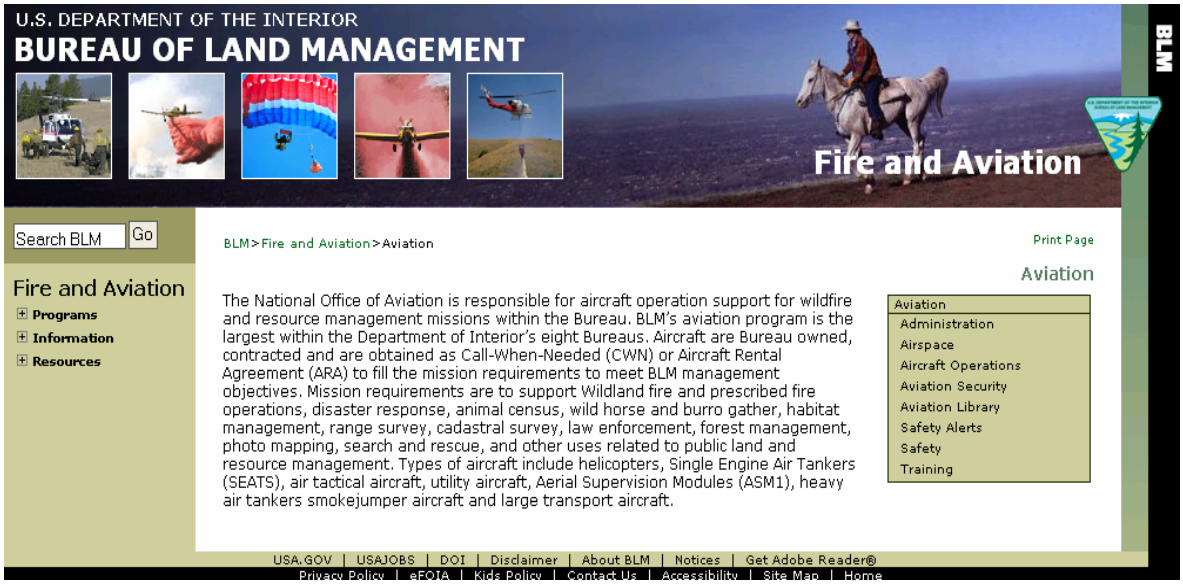
DEPARTMENT OF THE INTERIOR

BLM

2007 National

Aviation Plan

BLM National Aviation Office



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BLM
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National Interagency Fire Center
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Table of Contents

Chapter

1

1.0 Bureau of Land Management National Aviation Plan

1.1 Purpose

This document supports and does not replace the Bureau of Land Management (BLM) Manual 9400 Aviation Management. The purpose is to detail the policy, organization, responsibilities and procedures for the BLM aviation program. The interaction and mutual requirements between the National Aviation Office (NAO) and the state offices are outlined.

1.2 Mission Statement

The NAO is responsible for aviation policy, aviation program management, and aircraft acquisition in support of wildfire and resource management missions within the Bureau. Aircraft are Bureau owned or contracted and are obtained as exclusive use, call-when-needed (CWN) or aircraft rental agreement (ARA) to fill the mission requirements to meet BLM management objectives. Mission requirements include support of wildland fire and prescribed fire operations, disaster response, animal census, wild horse and burro operations, habitat management, range survey, cadastral survey, law enforcement, range land management, photo mapping and search and rescue. Types of aircraft include helicopters, single engine air tankers (SEATS), air tactical aircraft, utility aircraft, aerial supervision modules (ASM), airtankers, smokejumper aircraft and large transport aircraft.

1.3 Philosophy

- SAFETY: The priority in any aviation activity is personal safety through risk identification, mitigating controls and accident prevention.
- Personnel performing aviation functions must meet all qualification requirements of the DOI Manual and published BLM standards. Aviation personnel need to be service oriented and exhibit professionalism and integrity.
- Individual development, employee wellness and workforce diversity will be emphasized at all levels of the BLM aviation program.

- The aviation management organization in every office will be developed and maintained at the most efficient level, commensurate with BLM aviation operations.
- Management is responsible for enhancing the aviation program with a commitment to aviation safety and efficiency. State and field offices are empowered to accomplish their mission without undue restriction, regulation or oversight.
- State and field offices must not implement policy or procedures *less* restrictive than national policy. The NAO must approve aviation policy that is more restrictive than the national policy. Request for exemption to DOI or Bureau policy must be requested through the NAO.

1.4 BLM Fire Aircraft Management Procedures

The BLM fire aircraft management procedures are outlined as follows: 1) national aircraft management strategy; and, 2) national, state, and unit level command and control authorities with responsibilities for BLM fire aircraft. Ordering and dispatching BLM fire aircraft will be accomplished according to established coordination system standards.

1. National Aircraft Management Strategy

The BLM national aircraft management strategy requires that the Fire and Aviation Directorate provide oversight to all BLM fire aircraft acquisition and use. National strategy considers all BLM fire aircraft to be national resources available for immediate assignment to areas of greatest national need, regardless of their status in the Resource Ordering and Status System (ROSS). This national strategy will:

- Optimize overall aviation capability.
- Apply effective management controls to suppression costs.
- Ensure that aviation assets are assigned to areas of greatest risk and/or highest probability of success.
- Maximize operational flexibility and mobility.
- Contribute to interagency suppression efforts.

2. Command and Control

- Unit Fire Management Officers (FMOs) are responsible for hosting, supporting, providing daily management, and dispatching all BLM fire aircraft assigned to their unit. Unit FMOs are authorized, through a line officer delegation, to request additional fire aircraft; establish priorities; and, allocate all fire aircraft assigned to the BLM within their unit or zone. FMOs duties also include:

- Ensure status of all BLM fire aircraft assigned to their unit is reported each day on the Geographic Area Tactical Aircraft Report as either “committed” or “available”. Aircraft may not be designated as available “local only.”

- When directed by the State Office, FMO's will mobilize BLM fire aircraft off-unit (to another unit).
- BLM fire aircraft and aircrews must be ready for long-term dispatch to any location in the nation.
- When dispatched off-unit, assigned aircraft managers and aircrew will accompany the aircraft.

- State FMO's are responsible for providing oversight and approval of the acquisition and use of BLM fire aircraft within their state. State FMOs have the authority to prioritize the allocation, reallocation, pre-positioning and movement of all fire aircraft assigned to the BLM within their state. State FMOs duties also include:

- Manage BLM fire aircraft to maximize initial attack effectiveness.
- Coordinate and manage aviation resources assigned to their state in an effort to maximize the utilization of exclusive use aircraft.
- Ensure effective and timely coordination with NAO.

- National Aviation Office has the responsibility and authority to provide oversight of funding and acquisition of all BLM fire aircraft. In conjunction with BLM Fire Operations Division Chief (FODC), the NAO prioritizes the national allocation/reallocation of BLM fire aircraft.

3. Flight Use Reporting

State offices are responsible for reporting daily flight hours for any aircraft acquired under an exclusive use contract to the NAO.

1.5 BLM Supplemental Aircraft Acquisition

During fire season, BLM exclusive use aircraft will be activated and mobilized to meet Bureau fire needs, to the extent possible. When exclusive use aircraft cannot meet all demands, supplemental aircraft will be requested and acquired using the following procedures.

Fire Aircraft Needed Immediately for Initial Attack. When a BLM Field Office has an immediate need for additional aircraft to meet initial attack demands, they will:

1. Obtain BLM or cooperator aircraft from adjacent units under existing mutual aid agreements.

2. Coordinate with BLM State Office to obtain BLM exclusive use aircraft from other locations within the state.

3. Hire CWN/rental aircraft available locally.

Fire Aircraft Needed to Fill Large Fire Orders. Aircraft will be obtained through normal dispatch procedures. BLM exclusive use aircraft are initial attack resources. Assignment

of these aircraft to on-going large fires will be the exception, and must be made after consultation with the appropriate State FMO. State FMOs will remain informed on the national situation, and will consult with the Fire and Aviation Directorate (the BLM Fire and Aviation office) Operations Division and NAO on assignment of BLM exclusive use aircraft to ongoing large fires.

Fire Aircraft Needed to Meet Severity or Multiple Fire Needs.

1. Field offices will submit fire supplemental aircraft requests to their respective State Office.

2. State offices will consolidate and adjudicate statewide aircraft needs. Statewide needs will be met with existing aircraft within the state, whenever possible.

3. When state offices determine that supplemental aircraft are needed, they will submit a severity, or other funding request to the BLM Fire and Aviation office.

4. Statewide supplemental aircraft requests will be consolidated and listed as State Office resources on any state-wide request.

5. The BLM Fire and Aviation office will consolidate and adjudicate all State Office supplemental aircraft requests, and determine the number/type/configuration of aircraft needed to meet current Bureau needs; procure them in the most expeditious and cost-effective manner; and allocate/reallocate them to BLM states.

6. All BLM severity aircraft will be procured using the same the BLM Fire and Aviation office severity code.

Aviation Related Severity Requests

1. States will consolidate and forward, through established procedures, requests for aviation related severity to the NAO.

2. The NAO will adjudicate and authorize state acquisition of aviation resources and will provide appropriate charge codes.

3. Once authorized and acquired, all BLM severity funded aviation resources will be considered national resources subject to allocation/reallocation by state FMOs within their states, and by the NAO on an interstate basis. This includes aviation personnel such as SEAT Managers and Air Tactical Group Supervisors (ATGS).

Flight Use Reporting

1. State offices are responsible for reporting daily flight hours for any aircraft acquired under severity authorization to the NAO.

1.6 References

A. Title 14 CFR

B. DOI Manual, Parts 112, 350-354

C. Aviation Management Directorate (AMD) Operational Procedures Memoranda (OPMS)

D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400-9470

E. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126

F. GSA Federal Property Management Regulation (FPMR) 101-37

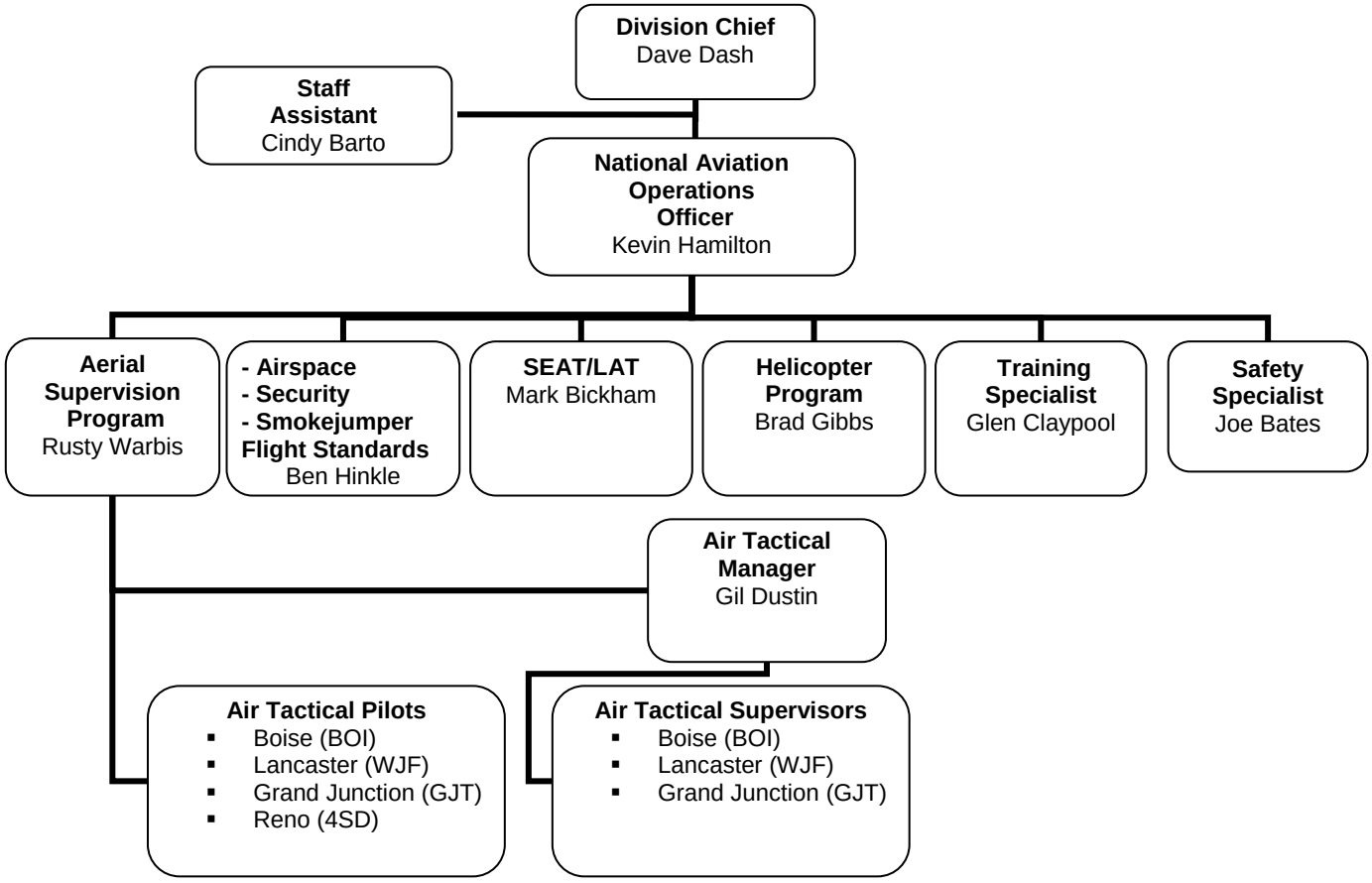
G. Interagency Aviation Operational Guides.

Chapter

2

2.0 National Aviation Organization

2.1 Organizational Chart



2.2 NAO Roles and Responsibilities

2.2.1 Aviation Division Chief (ADC): Dave Dash 208-387-5448

- Serves as principle aviation advisor to the Assistant Director for the BLM Fire and Aviation office, and other staff, state and department aviation programs.

- Develops BLM aviation policies, methods and procedures. Is a member of the Department of the Interior (DOI) Aviation Working Team, and National Interagency Aviation Council.

- Provides program budget and program evaluations.

2.2.2 National Aviation Operations Officer: Kevin Hamilton 208-387-5173

- Supervises the operational aircraft programs as well as the aviation safety and aviation training programs.
- Serves as deputy to the ADC.

2.2.3 SEAT and Large Airtanker Program: **Mark Bickham 208-387-5872**

- Provides oversight and guidance to the SEAT and heavy air tanker programs.
- Develops and coordinates positions, requirements and training for both the SEAT and heavy air tanker programs.
- Performs site visits and inspections.
- Develops contract specifications and technology progression in coordination with both government contracting and industry representatives.
- Chair of the Interagency SEAT board. Attends Interagency Airtanker Board meetings as SEAT Advisor.

2.2.3 Flight Standards pilot /Airspace Coordination/Aviation Security: Ben Hinkle 208-387-5184

- Provides standardization and technical oversight for transport aircraft (i.e., TCAS, TAWS and avionics).
- Serves as the BLM representative on the Smokejumper Aircraft Screening Equipment and Evaluation Board and Interagency Smokejumper Pilots Operation Guide Steering Committee.
- Provides BLM national level guidance to the Interagency Airspace Steering Committee (IASC).
- Coordinates aviation security with other DOI Bureaus.

2.2.4 Aerial Supervision Program : Rusty Warbis 208-387-5185

- Provides training and oversight for the ASM and ATGS programs.
- Serves on the Interagency Aerial Supervision Steering Committee (IASSC) and Leadplane Cadre.

2.2.5 Helicopter Program Manager: Brad Gibbs 208-387-5182

- Manages the helicopter fleet and helicopter program.
- Reviews helicopter contract and rental requests.
- Develops helicopter position requirements and training.

- Performs site visits, reviews and inspections.
- Serves as a member of the Interagency Helicopter Operations Steering committee.

2.2.6 Aviation Safety Specialist: Joe Bates 208-387-5879

- Designs and implements aviation safety and accident prevention measures.
- Responds to aviation incident reports; serves as the BLM liaison to accident investigation teams.
- Compiles BLM aviation safety statistics and analysis.
- Serves on accident board of reviews and supervises the BLM SAFECOM management program.

2.2.7 Aviation Training Specialist: Glen Claypool 208-387-5160

- Focal point for BLM aviation training.
- Provides aviation expertise to local, state, and national offices.
- Develops and/or coordinates aviation training in support of BLM aviation programs.
- Serves as a member of the Interagency Aviation Training Steering Committee and other interagency training working groups.
- Coordinates the development of web based training for both vendor and government communities.

2.2.8 Aviation Staff assistant: Cindy Barto 208-387-5180

- Provides a full range administrative support to the national aviation staff.
- Processes annual aviation-use reports to the BLM Washington Office.
- Tracks and reconciles Bureau-wide aircraft availability account.

2.3 NAO is responsible for the following:

1. Implement, execute, and enforce DOI aviation policy.
2. Develop and execute BLM aviation policy.
3. Publish BLM aviation management plan.
4. Maintain BLM aviation safety program.
5. Monitor BLM aircraft accident prevention program.
6. Ensure adequate aviation management staff (BLM aviation manager, BLM aviation safety manager.)
7. Perform aviation safety evaluations.
8. Identify fleet aircraft acquisition, replacement, and disposal to support BLM programs.
9. Ensure BLM personnel involved in the use/control of aviation resources receive the appropriate level of aviation safety training.
10. Participate in DOI Aviation Management Board of Directors Working Group.
11. Assign BLM representative for Aircraft Mishap Review Board (AMRB).
12. Promote the use of the SAFECOM system.
13. Respond to AMRB recommendations.
14. Report to AMD all BLM flight activity not processed through the AMD payment system.

9. Identify and submit program requirements.
10. Ensure compliance with OMB Circular A-126.
11. Ensure compliance with OMB Circular A-76.
12. Manage BLM aviation exclusive use contract budget.

2.4 State Directors are responsible for the following:

1. Disseminate DOI aviation safety policy and information.
2. Participate in DOI aviation safety award program.
3. Ensure adequate aviation management staff in partnership with the NAO.
4. Ensure BLM personnel have appropriate aviation training.
5. Operate and maintain aircraft for maximum safety and efficiency.
6. Assign a liaison for BLM aircraft incident /accident investigations.
7. Monitor BLM airspace needs.
8. Promote use of Aviation Mishap Information System (AMIS).
9. Identify and submit program requirements.
10. Ensure compliance with OMB Circular A-126.
11. Ensure compliance with OMB Circular A-76..

2.5 First Line Supervisors of BLM pilots, Aviation User(s), and BLM pilots are responsible for the following:

1. Enforce DOI standards.
2. Perform project planning.
3. Perform risk assessment.
4. Ensure BLM personnel have appropriate aviation safety training.
5. Ensure pilots have recent flight experience.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Provide aircraft orientation.
9. Ensure Aviation Life Support Equipment (ALSE) compliance.
10. Ensure flight following compliance.
11. Provide oversight for vendor aircraft usage.
12. Promote the use of the AMIS system.
13. Identify specific procurement requirements.
14. Request technical assistance for specialized aviation problems.
15. Manage and control vendor aircraft within scope of procurement.
16. Administer maintenance and service contracts.
17. Report significant contract and operational problems to AMD.
18. Procure aircraft services in accordance with procurement requirements.
19. Prepare/endorse procurement payment documents.
20. Provide information necessary for procurement litigation.
21. Perform post-use evaluation of operator, pilots, and equipment.

2.6 State Roles and Responsibilities

2.6.1 State Aviation Manager:

The State Aviation Manager (SAM) serves as the focal point for the BLM Aviation program in their respective state by providing the State Director technical and management expertise regarding the use of aviation resources. The SAM serves as the focal point for statewide aviation safety and training and has functional responsibility in the following areas:

1. Implements aviation program objectives and directives in support of State and Field Office aviation programs.

2. Develops and implements the statewide aviation management plan, and establishes aircraft safety and accident prevention measures.

3. Serves as the contracting officer's representative (COR) on all BLM aviation exclusive use contracts in the state. The SAM ensures all aircraft ordering and dispatching occurs via a dispatch office and may delegate this responsibility in writing to the local UAM (UAM) as appropriate.

4. Nominates candidates to the contracting officer to appoint as alternate CORs for all BLM aviation exclusive use contracts in their state. At a minimum, candidates will consist of the primary aircraft manager for each exclusive use contract and each UAM that has an exclusive use contract.

5. Provides aviation training support to the State Office, Field/District Offices, and other cooperative agencies. Provides statewide statistical analysis and A-126 reporting.

2.6.2 Field Office Manager:

The Field Office/District Manager has overall responsibility for the Field Office aviation program. This responsibility is assigned to the UAM. In the absence of a UAM, each office must identify the position responsible for aviation management on the unit.

2.6.3 Unit Aviation Manager:

The UAM serves as the focal point for the unit aviation program by providing technical and management direction of aviation resources to support Field Office programs. The UAM has functional responsibility in the following areas:

1. Ensures District/Unit flight compliance with USDI/BLM/State and District policies & regulations.
2. Develops and implements the District /Unit aviation management plan, as well as specific operating plans for other aviation programs (helitack, SEAT, and air tactical).

2.5 Ensures completion of the project aviation plan.

3. Ensures that appropriate training is provided to users and managers.
4. Designates an alternate aviation manager. In the absence of the aviation manager these duties will default to the designated acting.
5. Ensures that visiting aircrews have received flight crew briefing/orientation guides.
6. Confirms DOI/BLM/Office of Management and Budget (OMB) requirements are met, completes the cost analysis requirements and schedules the flight with a qualified vendor.
7. Briefs mission users on flight-following requirements.
8. Ensures the accuracy of the Aircraft Use Report, processes it, and maintains copies and records documenting the flight as required by the DOI manual.
9. Confirms that a qualified Flight Manager is assigned to all project/resource flights.
10. Is responsible for the distribution and use of the State Aviation Boundary Plan/Checklist (if used).
11. Ensures Aviation Security Plan is current and implemented.
12. Serves as the alternate COR or project inspector (PI) for all BLM exclusive use aircraft on their unit.

2.6.4 Aircraft dispatcher:

Local dispatchers trained in aviation mission operations, policies, and procedures generally fulfill aircraft dispatching duties. Duties include:

1. Confirms that BLM Flight Request Form 9400-1A is utilized and completed for a one-time resource flight and special-use flight and that they are approved by the appropriate authority. The dispatcher also verifies that fire flights on a resource order are authorized.
2. Coordinates with other agencies on flight following when air operations cross jurisdictional boundaries.
3. Maintains an up to date Aviation Incident/Accident Response Guide and initiates emergency search-and-rescue procedures for overdue, missing, or crashed aircraft.
4. Follows the procedures and guidelines established in the Geographic and National Mobilization Guides when flights are incident related.
5. Utilizes required Boundary Plan Checklist when dispatching any aircraft into identified hazards.
6. Provide for airspace deconfliction.
7. Authorized to order approved aircraft utilizing agency procurment documents.

2.6.5 Pilot:

The pilot is in command of the aircraft and has ultimate responsibility under both Federal Aviation Administration (FAA) and DOI policy for the safety of the aircraft and personnel on board. Other responsibilities include the following:

1. Operates the aircraft in accordance with applicable federal aviation regulations (FARs) and DOI/BLM guides, policy and procedures within contract specifications.
2. Develops, activates, and closes FAA or agency flight plans.
3. Wears personal protective equipment as required.
4. Does not deviate from the filed flight plan or mission profile unless prior authorization is received.
5. Performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance with 351 DM 1.5.
6. Conducts mission planning.

2.6.6 Aircraft Manager:

Aircraft managers include fixed wing, helicopter, airtanker base, single engine airtankers (SEAT), air tactical and detection personnel. Each manager complies with his/her appropriate Interagency Operations Guide and is responsible for the following:

1. Plans, coordinates, and supervises aircraft operations according to DOI/BLM policy.
2. Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
3. Conducts risk hazard analysis and completes flight invoices, daily diaries, and all related documentation.
4. Consults with Unit/State/National aviation manager when in doubt over any aviation issue.
5. Conducts mission planning.

2.6.7 Flight Manager:

The flight manager is the government representative who ensures compliance with contract or ARA requirements and is responsible for coordinating the given flight or project. He/She must have received approved flight manager training within the last three years. Duties include:

1. Briefs pilots on missions, frequencies, flight routes, hazards, flight following, passenger briefing requirements, and any other related information required.
2. Checks the pilots' qualification cards and aircraft data cards for approval and currency.
3. Ensures that flights are safely conducted and do not deviate from filed flight plans or mission profiles.
4. Initials the flight invoices and routes them according to procedures specified in the contract.

Chapter

3

3.0 Administration

3.1 General:

Flights on scheduled commercial airlines are initiated by individual employees through approved Bureau travel centers utilizing their federal government credit card. Aircraft acquisition and procurement for all other flights are approved by AMD. These flights are managed by qualified aviation personnel in their respective BLM offices.

All commercial aviation services required by any DOI Bureau or office (with the exception of those services listed under 353 DM 1.2A) shall be acquired through the procurement process of the AMD. This precludes a DOI Bureau or office, or any subdivision thereof, from utilizing a government transportation request (GTR), SF-44, credit card, or similar small purchase method to procure aviation services other than by seat fare from commercial carriers.

Aviation services provided to BLM shall be documented on an Aircraft Use Report (Form AMD 2A or OAS 23). The accomplished payment document will be submitted to AMD for payment to the appropriate vendor of the aviation services provided.

Contracting Officers Technical Representatives (COTR) are designated by the DOI aviation management contracting officer (CO) to monitor aviation services contract performance for administrative and technical provisions of the contract.

3.2 Fire Exclusive Use Contract Request and Renewal Process:

All exclusive use availability guarantees and fixed government ownership costs for aircraft are held at the NAO. Any changes in aircraft type or capability must be supported in the fire management plan and approved by the Director of the BLM Fire and Aviation office.

This procedure is designed to minimize unregulated increases in contract costs by providing oversight of technical contract specifications, and reduce the amount of money paid to the AMD for requested services. This direction accommodates the budgetary process by outlining the procedures for our field offices to coordinate their needs with the NAO prior to acquisition by the AMD.

State Offices are required to provide the NAO original copies of Form AMD-13 for each aircraft (fire as well as non fire). The national program leads for each aviation category (water scoopers, seats, helicopters, aerial supervision and smokejumper aircraft) will review all AMD-13s and work with the appropriate contracting officers in providing coordination, technical input, and decision making for each contract.

The Alaska Fire Service (AFS) will provide the coordination and field input for their aviation contracts directly to the AMD in Anchorage, and will provide copies to the NAO. The national program leads will work with AFS to ensure consistency between Alaska and the lower 48 states for aviation contracts. AMD-13s' from AFS will be reviewed by the NAO prior to being forwarded to AMD for action.

All "pre-validation of funds for Contract Award/Renewal" (AMD 16) will be authorized by the NAO prior to awarding or renewing fire aircraft contracts. After the award or renewal, AMD CO and BLM COR will assume their traditional roles and responsibilities of contract administration.

3.2.1 Coding and Funding for Contract and Fleet Fire Aircraft Availability

General

The home unit billee code will be used, whenever possible, for all pay item codes (including daily availability (AV), flight time (FT), per diem (PD), service truck mileage (SM)) regardless of operating location.

Daily Availability (AV) During the Established Use Period

Contract start date and length of exclusive use period (number of days) are jointly determined by SFMOs and the NAO.

For AV or fixed operating rate (FOR) only, place **AA** in the Use Code column. This tells AMD staff and the computer not to bill the using office because it is covered in BLM's aviation services fund transfer to AMD.

Use **FA-540-2810-HT** as the charge account code for AV/FOR of aircraft approved and listed on the FY Fire Management Aircraft Fleet Plan. Funding for these aircraft has been prepaid to AMD by the BLM NAO. Use of this charge code for availability is limited to the number of days in the established contract or use period for each aircraft. **Do not use this charge code for anything other than AV or FOR (Fixed Operating Rate) during the established use period.**

Changing the Start Date - The start date of the exclusive use period may be adjusted up to 14 days prior to or 14 days after the normal start date. This is established by a Notice to Proceed issued by the CO or COR. **Adjusting the start date does not alter the length of the use period; funding through FA 540 begins on the new start date and is available continuously for the number of exclusive use days specified in the contract.** Changing the start

date is relatively simple and does not require additional funding sources. Start dates are frequently changed to accommodate government work or training schedules. Obviously, an early start date will result in an early end date. If the start date is altered, the NAO must be informed in writing. Alteration of start dates requires consultation and agreement with the NAO.

Daily Availability (AV) Outside of the Established Use Period

Place **FH** in the Use Code column for all AV/FOR **outside** of the established contract use period. **Do not use the NAO code (FA-540) for AV/FOR outside of the established contract period.** The FH designation tells the AMD staff and computer to bill the user. Therefore, Daily Availability/FOR outside of the regular contract period must be charged to the using office and appropriate benefiting sub activity and/or project number (suppression, severity, rehab, resources, etc.)

Mutual Extension - The exclusive use period may be extended on a day by day basis either prior to the established start date or subsequent to the ending date as established, provided that such extension is agreeable to both parties in writing prior to the extension. **An extension on the use period creates use "outside" of the normal use period and requires early planning, coordination and a contract modification by the CO. It also requires a dedicated funding source (other than FA 540) for daily availability. Also, during any extension, subsistence/per diem may be entitled to the contractor.** Extensions are not guaranteed; they require written mutual agreement (contract modification). They are normally used when additional work is anticipated and other funding sources are available (funding from FA 540 is limited to the number of days specified in the contract). Funding for extensions may be through BLM (i.e. Severity funding or 2823 for fire use) or from another agency.

Use Rates (FT, SM, PD, EP, ET, SC, etc)

All Use Rates will be charged to the appropriate office and benefiting activity, **but not to the NAO code.**

Coordination: BLM state aviation managers serve as COR for contract aircraft in their state. As such, they are responsible for ensuring that designated alternate CORs and aircraft managers are informed of all coding requirements and that flight invoices are properly completed. BLM pilots, in coordination with the SAM, are similarly responsible for proper flight invoice coding for fleet aircraft.

3.3 Aircraft Contracts:

Formal aircraft services in excess of $25,000 require a specified time frame aviation contract. The request is made by submitting an AMD-13 (An AMD 13H for helicopters or an AMD 13-A for airplanes must also be submitted with the AMD-13), through the SAM to the NAO. When endorsed by the NAO the request is forwarded to AMD. The AMD

solicits and awards the contract before assigning the CO and COTR. The SAM serves as the COR and delegates field administration of the exclusive use contract to one or more alternate CORs.

3.3.1 Aircraft Contract Start/Modification/Extension:

CORs will provide the appropriate national aviation program manager with a copy of any notice to proceed, request for modification and/or request for contract extension for any exclusive use aviation contract at the same time the original request is forwarded to the CO.

3.4 Aircraft Rental Agreements:

The numbers of approved rental aircraft must be consistent with program objectives. Requests from the field to add new vendors must be carefully reviewed at the state and national level. All “Request for Rental Services” (AMD-20) will be reviewed and submitted by the SAM to the NAO. The appropriate NAO program leader (fixed wing, helicopter) will review the request and, if approved, forward to the AMD for processing.

The procurement and payment process does not preclude aircraft charter services from meeting life-threatening emergencies. Under such circumstances, Bureaus are authorized to use the charter procedures set forth in the Federal Property Management Regulations (FPMR) under subpart 101-41.2, Transportation Services Furnished for the Account of the United States. See 352 DM 3

Limitations: Individual transactions shall not exceed the $25,000 unless authorized by the AMD CO. Requirements of more than $25,000 shall not be separated into several transactions merely to limit the use of this system.

3.5 Service/End Product Contracts:

All Service or End Product Contracts are used to acquire a product for the BLM (i.e., per-acre, per-unit or per-area, or per head basis). These contracts will be conducted in accordance with OPM-35 and the following.

Background: Use of BLM service contract procurement to accomplish Bureau field objectives has increased in recent years. The intent of this type of procurement is for the contractor to supply all manpower and equipment to provide a “service” or “end-result”. Many contractors utilize aircraft to meet the performance objectives of service contracts for activities such as animal capture, seeding, survey, etc. These contracts are not flight service procurements administered by the AMD.

Policy/Action: AMD Operational Procedures OPM-35, Identification of End Product/Service and Flight Service Procurement. This OPM aids in determining whether an operation is being conducted as either “end-product/service” or “flight service”. OPM -35 supplements existing DOI policy regarding service contracts found in 353 DM 1.2A (3). The current guidance from AMD and National Transportation Safety Board (NTSB)

is that if the provisions of 353 DM 1.2A (3) and OPM -35 are met, the aircraft will be operating as a civil aircraft and the aviation management principles normally required for public aircraft use do not apply.

1. Service Contract Specifications. Specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. BLM contracting officers and resource specialists must consult with BLM aviation managers if the acceptable language guidelines are not followed or do not address a specific requirement. The following must not be identified in the contract:
    - aircraft or flight crew specifications
    - aircraft of pilot approvals
    - aircraft equipment

2. Operational Control. During the performance of service contracts, BLM will **not** exercise operational control of the aircraft in any way. BLM will not direct the contractor as to flight profiles, flight following, landing areas, fueling/loading procedures, use of personal protective equipment, etc. BLM personnel assigned to administer service contracts will have no aviation management responsibility or authority. Any directions to the contractor must be in terms of the service or end-result being specified; e.g. desired seed application coverage, number and disposition of animals captured, etc.

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

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

5. Aircraft Incidents and Accidents. Since aircraft utilized by the contractor under BLM service contracts are operating entirely within the applicable 14 CFR as a civil aircraft, the Bureau will not report aviation incidents or accidents incurred by these contractors through the DOI Aviation Mishap Information System. These events should be noted in the Contract Daily Diary and reported through BLM channels as normally required for service contracts.

6. Reconnaissance/Observation Flights. Before, during or after the performance of a service contract it may be necessary for Bureau employees to aerially survey or inspect the project area. When flights transporting BLM personnel are required, an AMD aviation “flight service” procurement (completely separate from

the service contract) is required. When an AMD procurement is utilized, all DOI and Bureau aviation management policy, procedures and requirements must be applied. Aircraft and pilots must have current AMD approvals for the intended mission and a current AMD contract or Aircraft Rental Agreement must be in place.

3.6 Cooperator Aircraft:

Use of state/local government, military, or other federal agency aircraft by BLM employees may require prior inspection and approval by AMD, usually in the form of a Letter of Authorization. Proposed use of these aircraft must be requested through the SAM to the NAO. Any employee who is asked to accompany personnel from another agency on other agency's aircraft must consult their respective aviation manager. States are encouraged to obtain necessary letters of authorization prior to fire season. See OPM -53

Note: It is not necessary to submit annual requests for USDA Forest Service procured aircraft as outlined in OPM 39, which authorizes DOI Bureaus to obtain aircraft flight services using a Forest Service procurement process for either emergency or non-emergency purposes.

3.7 Flight Requests:

All flight requests must have appropriate funding for the mission and have supervisory approval. For resource special use flights (as defined by DOI Manual) the UAM must review the 9400-1A Flight Request and obtain approval by the line manager. A special use aviation safety plan is required. The local line manager must approve the aviation safety plan.

3.7.1 Administrative Senior Executive Service (SES) Flights:

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 requested through the State Aviation Manager (SAM) and some of the responsibilities may be delegated to UAMs. 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 OPM and AMD Forms may be found at the AMD Document library.

3.8 Cost Analysis:

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 UAM to complete a cost analysis that is kept on file for three years.

3.9 State/District/Unit Aviation Plans:

State and Districts prepare annual aviation operating plans that outline their specific needs. These plans may not be more restrictive than the national standard, unless the NAO has been notified in writing. State and District Plans (if required) are updated prior to April 15. Copies of all Districts' annual up-dates should be sent to the SAM for State Office filing. State aviation plans will be sent electronically to the NAO by May 15 for review.

3.10 Documentation Requirements:

Documentation requirements for aviation activities are maintained in their respective field offices for a period of two years.

3.11 Issue Resolution:

Issue resolution is accomplished through the chain of command established by BLM. Individuals may not deal directly with other agencies or higher levels of authority without prior permission from the NAO.

3.12 Aviation Program Reviews:

BLM aviation program reviews are conducted at two levels within the organization to insure that safety standards, policy compliance and Bureau efficiency objective are being met.

Field/District reviews are conducted every three years. The SAM has the responsibility to ensure the reviews are being conducted within the required timeframe and to identify well qualified individuals to conduct the review.

State reviews are conducted in two states each year and each state will be reviewed every five years. Reviews are administered by AMD, and the NAO will identify qualified individuals to conduct the review. Additional reviews may be conducted if a need is identified by the aviation division chief.

3.12.1 Aviation Program Reviews schedule:

2007 Oregon/Washington
Utah

2008 Eastern States
Nevada

2009 Montana
Idaho

2010 Alaska
Arizona

2011 New Mexico
Wyoming
NAO

2012 Colorado
California

Chapter

4

4.0 BLM Aviation Training:

The DOI's Aviation User's Training Program is a "non-fire" system, distinct from the National Wildland Coordinating Group's (NWCG) Wildland Fire Qualification System (PMS 310-1). Personnel serving in NWCG positions need only meet the qualification and currency requirements required in 310-1. In all other instances Bureau personnel shall meet the training and currency requirements listed within OPM -04 and the *Interagency Aviation Use and Management Qualifications Guide.* Course equivalencies can also be found in the *Interagency Aviation Use and Management Qualifications Guide.* For a functional crosswalk from fire aviation positions (NWCG) to resource related aviation positions (Interagency Aviation Training or IAT), please refer table at 4.1.6 the end of this chapter.

4.1 Aviation Training for Non-Fire Flight Activities and Positions

4.1.1 Passenger

A passenger is any individual aboard an aircraft that does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by the pilot or an aircrew member for all missions. (See 14 CFR Part 135.117 for additional requirements.)

4.1.2 Air crewmember

Person working in and around aircraft and is essential to ensure the safety and successful outcome of the mission. This includes personnel fulfilling the role of aircraft manager, such as fixed wing managers and helicopter managers. At a minimum, aircrew members must take:

A-101 Aviation Safety
A-105 Aviation Life Support Equipment
A-106 Aviation Mishap Reporting
A-108 Preflight Checklist & Briefing/Debriefing
A-113 Crash Survival

Air crewmembers are required to take the courses listed above in a classroom for the initial training. Refresher training is required once every three years and can be taken online.

Additional training is required to function in higher level aircrew member positions such as fixed wing flight manager and resource helicopter manager. A quick reference for the training requirements for **non fire** aviation positions can be found in OPM-4 Appendix 1. A description of each position and role can be found in *Interagency Aviation Use and Management Qualifications Guide.* For fire aviation positions, the PMS 310-1 *Wildland Fire Incident Management System* and *Interagency Standards for Fire and Fire Aviation Operations (Redbook)* defines BLM's minimum standards for training and experience.

4.1.3 Personnel with Aviation Management Responsibilities

Those individuals having management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment, aviation personnel, and flight activities, fit within this broad category requiring selected training.

4.1.3.1 Supervisory Personnel.

Supervisors are those individuals responsible for employees that use aircraft to accomplish Bureau programs. Training for supervisory personnel must include aviation safety, aviation policy, risk management, and supervisory responsibilities. Supervisors must attend the Aviation Management for Supervisors training course (M-3). BLM supervisors can take the initial course either in a classroom or online. Refresher for M-3 is required once every three years. Supervisors should reference OPM-4 and *Interagency Aviation Use and Management Qualifications Guide* for further information on required training.

4.1.3.2 Line Managers

Line managers are those individuals who are responsible and accountable for using aviation resources to accomplish BLM programs. Training for line managers must include familiarization with the DOI aviation management program, policies and related requirements and responsibilities. Line managers must attend the Aviation Management Training for Supervisors (M-2) training course or attend a DOI aviation management line managers briefing course once every three years.

4.1.3.3 aviation managers at the Local, State and National Level

This subsection applies to personnel who plan, organize, direct, control, oversee, or administer aviation or aviation safety programs within the BLM. The training requirements for aviation managers can be found in OPM-4, Appendix 1. An in-depth description of each position and role can be found in *Interagency Aviation Use and Management Qualifications Guide.*

4.1.4 Aviation Contracting Responsibilities COR/COTR/PI Training Requirements.

BLM COR's, COTR's and alternate CORs, on BLM exclusive use contracts, are required to have training in DOI aviation policy, basic contract administration, and methods for verifying the work performed upon which payment is based and technical aspects of the contract. Initial and recurrent COR training requirements can be found in the DOI COR Manual (http://www.doi.gov/pam/CORManual.doc) or obtained from AMD contracting offices. Additional training requirements for CORs/COTR's and Alternate CORs can be found in OPM-4, Appendix 1.

4.1.5 Aircraft and pilot Requirements:

The aircraft (351 DM 2) and pilot (351 DM 3) must be currently approved and carded for the specific mission. For BLM pilots training requirements can be found in OPM -22.

4.1.6 NWCG to IAT Functional Crosswalk

NWCG Position		IAT Positions											
		Passenger	Aircrew Member	Fixed Wing Flt Manger	Fixed Wing Flt Mgr Sp Use	Helicopter Flight Manager	Resource Helicopter Mgr	Aviation dispatcher	Project Aviation Mgr	aviation manager	Supervisor	COR/PI	Aviation Technical Spec.
ACAC	Area Command Av 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												
HELM	Helicopter Manager												
HELB	Helicopter Boss												
SEMG	SEAT Manager												
TOLC	Take off and Landing Coordinator												

Note 1: NWCG to IAT one-way Functional Crosswalk
Example: As a Qualified and Current Fire Helicopter Manager (HELM), 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 wild land fire BLM Does NOT recognize any IAT to NWCG functional equivalencies.

Chapter

5

5.0 Operational Policy

5.1 BLM Flight Following

Flight Plans Pilots shall file and operate on a FAA flight plan, an international Civil Aviation Organization (ICAO) flight plan, (in accordance with a Bureau approved flight plan program) or in accordance with an AMD director approved vendor flight program specified in an AMD procurement document. Flight plans shall be filed prior to take off. **All BLM mission flights will accomplish 15 minute check-ins or utilize Automated Flight Following (AFF).**

Bureau flight plan programs may be used to accommodate specialized Bureau missions and must be approved as delegated by the Bureau director. As a minimum, a Bureau flight plan program must specify route of flight, estimated time of arrival (ETA), how an aircraft will be tracked during flight and response procedures should the aircraft experience a mishap or fail to check in.

Flight Following Pilots are responsible for flight following: a) with the FAA, or b) With the appropriate ICAO entity, or c) in accordance with a Bureau approved flight following program, or d) in accordance with an AMD director- approved vendor flight following program specified in an AMD procurement document. When communication is possible, position reporting shall not exceed one hour intervals under normal circumstances. If the one hour time limitation is to be exceeded prior approval by the SAM is required (351.DM.1.4.c.2.b)

Bureau flight following programs must be approved as delegated by the Bureau director. As a minimum, a Bureau-approved flight following program must specify actions to be taken (e.g. notify the FAA) in the event of an overdue or missing aircraft. Position reports resulting from use of a Bureau approved flight following program must be documented by the receiving office and provide enough information to enable easy location of an overdue or missing aircraft.

An aircraft is considered “overdue” when it fails to arrive within 30 minutes past the ETA and cannot be located. An aircraft is considered “missing” when its fuel

duration has been exceeded, it has been reported as “overdue” to the FAA and the FAA has completed an administrative search for the aircraft without success.

5.2 Automated Flight Following:

AFF Requirements and Procedures

AFF is an acceptable method of flight following and provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears congested radio frequencies, and provides the dispatcher with much greater detail and accuracy on aircraft location and flight history.

A. Requirements to Utilize AFF:

1. Automated flight following does **NOT** reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.

2. Procedures for flight requests, ordering aircraft, and requirement for a flight manager are the same as radio check-in procedures.

3. The aircraft must be equipped with the necessary hardware (transmitter and antenna).

4. The dispatch office responsible for the flight following must have a computer connected to the Internet immediately available to them in the dispatch office. Dispatch offices responsible for flight following shall be staffed for the duration of the flight.

5. Training: The flight following dispatcher must have a working knowledge of the automated flight following program (Webtracker) and must have a current username and password for the automated flight following system.

B. Procedures for Utilizing AFF:

1. When an aircraft is ordered, or a user requests flight following from a dispatch office, and the above listed requirements are met, automated flight following shall be utilized.

2. The dispatch office will log on to the automated flight following web site, verify that the aircraft icon is visible on the screen, and be able to quickly monitor this page at any time during the flight.

3. The dispatch office will provide the pilot with FM frequencies and tones that will be monitored for the duration of the flight.

4. The pilot will relay the flight itinerary, estimated time of departure (ETD), ETA and fuel on board to the dispatch center.

5. When aircraft is initially airborne, and outside of sterile cockpit environment, the pilot will contact the dispatch office via radio stating “Nxxxx off (airport or helibase name), ATD, SOB, FOB and ETE on AFF”. Dispatch office shall respond “Nxxxx, (dispatch call sign) AFF.” This is required to positively verify that both the aircraft and the dispatch office are utilizing AFF, radios are operational, and that the dispatcher can “see” the aircraft on the computer screen. If there is a problem at this point, change to radio 15-minute check-in procedures until the problem is resolved.

   If radio contact cannot be established the pilot will abort the mission and return to the airport/helibase.

6. If there is a deviation from the planned and briefed flight route, the pilot will contact the dispatch office via radio with the changed information.

7. The dispatch office will keep the AFF system running on a computer for the entire flight and will set a 15-minute timer and monitor the computer at a minimum of that interval, for the duration of the flight. The dispatch office will document each check of the AFF system during the flight.

8. If the aircraft icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for flight following. (During tactical operations below 500’ a periodic red indication is normal and does not necessitate an ‘immediate’ contact especially if flight following has been established with the incident. This should be addressed during the pre-flight briefing.)

9. When the aircraft has completed the flight and landed, the pilot or flight manager (passenger, observer, flight manager, ATGS, etc.) shall contact the dispatch office via radio or telephone informing them that they are on the ground.

   All helicopters conducting mission flights shall check in via radio prior to and immediately after each takeoff/landing per Interagency Helicopter Operations Guide (IHOG) 4.II. E.2

10. If the flight will cross “traditional dispatch boundaries,” the originating dispatch office must coordinate with affected units, and establish if the aircraft will be flight followed for the duration of the flight from the

originating office or handed off when the border is crossed. Either option is acceptable but must be communicated and understood between dispatch offices and pilots/flight managers.

Additional information about AFF can be found at: https://www.aff.gov/

5.3 Operational Guides and Handbooks:

A multitude of Guides and Handbooks are available to assist the aviation user. The DOI Manuals and Aviation Management Directorate Operational Procedures Memorandums prevail when any other document conflicts or is less restrictive. The following Guides and Handbooks constitute BLM Aviation policy as specified in the 9400 manual.

1. ACETA Handbook
2. Aviation Life Support Equipment Handbook
3. Aviation Transport of Hazardous Materials Handbook (NFES 1068)
4. BLM National Aviation Plan
5. BLM State Aviation Plans
6. BLM Wild Horse and Burro Aviation Operations Handbook
7. BLM Standard Operations Procedures
8. District/Unit Aviation Plans
9. Field Reference Guide for Aviation Users
10. Fireline Handbook - NWCG Handbook 3 (NFES 0065)
11. Geographic and National Mobilization Guides (NFES 2091)
12. Incident Command Systems (ICS) Field Operations Guide
13. Interagency Aerial Ignition Guide (NFES 1080)
14. Interagency Air Tanker Base Operations Guide (NFES 2271)
15. Interagency Airspace Coordination Guide
16. Interagency Aviation User's Pocket Guide (NFES 1373)
17. Interagency Helicopter Operations Guide (NFES 1885)
18. Interagency Rappel Guide
19. Interagency Single Engine Air Tanker Operations Guide (NFES 1844)
20. Interagency Smokejumper Pilots Operation Guide
21. Standards for Fire and Aviation Operations
22. Interagency Aerial Supervision Guide

5.4 Websites:

1.	BLM Aviation	http://aviation.blm.gov
2.	NIFC National Aviation Office	http://aviation.nifc.gov
3.	NIFC Airspace Information System	http://airspace.nifc.gov
4.	Interagency Airspace	http://airspace.nifc.gov
5.	National Interagency Fire Center	http://www.nifc.gov
6.	AMD (Formerly OAS)	http://amd.nbc.gov/
7.	Interagency Aviation Training	http://www.iat.gov
8.	Automated Flight Following	http://aff.gov

Chapter

6

6.0 Aviation Safety

6.1.0 Aviation Safety Program:

The aviation safety program encompasses risk management controls, evaluations, operating standards, and proactive accident prevention. The NAO Aviation Safety Specialist is the focal point for all aviation safety activity and interaction with AMD Safety.

6.2.0 Aviation Safety Program Elements:

6.2.1 Safety Standards:

All aviation safety standards and requirements identified in the Federal Aviation Regulations, DM 350-353, AMD- OPM's, BLM Manual 9400, Interagency Standards for Fire and Fire Aviation Operations, National Aviation Plan, State and District Aviation Operational Plans as well as other guides and handbooks must be followed.

6.2.2 Aviation Safety Education and Training:

Aviation training is the responsibility of all supervisors and is one of the positive controls to increase risk awareness and hazard identification. Training requirements are established in OPM-04, PMS 310-1, BLM 9400 manual and other guides and handbooks. Additional education and support is provided to field units during on site visits by national and state aviation managers and by Aviation Safety Assistance Teams (ASAT).

6.2.3 Aircraft Mishap Prevention Program:

Aviation operations at all levels are based on personnel safety through risk identification, mitigation controls and accident prevention. Management at all levels in the organization is responsible for safe aviation operations under their control. This responsibility includes direct supervision, training and providing safe

working conditions. Using feedback, managers can monitor programs, reduce hazards and implement controls to reduce risks to acceptable levels. Aviation operating plans and project aviation safety plans (PASP) provide proactive accident prevention measures and risk management procedures; they must be approved by a line manager or the delegated line manager.

6.2.4 Personal Protective Equipment (PPE) and Aviation Life Support Equipment (ALSE):

All personnel engaged in aviation activities must wear appropriate personal protective equipment (PPE), depending on the mission. Requirements are listed in 351DM 1.7 (E) and outlined in the ALSE Handbook and mission specific guides and handbooks. Any questions concerning the requirements and procedures for obtaining PPE are directed to the local aviation manager or Aircraft dispatcher. Project leaders must ensure that appropriate and adequate ALSE, including PPE, is available and worn by individuals.

6.2.5 Aviation Safety & Assistance Team (ASAT)

BLM provides representation on ASAT or Safety and Technical Assistance Team (STAT) to support aviation resources and personnel operating in the field during periods of increased aviation operations. The purpose of these teams is to enhance safety, efficiency and effectiveness and provide on-site technical assistance. Teams are ordered by Geographic Multi-Agency Coordinating (MAC) Groups who will determine the size and make-up, provide the team with specific goals and a delegation of authority.

6.2.6 Aviation Safety Communiqué - SAFECOM

This form is located on the Safecom web page www.safecom.gov. It is used to report any condition, observance, act, maintenance problem, or circumstance which has the potential to cause an aviation-related mishap. All personnel involved in aviation activities are encouraged to submit Safecoms, when they feel it is warranted. Personnel in doubt about completing a Safecom should contact their aviation manager.

See the BLM Safecom Management matrix at the end of this chapter which describes BLM Safecom procedures and responsibilities.

6.2.7 Incident /Accident Response:

The Aviation Incident/Accident Response Guide outlines appropriate response to an aircraft incident or accident. The plan describes procedures and requirements, including initiation of SAR, fire and medical response, notification of DOI-AMD Safety **(1-888-4MISHAP)** and BLM management. This plan is specific to each Unit, it should be available in all Dispatch Office's and updated annually by May 15 with current contacts and phone numbers.

6.2.8 Aircraft Mishap Investigation:

DOI-AMD Safety is responsible for all DOI aircraft accident investigation. The NAO Aviation Safety Specialist will coordinate BLM assistance and designate a BLM liaison in investigation of BLM accidents. The NAO aviation safety specialist will also coordinate BLM involvement in Accident Board of Review.

6.2.9 Aviation Safety Awards Program:

Aviation Safety Awards are a positive part of the aviation program and are provided to all levels with the BLM organization. National awards are given following the guidelines in 352 DM 7 for pilots and employees. AirWards are given throughout the year in the form of a certificate and ball cap. Field Offices are encouraged to submit award recommendations through their State Office to NAO aviation safety specialist.

6.2.10 General-Use Flight Requirements:

Typically a General-Use flight is a point-to-point flight that originates at one developed airport or permanent helibase and flies direct to another developed airport or permanent helibase. Requirements include:

1. Designated Flight Manager
2. Cost Analysis
3. Itinerary
4. Approved Aircraft Flight Request Form
5. AMD approved and carded pilot and aircraft
6. Flight Plan/Flight Following is filed with FAA or Agency as required by OPM -02
7. Briefing given to the pilot and safety briefing given to the passengers

6.2.11 Special-Use Flight:

Special-use activities are the utilization of aircraft in support of programs, which require special techniques, procedures, and considerations. These operations are listed in OPM-29 and must meet the following requirements:

1. Aircraft and pilots must be approved for each special-use activity prior to use.
2. Special-use flights or missions except fire missions must have an approved PASP. The plan shall be reviewed by the UAM and approved by the appropriate line manager. Managers should be briefed by the UAM prior to their approval of the plan. A courtesy copy of all PASP will be routed to the SAM prior to implementation.
3. Passengers on a special-use flight must be essential to the mission.
4. Employees engaged in special-use activities must be qualified for the operation through required training (See OPM 04), FMS 310-1, Red

Book as appropriate) or have a qualified aircraft manager supervising the mission.

6.2.12 Aviation Project Planning:

Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from plans or from Department policy and procedures, except for safety of flight considerations. A written PASP shall be completed and approved for every Special Use aviation project. The reverse side of the form 9400 1 a may be used as a PASP for low complexity one time special use missions. Required elements of a PASP include:

1. Supervision	2. Project Name/Objectives
3. Justification	4. Protect Date
5. Location	6. Projected cost of aviation resources
7. Aircraft	8. Pilot
9. Participants	10. Flight following and emergency search and rescue
11. Aerial Hazard Identification/Risk assessment	12. Personal Protective clothing/equipment
13. Load calculations and Weight and Balance information.	

***A good resource for aviation project planning can be found in the IHOG Chapter 3. Personnel needing assistance with Plan requirements, content or examples should contact their Unit/State aviation manager or the National Aviation Safety Specialist.**

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the SafeCom 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 AMD and hardcopy to UAM.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
BLM UAM	Submission	If only a hardcopy has been submitted, submits electronically to AMD.	Provide feedback to person submitting (unless anonymous)
	E-Mail Notification	Receives e-mail notification of all initial, modified and completed SafeComs ***identifying their BLM Field Office as having operational control.***	
	Corrective Actions	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)	Must treat all corrective action descriptions as if they were public.
BLM State aviation manager	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SafeComs ***identifying BLM operational control within their State.***	Coordinate with UAM.
	Corrective Actions	Review all information. May take and document additional corrective actions.	Coordinate with UAM. Verify and amend all info for accuracy.
	Modify Actions	Authority to change all SafeCom information (except for name of the submitter and the original narrative).	Determines who will receive e-mail notification.
	Operational Control	Make final determination of the Agency, State/Region and Field Unit that has Operational Control.	Multiple categories possible.
	Category	Select the appropriate category to classify the SafeCom.	
	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SafeCom "Public" (if overly sensitive, consult with NAO before making public)	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
BLM National Aviation Safety Specialist	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SafeComs ***nationwide that identify BLM operational control.***	Coordinate with SAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SafeCom.	Coordinate with SAM
	Modify Actions	Authority to change all SafeCom information (except for name of submitter and the original narrative).	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	Make Public	Has the authority to sanitize information and make the SafeCom "public" (if not already done at the State level). Coordinates with AMD.	
	Completion	Has the authority to make the SafeCom "complete".	Coordinates with AMD.
	Distribution	Distributes all "Public" BLM SafeComs to BLM SAMs and Other Agencies.	Coordinates with AMD.
	Designates Users	Authority to identify all BLM users and their appropriate permission levels. Must notify AMD of additional users/changes/updates.	
	Out of Agency	Authorized to review other agency "Public" SafeComs. Read Only!	

Chapter

7

7.0 Flight Operations

7.1 Large Airtanker Operations:

Airtanker dispatch, ordering, and operations are accomplished in accordance with the Geographic Area and National Mobilization guides. The airtanker base manager supervises ground operations in accordance with the Airtanker Base Operations Handbook and the Interagency Airtanker Base Operations Guide.

7.2 Aerial Supervision Module (ASM)/ Leadplane Operations:

ASM/Leadplane dispatch and ordering are accomplished in accordance with the Geographic Area and National Mobilization Guides. ASM/Leadplane operations are performed according to the Interagency Aerial Supervision Guide, BLM Fixed Wing Standard Operations Procedures (FWSOP) and the policies and procedures prescribed in the BLM Standards for Fire Operations Handbook.

7.3 Air Tactical Operations:

Air tactical operations are accomplished in accordance with the Interagency Aerial Supervision Guide, BLM FWSOP and the policies and procedures prescribed in the BLM Standard for Fire and Aviation Operations Handbook.

7.4 Smokejumper Operations:

Smokejumper dispatch and ordering are accomplished in accordance with the Great Basin, Alaska and National Mobilization Guides. Smokejumper operations are performed according to the Interagency Smokejumpers Pilots Operations Guide (ISPOG), BLM FWSOP and the policies and procedures prescribed in the BLM Standards for Fire and Aviation Operations Handbook.

7.5 Helicopter Operations:

Helicopter operations are accomplished in accordance with the IHOG.

Utilization of the R-44 helicopter: Any proposed utilization of this model of helicopter must be approved by the BLM SAM.

7.6 Single Engine Airtanker Operations:

SEAT operations are accomplished in accordance with the Interagency Single Engine Airtanker Operations Guide.

7.7 Aerial Ignition Operations:

Aerial ignition operations and projects are accomplished in accordance with the Interagency Aerial Ignition Guide.

7.8 Transportation of Hazardous Materials:

Any transportation of hazardous material must meet the requirements of the Aviation Transport of Hazardous Materials Handbook (351 DM 1).

7.9 Aircraft Transponder Code (Fire Fighting):

As directed by AMD Information Bulletin NO.97-5, transponder code 1255 must be utilized by aircraft responding to and operating over fire incidents supporting suppression operations (unless otherwise directed by ATC). It is not to be used for repositioning or during cross-country flights.

7.10 Unmanned Aerial Systems (UAS): Proceed with Caution!

Interest and possible use of Unmanned Aerial Systems (UAS), formerly Unmanned Aerial Vehicles (UAV), are increasing. The FAA is in the process of final rule making regarding UAS operations. Operations of UAS under FAA Advisory Circular AC 91-57 (Radio Controlled Aircraft) are intended for **hobbyists** and not government or commercial operators. Certificate of Authorizations (COA) for all UAS operations are required.

The FAA has requested representation from each agency (i.e. DOI, USFS, US Navy, etc.) in the Unmanned Aircraft System Group. The FAA has designated the Aviation Management Directorate as the representative for the DOI in the COA process http://www.faa.gov/ats/ata/coa_poc.htm. Currently the NBC-AMD Alaska Regional Director, Harry Kieling, (907) 271-5626, is the representative for

UAS within the DOI. The Certificate of Authorization (COA) process is lengthy and few have been approved, taking months to process.

All requests to utilize UAS must be routed through the respective SAM to the NAO.

Chapter

8

8.0 Airspace Coordination

8.1 Interagency Airspace Coordination

Interagency airspace coordination is accomplished through the Interagency Airspace Steering Committee (IASC) charted under the National Interagency Aviation Council (NIAC) and the BLM aviation airspace coordinator.

8.2 Airspace System Information

- For current Airspace information
    - http://www.faa.gov
    - Special interest NOTAMS
- **Pilots are reminded that they should not conduct flight in the National Airspace System without first obtaining a thorough preflight briefing.** Pilots are also reminded that Flight Service Stations are the official source of NOTAM information and should be contacted at 1-800-WX-BRIEF for the latest information

8.3 The National Interagency Airspace Information System (NIAIS) **http://airspace.nifc.gov**

Mostly related to fire management, the NIAIS is a web-based system that displays comprehensive aviation airspace information.

This system provides complete graphical temporary flight restriction (TFR) information on current aeronautical charts, and is currently the only government website to graphically plot all TFR's. No login or password required.

8.4 Flight Planning, Hazards and Obstructions:

Extensive flight planning, hazard and obstruction information is available through the NIAIS website. The ability to reinforce NOTAM airspace by displaying the information on the website is also available. Contact BLM Airspace Coordinator, Ben Hinkle, for further details.

Resource Flight Planning Login and Password information:

BLM Aviation	Login:	blm@blm.gov	Password:	blmaviation
Helicopter	Login:	copter@blm.gov	Password:	blmcopter
Smokejumper	Login:	jumper@blm.gov	Password:	blmjumper
Seat	Login:	seat@blm.gov	Password:	blmseat
Dispatchers	Login	dispatcher@blm.gov	Password:	blmdispatcher
National Park Service	Login:	nps@blm.gov	Password:	npsaviation
Fish& Wildlife Service	Login:	ffws@blm.gov	Password:	fwsaviation
BIA	Login:	bia@blm.gov	Password:	biaaviation
USFS Aviation	Login:	usfs@blm.gov	Password:	usfsaviation
OAS	Login:	oas@blm.gov	Password:	oasaviation
Minerals and Mining	Login:	mms@blm.gov	Password:	mmsaviation
USGS	Login:	usgs@blm.gov	Password:	usgsaviation
Air National Guard	Login:	ang@blm.gov	Password:	angaviation
MAFFS	Login:	maffs@blm.gov	Password:	maffsaviation
Air Tanker pilots	Login:	tanker@blm.gov	Password:	tankeraviation

8.5 Fire Traffic Area:

Aviation activity over a going fire can become a frantic and hazardous experience if it is not managed properly. 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 the Fire Traffic Area is an initial call at 12 miles and if no communications are established, the aircraft should hold at seven miles.

The most critical situation is during the initial attack phase of an emerging fire when several aircraft arrive over the scene at almost the same time.

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 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 situation 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 and good communication must be maintained between 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. **No aircraft is to enter a fire traffic area without establishing radio contact with other aircraft working on the same fire.**

Please see the FTA Profile and FTA Power Point Presentation at http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airspace.html.

FTA Cards and Posters are available from the NAO. Contact:
Ben Hinkle
208-387-5184
ben_hinkle@nifc.blm.gov

See profile next page.

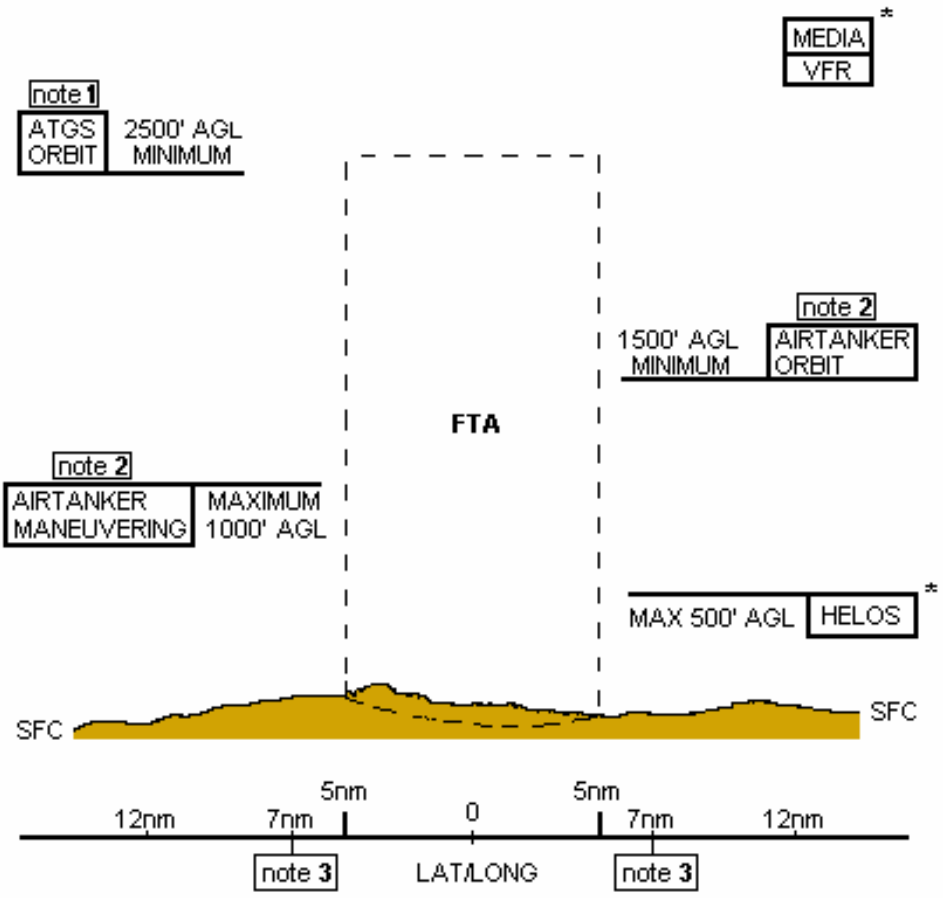
FIRE TRAFFIC AREA (FTA) 31 MAR 06 FTA

INITIAL RADIO CONTACT: 12nm on Assigned Air Tactical Frequency.

CLEARANCE IS REQUIRED TO ENTER FTA

NO RADIO CONTACT: Hold a minimum of 7nm from the incident.

NOTE: Airtanker Maneuvering altitude determines minimum Airtanker and ATGS Orbit altitudes. Assigned altitudes may be higher and will be stated as **MSL.**



note **1**	1000' min. separation between ATGS orbit and Airtanker orbit altitude.
note **2**	500' min. separation between Airtanker Orbit and Maneuvering altitude.
note **3**	On arrival reduce speed to cross 7nm at assigned altitude and 150 KIAS or less.

* **HELOS** – Fly assigned altitudes and routes.

* **MEDIA** – Maintain VFR separation above highest incident aircraft or position and altitude as assigned by controlling aircraft.

AIR BASE	AIR GUARD	AIR to AIR	NATIONAL FLIGHT FOLLOW
123.975	168.625 TxTone 110.9	122.925	168.650

8.6 Airspace Boundary Plan:

AIRSPACE BOUNDARY MANAGEMENT PLAN

1 Purpose:

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator ("mutual aid", "shared" or "exchanged" initial attack areas or zones) require increased management and coordination. The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas, which would unknowingly put the responding aerial resources within close proximity to one another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and I/A zones and provide means of communication, coordination, and airspace de-confliction within those areas.

2. Guidelines and procedures.

A. An imaginary 10 nautical mile wide "neutral air" corridor will center on agency/cooperator boundaries. The "neutral air" for mutual or exchanged initial attack areas or zones will encompass the whole zone plus 5 nautical miles outside the zones boundaries.

B. 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.

C. 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.).

D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone:

1. Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
2. Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
3. Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers is critical.
4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:
   1. The approaching aircraft will attempt to establish contact on the assigned frequency, if unsuccessful Guard frequency 168.625 will be utilized.
   2. Perform a high-level recon prior to low-level flight.
   3. Practice “see and avoid.”
   4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

F. Temporary Flight Restrictions (TFR’S) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices**.**

8.7 Airspace Boundary Operations Checklist (Example):

AIRSPACE BOUNDARY OPERATIONS CHECKLIST

(1) Date: _____Time: _____dispatcher: _____

(2) Fire Name and/ or Number: _____

(3) Geographic Location:: _____
Latitude x Longitude: _____x_____
VOR Distance and Bearing: _____

(4) Aircraft Responding:

	Tail #	Departure Point
Air Attack	_____	_____
Lead	_____	_____
Air Tankers	_____	_____
	_____	_____
	_____	_____
Helicopters	_____	_____
	_____	_____
	_____	_____

(5) Is there a TFR in place or requested? *Yes* *No*
If yes, what are the parameters? Center Point: Lat. _____ Long. _____
Radius: _____nm
Altitude: _____MSL

(6) Radio Frequencies:
Flight Following Frequency: _____
Air to Air (VHF-AM): _____
Air to Ground (VHF-FM): _____

(7) Are there military training routes or Special Use Airspaces near the incident? *Yes* *No*
What are the Routes or SUA Involved? _____
If yes, has the Scheduling Activity been notified? *Yes* *No*
Have Flight Crews been notified? *Yes* *No*

(8) Adjacent Jurisdiction Dispatch Centers: CHECK ALL APPLICABLE and FAX

FIRE CENTER

Phone: **Fax:**

Phone: **Fax:**

Phone: **Fax:**

(9) Has a follow up phone call been made to all Dispatch Centers checked above? Yes__ No__

8.8 Operations in the National Airspace System during Emergency Security Control of Air Traffic (ESCAT)

ESCAT may be implemented due to an air defense emergency. ESCAT provides for the most effective use of airspace for defense and defense supported activities in the affected area and is a last resort measure. ESCAT is directed by the North American Aerospace Defense Command (NORAD).

In addition, a Department of Homeland Security (DHS) threat level system is used to communicate with public safety officials and the public through a threat-based, color-coded system so that protective measures can be implemented to reduce the likelihood or impact of an attack. The threat level system can place specific geographic regions or industry sectors on a higher alert status, based on specific threat information.

DHS Threat levels may impact day to day operations of the Federal government. The FAA can and does initiate airspace control measures when DHS raises the threat level. Depending on the threat, routing changes or close monitoring may be initiated (This is not the same as ESCAT.)

ESCAT insures that the position of all friendly air traffic is known and can be contacted by radio, if necessary. Controlling and limiting the density of air traffic operating in airspace is critical to the conduct of air defense operations. NORAD and the FAA will direct the extent of security control of aircraft under ESCAT if North America is under attack (e.g. missiles, war, etc). ESCAT allows for complete or partial shut down of the nation's airspace. In this type of situation, fire fighting aircraft would NOT be allowed to fly even if there were ongoing fires.

Appropriate Combatant Commanders, in conjunction with their FAA and TSA Liaisons, will prepare supplements to this ESCAT plan for their area of responsibility. These supplements are to consider the special requirements of organized civil defense and disaster relief flights, agricultural and forest fire flights, border patrol flights and other essential civil air operations so that maximum use of these flights, consistent with air defense requirements, will be made when ESCAT is in effect. Such direction will be issued to the FAA Air Traffic Control Command Center for implementation by the appropriate FAA ARTCC's.

- ESCAT will require that the Department of the Interior verify that their firefighting aircraft are inspected, have vetted crews and that they are secure for flight. This also holds true for state firefighting aircraft.

When activated, airspace control measures could be implemented to allow fire fighting aircraft to operate based on the security event. These are identified in an Emergency Air Traffic Priority List (EATPL). A system of traffic priorities is required to make sure that there is optimum use of airspace consistent with air defense requirements. EATPL is more restrictive program than ESCAT. ESCAT can be invoked without ever implementing EATPL.

EATPL flights have different priority levels dependent on the nature of the aircraft's mission and the airspace in which it needs to fly. High priority flights include support of defense missions while lower priority types of flights may include organized civil defense missions, disaster relief flights, agricultural and forest fire aviation flights.

EATPL flights may require Security Control Authorization (assigned beacon codes, filing of flight plans, etc). EATPL flights are NOT AUTOMATIC and will be decided systematically within the NORAD and FAA response authorities. There may be a "Recovery Desk" initiated within the FAA for the filing of flight plans similar to the Katrina response during 2005. In this case, the firefighting aircraft will be filing their EATPL priority number in their flight plan and could possibly be using pre-assigned beacon codes.

- The Department of the Interior, Aviation Management Directorate has issued FAA recognized Telephony Designators to all Fleet Aircraft (including the 2 BLM operated aircraft).

Chapter

9

9.0 Aviation Facilities

9.1 Permanent Air Bases:

These facilities are permanent installations and are used on a continuous or seasonal basis for aviation operations, including helibases, retardant bases, and airport facilities. These include aviation facilities on BLM property and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance, and oversight.

9.2 Construction and Maintenance:

The size and extent of aviation installations shall be commensurate with the expected aircraft use at any given site. Design criteria shall provide for operational safety as well as adequate work/rest environment for aircrew and personnel assigned. Facilities will be constructed and maintained according to the BLM 9400 Manual. Districts and Field Offices are responsible for planning, purchase/lease, construction, maintenance, and utilities relating to aviation facilities.

9.3 Safety:

Aviation facilities must comply with safety regulations outlined in DOI manuals, guides, handbooks, and the Occupational Safety and Health Act (OSHA). Building equipment and landing surfaces will be inspected by UAMs annually to identify any maintenance or safety deficiencies. Modifications and repairs are made prior to the operational season.

9.4 Temporary Bases:

Temporary bases are sites that are used on a temporary or intermittent basis (i.e., helispots and remote airstrips). Sites not located on BLM land must be pre-approved. Each site should be cataloged as to location, description, local hazards, use procedures, agreements,

and contacts. Preseason inspection and maintenance should be completed as necessary to meet agency safety standards.

9.5 Security Risk Assessments.

Security risk assessments will be performed on all BLM aviation facilities, temporary bases and airport or other aviation facilities (AAF), using the DOI Field Security Guidelines for General Aviation Airports, available at http://aviation.blm.gov under Aviation Security. See Chapter 10, Aviation Security.

Chapter

10

10.0 Aviation Security

10.1 Aviation Security

The policies and procedures in this chapter are intended to make the theft of BLM aircraft more difficult and time consuming and therefore an unattractive target to potential criminals or terrorists.

10.1.1 BLM Security Risk Assessments

Security risk assessments will be performed on all BLM aviation facilities, temporary bases and aviation airport facilities (AAF), using the DOI Field Security Guidelines for General Aviation Airports, available at http://aviation.blm.gov under Aviation Security.

An AAF is owned or controlled real property that has been developed or improved for aircraft (landing and takeoff) at which BLM owned or controlled aircraft are regularly or intermittently based.

10.2 Definitions

1. The term “aircraft operations area” (AOA) means the area within an aviation facility in which flight-capable aircraft are present for the purposes of loading or unloading of cargo or passengers, refueling, maintenance, parking, storage, etc.

2. The term “aviation facility” means any DOI owned or controlled real property used for aircraft landing and takeoff at which DOI owned or controlled aircraft are permanently based.

3. For the purposes of this document the term “aviation airport facility” or AAF means any DOI owned or controlled real property that has been developed or improved for aircraft (landing and takeoff) at which DOI owned or controlled aircraft are regularly or intermittently based.

4. The term “control” is used in two contexts.

    - As it relates to aviation facilities, the term “control” refers to the condition existing when a DOI entity has authority to institute, modify or otherwise effect physical security changes at an aviation facility regardless of property ownership.

    - As it relates to aircraft, the term “control” shall mean “operational control” as defined in Federal Aviation Regulations Part 1.1: “Operational control with respect to a flight means the exercise of authority over initiating, conducting or terminating a flight.” This definition is independent of aircraft ownership.

5. The term “dual-lock method” means using a combination of two locking devices or methods to physically secure or disable a parked aircraft for the purpose of reducing the probability of aircraft theft and associated misuse by unauthorized personnel.

6. The term “risk assessment” refers to the result of a combined threat and vulnerability assessment. It can generally be characterized as an analysis of the probability of serious impact or damage resulting from a known or postulated threat successfully exploiting one or more vulnerabilities.

10.3 Risk Assessment

To assess the risk of theft and associated misuse of DOI owned or controlled aircraft by terrorists or individuals engaging in other criminal activity, the Bureau aviation manager will ensure a risk assessment is conducted for each aviation facility. Risk assessments will conform to the following conditions:

A. Individuals conducting aviation facility risk assessments will utilize the Transportation Security Administration’s (TSA) *Airport Characteristics Measurement Tool* (ACMT) as one method of determining where DOI aviation facilities fall within the risk spectrum. Guidance on the use of the ACMT can be found in TSA Information Publication A-001, *Security Guidelines for General Aviation Airports* and is also available on the TSA website, http://www.tsa.gov. The character of any risk assessment tools used to supplement the ACMT is left to the discretion of the Bureau aviation manager.

B. Individuals responsible for conducting aviation facility risk assessments should be intimately familiar with the facility, its activities, and the surrounding areas.

C. Each aviation facility risk assessment will be periodically reexamined and adjusted as necessary to ensure it accurately reflects current conditions.

10.4 Security Plan

To ensure all aviation facility personnel and authorized users follow uniform facility security practices and incident response procedures, the Bureau aviation manager will

ensure a written security plan is prepared for each aviation facility. Security plans will conform to the following conditions:

Individuals preparing aviation facility security plans will follow the **DOI Field Reference Guide for Aviation Security for Airport or other Aviation Facilities (AAF)** which can be found at http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Avsecurity.html.

A. The scope and depth of the aviation facility security plan should be commensurate with the size and operating complexity of the facility for which it is prepared.
B. Each AAF security plan will be regularly reviewed and adjusted as necessary for currency.

10.5 Aviation Facility Security Requirements

A. Security levels and minimum security requirements for Federal facilities are detailed within 444 DM 1, *Physical Protection and Building Security*. As appropriate, DOI aviation facilities must comply with this part.

B. To further guarantee appropriate measures are in place to secure aircraft against theft and associated misuse, the Bureau aviation manager will ensure the TSA ACMT point scoring system is utilized to identify the TSA "Suggested Airport Security Enhancements" for each DOI aviation facility. Implementation guidance for the TSA "Suggested Airport Security Enhancements" can be found in Appendix C of TSA Information Publication A-001, *Security Guidelines for General Aviation Airports*.

   1. For the purposes of this policy, the TSA "Suggested Airport Security Enhancements" identified for each DOI facility through the TSA ACMT point scoring system will be considered minimum mandatory security requirements.

   2. Where necessary, the Department has clarified and /or supplemented the TSA "Suggested Airport Security Enhancements." These supplemental requirements will be considered components of the minimum mandatory TSA "Suggested Airport Security Enhancements" identified for each DOI facility through the TSA ACMT point scoring system. This supplemental DOI guidance can be found in 352 DM 10, Appendix A.

   3. The Bureau aviation manager may elect to increase a facility's identified minimum mandatory security requirements based upon knowledge of risk factors not considered by the ACMT and/or the findings of a supplemental risk assessment.

C. Exceptions

   1. If facility ownership or control constraints preclude full implementation of the identified minimum mandatory security requirements, the Bureau aviation manager will immediately notify the Director, OLES, in writing.

      a. This notification will detail the minimum mandatory security requirement(s) which cannot be implemented and the circumstances preventing

implementation. A waiver of the requirement(s) may be requested. The OLES will review the submission and advise the Bureau aviation manager accordingly.

b. Pending the Office of Law Enforcement and Security (OLES) response, the facility will comply with 352 DM 10.10, *Aircraft Physical Security Requirements*.

2. If funding restrictions preclude timely implementation of minimum mandatory security requirement(s), the Bureau aviation manager will immediately notify the Director, OLES, in writing.

a. This notification will detail the minimum mandatory security requirement(s) which cannot presently be implemented and provide an estimate of when the requirement(s) will be in place. A waiver of the requirement(s) may be requested. The OLES will review the submission and advise the Bureau aviation manager accordingly.

b. Pending the OLES response, the facility will comply with 352 DM 10.10, *Aircraft Physical Security Requirements*.

10.6 Aircraft Physical Security Requirements.

A. At any time DOI owned or controlled aircraft are **not directly attended** by Department authorized flight or ground personnel, the aircraft will be physically secured and disabled via the dual-lock method. Examples of acceptable dual-lock devices and their conditions of use are listed in Appendix B.

B. Exceptions. The requirements of 352 DM 10.10 do not apply to:
1. Military or government agency cooperator aircraft under DOI operational control. Such cooperator aircraft shall adhere to their department-specific aircraft security policies.
2. Aircraft mechanically incapable of flight.

10.7 Supplemental Requirements

The following supplemental requirements are intended to clarify and/or broaden specific "Suggested Airport Security Enhancements" presented within TSA Information Publication A-001, *Security Guidelines for General Aviation Airports*.

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*.

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 access to the AOA and other sensitive areas will be subject to access control procedures.

- General
  All access points leading from uncontrolled areas into the AOA or other sensitive areas will be positively controlled to prevent unauthorized entry. Positive control methods include:

  - Keyed access points, guard regulated access points, etc.

  - Anti-Pass Back, Anti-Piggy Back, Anti-Tailgating systems or protocols should be implemented where appropriate.

- A “key control” system will be used to regulate and monitor the distribution of keys / combinations / codes / access cards / passes / badges / etc. General procedures will include:

  - The number of keys / access cards / passes / badges available will be limited and will require approval to duplicate.
  - All excess keys / access cards / passes / badges / etc. and all combinations / codes must be kept in a secure location.
  - Combinations / codes will be changed regularly.
  - A record will be kept identifying the keys / combinations / codes / access cards / passes / badges / etc. distributed to specific individuals.

- Pedestrian and Vehicular:

  Visitors / Vendors / Passengers / DOI & Facility Personnel

  - All persons having unescorted or unsupervised access to the AOA or other sensitive areas will be screened against established Federal criminal & terrorist databases. Federal employees subject to prior OPM background investigation are considered to have met this requirement.

- A government issued photo I.D. will be used to verify the identification and authority of any visitor / vendor / passenger prior to granting access to the AOA or other sensitive areas.
    - An entry log will be kept documenting date / time / name / purpose of all visitors / vendors / passengers granted access.
- All visitors / passengers allowed within the AOA or other sensitive areas will be escorted by authorized facility personnel.
- An identification system will be used which clearly indicates the access privileges of all individuals within the AOA or other sensitive areas. Identification methods include:
    - Color coded badges, tags, passes, decals, etc.

10.8 Dual-Lock Method – Locking Devices & Methods

The dual-lock method consists of any combination of anti-theft devices on or within the aircraft, devices designed to lock aircraft flight control surfaces when not in use, or lockable devices designed to secure an aircraft to the ground.

10.8.1 Security of Aircraft and Equipment

Contractors are solely responsible for the security of their aircraft while under the control of the DOI. All DOI aviation contracts will include language detailing the DOI aviation security policies applicable to contractor operations and require contractor compliance with those policies.

10.8.2 Contract Language

Current DOI aviation contract language states:
B2.2.1 The Contractor is responsible for the security of their aircraft, vehicles, and associated equipment used in support of this contract unless otherwise provided herein.

Aircraft Physical Security: The aircraft provided will be physically secured and disabled via a dual-lock method anytime the aircraft is unattended. Any combination of anti-theft devices on or within the aircraft, devices designed to lock aircraft flight control surfaces when not in use, or lockable devices designed to secure an aircraft to the ground, are acceptable, provided they are appropriate for the aircraft.

The following are examples of locking devices and methods which can be used in tandem to achieve the required “dual-lock” status. Utilization of other means of securing or disabling an aircraft are acceptable provided they achieve a level of security equal to or greater than the methods listed herein.

Examples of Acceptable Locking Devices & Methods

- Locking Hangar Door
- Keyed Magneto
- Keyed Starter Switch
- Keyed Master Power Switch
- Hidden Battery Cut-Off Switches
- Hidden Start Relay Switches
- Throttle/Power Lever Lock
- Mixture/Fuel Lever Lock
- Locking Fuel Cut-Off
- Locking Control Surface "Gust-Lock" (Airplane only)
- Propeller Lock (Airplane only)
- Propeller Chain Lock (Airplane only)
- Propeller Cable Lock (Airplane only)
- Locking Wheel Lock or Chock (Airplane only)
- Locking Tie-Down Cable
- Locking "Club"-type Devices for Control Yoke (Airplane only)

Examples of Unacceptable Locking Devices & Methods

- Locking Aircraft Doors
- Fenced or Gated Tie-Down Area

ADVISEMENTS

- Operational environments and personnel safety must be considered when selecting the locking devices and methods to be used.

- Removal and/or disabling of locking devices and methods must be incorporated into preflight checklists to prevent accidental damage to aircraft.

- Locking devices and methods must be installed in a manner that precludes their inadvertent interference with in-flight operations.

10.9 General Aviation Security Programs

Transportation Security Administration

(866) GA SECURE
(866) 427-3287

On December 2d, 2002, TSA implemented a national toll free hotline that the general aviation (GA) community can use to report any "out-of-the-ordinary" event or activity at GA airports. The hotline is operated by the National Response Center and centralizes reporting to the appropriate local, state and federal agencies.

Help ensure the security of GA aircraft and airport operations across the country. Call (866) GA SECURE to report any suspicious activity at YOUR airport.

10.10 AOPA's Airport Watch

Security checklist
AOPA's Airport Watch brochure (HTML | PDF)
General aviation and homeland security overview

- **Read more in AOPA's Airport Watch brochure** (HTML | PDF).
- **View AOPA's Airport Watch video**:

Windows Media High	Real Player High
Windows Media	Real Player Low

- **Request a copy of** AOPA's Airport Watch video.

Index

Appendix

A) Fixed Wing Standard Operations Procedures.

Appendix A

BLM Fixed Wing Standard Operations Procedures

Table of Contents

Chapter

1

1.0 BLM Flight & Air Crewmember Standard Operations Procedures

1.1 The purpose of this Standard Operations Procedures Guide

This Guide provides flight and maintenance guidelines for BLM personnel assigned to BLM aircraft. For the employee to accomplish their work in a manner consistent with the standards of safety, reliability, comfort, and economy established by the Bureau. The SOP's compliance provides the same level of protection afforded the flying public through the rules of the Department of the Interior (DOI) and BLM. These guidelines, as accepted practices, are to be complemented with good, sound judgment and proper discretion in all cases in order to cover those situations for which specific procedures have not been established. All personnel are responsible for maintaining high standards by presenting to the BLM National Aviation Office recommended revisions to correct errors and deficiencies, to add supporting procedures contrary to the purpose of the guide.

SOP'S provide detailed guidance to **Flight** crewmembers and **Air** Crewmembers.

They do not supersede operational requirements already mandated by the FAR'S, DM, AIM, the Pilot Operating Handbook (POH), or the Aircraft Flight Manual (AFM). Throughout this SOP, the words must, shall, or will denote mandatory procedures. The words should, may, or can denote discretionary items or pilot techniques.

Chapter

2

2.0 Safety Standards

2.1 Safety

1. Safety can be defined as the steps we take to prevent property damage or employee injury. Risk is defined as the possibility of loss. It is the Bureau's policy to establish and operate with the highest of safety standards. Employees must operate within the scope of employment, following all Bureau policies and applicable Federal Aviation Regulations (FAR'S). The applicable parts of FAR 91and DOI/BLM regulations govern aviation operations. Safety is every employee's responsibility and will be enforced by all supervisors. Safety will come first in every mission. All ground/flight equipment and Bureau facilities will be maintained in top quality condition. It is the responsibility of each employee to bring to the immediate attention of management any practices or conditions that could lead to an accident or violation or which may result in an unsafe operation.

Safety standards are observed in day-to-day operations include, but are not limited to, the following:

1. No flight crew will leave the controls of an aircraft unattended with the engines running.
2. No passengers will be onboard the aircraft while it is being fueled. If, for some reason, the passenger or passengers must remain onboard, a crewmember will remain with the passengers with a fire extinguisher. No passengers will be onboard the aircraft while the oxygen system is being serviced.
3. No passenger will board or de-plane while the engine is running when the passenger door is on that side of the aircraft. This does not include smokejumper operations (see ISPOG).
4. No aircraft will taxi between the ramp and another aircraft that is loading passengers.
5. No flight crewmember shall leave their assigned duty station except as specified in FAR 91.105. Only qualified flight crewmembers shall occupy required flight deck stations except with permission from the PIC or per the Single Pilot Tactical Aircraft mission profile.
6. No flight crewmember or passenger will smoke on board BLM aircraft.

Chapter

3

3.0 Job descriptions

3.1 Pilot in Command (PIC):

The PIC Operates the aircraft in accordance with applicable FAR'S and USDI/BLM policy. Conforms to applicable guides and handbooks relative to the mission assigned, and procedure and within contract specifications. Develops, activates, and files FAA or agency flight plans. Wears personal protective equipment if required. Does not deviate from the filed Flight Plan or mission profile unless for safety of flight. Performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance with 351 DM 1.5 and all applicable FAR'S.

3.2 Second in Command (SIC):

The SIC is directly responsible to the PIC. Duties and Responsibilities are for the safe and efficient conduct of the mission. Will ensure that they are legally qualified, adequately rested, and on time. Will perform other duties as delegated by the PIC, but the PIC'S responsibility may not be delegated. Will function as a crewmember in accordance with approved Cockpit Resource Management procedures. Will perform according to the ISPOG and BLM SOP for smokejumper special use missions.

3.3 Flight attendant / Cargo Load Master:

The National Aviation Office or PIC will designate the need for a flight attendant or cargo loadmaster. Those persons will be directly responsible to the PIC. **Spotters** are not required on Point-to-Point Flights using Smokejumper aircraft.

3.4 Air Tactical Pilot:

Meets the requirements of PIC and complies with the Interagency Aerial Supervision Guide (IASG).

3.5 Air Tactical Supervisor:

Meets the training requirements for Single Pilot Tactical Aircraft as an Aircrew member and complies with the Interagency Aerial Supervision Guide (IASG)

3.6 Smokejumper Spotter:

Meets the requirements for Single Pilot Tactical Aircraft training as an Aircrew member**. Smokejumper Spotters** are familiar with the type of aircraft and capabilities (avionics, payload, etc) Maintains daily fire readiness of jump ships. May coordinate air traffic over a fire if no ATGS, ASM, HELCO or Leadplane is on the incident. Will perform flight following however **the PIC remains** responsible. Sets mission priorities. Coordinates with the PIC on jump spot selection, type of pattern. May help with local navigation. Responsible for air to ground fire communications. Follows the direction of the PIC during aircraft emergencies. Ensures that the jumpers follow appropriate smokejumper and BLM policy and procedures. Spotters will provide accurate charge code information to the PIC in a timely manner. **Point-to-Point Flights utilizing Smokejumper aircraft do not require spotters.**

3.7 Fixed Wing Manager:

General: The Fixed Wing Manager is responsible for the operational missions of the aircraft and will work jointly with the PIC to ensure safe, efficient flight management. Fixed wing managers are assigned on all BLM flights to provide management oversight. Use of Fixed Wing Managers with a flight attendant is optional. The NAO, ordering office or the PIC will determine on a case-by-case basis the need for a Flight Attendant.

The PIC is responsible for the operation of the aircraft and has final authority. On missions that only require the PIC to be onboard, the pilot shall assume the responsibilities assigned to the Fixed Wing Manager.

3.8 Dual Function / Incidental Pilot:

In order to qualify as a dual function pilot, the following steps must be taken:

1. A request to the NAO for development and implementation of a training planning and pilot file.
2. Letter of Authorization (LOA) on file, or PD amendment and AMD initial checkride.

Chapter

4

4.0 Crewmember Qualifications

Flight Crewmembers are defined as a person who is holding a valid FAA airman's flight and medical certificate appropriate to the operations being performed. The Pilot in Command (PIC or co -pilot) and designated to act in that capacity by the Bureau NAO.

Air Crewmembers are additional crewmembers required for the accomplishment of the mission, such an ATS, flight attendant, smokejumper spotter, cargo loadmaster etc. **Aircrew members do not fly the aircraft**.

4.1.0 Flight Crew Members

Flight Crewmembers must meet the following qualifications in addition to any FAR'S and Departmental Manual (DM) requirements.

4.1.1 Pilot in Command (PIC):

Pilot in Command Flight Crewmembers will be designated by the BLM NAO as PIC, and have an AMD or Interagency card issued as PIC.

1. **ATP Certificate** with the appropriate type rating for the aircraft flown (over 12,500# gross weight or jet)

2. **FAA /BLM /AMD/ Interagency** Pilot Proficiency Equipment Checks current within 12 months plus grace month. Current DOI or USFS 6 month IFR check for smokejumper operations. Current DOI or Interagency (USFS) mission approval are for general or *special use*. Alaska orientation checks are detailed in the Interagency Smokejumper Pilots Operations Guide and the Interagency Aerial Supervision Guide.

3. **Annual refresher** for special use.

4. **Medical Certificate must be** appropriate to the operation and aircraft flown.

    - Contract Smokejumper Captains are required to have First Class Medicals per the contract.

    - Agency Pilots must have a medical *appropriate* to the operation and or the aircraft flown.

4.1.2 Second in Command (SIC):

Second in Command / Flight Crewmembers will be designated by the BLM NAO as SIC, and have an AMD or Interagency card issued as SIC.

1. Commercial Instrument and Multi Engine ratings (no type necessary for transport category aircraft.) 351DM 3.2C.
2. DOI SIC issued card (current).
3. For smokejumper missions, five mission training flights are required initially and at least one refresher flight annually with Paracargo.
4. Second Class Medical Certificate.

4.1.3 Flight Instructors:

Flight Instructors will be designated by the NAO and hold a valid FAA flight instructor certificates for the particular instruction to be given. To give instrument instruction you must have an *Instrument Instructor* rating, *Multi Engine Instructor* rating for multi engine instruction. For special use mission training please see the Interagency Smokejumper Pilots Operations Guide or the Interagency Aerial Supervision Guide.

4.1.4 Smokejumper Pilot:

Smokejumper Flight Crewmembers will be designated as PIC by the BLM and Interagency (AMD or USFS) carded. Must meet and fulfill the requirements as PIC and the Interagency Smokejumper Pilots Operations Guide, BLM and Departmental Manuals. Second in Command's requires training in Smokejumper Operations per this guide, and meets the requirements of the Interagency Smokejumper Pilots Operations Guide.

4.1.5 Air Tactical Pilot:

Air Tactical Pilots will be designated as PIC by the BLM NAO and carded by the AMD. Must meet and fulfill the requirements as PIC and the Interagency Aerial Supervision Guide.

4.1.6 Inspector Pilots:

Bureau Inspector Pilots are designated by the National Aviation Office and authorized by the Office of Aircraft Services with the appropriately issued card and training. For special use operations the ISPOG and IASG requirements are Bureau Policy.

4.2.0 Air Crewmembers

Air Crewmembers must meet the following qualifications in addition to any Federal Aviation Regulations (FAR), BLM 9400 and Departmental Manuals (DM).

4.2.1 Air Tactical Supervisor:

The ATS must meet and fulfill the requirements in the Interagency Aerial Supervision Guide.

4.2.2 Smokejumper Spotter:

Spotters will be designated and trained in accordance with BLM Smokejumpers Spotter training program. Spotters will attend a National Aviation Office approved Crew Resource Management course. Recurrent training in CRM and Human Factors is encouraged. Initial and recurrent spotter training will include Single Pilot Tactical Aircraft specific training and aircraft specific familiarization as required. The BLM 9400 Manual, OPM 22, DM and BLM SOP'S are policy.

- Spotters will become familiar with all applicable parts of the Departmental Manual and Federal Aviation Regulations (FAR 91 and 105) and BLM Standard Operations Procedures.

4.2.3 Cargo Load Master / Flight Attendant:

The National Aviation Office according to need will designate cargo loadmasters. Cargo/ Load Master / Flight Attendants will have initial and recurrent training every 12 months by a qualified Flight Crewmembers to include at least the following:

1. Preflight interior and exterior
2. Passenger briefings are required by the Federal Aviation Administration and DOI/BLM.
3. Emergency Procedures.
4. Passenger information cards.
5. Weight and Balance information.
6. Responsible to the PIC.

Chapter

5

5.0 Flight Operations

5.1 Two Pilot Operations:

A designated SIC, qualified to 351 DM 3.2C standards may be used on administrative transport flights that are not special use or mission specific and will be assigned by the NAO.

5.2 Single Pilot Operations:

The PIC of a single pilot aircraft will be designated by the NAO as PIC and operate according to BLM SOP, BLM 9400 manual, DM and FAR part 91.

5.3 Single Pilot Tactical Aircraft:

Air Crewmember's will perform functions trained for as directed by the PIC during special use missions such as ASM, Smokejumper and Paracargo or other fire suppression missions.

Any Air Crewmember not qualified as SIC (Second in Command), by FAR 135.235, BLM and DM policy and manuals, and occupying the right cockpit seat of any single pilot approved Tactical Aircraft, must receive mission specific training prior to being assigned to assist the PIC. These duties may include assisting the PIC with Checklists or other matters as directed by the PIC. Appropriate functions of the ATS or Smokejumper Spotter/ Loadmaster are:

1. Identification of appropriate checklists *Take Off* Checklist, *Landing* Checklist, and *emergency* checklists at the request of the PIC.
2. VHF and FM radio operations for fire related communications, agency flight following and air-to-air with other fire fighting aircraft.
3. Other functions as directed by the PIC.
4. **Manipulation of the aircraft controls, operation of non-fire related avionics (TCAS, VHF radios, Multi function displays) and essential aircraft systems is NOT authorized.**

5.4 Preflight:

The AMD 2A or 23, and the Deferred Maintenance Items Log (DMI) will be checked for discrepancies and insure they are properly deferred, in accordance with the MEL or repaired. For contracted aircraft, the individual company's procedures will be followed in order to determine airworthiness before departure.

The PIC is responsible for ensuring all preparations are made for flight. Pilots should arrive at their duty station one hour prior to scheduled departure time when conditions allow. If both pilots are PIC Captain qualified, one will be designated as the PIC for the flight. Responsibilities include aircraft preflight, aircraft loading and securing cargo, aircraft fueling, and information required for flight. The PIC is responsible for preflight items, but may delegate the specific duties to a qualified flight crewmember. The PIC must initial the appropriate documentation that the preflight and weight and balance has been completed, and takes final responsibility for these items regardless of delegation of the duties.

The following preflight items must be checked immediately preceding the first flight after maintenance is performed:

1. All fluid and fuel levels confirmed.
2. Log entries (weight and balance, sign-offs).
3. Maintenance of flight controls and surfaces require visual confirmation of proper function.
4. Performance of proper engine, propeller, and fuel system checks prior to takeoff.

Note: For Special Use, Aircraft Standard Weight and Balance figures may be used while in a "standard and consistent" configuration for mission specific profiles.

5.5 Sterile Cockpit:

Sterile cockpit rules apply within a 5-mile radius of the airport. The flight crew will perform no radio or cockpit communication during that time that is not directly related to safe flight of the aircraft from taxi to 5 miles out and from 5 miles out until clearing the active runway. Normally this would consist of reading checklists, communication with Air Traffic Control (ATC), Flight Service Stations, Unicom, or other aircraft with the intent of ensuring separation or complying with ATC requirements. Communications can be accomplished when the audio panels can be isolated and do not interfere with flight operations of the pilot.

Exception: When conducting firefighting missions within 5 miles of an uncontrolled airport, maintain sterile cockpit until departing the traffic pattern and reaching final altitude. Monitor CTAF frequency if feasible while engaged in firefighting activities. Monitor CTAF as soon as practical upon leaving the fire and returning to the uncontrolled airport. When conducting firefighting missions within Class B, C, or D airspace, notify dispatch that ATC communications will have priority over dispatch communications.

Landing Lights: Landing lights or pulse lights will be left on during sterile cockpit (5 miles from arrival/departure airport), or longer depending on the mission if conditions warrant.

Incident Reports: The SafeCom Form will be used to file any deviation from the DM or other unsafe flying condition, and will be routed through the AMD electronically or by hard copy.

5.6 STOL Operations:

(Short Take Off and Landing) operations for back country airstrips will not be conducted without prior approval from the BLM NAO. See glossary for the definition of STOL.

5.7 Oxygen Requirements:

BLM operated aircraft comply with the **DM** and **FAR part 91** regarding oxygen usages. § 91.211 Supplemental oxygen. (a) General. No person may operate a civil aircraft of U.S. registry.

(1) At cabin pressure altitudes above 12,500 feet (MSL) up to and including 14,000 feet (MSL) unless the required minimum flight crew is provided with and uses supplemental oxygen for that part of the flight at those altitudes that is of more than 30 minutes duration;

(2) At cabin pressure altitudes above 14,000 feet (MSL) unless the required minimum flight crew is provided with and uses supplemental oxygen during the entire flight time at those altitudes; and

(3) At cabin pressure altitudes above 15,000 feet (MSL) unless each occupant of the aircraft is provided with supplemental oxygen. **This is not the entire FAR.**

5.8 Cellular Phones:

Effective December 12, 1991, the Federal Communication Commission (FCC) prohibited the use of cellular phones while aircraft are airborne. “Airborne” is defined as the time an aircraft is not touching the ground. FCC Regulation 22.925 requires all cellular telephones to be turned off when an aircraft leaves the ground. If a cellular phone is installed in an aircraft, the following notice must be posted on or near each cellular phone: The use of cellular telephones while this aircraft is airborne is prohibited by FCC rules, and the violation of this rule could result in suspension of service and/or fine. The use of cellular telephones while this aircraft is on the ground is subject to FAA regulations. If the aircraft is not airborne, the use of a cellular telephone is permitted unless the aircraft’s operator or pilot-in-command determines its use will interfere with the aircraft’s communication or navigational equipment.

Cellular phones and your aircraft communication equipment are somewhat alike. Both use frequencies that are “line-of-sight” and can travel great distances. Accessing multiple antennas (much like UNICOM). At altitude, using a cellular phone can severely disrupt cellular

service. The penalty for violating this FCC regulation can reach up to $10,000. **Some cellular phones are authorized for airborne use;** however, they are not your typical cellular phones. References: FCC Regulation 22.925 Prohibition on airborne operation of cellular telephones. Report and Order. CC Docket No. 88-411

5.9 Use of intoxicants, mental and physical well being:

The use of intoxicants by any BLM personnel while on duty, or in the case of Flight Crewmembers, and Air Crewmembers within eight hours prior to flight, is prohibited. Nor may any BLM personnel be intoxicated or suffering from the after effects of drinking when reporting for duty or when on duty. Except in an emergency, the PIC *may not* allow a person who is obviously under the influence of intoxicating beverages to be carried in BLM aircraft. No person may drink any alcoholic beverages on board Bureau aircraft.

Use of drugs or hallucinatory drugs: The use of hallucinatory drugs by **Flight** and **Air** crewmembers anytime during their employment with BLM, not under the supervision of qualified medical personnel, is grounds for termination. Certain drugs in common use have a marked effect on the nervous system, which is temporarily detrimental to a flight crewmember's flying ability and judgment. Crewmembers should ask their doctor if any drug he has prescribed would have any effect on the nervous system. For use of any drugs prescriptive or non-prescriptive, for which no medical determination of effects have been determined, the crewmember shall advise the NAO, which will consult qualified medical personnel or Advisory Circular 91.11-1 for determination of flight status**.**

Mental and physical well-being: Flight crewmembers are expected to use good judgment relative to obtaining adequate rest prior to flights and reporting for flight duty when under serious mental stress (i.e., serious personal problems, serious family illness, etc.). When this type of condition prevails, flight duty personnel should coordinate with their immediate supervisor to have them temporarily re-assigned from flight duties. **Medical Exams:** Flight crew personnel will maintain a medical certificate appropriate to the flight operation. The medical exam will be given by an FAA designated medical examiner. Notwithstanding, flight crew personnel should be in good physical condition while performing flight duties, if in poor physical condition, flight responsibilities should be re-assigned. The pilot's immediate supervisor will make this determination independently or upon the recommendation of the BLM NAO.

5.10 Personal Protective Equipment (PPE):

PPE will be properly worn (including gloves) for special use flights. All operations will be conducted according to the ALSE, except items under waiver. Helmets are waived for ASM and Smokejumper flight crewmember operations.

5.11 Flight into hazardous metrological conditions:

When a flight encounters or anticipates hazardous meteorological conditions, such as icing, hail, thunderstorms, severe turbulence, etc. The PIC, SHALL exercise their best judgment so to conduct the flight to minimize such hazardous conditions. If in the PIC'S

opinion a deviation from the prescribed route is necessary, or advisable, such deviation from the route will be in accordance with procedures outlined in the FAR'S, AIM and BLM SOP.

5.12 Emergencies

Never hesitate to declare an emergency if one exists! It is a conservative and professional response to request and get all the help you can. In an emergency evacuation situation while operating with a single flight crewmember:

- Emergency passenger briefings should include the removal of glasses, pens and sharp objects.
- Putting heads down and protection with pillows or coats.
- Seat belts worn until the aircraft is completely stopped.
- Evacuation instructions with reassurances.

5.13 Weight and Balance:

Actual weights will be used to compute aircraft weight and balance information. Baggage and cargo will be weighed with an approved scale when available, other wise the PIC'S best estimation for the weight of cargo and passengers may be used. Standard weights may be used for certain personnel such as: Smokejumpers – 250 pounds, Fire Packs -45 pounds, Passengers – 200 pounds. All aircraft weight and balance data shall be either completed or checked and signed by the PIC prior to departure in order to determine compliance with the DM and FAR'S. Pre calculated mission weight and balance data meets the requirements as long as the weight information is current and reviewed prior to departure. The aircraft will not be flown unless the maximum gross takeoff weight is equal to or less than that allowed in the aircraft flight manual, and the center of gravity is with in limits.

5.14 Practice and Demonstration Jumps:

- **The Departmental Manual and Federal Aviation Regulations** make it clear that the Pilot in Command is responsible for practice and demonstration jumps.
- **There is no blanket waiver or immunity** available under public aircraft law for non-mission related jumps, such as normal practice jump training or demonstration jumps for public relations purposes.
- **The National Aviation Office has** provided a Practice and Demonstration Jump Guide containing related information required notifications regarding airspace issues
- **The** Airspace Management section of the Airspace.nifc.gov website allows NOTAM Airspace to be displayed to the aviation community allowing greater exposure and increased safety.

Practice – Demonstration Jump Airspace NOTAM Flow Chart				
Location of Jump	**Kind of Authorization Required**	**When to Apply or Notify**	**Where to Apply and Notify**	**FAR Section Reference**
Over or into a congested area or **open air assembly of persons**	FAA Form 7711-2	Apply at least 4 working days before the jump.	FSDO having jurisdiction over the area where jump is to be made	105.15
Over or onto an airport with or without a US operated control tower.	Prior Approval	Apply before the jump. **	Airport Management	105.17
In or into a control zone with a US. Operated control tower.	Authorization (verbal can be used)	Apply before the jump. **	ATC Tower having jurisdiction over the control zone *	105.19
In or onto an airport with a radar service area	Authorization (verbal can be used)	Apply before the jump. **	ATC tower at the airport for which the airport radar service area is designated.	105.20
Into or within a positive control area or terminal control area	Authorization (verbal can be used)	Apply before the jump. **	Nearest FAA ATC facility or FSS. *	105.21
In or into other controlled airspace.	None	1 hour before the jumps is made but not more than 24 hours before jumping is to be completed. **	Nearest FAA ATC facility or FSS.	105.23
Jump over or with restricted or prohibited areas.	Authorization (verbal can be used)	Apply before the jump. **	The agency in charge of the area.	105.27
*** Communication is required with the nearest FAA ATC facility or FSS 5 minutes before the jump. **BLM Aviation desires NOTAMS to be filed 24 hours in advance.**				

5.15 Government pilots flying contract aircraft:

Government pilots flying contract aircraft must not only meet BLM requirements, but contractors training requirements as outlined in the contract. This includes MEL and weight & balance and aircraft operating procedures.

5.17 Prohibition against carriage of weapons:

Federal law provides that no person shall carry a deadly or dangerous weapon, concealed or unconcealed, onboard an aircraft being operated by the BLM, except:

1. Employees or officials of municipal, state, or federal governments, who are authorized or required to carry arms and who present proper identification.
2. Passengers carrying sporting firearms that are dismantled and/or unloaded and encased in a suitable container authorized by the PIC.
3. Such other person, including crewmembers, authorized by the Bureau.
4. As part of a survival kit.

In no case will authorization for the carriage of deadly or dangerous weapons be granted if such authorization is contradictory to state or local laws or FAR'S. Small arms and automatic weapons are not authorized to be carried or worn in Canada. **Alaska law requires aircraft survival kits contain a firearm.**

Aircraft parked with survival kits containing firearms should be kept secure, and should be unloaded during transport or storage in BLM aircraft. The contractor is responsible for security of firearms as well as the aircraft on a contract-operated aircraft.

Chapter

6

6.0 Training

BLM and Contract Flight and Air Crewmembers

6.1 .1 Fixed wing pilot recurrent and initial training:

This section provides the flight and ground training requirements for BLM Flight and Air crewmembers, including pilots, copilots, Smokejumper Captains (including contractors), ATP, ATS, flight instructors, check airmen, spotters and flight attendant/loadmasters. Alaska and the lower 48 with USFS specific requirements. Aircraft specific training and standards for interagency pilots and relief pilots.

6.1.2 Agency Flight Crew Members:

Initial and recurrent training standards are established for pilot proficiency in procedures and techniques. All training must be documented in the Flight Crewmembers training records.

BLM specific:

1. Initial and recurrent training will be to FAA Practical Test Standard (PTS) Guides and flown to the certificate held.

2. NAO approved simulator or Flight Training syllabus on an annual basis. (See program specific requirements for Smokejumper Captain's, ATP and ATS).

3. **Departmental Manual:** See OPM 22 for more information DOI pilots are required to attend an Aviation Conference and Education (ACE) during their first 12 months of employment. See OPM 22 and the BLM National Aviation Plan for more information.

6.1.3 Pilot in Command (PIC):

Agency pilots will be designated by the NAO as PIC and then must meet the following:

1. Initial flight and ground training in the aircraft to be flown, which meets FAA PTS, BLM and Departmental Manual standards.

2. Annual recurrent flight and ground training in the primary aircraft to be flown to include a minimum of a 1-hour refresher flight.

3. Annual AMD PPE checkrides or equivalent (Flight Safety, SimCom) in each turbine or piston aircraft to be flown. (See OPM for "like models").

4. Maintains a current medical certificate for the operation and aircraft to be flown. Smokejumper Captains require a First Class Medical.

5. 61.58 PPE checkride for aircraft requiring more than 1 pilot.

6. Annual 12 month and 6 month Instrument Checks that meet FAA Practical Test Standards (PTS).

7. Annual recurrent training in FAR'S, DM and BLM Standard Operations Procedures (SOP).

8. Recurrent training in Crew Resource Management and Human Factors every 3 years.

9. Special Use:

Air Tactical Pilot (ATP) will:

a) Meets the requirements of the Interagency Aerial Supervision Guide (IASG).

b) NAO approved simulator training in the primary aircraft to be flown (if available), **which will be from an outside source every year,** such as Flight Safety or SimCom.

Smokejumper Captain

a) All Smokejumper Pilots will meet the requirements of the Interagency Smokejumper Pilots Operations Guide (ISPOG). The Pilot Evaluation Board is for agency pilots only. See 6.1.6

b) For Bureau Pilots, annual NAO approved simulator training in the primary aircraft to be flown (if available), which will be from an outside source every year, such as Flight Safety or SimCom.

6.1.4 Contract Smokejumper Captains and Second in Command:

Contract smokejumper pilots will meet the requirements established in the ISPOG (Interagency Smokejumper Pilots Operations Guide) with the exception of the Pilot evaluation board, which is for agency pilots only.

6.1.5 Second in Command (SIC):

1. 12-month instrument checks that meet FAA Practical Test Standards (PTS) carded by the AMD (or Interagency).
2. Annual recurrent flight and ground training in FAR'S, DM and BLM Standard Operations Procedures (SOP).
3. Recurrent training in Crew Resource Management and Human Factors every 3 years.
4. An initial SIC candidate must have **a minimum of 5 Smokejumper practice jumps** before assuming those duties. (This includes Contractors)
5. Annual refresher flight for smokejumper operations.

6.1.6 Smokejumper Large Aircraft Commander Evaluation Board:

- See the Interagency Smokejumper Pilots Operations Guide.

6.1.7 Instrument Currency:

PIC:

1. A 6-month IFR check to FAA PTS for the certificate held.
2. A 6-month check can be accomplished with 12-month equipment checks and/ or a PPE check.
3. SIC:
    1. The annual 12-month check will also serve as the Instrument Check.
    2. If not IFR current (FAR 91) after 6 months, a checkride will be given. It is the SIC'S responsibility to inform the PIC or supervisor of this status.

6.1.8 Flight Instructors:

1. Must be designated by the NAO as a flight instructor and have a current instructor certificate.
2. Must be rated in the aircraft to be used.
3. Must meet the qualifications for the appropriate Special Use Guide, such as the IASG and ISPOG.

6.1.9 Bureau Inspector Pilots

1. Must be designated as an inspector pilot by the NAO.

2. Completes AMD approved training and recurrent training.

4. Must be rated in the aircraft that will be used for instruction.

3. Must meet the qualifications for the appropriate Special Use Guide, such as the IASG and ISPOG as an Inspector.

6.1.10 Checkrides:

All Checkrides will be to FAA PTS and Special Use Guides, such as the ISPOG and the IASG.

6.1.11 Large Aircraft (over 12,500 pounds):

All Bureau Initial PIC'S in large aircraft (over 12,500 pounds gross weight) will certify through the Pilots Evaluation Board as determined in the ISPOG (Interagency Smokejumper Pilots Operations Guide and Smokejumper Screening Equipment and Evaluation Board, (SASEB).

6.1.12 NAO approved Simulator Training:

The National Aviation office currently recognizes Flight Safety, SimCom, and Simu Flight as sources for simulator training. This does not mean others are not approved, and the NAO staff will review simulator facilities at request. Simulator training is available through the use of the USFS WO simulator with approved instructors.

6.1.13 Simulated Single Engine Operations:

Single-engine training is emphasized heavily during the initial checkouts. The engine is not routinely shut down, but simulated. All pilots should have one experience flying with the engine actually shutdown and then going through an airstart. This event will be briefed ahead of time so that an optimum training experience will occur. The appropriate checklists will be used during the procedure. No engine shut down will occur in an impromptu manner - including checkrides. No condition, fuel, or prop levers will be moved aft during simulated engine failures in the traffic pattern or during approaches and departures. The check airman or instructor will move a power lever aft to simulate a failure, and may then set zero thrust when appropriate. At no time will engines be feathered below 1,000 feet Above Ground Level (AGL). Banks should be limited to standard rate during simulated engine out operations. **During Smokejumper PIC checkrides** the Spotter will be included in the briefing if a simulated emergency is to be performed.

6.2.0 Air Crewmembers

6.2.1 All Aircrew members

As required by OPM 4, must take the following courses every 3 years. This must be documented. The Initial Air crewmember-training courses must be completed in a classroom setting, but thereafter it may be completed using the IAT online format.

- A-101 Aviation Safety
- A-105 Aviation Life Support Equipment
- A-106 Aviation Mishap Reporting
- A-110 Aviation Transport of Hazardous Materials
- A-113 Crash Survival

6.2.2 Air Tactical Supervisor:

1. **Documented initial** and recurrent training in BLM SOP'S, Federal Aviation Regulations (FAR'S 91) and OPM 22.
2. Meets the requirements of the Interagency Aerial Supervision Guide (IASG).
3. Single Pilot Tactical Aircraft training annually. (Aircraft specific).

6.2.3 Smokejumper Spotters:

1. **Documented initial** and recurrent training in BLM SOP'S, Federal Aviation Regulations (FAR'S 61, 91 & 105) and the requirements of OPM 22.
2. Initial and recurrent training in the Interagency Smokejumper Pilots Operations Guide (ISPOG).
3. Initial Crew Resource Management Training.
4. Aircraft emergency procedures (aircraft specific).
5. Single Pilot Tactical Aircraft training annually. (aircraft specific).

6.2.4 Flight Attendants and Loadmasters:

1. **Aircraft emergency** procedures (aircraft specific).
2. Weight and Balance briefing (if load master).
3. Training folder of Flight Attendant/ Loadmaster training.
4. Designated by the NAO.

GLOSSARY OF TERMS

AIM - Aeronautical Information Manual, FAA Publication.

AFM - Aircraft Flight Manual.

AMD - Aviation Management Directorate , That agency formerly known as the OAS.

ASM1- Aerial Supervision Module 1 (Low Level Lead Qualified).

ATC - Air Traffic Control.

ATP - Airline Transport Pilot FAA Rating.

ATP (Agency)- Air Tactical Pilot.

ATS -Air Tactical Supervisor.

BFR - Biennial Flight Review -- FAR 61.56.

CAM - Chief Of Maintenance, National Aviation Office.

CAT - Clear Air Turbulence.

CFI - Certified Flight Instructor.

CFII - Certified Instrument Flight Instructor.

CFMEI - Certified Multiengine Flight Instructor.

CG - Center of Gravity.

CREWMEMBER –

1. **Air Crewmember** - Additional crewmember required for accomplishment of the mission such as an ATS, flight attendant, smokejumper spotter, cargo loadmaster, observer, Helitack crew etc. These positions usually do not require any special Airman Certificate(s) or flight physical.
2. **Flight Crewmember** - A person who is a flight crewmember holding a valid Federal Aviation Administration (FAA) Airman's Certificate and flight physical as a prerequisite to performance of duties of the position during flight, e.g., a pilot, co-pilot, flight engineer, flight navigator.

CRM - Crew Resource Management.

DOI DM - Department Of Interior Departmental Manual

DOISPOG - Department of Interior Smokejumper Pilot Operations Guide.

FAF - Final Approach Fix.

FAR - Federal Aviation Regulations

Flight Manager - Any government employee (Federal or State) authorized to conduct specific missions (i.e., fire, law enforcement, aerial photography, resource, special use, reconnaissance, etc.) assigned as an air crewmember to BLM aircraft who has received the required knowledge and training to conduct missions and to ensure safe and efficient flight management.

FSI - Flight Safety International

IFR/IMC - Instrument Flight Rules/Instrument Meteorological Conditions.

IATBOG - Interagency Air Tanker Board Operations Guide

IHOG - Interagency Helicopter Operations Guide

IASG - Interagency Aerial Supervision Guide: Replaced the ILOG, ASMOG and ATGS Guides.

IP - Instructor Pilot.

MAFFS – Modular Aerial Fire Fighting System

MEA - Minimum Enroute Altitude.

MEL - Minimum Equipment List. FAA definition and document, part of the Aircraft Flight Manual.

Mission(s) - The term used in this SOP to cover operational aspects of BLM aircraft, Air Attack, Leadplane, Reconnaissance, Special Use, Aerial Photography, Law Enforcement, Resource, Smokejumper, etc.

NAO - National Aviation Office, Boise, ID.

Passenger - Any person aboard an aircraft who does not perform the function of a flight crewmember or air crewmember.

PIC - Pilot In Command.

PF - Pilot Flying.

PNF - Pilot Not Flying.

PPE - Pilot Proficiency Exam (FAA term for checkride in large aircraft-FAR 61.58).

POH - Pilot Operating Handbook

PTS - Practical Test Standard (FAA)

SASEB – Smokejumper Aircraft Screening and Evaluation Board

SIC - Second In Command.

SOP - Standard Operating Procedure

SPOTTER- is familiar with the type of A/C and capabilities. (Avionics, payload, etc.). Maintains daily fire readiness of the jump ship. May coordinate air traffic over a fire. (If no ATGS, ASM or lead plane is on scene). Will flight follow and sets mission priorities. Coordinates w/ PIC on jump spot selection, type of pattern, *may* help with local navigation and is responsible for air to ground fire communication. Provides fire information to the PIC. Follows the direction of the PIC during aircraft emergencies. Ensures that jumpers follow appropriate smokejumper procedures. Responsible to see the PIC has accurate information for record keeping for OAS 2's and 23's

> **Air Operations Specialist (Boise)** – Smokejumper Spotter who is the COR on Lower 48 Aircraft contracts, in charge of spotters and spotter training.
> **Air Operations Specialist (AK)** - Smokejumper Spotter in charge of spotters and spotter training.

STERILE COCKPIT - The flight crew will perform no radio or cockpit communication during that time that is not directly related to safe flight of the aircraft from beginning taxi to 5 miles out and from 5 miles out until after landing and clearing the runway

STOL - Short Takeoff and Landing. For the purpose of this document, STOL airports are defined by the USFS as "Mountain airstrips@ designations, including the Aback country airstrips@ of central Idaho. Unimproved dirt airstrips in Nevada or Alaska, for example, are not considered ASTOL@ unless the aircraft cannot operate within its standard performance charts.

VFR - Visual Flight Rules.

Index