



**Department of the Interior**

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**Montana/Dakotas Bureau of Land Management**

# 2003 State Aviation Plan

**Committed to Aviation Safety through Awareness, Communications and Training**

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## TABLE OF CONTENTS

	<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
1.0	Bureau of Land Management State Aviation Plan	1
2.0	General Policy	4
3.0	Aircraft Requests and Procurement	4
4.0	Aviation Operations	6
5.0	Aviation Safety and Accident Prevention	10
6.0	Aviation Facilities	13
7.0	Aviation Administration	14

### **EXHIBITS**

- I. Aviation Training and Qualification Matrix
- II. Aviation Training and Qualification Record
- III. Aviation Documentation Matrix

### **APPENDICES**

- A. BLM Aviation SOP
- B. Montana BLM Aviation Safety Plan
- C. Montana BLM Air Tactical Guide
- D. Montana BLM SEAT Operational Plan
- E. Miles City Aviation Operational Plan
- F. Miles City SEAT Operating Plan
- G. Miles City Helicopter Operating Plan
- H. Lewistown Aviation Operational Plan
- I. Lewistown Helicopter Operating Plan
- J. Lewistown SEAT Operating Plan

# **1.0 Bureau of Land Management State Aviation Plan**

## **1.1 PURPOSE**

This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for Montana/Dakotas BLM. The purpose is to clarify and standardize aviation management procedures and operations for BLM employees in all Montana/Dakota Field Offices, and the Montana State Office (MSO).

## **1.2 MISSION STATEMENT**

The Montana/Dakotas BLM Aviation Management provides leadership and direction in all Montana BLM programs utilizing aircraft resources. It ensures the safe and efficient use of aviation resources and services to accomplish land management objectives. The Aviation Management Staff will provide guidance to the field regarding safety, aviation policy, fiscal responsibility, and operational procedures. The Montana BLM Aviation Program is fully committed in promoting aviation safety through awareness, communications, and training with the goal of developing a proactive culture that maintains an accident-free environment.

## **1.3 AUTHORITY**

BLM Manual 9400, paragraph 33 as a supplement to the 9400 Manual, authorizes this plan conforming to all Bureau and Departmental aviation policy.

## **1.4 RESPONSIBILITY**

- A. Office of Aircraft Services (OAS). The OAS is responsible for all Department of Interior aviation policy and performs aircraft contracting, technical inspections, procurement and payment administration. The OAS provides contracting officers, technical specialists, training specialists, and financial reports and services to DOI agencies.
- B. BLM National Aviation Office (NAO). The Aviation Program Manager is responsible for BLM aviation policy and leadership of the BLM Aviation Program.
- C. State Director. The State Director is ultimately responsible for all BLM aviation activities within the Montana/Dakotas. This responsibility is assigned through the Deputy State Director, Division of Resources, and State Fire Management Officer (FMO) to the State Aviation Manager.
- D. State Aviation Manager (SAM). The SAM serves as the focal point for BLM aviation management matters in the Montana/Dakotas. The SAM provides staff support and expertise to the State Director on all aviation issues; provides expertise and oversight to all Field Office aviation operations, personnel, and facilities; develops and implements the statewide Aviation Management Plan in conjunction with Zone FMOs and Aviation Managers;

develops and promotes a positive environment for aircraft safety and accident prevention measures; serves as the Contracting Officers Representative (COR) on all BLM aircraft contracts in the state; serves as Airspace Coordinator for Montana/Dakotas BLM aviation operations; provides aviation training support to MSO, Field Offices and other agencies; compiles the Aviation Statistical Summary and other annual statewide year-end reports; and provides support to National Aviation Office for Heavy and Single Engine Air Tanker Programs and other projects and initiatives.

- E. Assistant State Aviation Manager (ASAM). The ASAM serves as the focal point for the BLM Air Tactical Group Supervisor (ATGS) coordinator for personnel and aircraft; assists the State Aviation Manager in providing staff support and expertise to the State Director on all aviation issues; provides guidance and coordination of the Montana Aviation program; assists in providing expertise and oversight to all field offices on aviation issues; serves as the Montana Aviation Safety Coordinator in developing and promoting a positive environment for aircraft safety and accident prevention; maintains and coordinates aviation communications plans with interagency cooperators; and provides support to the National Office for Aerial Supervision Module (ASM)/ATGS programs and other projects, training and initiatives
- F. Field Office Manager. Each Field Office Manager has responsibility delegated from the State Director for aviation management and operations within their jurisdiction. The responsibility is generally assigned to the Zone Fire Management Officer.
- G. Field Fire Management Officer / Unit Aviation Manager. Each FMO may serve as the Unit Aviation Manager (UAM) for their respective Fire Management Zone or Field Office. The Zone FMOs will ensure all aviation operations within their jurisdiction comply with DOI Zone aviation authority and responsibilities and assist each Field Office in meeting their program aviation needs. However, the duties and responsibilities are generally to a qualified Unit Aviation Manager to ensure that all aviation operations are conducted efficiently and safely throughout the normal field season. The Aviation Manager is responsible for the development of resource and assigned personnel to meet local aviation position requirements through training and experience. The Manager is responsible for the development and updating of the Field Office Aviation Plan and any supplemental plans. Unit Managers ensure the proper procurement of all rental aircraft in support of all local and administrative, fire and resource flights. Serves as Primary Project Inspector on assigned aircraft contracts.
- H. Aircraft Dispatchers. Aircraft Dispatchers and Lead Dispatchers normally fulfill aircraft dispatching duties. They are responsible for processing all flight requests for rental aircraft (ARA/CWN) for local administrative, fire and resource flights while ensuring that DOI/BLM/OMB requirements are met: They also dispatch aircraft, provide flight following, initiate emergency/SAR procedures when necessary; maintain documentation files on each flight, local

aviation vendors, training and qualifications records, pilot flight/duty records, radio logs, etc.; and process flight invoices.

I. Pilot. The pilot is in command of the aircraft at all times and is responsible for the safety of her/himself and all passengers. The pilot provides safety briefings to passengers and files flight plans with FAA or agency; completes load calculations or weight and balance computations prior to flight; must abide by FAA/DOI requirements specified in the contract or Aircraft Rental Agreement; completes flight invoices for services rendered. The pilot may terminate a flight at any time for safety reasons.

J. Aircraft Managers. Aircraft Managers include Helicopter, Single Engine Air Tanker (SEAT), and Air Tactical Aircraft Managers. Managers are responsible for planning, coordinating, and supervising daily aircraft operations according to DOI/BLM policy; serve as Project Inspector to administer exclusive use, CWN or ARA aviation contracts in the field; directs pilot and crews; conducts risk and hazard analysis; approves flight invoices, daily diaries and other documentation; briefs aircrews, project leaders, passengers and the public.

K. Flight Manager Chief of Party. The Flight Manager Chief of Party is a government employee designated for a given flight or project to provide aviation management. He/she must have received Flight Manager Training within last 3 years; inspects pilot certification card and aircraft data card for currency and qualifications; briefs pilot and passengers on mission; ensures pilot gives safety briefing and flight is conducted within DOI/BLM policy; initials flight invoices and routes according to local office procedures. Government Pilots may serve as Flight Managers.

## 1.5 REFERENCES

- A. Title 14 CFR (Federal Aviation Regulations)
- B. Departmental Manual, DM Parts 112, 350-354; all OAS Handbooks
- C. OAS Operational Procedures Memoranda (OPMs)
- D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400
- 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 (IHOG, IAG, AIG, ILOG, etc.)

## **2.0 GENERAL POLICY**

A. The highest priority in any aviation activity will be the personal safety of the public, employees, interagency cooperators and flight crews. Our philosophy is risk reduction, pro-active mitigating controls and accident prevention.

B. Montana/Dakotas personnel performing aviation functions shall meet all qualification requirements of the DM and recognized BLM standards. Aviation personnel will be service-oriented, exhibiting professionalism and integrity.

C. Individual development, employee wellness and workforce diversity will be emphasized at all levels of the Montana/Dakotas Aviation Program.

D. The aviation organization will be structured in order to maintain the most efficient level, commensurate with Montana/Dakotas BLM aviation use.

E. Aviation Plans at the State and Field Office level will not implement policy or procedures less restrictive than national policy; aviation policy that is *more* restrictive than national policy requires approval by the National Office.

## **3.0 AIRCRAFT REQUESTS AND PROCUREMENT**

### **3.1 General Aviation**

Flights on scheduled commercial airlines are initiated with GTRs through Administrative Assistants.

? ***All acquisition and use of OAS and cooperator procured aircraft will be accomplished by designated and qualified Aviation Managers, and Aircraft Dispatchers in respective Montana/Dakotas BLM offices. This includes exclusive use contracts, call-when-needed contracts, Aircraft Rental Agreements and use of cooperator aircraft.***

### **3.2 Exclusive Use Aviation Contracts**

Aircraft services identified in the AWP to be accomplished within a specified timeframe and in excess of \$25,000 require a formal aviation contract. Requests for contract services and submission of OAS-13 and OAS-13A or OAS-13H are made to the State Aviation Manager (SAM). The OAS will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The SAM will serve as the Contracting Officer's Representative (COR) and delegate field administration of the contract to one or more Project Inspectors (PI).

### **3.3 Aircraft Rental Agreements**

These agreements are utilized when dates of use, amount of use, and funding are uncertain to the Bureau. Aircraft are ordered for specific projects as they arise and when funding exists. There is no exclusive use period and use is subject to vendor availability. All DOI use of Forest Service Procured Flight

Services will be in accordance with Operational Procedures Memorandum (OPM) 02-39.

### **3.4 Aircraft Rentals, Charters**

Procurement of aircraft for administrative flights, aviation projects, etc., (under \$25,000) is accomplished through the OAS Aircraft Rental Agreement (ARA). Requests for ARA aircraft are made only after airline services, contract aircraft and ground transportation have been determined to be unavailable or unfeasible. Requests are made to the local Aviation Manager/Dispatch.

### **3.5 Cooperator Aircraft**

Use of state/local government, military or other federal agency aircraft and pilots by BLM employees requires prior coding approval by OAS. Proposed flights on these aircraft must be requested as described below in paragraph



***Consultation with the State and Local Aviation Managers is mandatory.***

### **3.6 End-Product & Service Contracts**

These contracts specify a product or service to be accomplished (miles of fence constructed, acres treated, horses captured, etc.) and the contractor is compensated for units accomplished. These contracts are written by BLM Contracting Officers at the Field Office, State Office, or National Business Center (Denver). Although these are not Aviation agreements, aircraft may be utilized to fulfill the contract.



***The Zone Aviation Manager and/or State Aviation Manager should be consulted whenever an aviation End-Product contract is being contemplated or written.***

### **3.7 Flight Requests**

All requests for flight services (other than scheduled commercial/airline) require the completion and submission of the Aircraft Flight Request/Schedule, 9400-1a. The requestor will provide general information concerning purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, etc., on the standard Montana/Dakotas flight request form. Except for emergency flights and some law enforcement flights, the aviation staff will select appropriate make and model for the mission from the OAS Source List or other agency-approved aircraft, complete a cost comparison and complete the 9400-1a.



***Each request requires approval/signature by one level above the requestor, and shall be submitted at least 3 days prior to flight to local BLM Aviation Manager or Dispatch.***

A. Administrative Flights. Point-to-Point/Charter flights. All non-emergency general use flights require a cost analysis be performed to determine the most cost-effective aircraft, vendor, and itinerary are utilized. In addition, if employees above GS-15, members of their families or non-federal travelers are passengers on a point-to-point flight, the DOI Solicitors Office requires

prior approval. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS-110..

B. Special Use Flights. Special Use Flights, because of their inherent higher risk (see 351 DM 1.7) require the development of a Special Use Aviation Project Plan and prior Field Office Manager or State Director approval

? *Emergency and special operations law enforcement flights are the only exception to prior approval.*

## 4.0 AVIATION OPERATIONS

All aviation operations will be conducted in accordance with DM 351, OAS Handbooks, BLM 9400 Manual and agency approved Operational Guides.

? **Prior to any flight operations, a hazard analysis will be conducted.**

### 4.1 General Use Flights

Point-to-Point flights (from one designated airport to another designated airport) requirements:

- A. Approved Aircraft Request and flight plan
- B. OAS carded and/or approved aircraft and pilots
- C. Passengers will be manifested and briefed on safety procedures
- D. VFR and/or Agency flight plan, flight following
- E. Qualified Flight Manager/Chief of Party assigned
- F. Only mission essential passengers allowed on board.

### 4.2 Mission Flights

All flights where the purpose is to accomplish a task other than simple point-to-point travel. High Recon is a mission flight because the profile is not point-to-point and aerial observation will be performed.

- A. Approved Aircraft Request and flight plan
- B. OAS carded and/or approved aircraft and pilots
- C. Approved Project plan developed and signed by
  - 1. Project Manager
  - 2. Zone FMO/Aviation Manager
  - 3. Zone Field Office Manager
  - 4. State Aviation Manager.
- D. Passengers will be manifested and briefed on safety procedures
- E. VFR and/or Agency flight plan, flight following
- F. Qualified Flight Manager/ Chief of Party as assigned
- G. Only mission essential passengers allowed on board

### 4.3 Special Use Flights

All aviation operations which are not point-to-point or mission flights that require special considerations due to their functional use. Low-level (below 500' AGL), high-level Precision Recon (includes air tactical supervision), external loads and animal capture are examples of Special Use flight (see DM 351 1.7 and OPM 98-29 for definitions).

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**ALL Montana/Dakotas helicopter operations will be considered as Special Use Flights. All Special Use flights are inherently higher risk and require the following procedures in addition to those listed above:**

- A. Aircraft and pilots must be approved for specific Special Use missions.
- B. The pilot and all passengers require, Personal Protective Equipment (PPE): nomex or equivalent clothing, leather boots, nomex /leather gloves, aviators protective helmet (SPH-4/5 or equivalent). There are some exceptions to PPE requirements. (see DM 351 1.7E and Aviation Life Support Equipment [ALSE] Handbook).
- C. Personnel/passengers operationally involved in Special Use missions must be trained and qualified to perform the intended activities.
- D. Agency flight following with 15-minute radio check-in intervals giving current location by coordinates or landmark, heading, intentions.
- E. A Special Use Aviation Safety Plan will be developed to identify hazards and mitigate risk. The State Aviation Manager will approve each plan.
- F. Very complex Special Use Aviation Safety Plans will require the added approval of the State Director

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***The reverse side of 9400-1a may be used for one-time, non-complex flights. Each plan will implement the following:***

- 1. Aerial hazard analysis and mitigation measures, including coordination with military and other agencies to de-conflict airspace.
- 2. An aerial hazard map of the flight route or project area will be reviewed by the pilot and Flight Manager/Chief of Party prior to flight and posted in the Dispatch Office.
- 3. All Special Use passengers will be listed on the plan and pre-approved. Non-essential/unofficial passengers are not allowed.

#### **4.4 Flight Following**

Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en-route or receiving office. Flight following procedures, check-ins and actions will be documented on 9400-1a blocks 4 & 5, Resource Orders, Radio Logs, or other records. The Pilot-In-Command (PIC) is responsible for executing all FAA flight plans, flying the aircraft and passenger safety. Deviations from flight

plans are allowed only for weather or safety related reasons; the FAA or agency will be informed at the time of deviation. All BLM flights in Montana/Dakotas will be flight followed utilizing one or more of the methods listed below.

- A. An Instrument Flight Rules (IFR) flight plan filed with FAA, executed with radar and/or radio transmissions with an FAA facility (point to point).
- B. A Visual Flight Rules (VFR) flight plan filed with FAA, executed with radio and/or telephone check-ins to an FAA facility (point. to point).
- C. A written agency flight plan utilizing radio check-ins with Dispatch offices at 15-minute intervals. Each check-in will state current position, heading and intentions. When flying into known radio "dead spots," Dispatch will be informed of location and given an estimated time the aircraft will be out of contact. The aircraft will resume radio contact with Dispatch as soon as possible.
- D. Satellite/electronic tracking systems that meet agency approval.

? ***Any flight will be terminated at the earliest opportunity that does not have positive radio contact (Special Use or mission flights).***

#### **4.5 Flight Crew/Air Crew/Passenger.**

- A. Flight Crew: pilot, co-pilot, flight engineer, or navigator.
- B. Air Crew: authorized individuals other than the Flight Crew who are essential to the success of the mission; e.g., Loadmaster, Helitack, Observer.
- C. Passenger: a person aboard an aircraft who does function as a flight crew member or air crew member. Only essential and "official" passengers are authorized on DOI-owned/procured aircraft; the government must derive some benefit from the transport of official passengers.

#### **4.6 Law Enforcement Operations.**

BLM Law Enforcement personnel often cooperate with other law enforcement agencies in their mission. This sometimes involves the use of State, local, military, and other federal aircraft. Use of Cooperator Aircraft for law enforcement missions is authorized in specific Memorandum of Understanding (MOU) and/or Letters of Approval (LOA) between the cooperating agencies and OAS. (*See Instruction Memorandum MT-98-029 for specific requirements concerning law enforcement aviation operations.*)

#### **4.7 Air Tactical Supervision.**

BLM air tactical supervision includes missions performed by an Air Tactical Group Supervisor and missions performed by an Aerial Supervision Module (see Aerial Supervision Module Operations Guide- 2001 for definitions). Air Tactical Supervision operations in the Montana/Dakotas will be guided by the Montana/Dakotas BLM Air Tactical Operations Plan, Appendix A.

#### **4.8 Operational Procedures,**

Except where, all aircraft operations will be carried out in accordance with Department, Bureau and FAA regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to a specific aviation operation or project.

##### **A. OAS Handbooks**

- Aviation Life Support Equipment (ALSE), 351 DM 1
- Aviation Mishap Notification/Investigation/Reporting, 352 DM 6
- Aviation Fuel Handling, 351 DM 1
- Aviation Transport of Hazardous Materials, 351 DM 1
- Heliport Installation, 351 DM 1
- Airfreight/Para-cargo, 351 DM 1
- Animal Gathering and Capturing, 351 DM 1
- Animal Eradication and Tagging, 351 DM 1

##### **B. BLM Operational Guides**

- Wild Horse and Burro Aviation Operations Guide

##### **C. Interagency Operational Guides**

- Air tanker Base Operations Guide
- Aerial Ignition Guide
- Helicopter Rappel Guide
- Helicopter Operations Guide (IHOG)
- Air Tactical Group Supervisor Guide
- Lead plane Operations Guide
- Single Engine Air tanker Guide
- Airspace Coordination Guide
- Military Use Handbook (Chapter 70)

#### **4.9 Exemptions/Waivers.**

Any exemptions or waivers from FAA, DOI, DOT or BLM aviation policy must be justified, requested and approved through the BLM National Aviation Office

A. Transport of Hazardous Materials. DOI has been granted exemption by Department of Transportation for the transport of certain hazardous materials aboard aircraft. (*refer to OAS Aviation Transport of Hazardous Materials Handbook.*) This handbook must be carried on aircraft engaged in the transport of hazardous materials at all times.

## **5.0 AVIATION SAFETY AND ACCIDENT PREVENTION**

### **5.1 Pilot**

A. Qualifications. Only well trained, experienced, and FAA certified pilots will be utilized in BLM Aviation activities. All pilots flying DOI-owned, leased, contracted, rented (ARA) or Cooperator aircraft will meet requirements set forth in 351 DM 3. Prior to flight a current OAS or Interagency Pilot Qualification Card (Exhibit, page 19) or OAS Letter of Approval (LOA) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand.

? ***If a pilot's card is not current, or signed off for the specified mission, the flight will not be authorized until the local Aviation Manager is notified and the situation remedied.***

B. Flight and Duty Limitations. Pilot flight time and duty time limitations are outlined in DM 351 1.9B. Daily and cumulative flight and duty hours will be monitored, tracked, and documented on all DOI fleet, contract and rental pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports will be completed and forwarded on all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty may be further limited at management discretion.

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

D. Sterile Cockpit. "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation." This means communications with Dispatch, ground personnel and other aircraft concerning *mission* information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings.

? ***A sterile cockpit will be maintained within a minimum 5-mile radius of any controlled and uncontrolled airport, to include the designated airspace around any uncontrolled Helibases, Helispots, SEAT bases and remote airstrips.***

E. Transponder Code. To the extent possible, all aircraft engaged in tactical fire suppression operations will utilize transponder code 1255.

F. Airspace Coordination. All Montana/Dakotas BLM Aviation Operations will comply with the regulations and guidelines as stated in the Interagency Airspace Coordination Guide.

## 5.2 Mission Planning

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

### A. All Flights.

- Only essential flights and passengers approved
- Approved pilots and aircraft
- Flight Plans/Flight Following
- Pre-flight Inspection/Weight & Balance/Load Calc completed
- Mission briefing to pilot and passengers
- Passengers manifested/briefed on aircraft safety
- Safety equipment available and utilized

### B. Special Use Flights. (In addition to above)

- Special Use Safety Plan Prepared
- PPE used by pilot and passengers
- Hazard analysis/mitigation performed
- Hazard map developed & referred to
- Airspace de-conflicting performed

## 5.3 Environmental Factors

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

B. Wind. Helicopter operations will cease whenever wind exceeds limitations in the aircraft Operators Flight Manual. If no limitations are prescribed in the Flight Manual, the following limitations apply:

Low-Level (below 500' AGL):

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

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

High-Level (above 500' AGL):

All types - 50 knot winds

Fixed wing operations will monitor and confer with pilot in command to ensure that winds do not exceed, capabilities of the aircraft or pilot.

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

#### **5.4 Aviation Incident/Accident Response Plans**

Field Offices will develop and maintain current Incident/Accident Response Plans (formatted similar to Interagency Aviation Mishap Response Plan - NFES1356) for their area of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur; listing of necessary local, state and national emergency and agency aviation safety contacts.

#### **5.5 Overdue/Missing Aircraft**

Aggressive attempts to contact/track aircraft that are overdue for radio and telephone check-ins or arrivals will be made by Dispatch offices. If the aircraft has not been contacted or located, Dispatch will initiate search and rescue actions. Procedures will be outlined in the unit Incident/Accident Response Plan.

#### **5.6 Mishap Reporting**

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

A. Aircraft Accident/Incidents With Serious Potential will be reported immediately to National Transportation and Safety Board (NTSB) and OAS. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/OAS will conduct investigation/follow-up.

B. Aircraft Incidents. All mishaps/hazards other than those described above. Document on "SAFECOM." Send copies to OAS Safety and State Aviation Manager. Follow-up/investigation by Zone Aviation Manager is discretionary. Follow-up by State Aviation Manager may be requested.

#### **5.7 Aviation Training and Qualifications**

All personnel (BLM or cooperator) engaged in aviation activities, from passengers to upper management, will meet training, currency and experience requirements commensurate with their assigned aviation responsibilities. (See OPM 97-4; NWCG 310-1; applicable interagency aviation guide or Aviation Training & Qualifications Matrix.)

A. Instruction. Aviation training will be conducted by only personnel approved Interagency Aviation Trainers, OAS Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. The 300 level and higher aviation courses will be requested through the State Office, OAS, or NIFC.

B. Documentation. All aviation training sessions presented at the local level will be documented on OAS-106 or similar form and retained in local files. Individual employee training, qualification and experience records will be updated annually, authorized by the Field Aviation Manager, retained in local files, and copies forwarded to the SAM.

### 5.8 Aviation Reviews

Each Field Office Aviation Program will be reviewed/inspected at least once every 2 years by the State Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the Field Office Manager within 3 months of review.

## 6.0 AVIATION FACILITIES

### 6.1 Permanent Air Bases

Heliports, retardant bases, airport facilities, etc., with permanent installations that are used on a continuous or seasonal basis as a BLM aircraft base of operation. This includes aviation facilities on BLM land and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance, and oversight.

A. Construction and Maintenance. The size and extent of aviation installations will be commensurate with expected aircraft use at any given site. Design criteria will provide for operational safety as well as adequate work/rest/comfort environment for pilots, aircrew members, and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111 and applicable FAA regulations.

? ***Field Offices are responsible for purchase/lease, construction, maintenance and utilities relating to aviation facilities.***

B. Safety. Aviation facilities must comply with safety regulations outlined in Department/Bureau manuals, guides and handbooks as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities and landing surfaces will be inspected by Zone Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season. The State Aviation Manager will inspect all aviation facilities annually.

### 6.2 Temporary Bases

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

## **7.0 AVIATION ADMINISTRATION**

### **7.1 Aviation References**

Each Zone and the State Office will maintain a *current* aviation reference library. At a minimum, each office should have:

Title 14 CFR  
Departmental Manual, Parts 112, 350-354  
OAS Operational Procedures Memoranda (OPMs)  
BLM Manual Sections 9111, 9400  
FARs/Aeronautical Information Manual  
OMB Circulars A-76, A-123, A-126  
GSA FPMR 101-37  
OAS, Bureau and Interagency Operational Guides  
Unit Aviation Management/Operations Plans  
State Aviation Management Plan  
Aviation Training Materials  
Aircraft Identification/Performance Publications  
Aviation Technical Assistance Directory  
CWN Helicopter/Airtanker/Retardant Contracts  
AP/1A and AP/1B with western charts  
OAS Source List  
Unit Aviation Incident/Accident Response Plan  
NOAA Sectional Charts  
Unit Aerial Hazard Map  
Zone Specific Aviation plans are in appendices of Montana/ Dakotas State Aviation Plan.

### **7.2 Aviation Documentation**

Aviation documentation requirements are described in the Aviation Documentation Matrix . The importance of accurate, comprehensive flight and administrative records cannot be overemphasized.

? ***All documentation should be retained locally for at least 3 years.***

.A. Typical files should include:

General Use Flight Plans & Documentation  
SES Flight Documentation  
Special Use Flight Plans  
Contract/ARA Administration Files  
Individual Aviation Training and Qualification Records  
Yearly Aviation Statistical Summaries/Reports  
Local Aerial Hazard/Helispot/Airstrip Database  
Aviation Incident/Accident Files  
Aviation Memo/Bulletin/Alert File  
Aviation Forms (OAS, BLM, etc.)  
Aircraft Contract files

## EXHIBIT I.

### AVIATION MANAGEMENT TRAINING & QUALIFICATIONS - Montana/Dakotas BLM

POSITION	MINIMUM TRAINING REQUIRED	CURRENCY	REMARKS
<b>Flight Manager</b>	Flight Manager Training <b>PLUS:</b> B1, B2 or B3	Every 3 years  Every 3 years	FM Training and B3 are normally given together as entry training
<b>Passenger/Aircrew</b> (Special Use, Group A)	Aircraft Preflight Safety Briefing <b>PLUS:</b> Helicopter Safety (B1,S-217 or S-270) or Airplane Safety (B2 or S-270) or Helo/Airplane Safety (B3 or S-270)	Every Flight  Every 3 years  Every 3 years  Every 3 years	Training may be specific to airplane or helicopter as needed. B3 or S-270 will satisfy for both categories of aircraft.
<b>Passenger</b> (General Use, Group B)	Aircraft Preflight Safety Briefing (B1, B2 or B3 is recommended)	Every Flight	
<b>Passenger</b> (Incidental Special Use, Group C)	Aircraft Preflight Safety Briefing (B1, B2 or B3 is recommended)	Every Flight	Must have Group A person onboard or managing activities
<b>Government Pilots</b>	Aviation Management Seminar (M1) or Interagency Aviation Mgt & Safety <b>PLUS:</b> Accident Prevention Seminar (M7) and DOI Flight crew Workshop (M8)	None  None  Every 2 years  Every 2 years	
<b>Supervisors</b> (Supervise programs engaged in recurring aviation activity)	Aviation Training for Supervisors (M3) or Interagency Aviation Mgt & Safety	Every 3 years	Aviation Management Seminar (M1) is also recommended
<b>Line Managers</b> (Manage programs utilizing aviation)	Aviation Overview for Managers (M2) or Aviation Management Seminar (M1)	Every 3 years	Accident Prevention Seminar (M7) is also recommended
<b>COR/COTR/PI</b>	Aircraft Contract Administration (M4)	Every 3 years	
<b>Field Aviation Managers</b>	Aviation Management Seminar (M1) or Interagency Aviation Mgt & Safety	Every 3 years	Accident Prevention Seminar (M7) is also recommended
<b>State Aviation Manager</b>	Aviation Management Seminar (M1) or Interagency Aviation Mgt & Safety <b>PLUS:</b> Accident Prevention Seminar (M7)	Every 3 years	Senior Level Aviation Management is also recommended
<b>Interagency Aviation Trainer</b> (Basic)	Train The Trainer (M5) and Aviation Trainer Currency	None  Every 3 years	Aviation Management Seminar (M1) is also recommended
<b>Interagency Aviation Trainer</b> (Supervisory)	Above <b>PLUS:</b> Aviation Management Seminar (M1)	Every 3 years	Accident Prevention Seminar (M7) is also recommended

**EXHIBIT II.**

**AVIATION TRAINING & QUALIFICATIONS RECORD**

**Employee Name:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AVIATION TRAINING COMPLETED:**

<u>Course (currency in yrs)</u>	<u>Target</u>	<u>Date</u>	<u>Next</u>
B1 Helicopter Safety (3)	Passenger/Aircrew	_____	_____
B2 Airplane Safety (3)	Passenger/Aircrew	_____	_____
B3 Combined Helo/Airplane Safety (3)	Passenger/Aircrew	_____	_____
Flight Manager/Chief of Party (3)	Flight Managers	_____	_____
S1 Helicopter Rappel (1)	Helitack	_____	_____
S2 Helicopter Short Haul (1)	Helitack	_____	_____
S3 Aerial Ignition	Helitack	_____	_____
S5 Water Ditching & Survival	Pilots/Aircrew	_____	_____
S6 S-217 Helitack Training	Helitack/Project Ldrs	_____	_____
S7 CWN Helicopter Manager (2)	Helitack/Others	_____	_____
S8 Cargo Let-Down (1)	Helitack	_____	_____
SM3 Longline/Remote Hook (1)	Helitack/Crews	_____	_____
M1 Aviation Mgt Seminar (AMS) (3)	Aviation Mgrs/Others	_____	_____
M2 Aviation Overview Line Mgrs (3)	Line Managers	_____	_____
M3 Aviation Mgt for Supervisors (3)	Supervisors	_____	_____
M4 Aircraft COR/PI Training (3)	COR/PIs	_____	_____
M5 Aviation "Train-the-Trainer"	Aviation Trainers (IAT)	_____	_____
M6 "Train-the-Trainer" Refresher (3)	Aviation Trainers (IAT)	_____	_____
M7 Accident Prevention Seminar (2/3)	Aviation Mgrs/Pilots	_____	_____
M8 DOI Flight Crew Workshop (2)	Government Pilots	_____	_____
Aircraft Dispatcher Training	Dispatchers	_____	_____
S-270 Basic Aviation Ops	Crew/Dispatch/Proj Ldrs	_____	_____
I-271 Helibase Manager	Helitack/Others	_____	_____
I-374 Helicopter Coordinator	HELIC/ATGS	_____	_____
I-375 Air Support Group Supervisor	ASGS	_____	_____
I-378 Air Tactical Group Supervisor	ATGS	_____	_____
I-470 Air Operations Branch Director	AOBD	_____	_____
Airspace Management Training	Dispatchers/Aviation Mgrs	_____	_____
Interagency Aviation Mgt/Safety (IAMS)	Aviation Mgrs/Coord	_____	_____
Senior Level Aviation Mgt (SLAM)	State/Nat Aviation Mgrs	_____	_____
Aerial Retardant Application/Use	ATGS/AOBD/FMO	_____	_____

**AVIATION QUALIFICATIONS:**

<u>Position*</u>	<u>Fully Qual*</u>	<u>Trainee*</u>
Passenger (Special Use-Airplane)	_____	_____
Passenger (Special Use-Helicopter)	_____	_____
Flight Manager/Chief of Party	_____	_____
Helicopter Crewmember (HECM)	_____	_____
Helicopter Rappeller (HRAP)	_____	_____
Helicopter Rappel Spotter	_____	_____
Longline/Remote Hook	_____	_____
Deck Coordinator (DECK)	_____	_____
Aircraft Dispatcher	_____	_____
Airbase Radio Operator (ABRO)	_____	_____
Helicopter Manager (Project)	_____	_____
Helicopter Manager (HEMG III)	_____	_____
Helicopter Manager (HEMG II)	_____	_____
Helicopter Manager (HEMG I)	_____	_____
Helispot Manager (HESM)	_____	_____
Helibase Manager (HEB1)	_____	_____
Helibase Manager (HEB2)	_____	_____
Fixed Wing Base Mgr (FWBM)	_____	_____
Single Engine Airtanker Mgr (SEMG)	_____	_____
Mixmaster (MXMS)	_____	_____
Helitorch Manager	_____	_____
Plastic Sphere Dispenser Oper (PLDO)	_____	_____
Air Support Group Supervisor (ASGS)	_____	_____
Helicopter Coordinator (HLCO)	_____	_____
Airtanker Coordinator (ATCO)	_____	_____
Air Tactical Group Supervisor (ATGS)	_____	_____
Interagency Aviation Trainer (IAT)	_____	_____

\* Must have completed all prerequisite training, experience, task books, etc., as outlined in NWCG 310-1, Dept/Bureau Manual and Operational Guides. This authorization is supported by individual training and experience documentation on file.

**UNIT AVIATION MANAGER**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT III.**

**AVIATION DOCUMENTATION MATRIX - Montana/ Dakotas BLM**

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	
<b>9400-1a Flight Request/Schedule</b>	<ul style="list-style-type: none"> <li>-Initiates all flights</li> <li>-Documents aircraft, pilot and vendor info, itinerary, charge code, passengers and weights, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Requesting individual initiates form</li> <li>-Supervisor of requestor approves flight with signature</li> <li>-Aviation Mgr or Dispatcher completes form; procures aircraft</li> </ul>	<ul style="list-style-type: none"> <li>-At least 3 days prior to any flight</li> <li>-Aircraft Resource Order may be used for Fire flights</li> </ul>	<ul style="list-style-type: none"> <li>-Copy g and/or</li> <li>-Retain years</li> </ul>
<b>9400-2 Special Use Safety Plan</b>	<ul style="list-style-type: none"> <li>-Identify aviation hazards for Special Use flights</li> <li>-Perform risk assessment and analysis; pre-plan Special Use flights to mitigate risks</li> <li>-Approve essential passengers</li> </ul>	<ul style="list-style-type: none"> <li>-Local Aviation Mgr or Dispatcher completes</li> <li>-FO Line Manager or State Director approves with signature</li> </ul>	<ul style="list-style-type: none"> <li>-At least 3 days prior to Special Use flight</li> </ul>	<ul style="list-style-type: none"> <li>-Plan re passen</li> <li>-Revers on simp</li> <li>-Retain</li> </ul>
<b>OAS-110 Travel Cost Analysis</b>	<ul style="list-style-type: none"> <li>-Determine most cost effective mode of transportation for administrative/resource flights</li> <li>-Required for SES flights to satisfy OMB Circular A-126</li> </ul>	<ul style="list-style-type: none"> <li>-Local Aviation Mgr or Dispatcher</li> </ul>	<ul style="list-style-type: none"> <li>-At least 10 days prior to flight</li> <li>-Every SES flight (except "required use" or "mission" flights with SES pax)</li> </ul>	<ul style="list-style-type: none"> <li>-Fax to flight ap</li> <li>-Retain</li> </ul>
<b>GSA 3641 Senior Federal Travel Report</b>	<ul style="list-style-type: none"> <li>-Report all Senior Federal employee (SES) travel in Government aircraft</li> <li>-Required by OMB A-126</li> </ul>	<ul style="list-style-type: none"> <li>-Local Aviation Mgr or Dispatcher</li> </ul>	<ul style="list-style-type: none"> <li>-Every SES flight</li> <li>-Consolidate and report every 6 months for semi-annual periods:</li> </ul>	<ul style="list-style-type: none"> <li>-Field C State A</li> <li>-SAM c</li> <li>-Retain</li> </ul>

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	
			April 1 - Sept 30 Oct 1 - March 31	
<b>OAS-105 Aviation Training Request</b>	-To request OAS Aviation Training Specialists and OAS training courses	-Local Aviation Manager	-As far in advance of proposed training as possible (6 months)	-Fax or coordin Special -Retain
<b>OAS-106 Aviation Course Presentation Record</b>	-Document each Aviation training session presented; date, time, location, instructors and trainees	-Local Aviation Manager or Course Coordinator	-Course completion	-Send t -Retain
<b>Aviation Training and Qualification Record</b>	-Document individual employee aviation training completed and aviation position qualifications  -Used for review/approval and employee development	-Local Aviation Manager	-Update as necessary  -End of fiscal year or prior to field season	-Aviatic employ -Must b and exp -Submi field se -Retain
<b>“SAFECOM” Aviation Incident Report</b>	-Document any aviation hazard, maintenance deficiency, incident or unsafe act  -Identify trends, areas of concern, training needs, etc. to management	-Pilots, aircraft managers, passengers, ground personnel, dispatchers, etc.  -Anyone who observes aviation hazards, incidents or unsafe practices	-ASAP or within 48 hours of each occurrence	-Local / follow-u -Submi elector -Submi Managi -Retain
<b>Aviation Management Plan</b>	-Provides a reference for BLM employees, aviation managers and other agency personnel  -Outlines State and Field	-Field Office Aviation Manager prepares for jurisdictional area  -State Aviation Manager prepares statewide plan	-Update annually	-Serves 9400 m restricti -Conter will be i

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	
	Office aviation organization, procedures, accident prevention measures, etc.			aviation -Keep a
<b>Aviation Operational Plans (Helibase Ops/SEAT Ops)</b>	-Outlines facilities, organization, equipment, procedures, radio frequencies, emergency actions, etc. for a specific operation and/or airbase. Provides guidance and information to visiting pilots and aircrews	-Field Office Aviation Manager, Aircraft Manager, Dispatch	-Update annually	-Post a -Submi
<b>Incident/Accident Response Plan</b>	-Pre-plan emergency procedures and contacts in the event of aircraft mishap, accident or overdue aircraft	-Field Office Aviation Manager and Dispatch prepare for their area of responsibility	-Update as necessary <u>and</u> annually	-Post ir airbase
<b>Aerial Hazard Map</b>	-Visually display aerial hazards for flights or aviation projects  -MTRs, MOAs, towers, powerlines, cables, airstrips, heliports, etc.	-Field Office Aviation Manager and Dispatch prepare for their jurisdictional area  -Use information from NOAA Sectionals, AP1B, etc.	-Update as needed and annually	-Displa offices  -Review prior to  -Attach maps to
<b>Airbase &amp; Hazard Database</b>	-Document location and info database on the following:  Airports, airstrips Heliports, helispots Dipsites Refueling sites Aerial Hazards Etc.  -In digitized form may be used with GIS to generate hazard maps, etc.	-Developed at Field Office level by Aviation Manager, Dispatchers, Aircraft Managers for their jurisdictional area  -State Aviation Manager to consolidate into statewide database	-Update continuously and annually	-Locatic tempor: Lat/Lor  -Info or  Size, l Elevat Capat Local Owne

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	
<b>Aviation Statistical Report</b>	<p>-Provide management with operational and cost summary of aviation activity</p> <p>-Categorize activity by:</p> <p>Subactivity</p> <p>Contract/ARA/Cooperator Rotor vs. Fixed Wing</p>	<p>-Field Office Aviation Manager and Dispatch prepare for jurisdictional area</p> <p>-State Aviation Manager prepares State Office report and consolidates with FO reports to compile statewide summary</p>	<p>-Prepare at end of fiscal year for period:</p> <p>Oct 1 - Sept 30</p> <p>-FO submit to SAM by mid-Nov</p>	<p>-Should Summa Summa accomp</p> <p>-SAM c</p> <p>-Retain</p>
<b>OAS-20 Request for Rental Services</b>	<p>-To request a specific vendor/aircraft to be secured and approved on an OAS Aircraft Rental Agreement (ARA). For recurring needs where cost of each use will be less than \$25K</p>	<p>-Local Aviation Manager identifies a bona fide need. Completes form; sends to State Aviation Manager</p> <p>-SAM reviews; sends to NAO</p>	<p>-When a need is identified and local vendor is available but not secured by current ARA</p>	<p>-Nation approv</p> <p>-OAS ir weeks</p> <p>-Retain</p>
<b>OAS-13 Request for Contract Services</b>	<p>-Initiates exclusive use or on-call contracting process when aircraft are needed for a specific period and cost is expected to exceed \$25K. Identifies number of days, designated base, estimated cost, etc. Verifies funding.</p>	<p>-State Aviation Manager prepares with requestor input</p> <p>-OAS uses to develop contract specifications and solicitation</p>	<p>-Submit at least <b>6 months</b> prior to time services are needed</p>	<p>-SAM s submits</p> <p>-Must b or 13H</p>
<b>OAS-13A &amp; OAS-13H Request for Contract Services Supplement (Airplane or Helicopter)</b>	<p>-Supplements the OAS-13. Describes aircraft requirements, specifications, equipment and services needed</p> <p>-OAS utilizes to prepare contract specifications and solicitation</p>	<p>-Completed by local Aviation Manager</p> <p>-Reviewed by State Aviation Manager</p>	<p>-Submit at least <b>6 months</b> prior to time services are needed</p>	<p>-Field C to State reviews</p> <p>-Retain</p>
<b>Contract Daily Diary</b>	<p>-Document daily activities and facts concerning</p>	<p>-Contract Project Inspectors (PI)/Aircraft</p>	<p>-Complete daily during contract</p>	<p>-May b litigatio</p>

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	
	<p>contracted aircraft:</p> <p>Vendor &amp; agency personnel assigned</p> <p>Flight activities &amp; equipment use</p> <p>Maintenance or non-compliance</p> <p>Significant events</p>	Managers	<p>period</p> <p>-Submit copies to SAM/COR every 2 weeks</p>	<p>-May be aircraft</p> <p>-Retain</p>
<b>OAS-23 Aircraft Use Report</b>	<p>-Serves as flight invoice; documents aircraft use, pay items, charge codes and authorization</p> <p>-Used for ARA, CWN, Contract and some cooperator flights</p> <p>-Aircraft vendors are paid from this form</p>	<p>-Pilots, Flight Managers and/or Aircraft Managers complete this form together</p> <p>-Reviewed and signed by local Aviation Manager</p> <p>-OAS reviews and processes; makes payment to vendors</p>	<p>-Complete daily</p> <p>-Submit at time of release or every 2 weeks for ARA and CWN</p> <p>-Submit every 2 weeks for Exclusive Use Contract</p>	<p>-Blue c</p> <p>-Yellow</p> <p>-White</p>
<b>Daily Cost/Use Summary</b>	<p>-Summarizes cost and use statistics for a specific aircraft for one operational period (day). Used by Incident or local management or users to track costs and analyze use.</p> <p>-Also used to compile final Incident, Project or contract period statistical summaries</p>	-Aircraft Managers/Project Inspectors	-Complete daily	<p>-Aircraft Incident person</p> <p>-Retain project</p>
<b>OAS-72 Evaluation Report on Contract Performance</b>	<p>-Comprehensive evaluation of contractor personnel, aircraft and equipment for the exclusive use period</p> <p>-Evaluation should be supported by Daily Diaries, OAS-23s and other</p>	-Aircraft Managers, Project Inspectors (PI) at the field level; State Aviation Manager (COR) provides input	-At the end of each exclusive use period (yearly)	<p>-PI sen Aviation submits OAS)</p> <p>-Retain</p>

DOCUMENT/REPORT	PURPOSE	RESPONSIBILITY	FREQUENCY	
	documentation -May be used in awarding future contracts			