

BUREAU OF LAND MANAGEMENT

COLORADO STATE AVIATION PLAN

2004

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COLORADO STATE AVIATION PLAN

Purpose. This plan establishes aviation management policy for Colorado BLM. It is a supplement to the BLM 9400 Manual, Aviation Management.

Objectives. The use of aircraft in support of the BLM mission will be safe, efficient and cost effective. This plan provides direction that will enable the aircraft user to accomplish these three objectives.

Authority. See 9400.03

Responsibility.

- A. The State Director is responsible for all BLM aviation activities within the state.
- B. The Deputy State Director, Resources, is responsible for managerial direction and oversight of the aviation management program.
- C. The State Fire Management Officer (SFMO) is responsible for the day-to-day direction and oversight of the fire and aviation management programs. The State Aviation Manager (SAM) works with the SFMO to provide oversight and professional staff support for all aviation matters.
- D. The Center/Field Office Managers are responsible for all BLM aviation activities with their respective jurisdiction. Each assigns an Aviation Manager to provide oversight and staff assistance on all aviation matters. The Aviation Manager for the Field Office (FO) is located at either the Center which provides administrative support to the Field Office or at the Dispatch Center which services the Field Office.

References.

- A. 14 CFR Aeronautics and Space (Federal Aviation Regulations).
- B. Departmental Manual, Part 112 and Parts 350 through 354 (DM).
- C. BLM Manual Sections 1112, 1203, 1221, 1243, 1244, 1525, 9111, 9209 through 9219, and 9410 through 9470.
- D. Dept. of the Interior, Aviation Management Directorate (DOI-AMD) Operational Procedures Memoranda (OPMs).
- E. Office of Management and Budget (OMB) Circulars A-76, A-123 and A-126.
- F. General Services Administration (GSA) Federal Property Management Regulation (FPMR) 101-37.
- G. Interagency Aviation Handbooks and Guides. (See Appendix E)

Policy. The BLM Policy prescribes that, except for life threatening emergencies:

- A. All flight operations using Government owned, contracted or chartered aircraft will be accomplished with safety as a primary consideration.
- B. Personnel performing aviation functions shall meet the requirements of the Departmental Manual and BLM standards.
- C. Individual development, workforce diversity and employee wellness will be emphasized at all career levels.
- D. Aircraft operated by or exclusively for the Federal Government are "Public Aircraft". As a policy, with the few exceptions outlined in DM 350-354, the Department of the Interior will comply with all Federal Aviation Regulations (FAR/14 CFR) in the operation and maintenance of public aircraft.
- E. Commercial operators under contract, through the DOI-AMD, to BLM are bound by their respective Federal Aviation Administration (FAA) approved commercial operator or airline certificate.
- F. BLM may request a deviation from the FAR or from FAA approved operator specifications through authority granted the Department of the Interior in certain waivers, exemptions or the public aircraft rules and consistent with the procurement contract or agreement.

Aviation Organization.

A. Colorado BLM. There are Aviation Managers located in the State Office, the Front Range Center and the interagency dispatch centers located in Craig, Durango, Grand Junction and Montrose, Colorado. It is recommended that each Field Office (FO) Manager designate a primary aviation contact to help facilitate communications and coordination, related to aircraft use, between the FO and the servicing Dispatch Center. A specific FO contact would also aid the SAM in the distribution of aviation information and materials.

B. Bureau of Land Management. See 9400.11.

C. Department of the Interior. See 9400.12.

General Administration.

Purpose. This section establishes management responsibilities, policies and procedures for the administration of the BLM aviation program in Colorado.

Aircraft Acquisition/Disposition, Request for Services and Procurement.

353 DM 6 addresses acquisition and disposition of Government aircraft. The DOI-AMD processes all requests for aviation flight services. Exclusive use and call-when-needed contract aviation services are requested on Form OAS-13 (Request for Contract Services). Rental services are requested on Form OAS-20 (Request for Rental Services). The Form OAS-20 is also used for requesting approval for BLM personnel to fly aboard aircraft operated or owned by cooperator agencies or organizations (i.e. Colorado Division of Wildlife, Western Area Power Administration).

Requests for aircraft contract or rental services originating at the Center or Field Office are routed to the State Aviation Manager (SAM) through the Center/Field Office Aviation Manager. After review, the SAM forwards the request(s) to the Aviation Group Manager at the National Aviation Office (NAO, FA-500) for approval. The requests are then sent to the DOI-AMD for action. The same process is used to obtain approval for cooperator aircraft and pilots. (See Appendix A)

Whenever a DOI-AMD approved aviation services vendor wants to add new or additional aircraft to their existing rental agreement or contract, they should contact the SAM for assistance. The SAM will forward the required aircraft information [make, model, FAA registration number, type of use planned (low level, mountain flying, external loads, fire, etc.)], number of passenger seats, etc. to FA-140 for approval and transmittal to DOI-AMD for action.

Office of Management and Budget (OMB) Circulars. See 9400.23

Reports. All contract and rental aircraft flight services and use is reported to DOI-AMD on the Aircraft Use Report (Form OAS-23).

The Safety Communiqué (SAFECOM, Form OAS-34) is used to report unsafe or hazardous events and conditions. The SAFECOM can be reported electronically at www.safecom.gov. However, print a hard copy before clicking the "submit" button. Provide a copy of the SAFECOM to the Center/Field Office Aviation Manager and the SAM.

Documentation of approval for executive travel (i.e. State Director, BLM Director, Secretary of the Interior) on board BLM operated aircraft is required by OMB Circular A-126. The SAM forwards biannual reports to NAO.

Facility inspections will be documented according to the format contained in the applicable handbook or guide (Interagency Helicopter Operations Guide or Interagency Air Tanker Base Guide). A copy will be provided to the SAM and to NAO.

Reviews and Evaluations. The State Aviation program will be reviewed by NAO. The review will be scheduled in the Annual Work Plan. The State Office will conduct an administrative review of the Center/Field Offices on a two year cycle. The evaluation format may be used either formally or as a guideline.

Directives. The following policy and procedural directives apply to the BLM aviation management program.

Departmental Manual (DM). DM Parts 350-354 contain Departmental policy and outline agency responsibilities for the aviation management program.

- A. Handbooks. Handbooks detail technical and procedural material.
- B. Operational Procedure Memoranda (OPM). The OPM's are temporary or interim directives which transmit new policy or procedures. The OPM's are either renewed annually or are incorporated into the DM.
- C. Operational Guides (OG). The OG's are detailed procedures, published by OAS, which describe preferred procedures. OG's are not mandatory.
- D. Other. Safety Alerts and Information Bulletins are published, as needed, to transmit critical information in a timely manner.

These publications may be found on the DOI-AMD internet site at www.oas.gov and on the BLM intranet at web.blm.gov/internal/fire/library.htm or web.blm.gov/internal/fire/aviation/index.htm.

BLM 9400 Manual Aviation Management. This manual specifies national aviation management policy. Interim policy and procedural information is distributed by Instruction Memorandum (IM) or Information Bulletin (IB). Interim policy is reviewed annually by the NAO and, when applicable, incorporated in the Manual. States and Centers/Field Offices may supplement national policies and procedures only as specified.

State or Center/Field Office Aviation Plans which contain policy, procedural, or fiscal material which is more restrictive than the national policy requires written approval from the Director, Office of Fire and Aviation (FA-500) prior to implementation.

- A. Handbooks. BLM published Handbooks detail technical and procedural material.
- B. Operational Guides (OG). OG's, published by BLM, are not mandatory. The OG's describe preferred procedures.
- C. Interagency Guides. If designated by FA-100, Interagency Guides will reflect BLM procedure. See Appendix 1, 9400 Manual for a list of Interagency Guides adopted by BLM. (Also See Appendix E)
- D. State Aviation Plan. The State Aviation Plan will implement national policy by detailing internal procedures for Colorado.
- E. Center/Field Office Aviation Plan. Each Center/Field Office will maintain an aviation plan which implements national and state policy. Field Office aviation plans may be incorporated within a consolidated aviation plan issued by the Center providing administrative support or within a consolidated aviation plan issued by the servicing Dispatch Center. The Center/Field Office aviation plans will address specific local policy and procedures for approval of flights, flight planning, aircraft ordering, aircraft dispatching and flight following, user safety training, processing the Aircraft Use Report (Form OAS-23) for payment, and reconciliation of the IPAC Bill from DOI-AMD.

Aviation Operations.

General Use Flights. Flights which are not defined as "special use", in 350 DM 1 Appendix 5, are considered to be "general use". Point-to-point flights may include specific observations en route. The original flight plan must include any intended changes from the direct route. Except in an emergency, the Flight Manager or BLM representative on board the aircraft must contact the flight following dispatch center prior to deviating from or changing the original approved flight plan.

Special Use Flights. Special use flights, as defined in 350 DM 1 Appendix 5, require an approved Special Use Plan. The reverse side of the Aircraft Flight Request/Schedule (Form 9400-1a) may be used for one-time special use flights.

Exemption/Waivers. Exemptions and waivers to Federal Aviation Regulations and DOI regulations must be requested in writing through the State Aviation Manager. The request is then routed through the Aviation Group Manager (FA-500) to the Associate Director DOI-AMD.

Requests for exemptions or waivers must include a Job Hazard Analysis.

Dispatch. All flights supporting BLM missions, other than scheduled commercial air carrier flights or those exempted for undercover law enforcement use (351 DM 1.6D), will be approved by one management level above those traveling or by delegation of authority. (See Appendix D)

A. Pre-flight Action/Flight Plans.

1. All BLM flights shall be authorized and documented prior to takeoff. (A flight plan is an application for search and rescue).
2. All BLM flights shall use approved pilots and aircraft as directed by DM.
3. All persons aboard special use flights shall be pre-approved.
4. All passengers shall be given a pre-flight safety briefing by the pilot.

B. Flight Following. Flight following is the knowledge of the aircraft location and condition with a reasonable degree of certainty such that, in the event of a mishap, the survivors may be rescued.

1. The planned flight following procedures will be documented on Form 9400-1a. Flight following shall be accomplished by one or more of the following methods:
 - a. An Instrument Flight Rules (IFR) flight plan.
 - b. A Visual Flight Rules (VFR) flight plan with a radio check into a FAA facility or dispatch center in accordance with BLM 9400 Manual section 9400.44.B2.
 - c. A BLM flight plan maintaining radio contacts at the intervals specified in the flight plan or
 - d. Satellite systems with reporting intervals which meet the BLM minimums.

2. In Colorado, the recommended interval for flight following radio check-in is 15 minutes. Depending upon the mission and the degree of risk, BLM does authorize a range of 15 to 60 minutes between radio check-in intervals. The State Director or the National Aviation Office (FA-500) must approve and authorize any check-in interval greater than 60 minutes.

3. Flight following is the responsibility of the scheduling office and will remain so until transferred through positive hand off to another office or dispatch center. The hand off will be documented.

4. When an individual is assigned to flight following duties, this will be their primary duty until the flight is completed or they are relieved by another individual.

5. Flight following reports from the aircraft are the responsibility of the Pilot-in-Command (PIC) in accordance with 14 CFR.

6. Violations of flight following standards will be reported through the safety communiqu  (SAFECOM) system.

C. Resource Tracking. Se 9400.44C.

D. Airspace Coordination. Coordination, especially in congested airspace, in military operations areas and near military training routes, is critical to flight safety. The *Interagency Airspace Coordination Guide* contains the policy and procedures for airspace coordination. In addition to coordinating airspace use between agencies, BLM could be responsible for air traffic coordination over an incident or complex aerial project (e.g. fire or law enforcement operation) whenever a temporary flight restriction is in effect.

Refer to the Dispatch Center specific Airspace Boundary Management Plan for coordination procedures between dispatch zones. (See Appendix B)

Airspace coordination policies, guides, tutorials, and current information may found on the internet at **airspace.blm.gov**.

E. Temporary Flight Restrictions. The *Interagency Airspace Coordination Guide* provides specific procedures for requesting a Temporary Flight Restriction (TFR) from the Federal Aviation Administration (FAA).

A TFR request will be routed, by the requesting office or incident, through the servicing Dispatch Center to the Rocky Mountain Area Coordination Center (RMACC). The Resource Status Card, Aircraft (ICS_219-6, NFES 1348) will be used to order and document the TFR request.

When the TFR is no longer required, cancellation by the FAA will be requested through RMACC. Cancellation of the TFR will also be documented on the aircraft status card.

Transportation of Hazardous Materials. The *Interagency Aviation Transport of Hazardous Materials Handbook* contains policy, procedures and a U.S. Department of Transportation exemption to transport hazardous materials on board BLM aircraft. The handbook and exemption must be on board the aircraft whenever hazard materials are being transported. Training in proper handling is required every three years for all pilots and crew members who load or unload hazardous materials on aircraft.

Commercial operations must comply with 49 CFR 175, Carriage (of hazardous materials) by Aircraft.

Aviation Life Support Equipment (ALSE) and Personal Protective Equipment (PPE). The ALSE and PPE requirements specified in 351 DM, 352 DM and the ALSE Handbook.

Fueling. See 9400.47. Colorado BLM personnel will not assist in the fueling of aircraft, emergencies excepted.

Helicopter Short Haul. See 9400.48. Colorado BLM does not have any approved helicopter short haul operations.

Helicopter Rappel and Small Cargo Letdown. Colorado BLM does not have any approved helicopter rappel or small cargo letdown operations.

Aircraft Fleet Equipment, Maintenance Systems, and Facilities.

Fleet Equipment Standards. See 9400.51A & B.

Aircraft Maintenance System. See 9400.52A through H.

Facilities. Colorado BLM is responsible for the development, maintenance, funding, and operation of aviation facilities within the State.

A. Inspections. Aviation facilities will be inspected annually for hazards, safety equipment and operational suitability.

B. New Installations. The installation of any new facility shall follow 351 DM 1.8, Airport/Heliports. The planning, design and installation of new facilities will be coordinated with Colorado BLM engineering organization, the budget organization and the fire and aviation management staff.

Aviation Personnel.

National Aviation Program Staff. See 9400.61A through D.

State Aviation Manager. The State Aviation Manager (SAM) serves as the principal aviation professional for the State Director and is responsible for all aviation matters in the State.

Aviation Manager. (Center/Field Office) The Aviation Manager serves as the principal local aviation professional and is responsible for aviation operations.

Pilots. See 9400.64A through D.

Aircrew Member. Aircrew members perform an active mission function during the flight and, as such, are not considered to be passengers. Aircrew members include, but are not limited to, designated observers, spotters, helitack crew, Air Tactical Group Supervisors, smokejumpers, loadmasters, and flight attendants.

Dispatcher. Dispatchers are persons who have been trained in the completion of flight cost analysis; aircraft selection and ordering; flight planning and scheduling; and flight following. They are the aviation professionals, in the servicing Dispatch Centers, who provide the interface between the Colorado BLM aviation user and the aviation services vendor.

Flight Manager. The Flight Manager is the Government representative who is usually on board the flight, though, in certain instances, he/she may be on the ground. Completion of the Flight Manager training course is required. The Flight Manager works jointly with the Pilot-in-Command (PIC) and the passengers to ensure safe, efficient flight management. (Note: BLM does not use "Chief of Party" as it is not exclusive to aviation activities.)

Helicopter Manager. The Helicopter Manager is responsible for managing, coordinating and supervising operations involving the use of helicopters. The manager will meet BLM qualification and experience standards for the level of mission assigned.

Passengers. Travel on BLM aircraft is restricted to official travel. All passengers will be approved on the flight plan.

A. Official Passengers. The following are official passengers as defined by 350 DM 1.7A:

1. Officers and employees of the Federal Government traveling on official business.
2. Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs.
3. Non-Federal passengers when engaged in missions which enhance accomplishment of a DOI program such as personnel of cooperating state, county, or local agencies; representatives of foreign governments; contractors' representatives to include those employed by such agencies; and private citizens.

B. Unauthorized Passengers. Unauthorized passengers will not be transported in any BLM aircraft. For further definitions, see 350 DM 1.7B. (Note: A person who is otherwise an official passenger could become an unauthorized passenger by performing a function for which that person is not authorized, e.g. an air attack airplane is being used for a point-to-point personnel transport flight. The airplane is diverted to a fire detection/reconnaissance mission. The point-to-point passengers now become unauthorized passengers because they are not aircrew members or observers who are essential to the new mission.)

Volunteers. Volunteers, when traveling on official business, are official passengers within terms of 350 DM 1.7A. They must have the applicable aviation safety training. Volunteers are not permitted to operate or serve as an aircrew member on any DOI aircraft; be on board a BLM aircraft during any special use missions; be reimbursed for the operation of personal aircraft while on official business; and they will not transport any BLM employee, on official business, in a personal aircraft.

Cooperative Programs.

Policy. See 9400.71. (See Appendix A)

Cooperator, Military and Other Government Agency Aircraft. Colorado BLM employees riding on military and other government agency aircraft will meet DOI policy. Written approval through the NAO (FA-500) and the Associate Director, DOI-AMD is required. Use of military aircraft must comply with 351 DM 4.3 and use of other government agency aircraft must comply with 351 DM 4.4.

Colorado BLM has an approved Memorandum of Understanding (MOU) with the Colorado Army National Guard. The MOU permits BLM law enforcement personnel to fly on board National Guard aircraft during law enforcement missions, e.g. drug interdiction missions.

Civil Air Patrol (CAP). A DOI MOU allows use of CAP aircraft and pilots for specific missions. No BLM employees shall fly on CAP aircraft. Missions are restricted to observation/reconnaissance flights under visual meteorological conditions. Flight rates shall be agreed to in writing prior to each flight.

Service/End Product Contracts. Common service contracts which use aircraft are by-the acre aerial seeding and by-the-head wild horse gather contracts. An aerial photography contract is a common end product contract which uses aircraft. These contracts are established by warranted contracting and procurement personnel at the BLM National Business Center or at the State/Center/Field Office level.

Colorado BLM does not participate in management of the aircraft or in any part of the service/end product contract aviation operations, including flight following. That is the contractor's responsibility.

A Special Use Aviation Safety Plan is not required.

When flight operations are scheduled, the contractor, as a courtesy, should notify the local servicing Dispatch Center. This is for the purpose of airspace coordination in the event BLM or another contractor was planning to operate other aircraft in the vicinity of the project.

Interagency Coordination. See 9400.75A through G for a list of interagency organizations in which BLM participates.

Aviation Safety.

Aircraft Accident Prevention. The BLM Safety Program comprises the BLM aviation directives systems, aircraft accident prevention plans, risk management procedures, the SAFECOM system, distribution of accident/incident reports and information, and aviation safety education and training.

A. Records of employee training and qualifications shall be maintained. Each office may maintain the records for their employees or the records may be maintained in a central location by a custodian, such as the Aviation Manager.

B. Centers and Field Offices shall maintain an *Aviation Incident/Accident Response Guide* for each operating base. It is recommended that a copy of *response guide* be readily available at each work station on console where flight following is conducted. As a minimum, the *Aviation Incident/Accident Response Guide* shall be updated annually.

Mishap Reporting. Aviation mishap reporting and procedures differ from other types of reportable incidents. All BLM offices will comply with the provisions of 352 DM 6, Aircraft Mishap, Notification, Investigation and Reporting, and the *SAFECOM Reporting Handbook* when reporting aircraft incidents and accidents.

A. Aircraft Accident. Any employee involved in, or witness to, an aircraft accident or incident involving injuries shall, if able, perform these duties in the following order:

1. Take necessary action to rescue survivors.
2. Take necessary action to secure the mishap site.
3. Notify OAS by the most expeditious means.
4. Initiate required administrative notifications.

B. Aircraft Incident, Hazard, or Maintenance Deficiency. Any employee involved in, or witness to, an aircraft incident, hazard or maintenance deficiency shall, if able:

1. Remove all persons from immediate danger who may be injured or jeopardized by the situation.
2. Stop work in progress or request a supervisor stop work until the situation is corrected.
3. Report the situation to the SAM and OAS using the SAFECOM system.

C. Imminent Danger. Whenever an individual concludes that unsafe acts, conditions or practices exist in aviation activities which could be expected to cause death or serious injury, he/she shall immediately inform a supervisor. The supervisor shall immediately remove all affected persons from danger and stop work until the situation is rectified. In the event a supervisor is unavailable, any aviation manager shall exercise this authority.

SAFECOM Reporting. (See 352 DM 6.) Information obtained from SAFECOM reports or other sources which may be useful for accident prevention purposes shall be provided to the NAO (FA-500) and DOI-AMD for analysis and distribution to the field. Information reported in accident/incident/hazard reports is for the purpose of accident prevention and shall not be used for disciplinary action.

A. Confidentiality. The individual(s) reporting an accident shall use discretion in providing information involving the accident. Accident information must be given only to responsible authorities. No one, without proper authority, may provide information, especially the names of victims of serious injury or death, to anyone other than responsible authorities. Such information is to be considered absolutely confidential pending proper notification of next of kin.

B. Disclosure of Information. Aircraft accident and incident reports may contain information which is sensitive and not subject to discovery within the provisions of the Freedom of Information Act. The DOI-AMD is the only office of the DOI with responsibility and authority to release information from these reports. No person may release accident/incident information to the public without the concurrence of the DOI-AMD.

C. Reporting Criteria.

1. All aircraft accidents shall be reported in accordance with 352 DM 6.

2. Immediate notification will first be made to DOI-AMD by the most expeditious means. The DOI-AMD maintains a 24 hour telephone service and an investigator on standby. The telephone number is: **1-888-464-7427** (1-888-4MISHAP). This telephone number shall be kept current in the *Aviation Incident/Accident Response Guide*.

3. Immediate notification will also be made to BLM NAO (FA-500).

4. Notification will be made to the State Director, State Aviation Manager, Safety Manager, Special Agent-in-Charge, Center and/or Field Office Manager and others as appropriate.

5. Incidents involving any unintended, unplanned or irresponsible occurrence which results in, or could result in, injury, property damage, work interference, liability claim or any combination of these shall be reported using the SAFECOM report.

6. The SAFECOM report shall be submitted using the electronic format at **www.safecom.gov**. A copy shall be submitted to the DOI-AMD Safety Office, the BLM Aviation Safety Manager and the State Aviation Manager. The reporting individual is encouraged to sign the SAFECOM, however it may be submitted anonymously.

7. When reporting an aircraft mishap in the DOI Safety Management Information System (SMIS), the reporting individual and the supervisor shall work with the local Safety Manager to complete a SMIS worksheet. The narrative description and corrective actions portions should be left blank for aircraft accidents and only the words "Aircraft Mishap" should be entered.

Accident/Incident Investigation. Accidents involving aircraft owned, operated or exclusively used in support of BLM programs require investigation or review. The responsibility for conducting investigations of aircraft accidents and incidents rests with the National Transportation Safety Board (NTSB), the Federal Aviation Administration (FAA) and the Associate Director, DOI-AMD.

Aircraft mishaps involving service or end product contracts are the investigative responsibility of the NTSB or the Federal Aviation Administration (FAA) and not DOI-AMD.

Administrative investigations to support Boards of Inquiry are the responsibility of BLM.

A. The Associate Director, DOI-AMD conducts aircraft accident and incident technical investigations in one or more of the following ways:

1. Reviewing and analyzing records and documents.
2. Establishing and Aircraft Accident Investigation Board.
3. Participating in an investigation led by the NTSB.

B. Multi-Agency Investigations. Any aircraft accident/incident which involves a BLM employee or aircraft may be investigated by BLM regardless of whether or not the flight was conducted by a cooperating agency. The BLM may accept the report(s) of the agency conducting the investigation in lieu of conducting a separate investigation.

Aircraft Security. To prevent loss from occurrences such as vandalism, sabotage, theft, terrorism, negligence, or natural causes, known security risks within project aviation plans or special use safety plans will be identified to assist the contractor/aviation services vendor in meeting their responsibility for aircraft security.

An Aircraft Operations Security Plan will be completed for each Center or Field Office as appropriate. Do not post this plan on websites or in electronic copies. Restrict distribution to hard copy only. (See Appendix C)

Training and Education. Training is a key to efficient and safe aviation operations. It is essential that the training and education of aviation users, pilots and managers are all inclusive to establish fundamental knowledge of aviation business principles, safety and operations. No person may travel on a BLM aircraft, supervise an aviation project or assume an aviation management position without basic prerequisite training and experience.

Aviation management and safety training is available through the Aviation Continuing Education (ACE) program and on-line through the Interagency Aviation Training internet site at <http://iat.nifc.gov>.

Aviation Management Training. The State Aviation Manager is responsible for the implementation of instructor certification, training standards, individual qualification, and training records to meet the type of aviation missions being flown in Colorado.

Pilot Training and Proficiency. See 9400.92A through D.

Vendors and Cooperators. The Aviation Managers, at all levels, are responsible for assuring that aviation services vendors and contractors are provided thorough orientations of mission requirements, standards and procedures. These orientations may take the form of discussions at pre-work meetings, during vendor visits, presentations, pre-flight briefings, map reconnaissance, or in-flight familiarization.

A. Special Use missions shall include a briefing of hazards, flight following and reporting procedures.

B. Vendors and cooperators shall be briefed on the purposes and procedures of the SAFECOM system.

C. Aviation Managers, at all levels, shall encourage vendors and cooperators to use the SAFECOM as a safety tool and shall provide ready access to the necessary forms and electronic site.

Appendix A

We have been working with OAS, NASF and the Forest Service on clarifying and identifying procedures for the "authorization" and use of cooperator aircraft. Many of you responded earlier with numbers of ac, etc. We are working to establish procedures prior to the start of fire season (already too late in some parts of the country). These procedures will be included in next years National Aviation Plan. Here are the steps required for FY04:

1. Each state needs to identify in writing to the NAO the tail numbers of aircraft (owned, leased, Guard??) your fire managers want to have available for use on BLM fires. Presumably the state or local agency wants to have them available for Federal use.
2. This list is then forwarded to this office. Email to me will suffice.
3. After a first cut, if needed, we will forward to OAS/AMD, with our recommendations.
4. Once AMD has done their thing, a letter of authorization (LOA) will be issued (assuming everything is ok) by them. This letter will differ from an interagency card in that it will authorize use of these resources only in the state issued. The only variance to this will be those areas of i.e. response that cross state boundaries.
5. The LOA is an authorization to use the aircraft. It doesn't constitute a pay document. Each BLM State needs to have a Memorandum of Agreement, or other overarching agreement, that authorizes and describes payment.
6. There will be caveats issued in the letter of authorization such as heavy air tanker automatic downloads, last-in/first out, etc.
7. Issuance of interagency cards will be the exception, rather than the rule.
8. Movement of one states or local aircraft to another state will not be authorized by the LOA.
9. Every effort will be made to coordinate with the other DOI Bureaus and Forest Service so as to preclude mixed messages. If such problems arise, please let us know.
10. In most cases, we have enough time to work this out before fire season hits hard. Please do not put this at the bottom of your pile and then expect immediate action on such a request in the middle of fire activity.
11. Included in these requests can be state/local owned aircraft, state/local leased aircraft, FEPPs aircraft and Guard aircraft. When making requests, and in managing the use of these aircraft, you still must heed the requirements of the "Pressler Bill", Economy Act, etc.
12. Any questions, don't hesitate to call or email.

(Dispatch Zone) COLORADO AIRSPACE BOUNDARY MANAGEMENT PLAN

_____ Interagency Dispatch Center
_____ Interagency Dispatch Center
_____ Interagency Dispatch Center
_____ Interagency Dispatch Center
_____ Interagency Dispatch Center

March 2004

Approved by:

_____ Interagency Dispatch Center Manager Date

I. PURPOSE.

The administrative boundaries shared by dispatch centers in _____ Colorado are an area of concern when utilizing aviation resources near these border areas. Increased management and coordination is required when air operations are conducted in the airspace near these boundary lines. The possibility of aircraft from different dispatch centers occupying the same airspace necessitates more diligence in communicating and coordinating between the affected dispatch centers. This plan will identify the boundary areas and outline the procedures and protocols for airspace de-confliction in these areas.

II. DESCRIPTION.

The area 5 miles on each side of a shared dispatch center boundary is defined as the common corridor. It is centered on the dispatch center boundaries and is 10 statute miles wide (5 statute miles on each side of the boundary line). _____ Interagency Dispatch Center shares boundaries with _____ Interagency Dispatch Center to the east, _____ Interagency Dispatch Center to the North, _____ Interagency Dispatch Center to the West, and _____ Interagency Dispatch Center to the South.

III. GUIDELINES AND PROCEDURES.

DISPATCH CENTER

A dispatch center that is aware of aircraft operations occurring or anticipates air operations to occur in the common corridor will immediately notify the dispatch center that shares that boundary. Once operations either cease or move out of the area, the responsible dispatch center will notify the affected dispatch center that the airspace is clear. Air operations could include resource management flights, fire recon, fire suppression missions, private aircraft (oil and gas exploration, power and pipeline patrols), etc.

Information to be relayed includes:

- Location of operations/aircraft (Latitude/Longitude)
- Number of aircraft
- Type of aircraft
- Call sign(s)
- Type of operations being conducted
- Contact frequencies
- Expected duration of operations
- Known hazards in the area
- Type of Flight Following (radio or automated)

AIRCRAFT

Agency aircraft will establish contact on the assigned air-to-air frequency. If contact cannot be established, then Air Guard (168.625 Mhz) should be used to initiate communications. This frequency will only be used for instances where initial contact and coordination between aircraft, within the same corridor, is not otherwise possible. Because this frequency is programmed as the default receive 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 missions. If Air Guard is used to establish initial contact, aircraft are expected to switch to an alternate frequency (i.e. the local assigned or incident air-to-air frequency, etc).

If contact cannot be made notify the dispatch center. If possible provide the following information

concerning the other aircraft:

- Type
- Location
- Tail number (if possible)
- Color
- Type of operations being conducted

Dispatch will attempt to find out information concerning the other aircraft and if possible assist in establishing contact with it.

When aircraft from two or more adjoining dispatch centers are being dispatched to the same general area of a common corridor:

- Refer to the Aerial Supervision Requirements (Rocky Mountain Mob Guide 24.6.), ensuring that these requirements are met.
- Approaching aircraft will establish air-to-air frequency contact prior to entering the area.
- Dispatch will provide current information to the aircraft concerning existing operations in the area.

When an aircraft is dispatched within the common corridor and no other aircraft are known to be present:

- The approaching aircraft will attempt to establish contact on the assigned frequency, if unsuccessful Air Guard frequency (168.625) will be utilized.
- Perform a high-level recon prior to low-level.
- Practice See and Avoid.
- The dispatch center initiating the flight will notify and coordinate with the adjoining dispatch center(s).

Temporary Flight Restrictions (TFRs) within or in close proximity to the common corridor will be coordinated and information shared between the responsible dispatch centers.

AVIATION BOUNDARY OPERATIONS CHECKLIST

The boundary between adjacent dispatch centers has the potential for conflicted airspace when more than one dispatch center dispatches aviation resources to the common corridor. The common corridor, for purposes of airspace de-confliction, is defined as the area 5 miles on either side of the boundary line.

The following check list provides dispatchers with a quick check to make sure that all of the procedures have been followed.

_____ Notified the involved dispatch center providing:

- tail number/call sign
- aircraft type
- mission
- frequencies
- location
- expected duration operation
- type of Flight Following (radio or automated)

_____ Common frequencies assigned to all known responding aircraft

_____ Flight following initiated (either automated or radio)

_____ Pilots briefed

- frequencies
- other aircraft in area (tail number/call sign, aircraft type, location, mission)
- other known hazards

_____ Ground forces aware of aircraft and briefed

- frequencies
- aircraft type
- aircraft call sign
- mission
- location

THIS DOCUMENT IS FOR OFFICIAL USE ONLY, DO NOT DISCLOSE UNDER THE
FREEDOM OF INFORMATION ACT.

Aircraft Operations Security Plan

Center/Field Office Colorado Fire Management and Aviation Unit 2004

Prepared By: _____
_____ Colorado Unit Aviation Officer

Approval:

Forest Supervisor - _____ National Forest

Field Office Manager - _____ BLM

Field Office Manager - _____ BLM

Superintendent - _____ National Park

Submit copy of final plan to USFS & NPS Regional Aviation Officers & BLM State Aviation
Manager

Vendor:

Aircraft Type:

Type of Operation:

Operations out of the _____ and _____ airports consist primarily of reconnaissance flights, air tactical flights, SEAT operations and on occasion smokejumper operations in support of fire activities.

CWN Helicopters, SEATs, and other tactical aircraft typically work out of the _____, _____, _____, and _____ airports during fire season. On occasion aircraft will use the _____ Airport for staging or refueling.

Wildhorse operations occur on a seasonal basis usually spring and fall for a short period of time (3-4 weeks). Helicopters used in this operation are through a by the head end product/service contract and the responsibility for aircraft operations lies solely with the vendor. The aircraft is usually positioned in the field only during actual operations.

Occasional resource flights for animal census, animal tracking, wilderness inventory, and timber health are routinely conducted within the Unit. These flights may use either CWN contract helicopters or rental helicopters and/or airplanes.

Identified Security Needs:

Airports that are primarily utilized in the _____ Colorado Fire and Aviation Unit are General Aviation Airports. The _____ airport is a Commercial airport, but fire operations are usually limited to refueling and possibly staging. None of the General Aviation Airports have 24/7 security. All of the facilities are fenced, locked, and are located near the town that bears their name.

**COLORADO UNIT AVIATION SECURITY
PROCEDURES**

SECURITY LEVEL GREEN (Low)

- Maintain normal caution against hazards.
- Notify FBO or Airport Manager of aircraft and personnel coming into their airport.

SECURITY LEVEL BLUE (Guarded)

- All items at level **Green** apply.
- Increase awareness for unusual activity or persons in the area

SECURITY LEVEL YELLOW (Elevated)

- All items at previous apply.
- Continue increased awareness for unfamiliar personnel or activity.
- Limit access to aircraft by members of the general public.

SECURITY LEVEL ORANGE (High)

- All items at previous levels apply.
- Where possible government (contract/CWN) aircraft are hangared, and the hangar is secured/locked 24 hours except to move aircraft in and out for flight activity.
- If aircraft are unable to be hangared then aircraft and fuel truck/trailer doors will be locked when unattended.
- Consider requesting local Sheriff's Office to include areas where air operations are taking place in local patrol route.
- Personnel communicate departures from and arrivals to air operation locations to dispatch and ramp personnel.
- Report unfamiliar personnel or personnel without ID to dispatch or local law enforcement.
- Aviation personnel inspect aircraft, gate access, hangar, and ramp at the end of each shift and beginning of next day. Report anything suspicious to dispatch or local law enforcement.
- Notify dispatch of aircraft status.
- Consider areas to relocate aircraft if needed.
- Determine if any NOTAMs or airspace security restrictions have been issued for the dispatch area.

SECURITY LEVEL RED (Severe)

- All items at previous levels apply.
- If immediate threat, relocate or disable aircraft.
- Evaluate the need for 24 hours surveillance/security at locations where air operations are taking place.
- Evaluate the need to restrict/cancel flight operations.

EMERGENCY CONTACT LIST

_____ Interagency Dispatch Center	_____ - _____ - _____	(24 hr.)
Unit Aviation Officer	_____	(W) (H) (C)
Fire Management Officer	_____	(W) (H) (C)
Assistant Fire Management Officer		(W) (H) (C)
Regional Aviation Officer USFS	_____	(W) (H) (C)
BLM State Aviation Officer	_____	(W) (H) (C)
Regional Aviation Officer NPS	_____	(W) (H) (C)
Local Law Enforcement	911	

Areas of Special Concern Associated with Low Level Ops - This is a checklist to help you to assess areas of concern and areas that might require mitigation/communication with law enforcement.

- ✓ Government Buildings and Installations
- ✓ Dams
- ✓ Large gatherings of people
- ✓ Airports
- ✓ Reservoirs
- ✓ Military and Law Enforcement Facilities
- ✓ Public Gatherings
- ✓ Power Plants (conventional or nuclear)
- ✓ Urban Areas
- ✓ Prison Facilities
- ✓ Educational Institutions
- ✓ Scientific Research Facilities
- ✓ Ordinance Manufacturing Facilities
- ✓ Areas adjacent or within Class B, C or D Airspace

Appendix D

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
2850 YOUNGFIELD STREET
LAKEWOOD, COLORADO 80215-7093
April 6, 2000

In Reply Refer To:
CO-957/1203,4700,9400
(P)

EMS Transmission 04/06/00
Instruction Memorandum No. CO-2000-021
Expires: 9/30/2001

To: Deputy State Directors, Center Directors and Field Office Managers
From: State Director
Subject: Redlegation of Authority

The March, 2000, edition of the BLM Wild Horse and Burro Aviation Management Handbook requires line officer approval of Special Use Aviation Plans. Line officer approval for BLM employees to serve as aircrew during specific flight profiles is also required.

The authority to approve Special Use Aviation Plans and to approve BLM employees as aircrew during gathering, herding, relocating, and drive trapping flight operations is redelegated to Field Office Managers.

The authority to approve BLM employees as aircrew during darting, paint marking and net gunning flight operations will remain with the State Director.

This redelegation will be included in the next revision of the Colorado State Office BLM Manual Supplement to the BLM 1203 Manual, Delegation of Authority.

Questions concerning the handbook requirements may be addressed to Ron Meyer, State Aviation Manager, at 303-239-3809 or ron_meyer@co.blm.gov.

Signed by

Brian Bernard

Deputy State Director,
Support Services

Authenticated by

Don Snow
EMS Operator

Appendix E

BLM Aviation Management Directives System

Guides, Handbooks and Directories - Current Editions

BLM National Aviation Plan, National Aviation Office
Interagency Standards for Fire and Aviation Operations
Interagency Helicopter Operations Guide, NFES #1885
Interagency Air Tactical Group Supervisor Guide, (NFES #1393)
Interagency Aviation Technical Assistance Directory, NFES #2512
Interagency Aviation Users Pocket Guide, NFES #1373
Interagency Retardant Base Planning Guide, Fixed Wing and Rotor, (NFES #1259)
Interagency Single Engine Airtanker Operations Guide, NFES #1844
Interagency Leadplane Operations Guide,
Interagency Smokejumper Pilot Operations Guide
Interagency Airspace Coordination Guide
Interagency Airtanker Base Directory, NFES #2537
Interagency Airtanker Base Operations Guide, NFES #2271
Interagency HeliRappel Operations Guide
Interagency Aerial Ignition Guide, NFES #1080
Interagency Aviation Transport of Hazardous Materials Handbook, NFES #1068
BLM Wildhorse & Burro Aviation Management Handbook,
BLM Handbook H-1112-2, Safety and Health for Field Operations
Heliport Installation Handbook
Aviation Incident/Accident Response Guide

Aviation Management Aids

Aircraft Identification Guide, (NFES #2393)
Basic Aviation Safety Student Guide, (NFES #2097)
Military Use Handbook, (NFES #2175)
Five Steps to a Safe Flight, (NFES #1399)
Foam vs. Fire: Aerial Applications, (NFES #1845)
Helicopter Hand Signals, (NFES #0530)
HeloSafe (Helicopter Operation Safety), (NFES #2090)
Chief of Party/The Flight Manager, (NFES #2571, 2572, 2573)
10 Principles of Retardant Application, (NFES #2048)
Twelve Standard Aviation Questions That Shout "Watch Out!", (NFES #1129)
Personal Protective Equipment, (NFES #2574)