process.
- Ensure that all groups proposing to address an interagency aviation matter, which is national in scope, receive charter authority from the Council.

The Aviation Management Council will:

- Assure the policy formulation and approval processes are compliant with the FS and DOI internal directives.
- Identify and resolve policy discrepancies which hinder coordinated aviation functions between the agencies.
- Assure policy formulation includes participation at the respective agency field level offices.
- Assure a coordinated release of new approved policy occurs simultaneously within each agency.
- Recognize formally organized groups and/or committees impacted by USDI/FS aviation policy and assure coordination and review opportunities are provided.
- Serve as a focal point to review legislative issues as the subject(s) demand, with the results communicated through appropriate agency channels.
- Update, at least annually, the Operations Plan developed to track coordinated efforts

The Aviation Operations Oversight Team:

An Aviation Operations Oversight Team will be appointed by the AMC to coordinate the development of standard interagency procedures and policy for the operational aviation activities common to both agencies. Subjects of responsibility will include pilots, crewmembers, aircraft, and mission management and support processes. Planned annual activities will be outlined in an Annual Operations Plan. To expedite their responsibilities the Aviation Operations Oversight Team will:

- Identify the need for aviation operations committees and recommend an appropriate charter and tenure to the Council.
- Recommend committee membership to the Council.
- Review committee work and recommend the adoption of policy decisions to the Council.
- Provide guidance and advice to the aviation operations committees.

The Business Management Oversight Team:

A Business Management Oversight Team will be appointed by the AMC with the objective to coordinate an annual operations plan defining aviation business management activities where joint or shared actions will benefit both agencies. To expedite their responsibilities the Business Management Oversight Team will:

- Identify the need for business management aviation committees and recommend an appropriate charter and tenure to the Council.
- Recommend committee membership to the Council.
- Coordinate the support mechanisms necessary to successfully blend business management activities.
- Make action recommendations to the Council regarding integrated business processes.

The aviation committees will:

- Have members who represent their organizations as national representatives for the subject committee.
- Provide the highest, professional, aviation management input to the tasks at hand as defined in their charter.

- Function in strict accordance with the direction given them by the Oversight Team.
- Keep written notes of all meetings, which will be shared with the Oversight Team.
- Prior to publication or change, receive approval from the Council on all committee products intended for field use, e.g. guides, pamphlets, videos, etc.
- Ensure all committee products are not less restrictive than subject policy established by either the FS or DOI.
- Establish sub-committee as needed with prior approval of the appropriate Oversight Team.

Organization and Structure

- Decisions will be made by mutual concurrence of the Council members.
- One member will serve as the primary contact, coordinate meetings, keep the official records, and provide for secretarial support.
- The primary contact will be decided upon through mutual agreement of the members and may change when the circumstances warrant, as determined by the members.

Meetings and Reports

- Meetings will be on an as-necessary basis.
- Maintain formal minutes of the meetings and a decision log reflecting implementation of policy changes.
- Publish the minutes and place on an Internet site for general access.

Operating Costs

Both parties agree to provide support to this Council, and its activities, from their individual agencies at no cost to the other unless specific agreement for such exchange of funds is arranged.

Effective Date and Implementation Agreement

This Charter becomes effective when signed and may be terminated by either party by formal notification to the other party.

Recommended by:

/s/ Elmer Hurd Date: 10/23/98
Director, OAS

/s/ Pat J. Kelly Date: 11/10/98
Asst. Director, Aviation

/s/ Harry Croft Date: 11/9/98
Acting Director, Fire and Aviation Mgmt.

Approved by:

/s/ Paul Denett Date: 11/2/98
Director of Administration

/s/ Phil Janik Date: 11/18/98
USFS Deputy Chief, S&P

MEMORANDUM OF UNDERSTANDING

between
U.S. Department of the Interior
Office of Aircraft Services

and
U.S. Department of Agriculture
Forest Service

I. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to manage combined aviation services support functions as a coordinated and cooperative effort.

II STATEMENT OF MUTUAL BENEFITS AND INTERESTS:

The U.S. Department of Agriculture - Forest Service (FS) and the U.S. Department of the Interior - Office of Aircraft Services (OAS) both utilize substantial contract, rental, and fleet aviation services in resource management programs. Each agency has a requirement for technical and administrative aviation expertise to support their programs and field offices.

Both agency's national aviation service organizations are located at the National Interagency Fire Center at Boise, Idaho, which complements the mutual use of resources. Considerable interagency cooperation in resource activities occurs between the agencies and common standards for program activities are necessary. There have been successful cooperative aviation and contracting activities between the two agencies which demonstrate the viability to expand and formalize the collective use of both agency's aviation services resources.

In areas where cooperative use of interagency resources is practical, shared functions will be jointly managed.

III. OBJECTIVES AND PROCEDURES:

The MOU supports National Performance Review objectives to share resources, reduce red tape, and standardize operations.

The objective is to achieve mutual planning of anticipated workloads, shared use of available technical personnel, aviation related administrative processes, and other resources to provide effective aviation and contracting management service to both organizations at a reduced cost to each. It is also an objective to develop common standards in all aviation program areas for solicitations, training, safety of operations, shared use of resources, and other areas benefitting both Departments.

IV. THE PARTIES SHALL:

A. Share Program Coordination: The agencies agree to cooperatively support each others aviation management and services requirements in a manner that complements efficiency, standardization, safety, and cost effectiveness.

Each office will remain responsible and accountable for its individual agency program responsibilities and agrees to coordinate and organize the available skilled personnel and resources to balance workload and standardize processes.

The Director, OAS, and the FS Director of Aviation and Fire Management and Director of Procurement and Property will coordinate a management team to cooperatively manage the cooperative concept and are authorized to give full faith and credit to each others proceedings as necessary.

B. Develop an Operation Plan: The Directors will develop and approve an operational procedure plan which will define the processes, commitments, and financial aspects for each fiscal year. Administrative and operational systems and processes in each agency will be synchronized as necessary. Personnel from one agency may work on another agency project as defined in the plan.

C. Establish Staffing and Funding: Each agency will establish staffing and funding within its own departmental guidance and budget authorizations. Since the objective is to seek maximum cooperation and standardization, both non-reimbursable and reimbursable arrangements may result. Any activities involving reimbursement or the contribution of funds between the parties shall be documented in separate agreements per Section IV, Clause F.

V. It is Mutually Agreed and Understood:

A. Termination: Either party, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.

B. Participate in Similar Activities: This instrument in no way restricts either party from participating in similar activities with other public or private agencies, organization, and individuals.

C. Restriction for Delegates: Pursuant to Section 22, Title 41, United States Code, no member of, or Delegate to, Congress shall be admitted to any share or part of this instrument, or any benefits that may arise therefrom.

D. Completion Date: This instrument is executed as of the last date shown below and expires on September 30, 1999, at which time it will be subject to review, renewal, or expiration.

E. Principal Contacts: The principal contacts for this instrument are:

Director
USDI Office of Aircraft Services
P.O. Box 15428
2350 Robinson Road
Boise, ID 83715-5750
(208) 387-5750

Director of Fire and Aviation Management; and
Director of Procurement and Property
USDA Forest Service
201 14th Street, SW
Washington, DC 20250
(202) 205-0808
(202) 235-8007

F. Non-Fund Obligating Document: This instrument is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

G. Modification: Modifications within the scope of this instrument shall be made by the issuance of a bilaterally executed modification prior to any changes being performed.

/s/ David Unger (For)
JACK WARD THOMAS
Chief, USDA Forest Service

/s/ Bonnie R. Cohen
BONNIE R. COHEN
Assistant Secretary
USDI Policy, Management, and Budget

Date: 2/28/96

Date: 3/1/96

Aviation Management Council

Operations Plan - FY 1999

- I. PURPOSE. This Operations Plan is written to support and implement the Memorandum of Understanding (MOU) between the U.S. Department of Agriculture - U.S. Forest Service (USFS) and the U.S. Department of the Interior - Office of Aircraft Services (OAS) regarding coordinated and cooperative aviation services support functions. This plan also supports the U.S. Department of Agriculture - Forest Service and the U.S. Department of the Interior joint Aviation Management Council as chartered.
- II. SCOPE. The plan outlines the support mechanisms necessary for coordinated aviation activities. It will be updated annually and will identify areas and issues currently working as well as planned future activities.
- III. MANAGEMENT TEAM. The Aviation Management Council, the Aviation Operations Oversight Team and the Business Management Oversight Team will function as the cooperative management team specified in the parent MOU.

Members of the FY 1999 Oversight Teams are:

Aviation Operations Oversight Team: Skip Scott (BLM)
Gordon Harris (USFS)
Mick McCurry (OAS)
Bob Martin (USFS)

Business Management Oversight Team: Mike Martin (OAS)
Rich Denker (USFS)

IV. COMMITMENTS.

- A. Each agency will strive to modify existing agency policy and procedures as necessary to meet interagency goals benefitting both agencies. It is recognized that not all activities can be managed through a cooperative effort, and the individual authorities and responsibilities of each agency will be respected. When an agency determines modification of a policy or procedure will not result in increased benefit, separate agency policy and procedure will remain intact.
- B. Each organization will provide the necessary resources (time, wages, travel, per diem, etc.) for participation by team members of their respective organizations.

V. FINANCIAL ASPECTS. Each organization will be responsible for expenses incurred by individual agency employees. Costs that rightly should be shared by both organizations will be covered through agreements as specified in the parent MOU.

VI. PLANNING SCHEDULE. Operations Plans will be established on a fiscal year basis. Preparation will include the following actions prior to fiscal year start:

A. Strategic planning-The AMC will provide strategic objectives to the Aviation Operations Oversight Team and the Business Management Oversight Team. (March-April)

B. Activities planning - Following strategic planning, the Oversight Teams will meet with appropriate AMC committees to discuss planned activities for the coming year. Each committee will complete a "Planned Activities" form. (May-August)

C. The Oversight Teams will jointly present to the AMC for approval the Operations Plan for the coming fiscal year. (September)

D. New initiatives requiring current-year attention will be routed to the AMC for approval and addition to appropriate committee planned initiatives.

Pat Kelly, Assistant Director
Aviation and Fire Management
U.S. Forest Service

Elmer Hurd, Director
Office of Aircraft Services
Department of the Interior

Planned Activities

AMC User/Management Training Committee (PROPOSED)

Committee members: (TBD)

Oversight Team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____ Date _____
Assistant Director, Director,
Aviation & Fire Mgmt. Office of Aircraft Services
U. S. Forest Service Department of the Interior

Planned Activities

AMC Aircraft & Pilot Inspection Committee (PROPOSED)

Committee members: (TBD)

Oversight Team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____
Assistant Director,
Aviation & Fire Mgmt.
U. S. Forest Service

Date

Director,
Office of Aircraft Services
Department of the Interior

Date

Planned Activities

AMC IHOP Steering Committee

Committee members: Larry Young (OAS), _____

Oversight Team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target
Dates:

Planned future activities: _____ Target
Dates:

Recommended by Oversight Team Members:

Approved by: _____ Date _____
Assistant Director, Aviation & Fire Mgmt. U. S. Forest Service
Director, Office of Aircraft Services Department of the interior Date

Planned Activities

AMC SASEB Committee

Committee members: Eldon Askelson (USFS), _____

Oversight Team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____ Date _____
Assistant Director, Office of Aircraft Services
Aviation & Fire Mgmt. U. S. Forest Service Department of the Interior
U. S. Forest Service

Planned Activities

AMC Interagency Air Tanker Board

Committee members: J.P. Johnston (USFS), _____

Oversight team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target

Dates:

Planned future activities: _____ Target

Dates:

Recommended by Oversight Team Members:

Approved by: _____
Assistant Director,
Aviation & Fire Mgmt.
U. S. Forest Service

Date

Director,
Office of Aircraft Services
Department of the Interior

Date

Planned Activities
AMC Interagency Aviation Training Working Team

Committee members: Dennis Hulbert (USFS), _____

Oversight team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____
Assistant Director,
Aviation & Fire Mgmt.
U. S. Forest Service

Date

Director,
Office of Aircraft Services
Department of the Interior

Date

Planned Activities
AMC Interagency Lead Plane operations Committee (**PROPOSED**)

Committee members: (TBD)

Oversight Team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____
Assistant Director,
Aviation & Fire Mgmt.
U. S. Forest Service

Date

Director,
Office of Aircraft Services
Department of the Interior

Date

Planned Activities

AMC Single Engine Air Tanker Board

Committee members: Dennis Lamun (BLM), _____

Oversight Team: Aviation Operations

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____
Assistant Director,
Aviation & Fire Mgmt.
U. S. Forest Service

Date

Director,
Office of Aircraft Services
Department of the Interior

Date

Planned Activities

AMC Acquisition Committee

Committee members: Sam Stivison (OAS), Rich Denker (USFS)

Oversight Team: Business Management

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____
Assistant Director,
Aviation & Fire Mgmt.
U. S. Forest Service

Date

Director,
Office of Aircraft Services
Department of the Interior

Date

Planned Activities

AMC Finance Committee

Committee members: Barbara Mahaffey (OAS), Tory Majors (USFS)

Oversight Team: Business Management

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____ Date _____
Assistant Director, Office of Aircraft Services
Aviation & Fire Mgmt. Department of the Interior
U. S. Forest Service

Planned Activities

AMC IRM Committee

Committee members: Bill Rush (USFS), Rick Mills (OAS)

Oversight Team: Business Management

AMC strategic objectives:

FY 1999 Activities: _____ Target Dates:

Planned future activities: _____ Target Dates:

Recommended by Oversight Team Members:

Approved by: _____ Date _____
Assistant Director, Director,
Aviation & Fire Mgmt. Office of Aircraft Services
U. S. Forest Service Department of the Interior

Aviation Management Council Workshop

November 20, 1998

Administrative Procedures & Communications

- The AMC concept has been outlined
- Now need to talk about practical implementation
 - Administrative procedures
 - Communications
- Ops Plan gives structure for future years, see if this will work: (overhead)

Timeframe

Action

Mar - Apr

AMC provides strategic objectives to oversight teams

May - Aug

Oversight teams meet with committees to establish activities for the coming FY. 'Planned activities' sheets completed (become draft ops plan)

September

Oversight teams present ops plan to AMC for approval. Copies back to committees.

- For FY 1999, we're behind normal planning timeline - catch up today during workshop portion of the meeting.
- New initiatives during year - Routed to AMC for approval and added to planned activities.
- Communications:
 - Committees keep record of progress
 - Provide updates to oversight teams
 - Oversight teams provide updates to AMC
- Questions or comments?

AMC Meeting - SEAT Board

Chronological Order of Sanctioned SEAT Working Groups:

- 1988 - 90 NWCG sanctioned an interagency working group, the Single Engine Airtanker Committee, with members from OAS, BLM, Forest Service, and two from the National Association of State Foresters. The charter of this group was to set minimum standards for the use of small agricultural aircraft within the interagency fire environment. The standards addressed included aircraft capacity and performance issues, pilot qualifications and fire specific training, and operating limitations based on fire and airspace complexity levels.
- These recommendations were made to the NWCG, approved, and implemented as interagency standards.
- This group was sunsetted upon completion of its' tasks.
- 1995 - 96 The Interagency Airtanker Board assigned a working group to define the characteristics of an actual SEAT as opposed to a generic agricultural aircraft. The Boards interest was in aircraft performance rather than drop characteristics, and raised the threshold of the size of fixed wing tankers that came under the purview of that body to 800 gallons. This resulted in Type 3 SEATs (over 800 gallons) having the same dispersal criteria as Type One's and Two's, but Type Four's falling under a different category. This resulted in the adoption of specific language identifying Type Four SEATs for contracting purposes. (Attached) This working group was also sunsetted.
- 1997 The NFACG approved the Draft Interagency SEAT Operations Guide (ISOG) for publication, and reaffirmed the lead agency concept that as the principal user, BLM will continue to manage the program on behalf of the other participating agencies. Further, it was formalized that for the time being, the OAS will administer SEAT contracts for the user agencies just as the USFS administers the large airtanker contracts.

AMC SEAT Board

Planned Activities

FY 1999 Activities	Target Dates
Update and print revised ISOG for distribution	Feb 1, 1999
Finalize the Draft SEAT Manager Course	Feb, Apr, & June
Conduct One <i>Initial</i> SEAT Mgr Course (Missoula)	Feb 24, 25, & 26
Conduct One or Two <i>recurrent</i> SEAT Mgr Courses (Phoenix - Boise)	April, May
Re-institute SEAT Manager Qualification Criteria	June
Re-write language for exclusive use SEAT contracts for 2000 - 2002.	October

Planned Future Activities

Integrate new cooperating state agencies into the DOI SEAT procurement system. i.e., Texas

United States Department of the Interior
OFFICE OF THE SECRETARY
Office of Aircraft Services
P.O. Box 15428
Boise, ID 83715-5428

In Reply Refer To: 113A-2

November 16,1998

OAS INFORMATION BULLETIN NO. 98-3

To: All DOI Aviation Operations

From: Elmer Hurd, Director

Subject: Agricultural Aircraft Procured under the Aircraft Rental Agreement (ARA)Single Engine Air Tankers (SEAT)

BACKGROUND

This Information Bulletin has been developed to provide guidance to users, procurement staff, and inspectors in obtaining the above aviation services.

Federal acquisition regulations indicated that the acquisitions of SEAT-type aircraft were regularly exceeding the small purchase authority of the Basic Ordering Agreement/Aircraft Rental Agreement. OAS established the national Call-When-Needed (CWN) contract at the request of the Bureau of Land Management, which was appointed as the lead agency for SEAT operations by the DOI and USFS interagency fire community.

At the request of the lead agency, all single engine agricultural airplanes dispensing material on fires are to be part of the (SEAT) CWN system, or are to be approved for operations within a limited area.

DEFINITIONS

Agricultural (Ag) aircraft: an aircraft approved for the special purpose mission of aerial dispensing under 14 CFR 21.25 and 21.185 (airplanes and helicopters).

Agricultural operator: a commercial or government provider of services who is approved for aerial agricultural aircraft operations under 14 CFR 137.

SEAT airplane: a single engine agricultural airplane meeting the requirements of, and operating under a CWN or exclusive-use procurement issued by the U. S. Department of Interior (DOI), or owned and operated by a cooperating state government. SEAT aircraft may also be known as a type 4 airtanker. NOTE: Some SEAT aircraft may be capable of dispensing liquid and/or solid material for other than fire operations. Refer to the SEAT contracting officer for the appropriate contract modification.

Attachment 5-3

PROCEDURE

All procurement requests for agricultural airplane dispensing operations in the fire environment must be coordinated through the requesting agency's fire staff at the national level. In no instance will an airplane be approved for this use under any procurement vehicle without the approval of the national SEAT coordinator and the Chief, Division of Technical Services, OAS headquarters (CTSHQ). NOTE: To avoid confusion, Ag aircraft ARA procurements will not be approved for fire requests where SEAT aircraft are reasonably available (determination will be made by the national SEAT coordinator).

Procurement requests for Ag aircraft for other than fire environment operations will be made through the OAS area or regional office. A determination must be made that the project cannot be reasonably completed using a CWN SEAT before requesting that additional aircraft be added to the ARA.

Equipment standards for all agricultural aircraft will be coordinated by the area offices and approved by the CTSHQ.

Aircraft and pilots with only the "agricultural operations" endorsement will not be carried on the "public" source list.

/s/ Elmer Hurd
Elmer Hurd, Director

Single Engine Airtanker Standards - Interagency Minimums

Part 1. Certification

Aircraft proposed under this agreement must be certificated in the Restricted Category under 14 CFR 21.25 & 21.185 for the special purpose of performing forestry and wildlife conservation work. The aircraft may also be certificated in a Standard Airworthiness category under 14 CFR 21.187 (Multiple Airworthiness Certification). Surplus or previously type certificated armed forces aircraft will not be used.

Part 2. Approvals

Airplanes carrying in excess of 799 gallons must be approved by the Interagency Airtanker Board. Single Engine Airtankers (SEATS) carrying less than 800 gallons are approved by the Office of Aircraft Services (OAS) and will be evaluated and carded at a weight consistent with the aircraft Type Certificate or approved increased load (STC, or CAM-8 process where appropriate).

Part 3. Material Dispersal Equipment

SEAT aircraft contracted for fire suppression activities require a controllable gate/door system that allows the volume of the hopper/tank to be released in selected increments. Minimum fluid opening shall be 360 square inches, with tank venting appropriate to the hopper capacity. Functional configuration may be a single door, split door, or rotary gate, and may be mechanical, hydraulic, or pneumatic or pneudraulic, or a combination (i.e. electro mechanical, electro hydraulic, etc). All systems must have a mechanically operated emergency hopper/tank evacuation feature that functions independently of any electrical or hydraulic component.

Part 4. Material Dispersal Methods

Single engine airtankers must be capable of selected drop configurations to include full tank salvo, reduced flow/extended trail, or partial tank (split) drops.

Part 5. Minimums - Capacity & Size

Single engine agricultural aircraft contracted for fire suppression activities may be powered by either turbine or reciprocating engines with a minimum of 500 horsepower. Aircraft must be capable of a "worst case" minimum hopper load of 300 gallons of retardant from any designated base to a density altitude of 10,000 with 90 minutes of fuel on-board.

Part 6. Required Fittings/Hardware

SEAT aircraft contracted for fire suppression activities must be capable of loading retardant products and foam concentrates through a closed system. No open hopper loading is allowed. Aircraft must be equipped for "hot" loading in accordance with USDOJ & USFS specifications. Hot refueling capability via an approved, closed system is optional. Aircraft must be capable of loading directly from fixed tanker bases in the absence of mobile support equipment.

Part 7. Avionics/Instrumentation Requirements

Single engine airtankers approved for federal, interagency use shall be equipped as required by certification and in accordance with 14 CFR 91.205 (VFR, Day). The following additional instruments shall be installed, operable, and airworthy:

Gyroscopic rate of turn, slip skid indicator (turn & bank)

Directional Gyro

Rate of Climb Indicator (VSI).

The following avionics shall be installed, operable, and airworthy:

An approved ELT. (TSO C91/C91A)

At least one VHF-AM 720 channel with 5 watts carrier Output.

At least one VHF-FM transceiver, tone encoded with guard capability.

One Global Positioning System (GPS)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

In Reply Refer To: June 11, 1998
9400 (FA- 1 40) N

Instruction Memorandum No. OF&A 98-019
Expires: 9/30/ 99

To: State Directors
From: Director, Office of Fire & Aviation

Subject: Single Engine Airtanker (SEAT) Manager Positions

As of this year, BLM policy requires the assignment of a qualified SEAT manager for each call-when-needed and exclusive use SEAT operation. This was optional and left to local discretion in the past, but dollars and complexity have increased sufficiently over recent years to justify this requirement. The Bureau has developed a course for the training of SEAT managers and a process to qualify them through formal training, on-the-job-trainee assignments, and the completion of a task book.

The course is identified as SEAT Manager Training, is Bureau specific, twenty-four hours long, and has been conducted twice this year, once in Bimidji, Minnesota, and once in Phoenix, Arizona. Trainees representing the BLM, BIA, USFS, and various state organizations were in attendance. There will be no additional courses held until after the current fire season. Allocations for these training slots and the target number of SEAT managers required will be determined annually by the Office of Fire & Aviation based on the amount of exclusive use and CWN contracts and the number of qualified managers available for assignments.

With the exception of personnel who have attended previous SEAT manager training or have become qualified through past experience, only persons who have completed this formal course will be considered trainees for the purposes of beginning the qualification process. (Those persons who have attended previous training and already performed trainee assignments may request the task book from the course cadre).

There is a mnemonic in place (SEAT), and a roster of qualified SEAT managers and manager trainees has been distributed to dispatch organizations. This position will be added to the DOI Incident Qualification and Certification System (IQCS). Trainees may accept local (home unit) CWN assignments as SEAT managers, but any off unit and all exclusive use contracts require fully qualified managers.

Operational guidance is provided by the Interagency SEAT Operations Guide (ISOG) which is available, along with the SEAT Manager forms package, from the warehouse as NFES # 1844 and #1413, respectively. Both products will be revised and updated after this fire season, but will maintain the same NFES numbers. Copies of the SEAT Manager task book will be provided to qualified personnel on request.

There will be additional opportunities to attend this training prior to next season. Course information will be distributed when a schedule has been developed. Please refer SEAT program policy questions to Dennis Lamun, Aviation Management Staff at 208-387-5035. For training issues, call Larry Sutton in the Training Support Group at 208-387-5374.

/s/ Edward W Shepard

Distribution:

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