DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs (BIA)

National Aviation Plan

BIA National Aviation Office

2017

National Aviation Plan – 2017

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Division of Forestry and Wildland Management,
Branch of Wildland Fire Management, Aviation and Safety
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This plan has been:

Approved By:

Director, Bureau of Indian Affairs

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Date

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1.0 Aviation Plan

1.1 Purpose

This document supplements and does not replace the Indian Affairs Manual Part 57, Aviation Management. The purpose is to detail the policy, organization, responsibilities and procedures for the BIA aviation program. The interaction and mutual requirements between the National Aviation Office (NAO) and the Regional Offices (ROs) are outlined.

1.2 Mission Statement

The NAO is responsible for supporting all BIA aviation programs through an active and professional aviation organization that:

- Develops and coordinates efficient aviation policy and management processes.
- Provides guidance for aviation programmatic and operational risk management.
- Leads aviation safety assurance and promotion programs.
- Provides aircraft acquisition support as specified by Indian Affairs management objectives.
- Develops and promotes a skilled aviation management workforce.

1.3 Philosophy

- SAFETY: The priority in any aviation activity is personal safety through risk identification, mitigating controls and accident prevention.
- Personnel performing aviation functions must meet all qualification requirements of the Department of the Interior (DOI) manual and published BIA standards. Aviation personnel need to be service oriented and exhibit professionalism and integrity.
- Individual development, employee wellness and workforce diversity will be emphasized at all levels of the BIA aviation program.
- The aviation management organization in every office will be developed and maintained at the most efficient level, commensurate with BIA aviation operations.
- Management is responsible for enhancing the aviation program with a commitment to aviation safety and efficiency. Region, agency, and field offices are empowered to accomplish their mission without undue restriction, regulation or oversight.
- Region, agency, and field offices must not implement policy or procedures less restrictive than national policy. The NAO must approve aviation policy that is more restrictive than the national policy. Request for exemption to DOI or Bureau policy or requests to implement more restrictive aviation policy must be requested in writing through the NAO.

1.4 National Aircraft Management Strategy

The BIA national aircraft management strategy requires that aviation management provide oversight to all BIA aircraft acquisition and use. BIA agrees to the National Interagency Aviation Strategy document for management of Bureau fire aviation resources.

National interagency aviation strategy considers BIA fire aircraft and assigned personnel as national resources available for assignment to areas of greatest need as determined by BIA, National Multi-Agency Coordinating (NMAC) group representative with consultation of the NAO and in accordance with national and/or geographic mobilization guides.

This national strategy will:

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

When aircraft are not being utilized or deemed available by a region, the region will inform the NAO and reassignment of the aircraft will be determined. All reassignments across regional boundaries will be made at the discretion of the BIA NMAC Representative.

The use of short-term or long-term severity funding for movement of aircraft must have concurrence of the BIA, Deputy Director of Operations.

1.5 Authority

This plan fulfills the Departmental Manual (DM) requirements outlined in 350 DM 1, Appendix 3, Operational Procedures Memorandum-06 and 57 Indian Affairs Manual (IAM). This plan has been developed to provide policy standardization for all BIA aviation programs during 2016.

1.6 Policy

BIA aviation management and operation will be conducted with policies contained in the Federal Aviation Regulations (FAR), DOI 350-354 DMs, Operational Procedures Memorandums (OPM), Handbooks (HB) and 57 IAM.

Exceptions: Exceptions to FAR and DOI regulations must be requested in writing to the BIA national aviation program manager (NAPM). Final approval will reside at the Office of Aviation Services (OAS) director level (reference *350 DM, 1.10*).

1.7 References

- Title 14 CFR
- DOI Manual, Parts 112, 350-354
- Office of Aviation Services, OPMs
- IAM Part 57
- Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
- GSA Federal Property Management Regulation (FPMR) 101-37
- Interagency Aviation Operational Guides

1.7.1 Handbooks

- Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook
- Aviation Life Support Equipment (ALSE) Handbook
- Interagency Aviation Transport of Hazardous Materials Handbook
- Law Enforcement Short-Haul Policy
- Military Use Handbook

1.7.2 Plans

- BIA National Aviation Plan
- BIA Regional Aviation Plans
- BIA Agency/Unit Aviation Plans

1.7.3 Guides

- Interagency Aerial Ignition Guide (IAIG, PMS 501)
- Interagency Aerial Supervision Guide (IASG, PMS 505)
- Interagency Airspace Coordination Guide (IACG)
- Interagency Airtanker Base Operations Guide (IATBOG, PMS 508)
- Interagency Helicopter Operations Guide (IHOG, PMS 506)
- Interagency Helicopter Rappel Guide (IHRG)
- Interagency Single Engine Airtanker Operations Guide (ISOG, PMS 506)
- Interagency Smokejumper Pilots Operations Guide (ISPOG)
- Interagency Standards for Fire and Fire Aviation Operations (Redbook)
- Interagency Aviation Training (IAT) Guide

2.0 National Aviation Organization

2.1 NAO Roles and Responsibilities

2.1.1 National Aviation Manager:

- Serves as principle aviation advisor to the director for the BIA fire and aviation office, and other staff, region and Department aviation programs.
- Develops BIA aviation policies, methods and procedures.
- Is a member of the DOI Aviation Working Team, and National Interagency Aviation Council (NIAC). Provides program budget and program evaluations.

2.1.2 Aviation Safety and Training Manager:

- Designs and implements aviation safety and accident prevention measures.
- Responds to aviation incident reports; serves as the BIA liaison to accident investigation teams.
- Compiles BIA aviation safety statistics and analysis.
- Serves on DOI aviation accident board of reviews.
- Manages the BIA safety communiques (SAFECOM) program.
- Focal point for BIA aviation training.
- Provides aviation safety expertise to local, regional, and national offices.
- Develops and/or coordinates aviation training in support of BIA aviation programs.
- Serves as a member of the IAT steering committee and other interagency training working groups.

2.1.3 Inter-Regional Aviation Manager (I-RAM):

- Provides a full range of aviation technical expertise and support to the region and agency aviation staff.
- Review, evaluate, and monitor BIA aviation operations and, upon request, tribal aviation programs.
- Conduct annual pre-work safety and operations briefing at the beginning of each exclusive use contract with contract and Bureau operations personnel.
- Conduct safety and operations briefing with contract and BIA personnel, as soon as possible, when a call-when-needed (CWN) or on-call fire aircraft contract is activated.
- Participate in BIA aircraft accident and incident investigations and, upon request, tribal aviation accidents and incidents investigations.

- Participate in interagency projects and programs where BIA aviation interests exist and, upon request, where tribal aviation interests exist.
- Conduct annual visit and review of all BIA aviation sites that support an exclusive use aircraft contract.
- Conduct annual visit of all ROs where aviation operations occur within the region.
- Provide follow-up for SAFECOMs submitted by BIA personnel, where BIA has operational control of aviation operations, and where BIA aviation resources are involved.
- If qualified, pilot aircraft in support of the BIA missions.
- If qualified, participates in interagency fire support operations.

2.1.4 Inter-Regional Aviation Operations Specialists (I-AOS)

- Provides a full range of aviation operations technical expertise and support to the region and agency aviation staff.
- Review BIA aviation personnel for proper qualification in accordance with BIA, Department, and interagency requirements.
- Upon request, participate in region aviation and fire readiness reviews.
- Review, evaluate, and monitor BIA aviation operations and, upon request, tribal aviation programs.
- Participate in BIA aircraft accident and incident investigations and, upon request, tribal aviation accidents and incidents investigations.
- Participate in interagency projects and programs where BIA aviation interests exist and, upon request, where tribal aviation interests exist.
- Conduct annual visit and review of all BIA aviation sites that support an exclusive use aircraft contract.
- Conduct annual visit of all ROs where aviation operations occur within the region.
- Provide follow-up for SAFECOMs submitted by BIA personnel where BIA has operational control of aviation operations.
- If qualified, pilot aircraft in support of the BIA missions.
- If qualified, participates in interagency fire support operations.

2.2 NAO Is Responsible for the Following

- Duties outlined in 350 DM 1, Appendix 3.
- Authority to provide oversight of funding and acquisition of all BIA fire aircraft.
- Prioritizes the national allocation/reallocation of BIA fire aircraft.
- Manage BIA aviation exclusive use contract budget.
- Coordinate all aircraft movement across regional boundaries.

2.3 Regional Directors, Agency Superintendents, Field Office Managers, First Line Supervisors, Aviation User(s), and BIA Pilots Are Responsible for the Following

- Duties outlined in 350 DM 1, Appendix 3.

2.4 Regional Office

- Responsible for providing oversight and approval of the acquisition and use of BIA aircraft within their region.
- Has the authority to prioritize the allocation, reallocation, pre-positioning and movement of all aircraft assigned to the BIA within their region. Any movement will be coordinated with NAO.
- Manage and provide oversight of all BIA aircraft assigned to the region.
- Coordinate with agencies, geographical coordination centers, NAO aircraft coordinators on aviation resources assigned to their region.
- Ensure all region assigned aviation resources are effectively utilized as efficient BIA resources.
- Delegates or designates RAM ensures appropriate aviation roles and positions are filled by qualified personnel.
- Ensure all aviation employees meet DOI and BIA training requirements.
- Ensure interagency agreement (IAA) between region and OAS Acquisition Services Directorate (ASD) is valid and in force. Coordinate modifications to IAA as projects and missions dictate.

2.5 RAM

The RAM serves as the focal point for the BIA aviation program in their respective region by providing the region technical and management expertise regarding the use of aviation resources. The RAM serves as the focal point for regional aviation safety and training and has functional responsibility in the following areas:

- Formally delegated role and responsibilities by regional director, letter of delegation signed and in force.
- Implements aviation program objectives and directives in support of region and agency aviation programs.

- Maintains and oversees region's IAA, initiates modifications as needed.
- Develops and implements the region wide aviation management plan, and establishes aircraft safety and accident prevention measures.
- May serve as the contracting officer's representative (COR) on BIA aviation exclusive use contracts assigned to the region.
- Nominates candidates to the contracting officer (CO) to appoint as alternate CORs or project inspector (PI) for all BIA aviation exclusive use contracts in their region. At a minimum, candidates will consist of the primary aircraft manager for each exclusive use contract and each AAM that has an exclusive use contract.
- The RAM ensures all aircraft ordering and dispatching occurs via a dispatch office and may delegate this responsibility in writing to the local AAM as appropriate.
- Provides aviation training support to the regional office, agency/field offices, and other cooperative agencies. Provides region wide statistical analysis and A-126 reporting.
- Responsible for reporting region wide aircraft use for all aircraft under their operational control to the NAO.
- Coordinates with the I-RAM and I-AOS regarding aviation issues.
- Coordinates with other interagency partners at geographic levels.
- RAM must maintain an up to date aviation reference library with all applicable aviation policy and procedural references**.**

2.6 Agency

- Assures agency policy and procedure is documented in agency aviation plan.
- Responsible for hosting, supporting, providing daily management all BIA aircraft assigned to their unit.
- Ensures aviation dispatching needs are met appropriate to the level of operational complexity.
- Authorize through a line officer delegation the role and responsibility of agency/unit aviation manager (AAM).
- When directed by the regional office, will mobilize BIA fire aircraft and assigned personnel as directed.

2.7 Agency/Unit Aviation Manager (AAM/UAM)

The AAM/UAM manages the unit aviation program by providing technical and management direction of aviation resources to support agency programs. The AAM/UAM has functional responsibility in the following areas:

- The AAM/UAM is authorized to provide for daily management of all aviation resources.
- Ensures agency flight compliance with USDI/BIA/region and agency policies and regulations.
- Develop and implement the agency/unit aviation management plan, as well as specific operating plans for other aviation programs (e.g.; helitack, SEAT, and aerial supervision).
- Ensures completion of the project aviation safety plans (PASP), with appropriate approvals and plan briefing of line officer.
- Ensures that appropriate training is provided to aviation users and supervisors. Monitors aviation training compliance for the agency/unit.
- Designates and assigns an alternate aviation manager when needed.
- Ensures that visiting aircrews have received flight crew briefing/aviation orientation guides.
- Confirms DOI/BIA/OMB requirements are met; completes the cost analysis requirements and schedules the flight with a qualified vendor.
- Ensures the accuracy of the Aircraft Use Report (AMD-23E) form, processes it, and maintains copies and records documenting the flight as required by the DOI manual.
- Confirms that a qualified flight manager is assigned to all project/resource flights.
- Is responsible for the distribution and use of the aviation boundary plan/checklist if one is in place.
- Ensures agency/unit aviation security plan is current and implemented in accordance with DOI policy.
- May serve as the COR for BIA exclusive use aircraft on their agency/unit if aircraft manager is not current or qualified as such.
- Responsible for submitting copies of Aircraft Use Report (AMD-23E) forms for all aircraft under their operational control to the regional aviation manager.
- Authorized to order approved aircraft utilizing agency procurement documents and procedures. Also, establish priorities and allocate all aircraft assigned to the BIA within their unit or zone.
- AAM must maintain an up to date aviation reference library with all applicable aviation policy and procedural references**.**

2.8 Aircraft Dispatcher

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

- Confirms that a designated flight request form/process is utilized, completed and approved for one-time resource and/or special use flight.
- Coordinates with other agencies on flight following when air operations cross jurisdictional boundaries.
- Maintains an up to date aviation incident/accident response guide and initiates emergency search and rescue procedures for overdue, missing, or crashed aircraft.
- Follows the procedures and guidelines established in the national and/or geographic mobilization guides when flights are incident related.
- Utilizes required boundary plan checklist when dispatching any aircraft into identified hazards.
- Provides appropriate notification to assist in airspace coordination and deconfliction (Federal Aviation Administration [FAA], bordering dispatches, military).
- May be authorized by AAM to order approved aircraft utilizing agency aviation management plan and procurement documents.

2.9 Pilot

The pilot is in command of the aircraft and has ultimate responsibility under both FAA and DOI policy for the safety of the aircraft and personnel onboard. Other responsibilities include the following:

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

2.10 Aircraft Manager

Aircraft managers include fixed-wing, helicopter, airtanker base, single engine airtankers (SEAT), and aerial supervision and detection personnel. Each manager complies with his/her appropriate interagency operations guide and is responsible for the following:

- Plans, coordinates, and supervises aircraft operations according to DOI/BIA policy.
- Serves as COR or PI for BIA exclusive use aircraft on their unit.
- Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
- Conducts risk hazard analysis and completes flight invoices, daily diaries, and all related documentation.
- Participates in mission planning.
- Responsible for providing copies of Aircraft Use Report (AMD-23E) forms for aircraft they manage to the agency aviation manager on a daily basis. Provide daily cost/use and season or contract period summaries to AAM/UAM, RAM and NAO.

2.11 Flight Manager

The flight manager is designated by the AAM and is the Federal Government representative who ensures compliance with procurement document requirements and is responsible for coordinating the given flight or project. Assigned employee must have received approved flight manager training (reference *OPM-04*) within the last three years. The flight manager is not required to be on board most flights. However, for complex multi-segment flights a flight manager is recommended to attend the entire flight. Flight manager will coordinate/communicate with dispatch system.

Duties include:

- Prepares or contributes to preparation of PASP.
- Briefs pilots on missions, frequencies, flight routes, hazards, flight following, passenger briefing requirements, and any other related information required.
- Checks the pilots' qualification cards and aircraft data cards for approval and currency.
- Ensures that flights are safely conducted and do not deviate from filed flight plans or mission profiles.
- Initials the flight invoices and routes them according to procedures specified in the aviation management plan and procurement document.

3.0 Administration

3.1 General

3.1.1 Aviation Plans: National, Regional, Agency/Unit, and Project

57 IAM, Aviation Manual specifies national aviation management policy. The national, regional and agency/unit aviation plans describe procedures that implement policy direction in the *57 IAM Aviation Manual*. Region and agency/unit plans supplement national policies and procedures. Region and agency/unit offices must not implement policy or procedures less restrictive than national policy. If a region or agency/unit plan must contain more restrictive procedure, a written request, prior to implementation, is to be sent to the NAO.

National Aviation Plan (NAP): The BIA NAP provides comprehensive information regarding BIA aviation organization, responsibilities, administrative procedures and policy. The BIA NAP is intended to serve as an umbrella document that regional aviation plans can follow for formatting and describe procedures applicable to the organizational level. The BIA NAP will be reviewed annually prior to March 1 by the NAO. The BIA NAP is approved by the BIA Director.

Regional Aviation Plans: Each region must publish an aviation plan that implements national policy and describes protocols specific to each region's aviation program. The regional aviation plan serves as an umbrella document for agency/unit aviation plans. However, the regional aviation plan may also be designed to serve as an overall unit aviation plan provided the local unit administrative and operational procedures are incorporated along with the aircraft supplemental plans that are specific to each unit aviation program (see identified procedures listed under agency/unit aviation plans). The regional director approves regional aviation plans. Regional aviation plans shall be updated annually prior to April 1 and submitted to the NAO for inclusion to the BIA Fire and Aviation website.

Agency/Unit Aviation Plans: Agencies/units (offices, field offices) are required to maintain and update unit aviation plans annually, which implement national and region policy and establish local procedures and protocol. The unit level line officer approves agency/unit aviation plans. Agency/unit aviation plans must address local administrative and operational procedures to include:

- Agency/region organizations
- Aviation facilities
- Radio use
- Repeater locations
- Phone and computer use

- Airspace coordination to include boundary zone deconfliction (reference *IACG*, Chapter 7)
- Flight hazards
- Aircraft ordering
- Dispatching and flight following procedures
- Administrative procedures
- Identification of typical aviation missions
- Risk assessment and mitigation specific to the unit or not addressed in region/NAP
- Sub-unit aviation plans, supplemental operational plans or project aviation safety plans must address recurring aircraft operations. Examples include:
  - Airbase operations
  - Helitack operations
  - Smokejumper operations
  - Airtanker operations
  - Aerial Supervision
  - Light fixed-wing (fire detection and recon, logistical, etc.).
  - Wild Horse and Burro (WH&B)
  - ACETA
  - Law enforcement operations
  - Non-fire aviation activities

PASP: A PASP will be developed and approved at appropriate levels depending on project/flight complexity and risk as required for specific non-fire flights/projects. *OPM-6*, Appendix B

3.2 Budget

BIA exclusive use contract fire aircraft daily availability is budgeted by the NAO. All exclusive use availability guarantees and fixed Federal Government ownership costs for fire aircraft are held at the NAO.

Non-fire exclusive use contract and fleet aircraft are budgeted outside the NAO through a variety of user program sources.

3.3 Aircraft Flight Service Ordering

Individual BIA employees initiate only flights with a scheduled air carrier on a seat fare basis and with payment utilizing their Federal Government charge card.

Aircraft acquisition and procurement for all other flights are approved to be arranged only by Interior Business Center (IBC) Acquisition Services Directorate (AQD), (Exceptions – *353 DM,* 1.2.A and *OPM-15)*. These flights are scheduled, managed and arranged by qualified aviation and dispatch personnel in their respective BIA offices and approved at the appropriate management level (reference region and agency aviation plans).

Aviation services under DOI contract or rental agreement are paid through the IBC. Contractors are responsible for final submission, for payment, through the processes defined by IBC. Assigned flight/aircraft managers are responsible for submission of the Aircraft Use Report (AUR) form. COTRs and CORs are designated by the CO to monitor aviation services contract performance and technical provisions of the contract.

When ordering aircraft, no modification of contract requirements are authorized, except by the CO.

Ratification of Unauthorized Commitments: Unauthorized commitments (orders with vendors without a current and valid DOI ARA or on-call contract) could be subject to the ratification procedures set forth in the Federal Acquisition Regulation 48 CFR 1.602-3 (reference *353 DM, 1.8*).

Each type of on-call contract or the ARA has specific ordering procedures. The procedures are found on the OAS website: https://www.doi.gov/aviation/aqd.

An ordering official is a person who places an order directly with a vendor. They must have the knowledge to conduct and document a cost comparison/ contractor selection rationale. **For BIA the only personnel that have Bureau authorization to order aircraft are qualified aircraft dispatchers, AAMs and RAMs.**

Orders for service shall be placed with the vendor who is determined to represent the best value to the Government, using tradeoff analysis. In selecting an aircraft, the ordering official must evaluate vendors by trading-off the differences in capability and price. If one vendor has both the better capability and the lower price, then that vendor will be the best value. If one vendor has the better capability and the higher price, the requestor will decide whether the difference in capability is worth the difference in price. If the requestor considers the better capability to be worth the higher price, then the more capable, higher priced vendor will represent the ultimate best value to the Government.

When selecting a vendor with the better capability but a higher price, the ordering official must provide a short explanation to support this decision on the cost comparison. Documentation of the decision process will be placed in the activity file.

Criteria evaluated are:

- Aircraft or contractor capability
- Price (flight time, guarantees, mobilization, per diem, service truck mileage)
- Availability of the contractor to meet time frames

Once the selection is made, it is the Bureau personnel's responsibility to ensure the aircraft and pilot offered by the vendor are approved for the mission.

Procedures for placing orders against the DOI on-call/ARA contracts/ agreements for all "non-fire" and "non-emergency" aircraft services: The ordering unit shall complete a Request Form for DOI Flight Services (AQD-91) for all flights and submit the completed form to the NAO as described in 3.3.2.

The ordering official shall document the vendor price analysis on the second tab of the Flight Services Request Form (AQD-91). Selection of three sources within the local area to compare best value criteria will meet this competition requirement. When selecting a vendor with the better capability, but a higher price, the requester shall place a short explanation to support this decision on the AQD-91.

3.3.1 Interagency Agreements (IAA)

DOI AQD Contract/ARA Aviation Services Acquired in Support of Fire Activities: BIA aviation services procured by AQD for fire activities are funded via and interagency agreement between the NAO and AQD.

DOI ASD Contract/ARA Aviation Services Acquired in Support of Non-Fire Activities: Interagency agreements are not required for non-fire activities. Aviation users must work with local aviation manager to assure non-fire aviation services are ordered in accordance with region and agency protocols as defined in 3.3.2.

BIA exclusive use contract aircraft can perform BIA non-fire project work without the need to create an AQD-91 specific to that aircraft and mission. If no AQD-91 exists, the aircraft manager would just include the appropriate charge code for the BIA non-fire costs on their normal payment document and the benefiting activity will be expensed. If an AQD-91 has already been created and the unit wishes to utilize those dollars already obligated on the AQD-91 then the aircraft manager will need to submit a separate payment document specific to just that project that references the task order created for the AQD-91. If this process does not occur, the unit could in effect be double billed if the unit does not de-obligate the AQD-91 prior to yearend fiscal blackout.

DOI Contract/ARA Aircraft Services Acquired in Support of Fire Management Activities: The Department has provided direction to create miscellaneous obligations for intra-agency agreements with AQD. These obligation numbers will be disseminated by the NAO each fiscal year after the agreements for fire exclusive use availability and BIA fire management activities are executed.

A National IAA is established for BIA fire management activities (suppression, severity, prescribed fuels, emergency stabilization, burned area rehabilitation, and preparedness). The IAA obligation number for BIA fire management activities is disseminated by the NAO each fiscal year.

A separate National IAA is established for BIA fire exclusive use aircraft availability. The IAA obligation number for BIA fire exclusive use aircraft availability will be disseminated by the NAO each fiscal year.

3.3.2 Cross Servicing with AQD for Contract/ARA Aviation Services Acquired in Support of Non-Fire Activities

Cross servicing functionality in financial and business management system (FBMS) affords bureaus 100% financial transparency of funding from requisition to award by eliminating the need for interagency agreements as well as the burden of managing intra-governmental payment and collections (IPACs). The functionality allows requesting bureaus to create requisitions in their business area of SAP that flow directly to AQD's area of procurement information system for management (PRISM) for award. When awards are released in PRISM the obligation flows directly to the requesting bureaus business area of SAP. Aviation users must work with local AAM to assure non-fire aviation services are ordered in accordance with region/agency protocols to include:

- Identifying the need for a non-fire flight.
- Completing an AQD-91 Flight Services Request Form/Best Value Comparison to identify a particular aircraft and associated cost.
- Completing a short statement of work with description of requirement and appropriate line of accounting from benefiting activity.
- Send the completed package to the NAO. NAO will review, approve and forward to AQD for cross-service order placement.
- Create a PR with the appropriate funding from benefiting activity.
    - The PR must be completed in accordance with the cross servicing instructions provided by AQD.
- Document the PR number in the block provided on the AQD-91.

3.4 Aircraft Contracts

Aircraft flight services in excess of $150,000 require an exclusive use aircraft contract or the use of DOI on-call or United States Forest Service (USFS) CWN contract. Short-term projects (<$ 150,000) may utilize the DOI Aircraft Rental Agreement (ARA) or the on-call contract.

Helicopter aircraft flight services are no longer available under the ARA and must be ordered using the DOI on-call contracts.

The DOI on-call and USFS CWN contracts are competitive bid contracts that do not have a $150,000 limit like the ARA.

3.4.1 Non-Fire Exclusive Use Aircraft Contract Process

- Region and agency offices are required to submit a "Request for Contract Services" Form (AQD-13) to the RAM for all potential or desired contracted flight services. The RAM will review and approve/disapprove all AQD-13s. The RAM will work with the appropriate AQD CO and NAO personnel to provide coordination, technical input, solicitation review, and decision-making for each contract award.

- A "Contract Award/Renewal Recommendation and Funding Availability Certification" Form (AQD-16) will be authorized by an appropriate budget officer prior to awarding or renewing non-fire aircraft contracts.

- The RAM will provide the NAO program manager with a copy of any AQD-13, AQD-16, "Notice to Proceed" (AQD-19), Request for Amendment/Modification and/or Request for Contract Extension for any non-fire exclusive use aviation contract at the same time the original request is forwarded to the AQD CO.

3.4.2 Fire Exclusive Use Aircraft Contract Process

- ROs are required to submit Form AQD-13 to the appropriate NAO program manager for approval of all requested exclusive use aircraft. The NAO program manager will review all AQD-13s and work with the appropriate CO in providing coordination, technical input, solicitation review, and decision-making for each contract award.

- Any changes in aircraft type or capability that would significantly increase fixed costs must be supported and approved by the NAO.

- RAM will provide the NAO program manager with a copy of any AQD-19 and/or Request for Amendment/Modification for any exclusive use/on-call aviation contract at the same time the original request is forwarded to the AQD CO.

- All AQD-16s will be authorized by the NAO prior to awarding, renewing, or extending fire aircraft contracts.

Changing the Contract Start Date

The aircraft start dates may be changed to accommodate Federal Government work or scheduling needs within the limits specified in the contract. If the start date is altered from that shown on the original AQD-16, the COR will notify the NAO. The start date of the exclusive use period may be adjusted up to 14 days prior to, or 14 days after the normal start date (as stated in the aircraft contract). A Notice to Proceed Form (AQD-19) establishes the start date issued by the COR. Adjusting the start date does not alter the length of the use period.

Funding through the NAO fire code begins on the new start date and is available continuously for the total number of exclusive use days (excluding contract extension) specified in the contract.

Contract Extension – Mutual Extension:

The exclusive use period may be extended on a day-by-day basis after the mandatory availability period (MAP), provided such extension is agreeable to both parties in writing prior to the extension. An extension on the use period creates use "outside" of the normal exclusive use period and requires early planning, coordination and a contract modification by the CO. It also requires a dedicated funding source approved by the NAO. Daily availability and subsistence/ per diem are entitled to the contractor. Extensions are not guaranteed; they require written mutual agreement (contract modification). They are normally used when additional work is anticipated and other funding sources are available. Funding for extensions may be through BIA (e.g., suppression, severity, rehab, resources) or from another agency, which requires a reimbursable agreement to be in place.

- Funding from NAO fire code is limited to the number of days specified in the contract and is not to be utilized during contract extension.

- Use rates for pay item codes (FT, SM, PD, EP, ET, SC, etc.) – all use rates will be charged to the appropriate office and benefiting activity, but not to the NAO code unless otherwise directed.

- RAM will make a request for any exclusive use contract extension a minimum of five working days prior to end of exclusive use period to the NAO.

- Contract extension on severity funding must be requested by the region and approved by the national office through the standard severity request process.

3.4.3 New Programs, Program Configurations, Approval and Start-up Procedures

Requests for new aviation programs or additional configurations to an existing program (e.g., cargo let-down, rappel, availability period) and contracts must be made formally by the regional office to the NAPM. The NAO will analyze and assess the request to determine approval or not. Approval will be based upon; fire planning outputs, interagency cooperation, funds availability, aviation qualified staffing/organization structure, facilities, equipment and supplies. Upon approval, the NAO and regional staff will develop an implementation timetable and action plan for the new program. (See App. 6a – BIA Aviation Enhancement Application form).

3.5 On-Call/CWN Aircraft Contracts

AQD administers the DOI on-call aircraft contracts and the USFS administers the Type 1 and Type 2 Helicopter CWN contract. Authorized BIA personnel (RAM, AAM/UAM, aircraft dispatcher) may hire aircraft using these contracts through the Resource Ordering and Status System (ROSS) as described in the contracts and the national and/or geographic area mobilization guides. Funding for these aircraft is made through specific incident emergency fire suppression, approved severity funding or approved non-fire activity funding. The emergency fire suppression funding is only available until the specific incident is controlled/out. Resource ordering procedures are described in the geographic mobilization guide. The types of DOI on-call and USFS CWN aircraft contracts available to BIA are:

3.5.1 DOI On-Call Contracts:

Reference OAS website for contract details and ordering procedures: https://www.doi.gov/aviation/aqd/aviation_resources

There are separate contracts for:

- Small helicopters (ICS Type 3) – 4 to 6 seat helicopters
  - Used for fire operations and resource management projects.
  - DOI on-call C17.4.2.2 non-fire and one-day fire missions can be hired on a daily availability and fixed flight rate basis or a project flight rate basis. Orders placed and accepted on the basis of payment for daily availability and the fixed flight rate will be subject to contract clause C17.4.2.1.
  - Reference DOI on-call C16.1.1 "….individual project cost comparisons and contractor selection rationale." is required.
- SEAT – fire suppression
- Air Tactical Fixed-wing – fire suppression or non-fire missions

- WH&B – inventory/census, herding and capture

- ACETA – inventory/census, herding, marking/eradication/high velocity darting, net-gunning/low velocity darting

USFS CWN Aircraft Contracts: Reference USFS website for contract details and ordering procedures:
https://www.fs.fed.us/fire/contracting/index.htm

There are separate contracts for:

- USFS National Type 1 and 2 Helicopter CWN contract – medium to heavy lift helicopters. Project flight rates apply for non-fire projects

- USFS Regional Type 3 Helicopter CWN contracts – light, multi-purpose helicopters

- USFS exclusive use and CWN contracted aircraft are available for DOI use per requirements of *OPM-39*

3.6 DOI Aircraft Rental Agreements, Non-Fire – (ARA)

The ARA must NOT be utilized to obtain direct fire suppression aircraft and tactical fire support aircraft. Non-tactical operations that an ARA aircraft may be used for include; non-fire activities, fire monitoring, fire detection, personnel or cargo transportation (non-Initial attack) etc. The ARA is used to procure flight services requested under a blanket purchase agreement (BPA), and are acquired under the authority of Federal Acquisition Regulations (FAR), Part 13, and BPA. These are not competitive contracts, thus have limitations of $25,000 total expenditure per ordered project. Project requirements of more than $25,000 must not be separated into several transactions to avoid expenditure limits. The OAS ROs administer the ARA program through the Flight Coordination Centers. The OAS website has a link to the aircraft and pilot source list:
https://www.doi.gov/aviation/aqd/aviation_resources

Resources are displayed by state and the database is searchable by vendor, type of aircraft, special use qualification. The availability of ARA helicopters is limited as most helicopters are ordered, depending on project needs, from the DOI on-call contracts: small helicopter, WH&B, or the ACETA. The airplanes available on the ARA source list typically do not have the same level of avionics that the on-call contracted planes have. ARA aircraft have a minimum flight hour daily guarantee.

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

- Type of aircraft.
- The number of same type of aircraft available locally to the field offices.
- The estimated annual usage of that type of aircraft.
- Special services/equipment provided by the contractor.

3.7 Contractor Evaluations

In accordance with Federal Acquisition Regulation 42.1502, past performance evaluations shall be prepared at least annually and at the time the work under a contract or order is completed.

The Evaluation Report on Contractor Performance (AQD-136A) form (exclusive use, on-call, CWN and ARA) is used for documenting contractor performance for aviation services performed in support of DOI customers. This form is located at https://www.doi.gov/aviation/library/forms

The CO will register each contract by submitting the contract information to the agency’s contractor performance assessment reporting system’s (CPAR’s) office. For both exclusive use and on-call contracts, the PI/flight manager is responsible for completing the contractor evaluation form. The evaluations for the exclusive use contracts will be forwarded to the COR for review and entry into the CPARs system.

On-call includes; small helicopters, air attack, SEAT, ACETA and WH&B. The on-call contract evaluations shall be forwarded to the RAM. The RAM will review and forward the on-call evaluations to the respective CO for entry into CPARs.

National CWN USFS type 1 and type 2 helicopter contract. The PI/helicopter manager shall complete the USFS Contractor Performance Assessment Report and submit to the USFS CWN CO with a courtesy copy to the RAM. The form is available in the vendors copy of the contract and at the following link: http://www.fs.fed.us/fire/contracting/index.htm

The CO will review and submit the evaluation to the contractor for their review and signature. The contractor has 30 days to either accept the rating or provide comments. After agreement of both parties, the evaluation becomes an official past performance record, which may be used in future source selections.

The PI/flight manager should discuss the evaluation with the contractor's representative before submission. If during the performance of a contract there are negative performance issues the PI/flight manager should attempt to resolve issues with the contractor's representative and inform the AAM and COR of issues. If any issues cannot be resolved locally, then the COR will facilitate contacting the contractor and/or the CO.

3.8 End Product Contracts

End product contracts are not aircraft flight service contracts. They are used to acquire a product for the BIA (e.g., per-acre, per-unit or per-area, or per head basis). The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a "service" or "end-result." Many contractors utilize aircraft to meet the performance objectives of end product contracts for activities such as animal capture, seeding, spraying, survey, photography, etc. Since these are not flight services contracts, the AQD does not perform any acquisition service. End product contracts are administered from the regional office or NAO. *All contracts with cost estimates greater than $100,000 are administered with coordination with the NAO.*

These contracts will be conducted in accordance with *OPM-35. OPM-35* aids in determining whether an operation is being conducted as either "end product" or "flight service" and supplements existing DOI policy regarding end product contracts found in *353 DM 1.2A (3)*. If the provisions of *353 DM 1.2A (3)* and *OPM-35* are met, the aircraft will be operating as a civil aircraft and the aviation management principles normally required for public aircraft under BIA operational control do not apply.

3.8.1 End Product Contract Specifications

Specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. BIA COs, procurement specialists and aviation managers at all levels must be aware of these requirements. BIA COs and resource specialists must consult with BIA aviation managers if the acceptable language guidelines do not address a specific project requirement or the contract solicitation does not follow the guidelines in *OPM-35*. The RAM or NAO must review regional and agency end product contracts where contractors could conceivably utilize aircraft prior to solicitation to ensure that specifications and language do not unintentionally imply or determine aircraft operation control.
The BIA NAO must review Bureau-wide end product contracts prior to solicitation.

The following list describes acceptable contract language for BIA end product contracts.

- No contract language describing aircraft or pilot capabilities, standards, requirements or aircraft specific payment provisions.

- The area of work should be described in terms of: scale of area, general topography, elevation, slope, vegetation, and accessibility by roads or off-road vehicles, land use restrictions for mechanized equipment, (the product) etc.

- Aviation regulations – acceptable language: “The contractor must comply with all applicable federal, state and local regulations.”

- Airspace coordination – in areas of military airspace it is acceptable to describe any BIA coordination agreements with military airspace scheduling or range control authorities and that it is the contractors’ responsibility to coordinate their activities with the scheduling office or range control. Close coordination is necessary to ensure compliance with applicable airspace coordination agreements that states have with military authorities.

- Aircraft equipment specifications – acceptable language: delete all reference to aircraft/equipment. Suggested example clause: “...contractor is required to demonstrate to the Federal Government that the application equipment can be calibrated and will evenly distribute the designated seed at rates specified in the project area narratives.”

- Radio/communication requirements – acceptable language: “Contractor must provide a communication system so that contractor personnel engaged in the project at different locations can communicate at all times with each other, and so that Federal Government PIs may communicate with the contractor at any time to discuss performance matters.” (The Federal Government VHF-FM radio system may have to be described.)

- Application validation: marking/GPS – acceptable language: “Application equipment will be capable of physically marking or electronically mapping application routes to ensure that seed/fertilizer is applied evenly and completely and at the specified rates.”

- Transporting, passengers and equipment – acceptable language: “Only approved contractor personnel, contractor equipment and Federal government provided equipment required for performance will be transported by contractor vehicles, trailers, animals or equipment.”

- Safety hazards – acceptable language: “Any ground or aerial hazards that would pose a danger to contractor’s personnel or operating equipment must be identified and mitigated by the contractor prior to commencing operations”.

- Aircraft use reporting – acceptable language: **Do not** mention or require flight hour/aircraft usage reports.

3.8.2 End Product Project Management

Operational Control: During the performance of end product contracts, **BIA will not exercise operational control of the aircraft in any way**. BIA will not direct the contractor as to flight profiles, flight following, landing areas (except for areas that are off limits due to land management restrictions), fueling/loading procedures, use of personal protective equipment, etc. BIA personnel assigned to administer end product contracts will have no aviation management responsibility or authority. Any directions to the contractor must be in terms of the service or end-result being specified; e.g., desired seed application coverage, number and disposition of animals captured, etc. It is acceptable to inform military airspace scheduling authorities or range control that the contractor plans on performing work during specified periods and provide the military authorities the contractor contact information. BIA dispatchers will not perform the airspace scheduling service for the contractor.

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

Aircraft Use Reporting: Since aircraft utilized by the contractor under BIA end product contracts are operating entirely within the applicable 14 CFR as a civil aircraft, and procurement is not through AQD, the Bureau will not submit any billing invoice to AQD in conjunction with BIA end product contracts. Any flight time incurred by the contractor will not be recorded or reported as DOI or Bureau aviation statistics.

Aircraft Incidents and Accidents: Although aircraft utilized by the contractor under BIA end product contracts are operating entirely within the applicable 14 CFR as a civil aircraft, to continue to promote aviation safety the Bureau will report aviation incidents or accidents incurred by these contractors through the DOI Aviation Mishap Information System. These events should be noted in the Contract Daily Diary and reported through BIA channels as normally required for end product contracts.

Reconnaissance/Observation Flights: Before, during or after the performance of an end product contract it may be necessary for Bureau employees to aerially survey or inspect the project area. When flights transporting BIA personnel are required, an AQD aviation “flight service” procurement (completely separate from the end product contract) is required. Aircraft and pilots must have current OAS approvals for the intended mission and a current DOI contract or ARA must be in place. When a DOI procurement is utilized **all** DOI and Bureau aviation management policy, procedures and requirements must be applied (i.e.; IAA modification for AQD-91).

Operations within Military Airspace: If an "end product" contract project using aircraft is being conducted within military airspace, (military operations area [MOA], restricted area [RA], military training routes [MTR]) it is the responsibility of the contractor to coordinate with the Military Airspace Scheduling Office. BIA contracting officers and CORs should inform the contractor of any BIA agreements with the military organizations regarding airspace. The AAM may contact the Scheduling Office to alert them of the project and general time frames and provide contractor contact information.

3.9 BIA Supplemental Fire Aircraft Acquisition

When exclusive use aircraft cannot meet all demands, supplemental aircraft will be requested and acquired using the following procedures:

Fire Aircraft Needed Immediately for Initial Attack

- Obtain Bureau or cooperator aircraft from adjacent units under existing mutual aid agreements.
- Coordinate with BIA regional office to obtain the BIA exclusive use aircraft from other locations within the region.
- Coordinate with the NAO to reassign BIA exclusive use aircraft from out of region.
- Hire on-call/CWN aircraft available locally.

Fire Aircraft Needed to Fill Large Fire Orders: Aircraft will be obtained through normal dispatch procedures. The BIA exclusive use aircraft are primarily initial attack resources. Assignment of these aircraft to on-going large fires will be the exception and require:

Unit fire management officers (FMOs) will consult with the appropriate regional FMO/RAM.

- Regional FMOs/RAMs will consult with NAO and/or the assistant director, fire operations (NMAC representative).

Severity Fire Aircraft: Region wide needs will be met with existing aircraft within the region whenever possible. When ROs determine that supplemental aircraft are needed, they may submit a request for fire severity funding to the Branch of Wildland Fire Management. Fire severity funding is the authorized use of suppression operations funds (normally used exclusively for suppression operations and distinct from preparedness funds) for extraordinary preparedness activities that are required due to an abnormal increase in fire potential or danger, or to fire seasons that either start earlier or last longer than planned in the fire management plan.

Specific direction is in the *Interagency Standards for Fire and Fire Aviation Operations,* Chapter 6 (Redbook).

- The NAO will consolidate and adjudicate all regional office supplemental aircraft requests and determine the number/type/configuration and procurement method of aircraft. When there is a possibility to re-position a BIA aircraft from other areas, the NAO will coordinate the repositioning of the aircraft. NAO then will make recommendations of severity funded aircraft needs to fire operations, which makes final approvals of regions' requests.

- Severity funding covers the following costs: aircraft mobilization, daily availability, per diem, proficiency/mission currency, rental vehicle, relief crew transportation, additional aviation management personnel base pay, travel and per diem.

National Preposition Funding: Units may request on a very limited basis national preposition funding to acquire supplemental fire operations assets. National preposition funding may be used on a case-by-case basis to mobilize resources when BIA units:

- Do not have available preparedness funding,

- Do not have available short-term severity funding; or

- Do not meet the criteria for use of national severity funding.

Approved national preposition funding may be used only for travel and per diem costs for the duration of the assignment, and overtime labor costs associated with the original move.

3.10 Cooperator Aircraft

Cooperative aircraft operations and partnerships are encouraged for the purpose of efficiency and standardization in procedure. The NAO and the regions shall make a concerted effort to establish cooperative structures to increase capability and avoid duplication and conflicting procedures.

Use of cooperator aircraft and pilots; affiliate, state/local government, military, or other federal agency aircraft by BIA employees may require prior inspection and approval by OAS, usually in the form of a letter of authorization (LOA) and/or memorandum of understanding (MOU). Proposed use of these aircraft must be requested through the RAM to the NAO. Current list of cooperators with MOUs and corresponding information bulletins (IBs) are located at OAS' website.

Any employee who is asked to accompany personnel from another agency on other agency's aircraft must consult their respective aviation manager to ensure approvals are in place. Regions are encouraged to obtain necessary letters of authorization in advance of intended use period (reference *351, DM 4)*.

When BIA utilizes other governmental agency aircraft and aircrews, the aircraft are considered to be under operational control of BIA. Annual operating plans or interagency agreements (IAA) specifies how re-imbursement for flight services is managed. Note: When using aircraft under USFS contracts reference *OPM-39*.

3.11 Non-Federally Approved Aircraft

Reference *Interagency Standards for Fire and Fire Aviation Operations, Chapter 16* for protocols regarding utilization of non-federally approved aircraft in response to federal wildfire: https://www.nifc.gov/policies/pol_ref_redbook.html

3.12 Senior Executive Service (SES) Flights

An aircraft may be used to transport SES personnel to meetings, administrative activities, or training sessions when it is the most cost effective mode of transportation. Prior approval is required by the Solicitor's Office for employees above the GS/GM-15 level, members of their families, and all non-federal travelers on the flight. These flights are typically requested through the RAM however, some of the responsibilities may be delegated to AAMs (refer to applicable regional aviation plan for specifics). DOI requirements and procedures are outlined in *OMB Circular A-126* and *OPM-07*. The OPM and OAS Forms may be found at the OAS document library:
https://www.doi.gov/aviation/library/ses_travel

- Coordination with the BIA NAO prior to any SES flight activity is mandatory.
- All Federal Government aircraft use (including SES flights) must be requested and arranged at the local level (where the flight is to occur) utilizing the appropriate Aircraft Flight Request/Schedule form.
- The SES flight requests require seven-days advance notice.
- All **mission** flights (non-point-to-point transportation), including the SES mission flights, will be approved by a local line manager. Special use mission flights require the completion of a PASP and local line manager approval. Mission flights do not require prior approval from the DOI Solicitor's Office.
- All point-to-point SES transportation in Federal Government aircraft must be evaluated and approved by the DOI Solicitor's Office.
- An AQD-91/Best Value Comparison form is completed prior to using DOI contract aircraft.

Reference BIA NAP, Appendix 8 – SES Flight Scheduling Guide

3.13 BIA Law Enforcement Flights

- The Office of Justice Services (OJS) district and/or unit plan should describe all procedures related to BIA law enforcement aviation that occur at that level. A request to use, for BIA operational control projects, non-DOI contracted aircraft and personnel requires, prior to use, a fiscal agreement for the exchange of funds (reference *351 DM 4* and *OPM-39*).
- Utilizing aircraft that are not approved by DOI-OAS or USFS (DEA, National Guard, etc.) will require an OAS LOA for those missions not identified in current MOUs.

3.14 Search and Rescue (SAR) Flights (see also BIA NAP, 5.6 and 5.16)

- The use of BIA aircraft and aviation personnel for SAR operations are not considered normally planned BIA operations. BIA does not budget for SAR operations.

  - BIA aircraft mishap or BIA employee mishap: Request for BIA aircraft to respond to a BIA mishap is coordinated through the RAM/AAM/UAM, FMO/duty officer and the line officer. Documentation of the request can be made via normal aircraft request processes.

  - Cooperators' aircraft or other mishap: Request for BIA aircraft to respond to a cooperator mishap is coordinated through the RAM/AAM/UAM, FMO/duty officer and the line officer. Documentation of the request can be made on via normal aircraft request processes.

    - Sheriff Office SAR: Request for BIA aircraft to assist is typically routed through BIA law enforcement officials to the line officer. If a request for assistance is made directly to the dispatch center, the authority to dispatch BIA aircraft and personnel is at the line officer level. Documentation of the request can made via normal aircraft request processes. Notification of BIA aircraft response to the Air Force Rescue Coordination Center is required if the SAR involves a missing or downed aircraft.

- BIA exclusive use contracted aircraft should not be released from their contract for non-agency SAR operations. If the local unit deems that exigent circumstances exist, and they are unable to provide funding, the COR will work with the CO to facilitate release. The NAO program manager should be notified of any release from contract after the fact.

3.15 United States Military and National Guard Aircraft Flights

- U.S. Military – Requests for U.S. military aircraft support is per agreement between DOI and Department of Defense. The National Interagency Coordination Center (NICC) is authorized to coordinate (for fire and large incident activations). The *Military Use Handbook* describes procedures.

  Additionally, there are MOUs for non-fire and OJS/LE counterdrug joint missions between DOI and DOD. Proposed use of these aircraft must be requested through the NAO. Refer to OAS website for current MOUs https://www.doi.gov/aviation/library/mou and corresponding IBs https://www.doi.gov/aviation/library/ib.

- National Guard – Each geographic area typically has an agreement between the USFS/DOI and the National Guard for fire support resources. A request for National Guard aviation support is coordinated with the geographic area coordination center (GACC), reference national and/or geographic area mobilization guides, *Military Use Handbook*, and *OPM-41*.

  - A cooperator letter of approval is required be in place prior to utilizing National Guard aircraft for those missions not identified in current MOUs. Additionally, there are MOUs for non-fire and LE counterdrug joint missions between DOI and DOD. Refer to OAS website for current MOUs https://www.doi.gov/aviation/library/mou and corresponding IBs https://www.doi.gov/aviation/library/ib.

  Proposed use of these aircraft must be coordinated through the RAM. Requests for approval for those missions not identified in current MOUs must be submitted through the RAM to the NAO.

3.16 Unmanned Aircraft Systems (UAS) Flights (see also BIA NAP, 5.26)

Departmental guidance for UAS operations is addressed in *OPM-11*, which is based on FAA regulations regarding UAS operations. UAS are flown under a variety of options which, are identified at the FAA's website: http://www.faa.gov/uas/

A memorandum of agreement (MOA) between the FAA and DOI regarding operation of small UAS in Class G airspace has been approved. The MOA can be referenced at https://www.doi.gov/aviation/uas/moa

FAA policy for UAS operations is that no person may operate a UAS in the National Airspace System without specific authority. For UAS operating as public aircraft the authority is the certificates of waiver or authorization (COA) or through a MOA with the FAA. For UAS operating as civil aircraft the authority is special airworthiness certificates, and for model aircraft the authority is AC 91-57. For those UAS flight operations occurring in special use airspace such as MOAs or RAs, written approval and permission must be obtained prior to conducting flight operations by the controlling or using agency assigned to manage the airspace.

The FAA specifies UAS operations for Federal Government, state/local agencies and qualifying universities in addition to FAA granted exemptions and specific contracted operations. Operations of UAS under FAA Advisory Circular AC 91-57 (Radio Controlled Aircraft) are intended for hobbyists and not Federal Government or commercial operators.

Model aircraft are to be flown only for recreation or hobby purposes and not be used for agency purposes. For further information, refer to http://www.faa.gov/uas/publications/model_aircraft_operators/

A COA or compliance with the DOI/FAA memorandum of agreement (MOA) is required for all UAS operations prior to flight. Under the current system, no contract or "for hire" operations by contractors with UAS are allowed. No emergency use of UAS will be allowed without a previously approved COA in place. Reference *OPM-11 "DOI Use of Unmanned Aircraft systems (UAS)*": https://www.doi.gov/aviation/library/opm

In addition to Departmental guidance, all requests to utilize UAS must be routed through the respective RAM to the NAO.

- **UAS Request/Approval Process**: BIA must not conduct UAS operations until BIA line management and NAO approve requests, and all minimum requirements including an approved PASP, have been met. Requests must be initiated well in advance of the project, which could be at least several months (estimated) prior to the anticipated UAS mission start date.

  - Feasibility by BIA unit: Initial feasibility discussions are conducted between BIA unit, AAM, RAM, and NAO UAS Program Point of Contact (POC). Local unit line officer will make the decision to go forward with request.

  - Request and proposal by BIA unit: The local unit will prepare and submit a formal request to initiate a UAS project (memo signed by line officer). This proposal must include the general purpose, objectives and justification for utilizing UAS.

  - Bureau National UAS POC Review: The request must be routed through the RAM to the national UAS POC and NAO for review and approval/disapproval. If approved, the national UAS POC, in conjunction with NAPM, will determine if flight operations under the DOI/FAA MOA or the COA is appropriate for the flight mission. Final approval by BIA SES required before request is forwarded to OAS for review.

  - Request for COA, if needed: If the Bureau proposal is approved, the OAS UAS coordinator will work directly with Bureau requestor and aviation manager to develop the FAA application for a COA. Collaboration and agreement will occur prior to official commitment of the application. The OAS UAS coordinator will keep the Bureau informed on the status and issuance of the COA. The COA, once issued, shall serve as the UAS operations plan along with the PASP.

For additional information regarding minimum operational requirements, qualifications, emergency operations and interagency fire use of UAS reference NAP 5.26.

3.17 Documentation Requirements

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

3.18 Issue Resolution

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

3.19 Aviation Program Reviews

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

Aircraft Base reviews are conducted annually. The regional office has the responsibility to ensure the reviews are being conducted within the required timeframe and to identify well-qualified individuals to conduct the review. I-RAMs will be made available for these reviews. Summary of reviews will be shared with the I-RAM/NAO.

DOI/OAS regional aviation program evaluations are conducted every five years. OAS administers evaluations, and the NAO will identify qualified individuals to participate in the evaluation. Additional evaluations/reviews may be conducted as need is identified by the NAPM. Reference BIA NAP, Appendix 13 – DOI/OAS Regional Aviation Program Evaluation Schedule.

4.0 BIA Aviation Training

4.1 General

Aviation training is essential to ensure that BIA maintains a safe and efficient aviation operation in pursuit of the Bureau's mission. Aviation users, supervisors, and managers need to make certain that they and their employees are knowledgeable of the inherent hazards of aviation operations and provided the necessary skills, training and equipment to be successful conducting aviation operations. There are two separate, but linked training programs for BIA aviation, National Wildfire Coordinating Group (NWCG) curriculum (wildland fire) and IAT non-fire curriculum.

4.2 Fire Training and Qualifications

The NWCG guides the fire and fire aviation qualifications. Personnel serving in NWCG positions need only meet the qualification and currency requirements required in the *National Incident Management System: Wildland Fire Qualifications System Guide* (NWCG PMS 310-1), or other interagency guidance as appropriate (ATGS, single engine air tanker manager [SEMG], exclusive use helitack, etc.). If those position training and qualifications are identified in an approved crosswalk to IAT requirements.

4.3 Aviation Training for Non-Fire Flight Activities and Positions

The DOI aviation user's IAT regulates the "non-fire" aviation training requirements for Bureau personnel. Individuals holding a current qualification under the incident qualifications and certification system (IQCS) may also be qualified to perform some equivalent non-fire aviation positions under IAT guidelines and do not require additional IAT training. Reference: *Interagency Aviation Training (IAT) Guide*, one-way NWCG position to IAT position crosswalk located within IAT Guide.

Training requirements for non-fire aviation positions are located in *OPM-4 or IAT Guide*. A description of each position and role can be found in the IAT Guide.

4.4 Resource Helicopter Manager

Position Training, qualifications and experience requirements

In addition to meeting *OPM-4*, natural resources helicopter operations positions shall meet the requirements found in the *IHOG,* Chapter 2. Task book used for position is in BIA NAP, Appendix 14 – Resource Helicopter Manager Task Book.

4.5 Aerial Ignition Position Training, Qualifications and Experienced Requirements

Aerial ignition positions and instructor qualifications shall comply with the requirements found in the *IAIG,* Chapter 2. Approval and certification shall be the responsibility of the regional aviation manager or the inter-regional AOS. Presently all aerial ignition qualifications and experience must be documented by the individual and their supervisors. This documentation must be made available to the RAM or AOS for approval and recommendation for IQCS (red card) qualification. Written recommendation of qualification by the AOS must be documented prior to local entry of qualifications to IQCS. The RAM or I-RAM will maintain a list of certified aerial ignition employees for their region(s).

Aerial ignition instructors will be designated using the above process, with the additional documentation of their instructor qualifications and currency. Instructor is not an NWCG position and as such will be listed by the I-RAM as approved for use as an instructor.

Documentation will meet the following:

- Memo of request from supervisor to AOS/I-RAM, supporting documentation will be attached;
  - Training certification
  - Current IQCS position currency
  - Copy of certified task book

4.6 Management Responsibility

Supervisors and managers are those individuals that have management or supervisory oversight responsibilities for programs or employees using aviation resources for mission accomplishment.

4.6.1 Supervisory Personnel

A person who supervises employees that use aircraft to accomplish Bureau programs (first and second level supervisors).

Required Training:

- *M-3 Aviation Management for Supervisors (initial course either in a classroom or online)
- *A-200 Mishap Review

*Required every three years.

4.6.2 Line Managers

Line managers are those individuals who are responsible and accountable for using aviation resources to accomplish initial attack (IA) programs.

Required Training:

- *M-3 Aviation Management for Supervisors (initial course either in a classroom or online) or
- *M-2 DOI Aviation Management for Line Managers briefing

*Required every three years

4.6.3 Aviation Managers at the Agency/Unit, Region and National Level

Individuals with aviation management responsibilities for an agency/unit, regional or national level and serve as a focal point for aviation services and management. These include such positions as AAM, state, regional and national program managers, and helicopter and fixed-wing operations specialists. Training requirements can be found in the IAT Guide.

4.6.4 Aviation Contracting Responsibilities and COR Training Requirements

BIA CORs and alternate CORs, on BIA exclusive use contracts, are required to have training in DOI aviation policy, basic contract administration, and contract performance verification and understanding technical aspects of contracts. Initial and recurrent COR training requirements can be found in the DOI *COR Manual* or obtained from AQD contracting officers. CORs are required to be registered in the Federal Acquisition Institute Training Application System (FAITAS) and be certified as a COR by the Federal Acquisition Institute before performing the duties of the position on a DOI contract. Federal Acquisition Certification-Contracting Officer's Representatives (FAC-COR) initial requests and renewal/maintenance requests should be submitted through the lead acquisition official in the region for submission to the Bureau procurement chief in central office/WO. These should not be submitted directly to DOI.

http://www.fai.gov/drupal/certification/fac-cor

4.6.5 Contractor and Cooperator Pilot Training

BIA aviation managers at all levels are responsible for assuring that contractors and cooperators receive adequate briefings of mission requirements, standards and procedures. This may be accomplished through classroom training, computer-based training, simulations, pre-work conferences, aircraft and pilot inspections, pre-flight briefings or other appropriate venues.

4.6.6 Instructor Standards

Standards for NWCG instructors are outlined in NWCG *PMS 901-1, Field Manager's Course Guide*. Reference: https://www.nwcg.gov/publications/901-1

Instructors for IAT courses will meet the IAT trainer requirements of the *Interagency Aviation Training Guide*. Reference: https://www.iat.gov/docs/IAT_Guide_2014_0331.pdf

4.6.7 Personnel with Aviation Management Responsibilities

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

4.6.8 Aircraft and Pilot Requirements

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

4.7 NWCG to IAT Functional Crosswalk

IAT Guide provides the most current description of NWCG training and qualifications accepted in lieu of IAT required modules.

5.0 Aviation Operations

5.1 General

As an organization, we are often challenged with working in high-risk and dynamic environments that are not always predictable. It is the responsibility of each employee, cooperator and contractor to conduct aviation operations that have been planned properly, approved by management, that utilize the correct equipment and personnel and are carefully executed per standard operating procedures (SOP) to minimize risk. Safety is the first priority and leadership at all levels must foster a culture that encourages employees to communicate unsafe conditions, policies or acts that could lead to accidents without fear of reprisal. The four components of safety management systems (SMS) philosophy (policy, risk management, assurance, and promotion) are critical to the success of safe operations.

Region and local units are required to staff exclusive use aircraft assigned to their jurisdiction throughout the contract period and any extensions. Additionally, local units will ensure that support functions (e.g., airtanker bases and local dispatch centers) necessary for the mobilization of national assets (e.g., large airtankers, lead planes, SEATs, ASMs and fire helicopters) are staffed to support local dispatch as well as GACC-to-GACC and national mobilization.

5.2 Policy, Operational Guides and Handbooks

A list of all of the BIA aviation policy documents can be found in the BIA *57 IAM* and BIA NAP, 1.5 – Authority.

5.3 Public/Civil Aircraft Operations

DOI aviation activities include both “civil” and “public” operations. Civil aircraft operations must comply with 14 CFR (FAR) in the operation and maintenance of public aircraft with the few exceptions outlined in *DM 350-353.* Operators under contract to DOI are bound by that contract to conduct operations in accordance with their FAA approved commercial operator or airline certificate specifications, unless otherwise authorized by the CO and requested by the NAO.

5.4 BIA Employees on Non-BIA Aircraft

All agency employees will comply with Bureau and DOI aviation policies when performing agency employment-related duties on board any organization’s aircraft and/or aircraft operated under any other organization’s operational control. These policies include, but are not limited to approved aircraft and pilot (by carding or cooperator letter of approval), project aviation safety plans, flight following, personal protective equipment (PPE), appropriate flight management, etc. (Reference *351, DM 4*). Exceptions are:

- Flights in foreign countries (351 DM 4.1.E.(4)), (350 DM 1.2C)

- Undercover law enforcement missions (351 DM 1.6.D)

- Flights with a scheduled air carrier on a seat fare basis (Part 121 or 135 scheduled flights open to the public on a ticket sale basis). Seat fare is defined as the cost for a DOI employee to occupy one seat between two different airports/heliports when the aircraft is not under the exclusive control of the DOI. It does not include any charter or on-demand operation (353 DM 1 & OPM-15)

5.5 Passengers

A passenger is any person aboard an aircraft, when traveling on official BIA business, who does not perform the function of a flight crewmember or aircrew member, reference *350 DM 1, Appendix* 2 #54. Unauthorized passengers will not be transported in any DOI aircraft. For official, unofficial and unauthorized definitions see: 350 DM 1.8 A, B.

All passengers will:

- Use appropriate PPE (reference *ALSE Handbook*).

- Report aviation incidents, operations deviating from policy to the appropriate aviation manager and/or through the SAFECOM system.

- Emphasize personal safety as well as the safety of others involved in the flight.

- Meet the requirements of DOI *OPM-04 (Training)*.

Agency employees in off-duty status: Federal employees cannot utilize annual leave/LWOP or “volunteer” in order to circumvent agency policy. If any aspect of the employee’s activity is related to their official duties, they are conducting agency business, irrespective of their pay status.

Reference the regulations regarding off-duty activities in accordance with the *Standards of Ethical Conduct for Employees of the Executive Branch* (5 CFR. Part 2635.802-803).

Non-Federal passengers: Reference *IHOG*, Chapter 10.

- **General**: A qualified helicopter manager or flight manager must be assigned to the mission. All requirements regarding use of PPE, flight following, load calculations, and hazard analysis must be followed.

- **Resource/Project Missions**: If the mission is special use, a PASP is required and must be approved by line management prior to the flight. It must show that the carriage of non-federal passengers aboard the aircraft is of an official nature and is advantageous to the agency. Since the non-federal passengers are designated official passengers, no flight release waiver is necessary.

- **Incident Missions**: As a rule, the incident commander on type I or II incident management teams may authorize all flights with non-federal passengers onboard. On local unit fires, the line manager or their designee is usually the approving authority. Flights on Federal Government aircraft with non-federal passenger aboard must be in the interest of the Federal Government. No flight release waiver is required. This general guidance may be further restricted by agency local unit policy. The air operations staff should check with the local area to ascertain any additional restrictions or necessary approvals.

- **Restricted Category Helicopters**: Carriage of non-federal passengers aboard restricted category aircraft is specifically prohibited.

- **Notification**: AAM/ UAM and RAM must be notified prior to any flights with non-federal passengers aboard.

Volunteers: Volunteers when traveling on official business, are official passengers, within the terms of *350 DM 1.8.A.(3)*. Volunteers are not permitted to operate aircraft or serve as an aircrew member on any DOI aircraft. Volunteers aboard DOI aircraft performing mission flights must be pre-approved by the appropriate BIA line manager. During fire mission flights, the incident commander with delegation of authority or the local line officer are the appropriate levels of approval.

5.6 Emergency Exception to Policy

Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time to utilize approved methods, may deviate from policy to the extent necessary to preserve life (reference *350 DM, 1.3.B*). The following provisions and follow-up actions apply:

- Personnel involved are expected to use good judgment and utilize best practices to the extent possible.

- Personnel involved in the decision-making associated with deviating from policy must weigh the risks verses benefits.

- Any deviations must be documented on a SAFECOM. The appropriate aviation manager must be notified as soon as possible.

5.7 Categories of Flight

The following terminology is used throughout this section under these definitions.

A **"point-to-point"** flight is one that originates at one developed airport or permanent helibase and flies directly to another developed airport or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat fare basis). These types of flights are often referred to as "administrative" flights and require the aircraft and pilot to be only carded and approved for point-to-point flight. A point-to-point flight is conducted higher than 500 feet above ground level (AGL).

NOTE: A developed airport is one that is listed in the FAA Sectional or FAA supplement for the geographic area.

A **"mission"** flight is defined as any flight other than point-to-point, conducted with the express purpose of performing (or directly supporting) an agency or resource management related task or tactical job such as fire suppression, wildlife census, reconnaissance, etc. DOI refers to many such missions as "special use" in *OPM-29*; these missions require special techniques, procedures and consideration. Aircraft and pilots must be approved for each specific activity prior to use. Mission flights require additional agency planning, active flight following, additional pilot and aircraft inspections and carding, and operational supervision by agency personnel.

Helicopter flights per the IHOG shall meet the PPE requirements of the ALSE Handbook for "special use" missions. *Chart 9-1 Requirements for Personal Protective Equipment – Flight Missions General Requirements (all occupants).*

5.8 Flight Planning (See also *351 DM, 1.4* and *National Interagency Mobilization Guide,* Chapter 50)

Point-to-point flights will be tracked by a FAA – visual flight rules (VFR) or instrument flight rules (IFR) flight plan or on an International Civil Aviation Organization (ICAO) flight plan; or in accordance with a Bureau approved flight plan program; or in accordance with an OAS director approved vendor flight program specified in a DOI procurement document. FAA flight plans may be supplemented by agency flight plans and the administrative tracking and notification procedures specified in the National and/or Geographic Area Mobilization Guide. A qualified flight manager (per *OPM-04*) will be assigned to perform the administrative functions and assure a briefing is given to the pilot and a pre-flight safety briefing is given to the passengers. A flight request form (reference BIA NAP, Appendix 6b – Flight Request Format) or some form of aircraft flight strip (per dispatch SOP) will be utilized to provide dispatch with the appropriate aircraft and pilot information, a passenger manifest, and an estimated time of departure and arrival.

Mission Flights: Agency flight plans for fire/emergency mission flights will be documented on the aircraft flight strip (per dispatch SOP) and/or resource order. Agency flight plans for non-fire/non-emergency mission flights will be documented on the flight request/schedule, aircraft flight strip (per dispatch SOP) and/or PASP. The flight manager and the pilot will plan the mission together. Approval to conduct non-fire/non-emergency mission flights is required prior to flight (see BIA NAP, 3.1 – General). Elements to be considered are:

- Type of mission
- Environmental conditions – departure point, route, destination
- Time frames
- Logistics – fuel, landing areas, equipment, support crew
- Communications
- Airspace, flight hazards

5.9 Flight Following (See also National Interagency Mobilization Guide, Chapter 50 and Interagency Standards for Fire and Fire Aviation Operations, Chapter 16)

Sterile Cockpit All Aircraft: Sterile cockpit rules apply within a 5-mile radius of the airport. The flight crew will perform no radio or cockpit communication during that time that is not directly related to safe flight of the aircraft from taxi to 5 miles out and from 5 miles out until clearing the active runway. This would consist of reading checklists, communication with air traffic control (ATC), flight service stations, Unicom, or other aircraft with the intent of ensuring separation or complying with ATC requirements. Communications by passengers or aircrew members can be accomplished when the audio panels can be isolated and do not interfere with flight operations of the flight crew.

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

Point-to-point flight following is accomplished by an authorized flight plan as outlined in BIA NAP, 5.8 – Flight Planning. Aircraft on FAA IFR flight plans are continuously tracked via radar. Radar tracking for VFR traffic is not guaranteed, but is available when requested if the controller workload, terrain, and operating altitude allow coverage. The designated flight manager will confirm that the pilot has filed and activated an authorized flight plan and performs several functions associated with the agency flight plan. When utilizing an agency flight plan, the pilot or flight manager will notify dispatch upon departure, arrival at any interim stops, and arrival at the final destination. The flight following method is documented on the flight strip or flight request form.

Mission flight following is accomplished by flight crews and agency dispatchers using positive two-way communication (agency radio systems, satellite telephones, satellite texting), via the internet-based automated flight following (AFF) system, or by agency personnel on the scene of an incident or project where the aircraft is operating.

The method of flight following for fire incidents is documented on an aircraft resource order or in a dispatch center's mobilization/operating guide. The method for flight following non-fire missions will be documented in a PASP and/or flight request form.

Agency flight following begins with providing the departure time, souls on board (total personnel on the aircraft), quantity/duration of fuel, and heading to next check-in point. Position reports during a mission normally include the aircraft call sign, latitude, longitude, and heading. The default standard check-in for flight following is 15 minutes. If this is not possible, reporting frequency must be established and briefed prior to the mission and position reporting shall not exceed one-hour intervals under normal circumstances (reference *351 DM, 1.4.B*). Prior approval by the AAM/UAM is required if the 15-minute time limitation will be exceeded.

In certain circumstances, a position report may be given by some other descriptive location, such as reference to a mission grid-square map, a prominent known landmark, etc.

- Flight following may be conducted by FAA air traffic control if the mission flight is operating within class B, C, or D airspace, and with prior notification to dispatch.

- Position reports and tactical radio transmissions should not be given when operating within five miles of an airport in the "sterile cockpit" environment.

The BIA standard latitude and longitude format for aviation operations is degrees and decimal minutes (DDD° MM.MMM')(WGS84). See the *National Interagency Mobilization Guide*, Chapter 50 for additional details. Utilization of the correct format must be discussed between dispatch and the flight crew to assure accurate navigation.

Local/on-scene flight following: Local flight following by incident or project personnel may be implemented and utilized only when certain requirements are met and in place (reference *IHOG,* Chapter 4).

- Local flight follow procedures pre-identified and approved in unit aviation plan or PASP for project operations and in conjunction with dispatch for tactical operations.

- Flights following procedures and responsibilities have been addressed in pre-flight briefings.

- Methods of flight following are in place and tested, including mandatory communication between designated flight following personnel and dispatch before flight operations begin. Positive communication with dispatch must be maintained continuously during the operational period.

- A positive, clean "hand-off" must occur between dispatch and the project site when local flight following begins and ends.

- Backup/alternate communication devices are in place, available and tested.

- A reporting interval not to exceed fifteen minutes (or continuous visual contact) is maintained, and the location/status documented on a field radio log.

- Emergency accident and lost communication procedures must be briefed and understood by project flight following personnel, the pilot, flight manager, and dispatch or those serving the function.

Automated Flight Following (AFF): AFF is the preferred method of agency flight following used by dispatch functions since the aircraft N-number/identifier, position, speed, and heading of each AFF-equipped aircraft is graphically depicted every two minutes. The ability to resume radio flight following will be maintained and utilized in the event the AFF system ceases to function (e.g., agency network internet connection failure or aircraft AFF transmitter failure). Reference the *National Interagency Mobilization Guide*, Chapter 50 for specific direction regarding AFF.

5.10 Radio Frequency Management/Communications

Agency specific policies for radio communications may be found in the *DOI Radio Communications Handbook* (*377 DM*).

Do not use any frequency without proper authorization from the appropriate radio frequency management personnel at the local, state, regional or national level.

5.11 Overdue, Missing or Downed Aircraft

An aircraft is considered "overdue" when it fails to arrive within 30 minutes past the estimated time of arrival (ETA) and cannot be located. An aircraft is considered "missing" when its fuel duration has been exceeded, it has been reported as "overdue" to the FAA and the FAA has completed an administrative search for the aircraft without success. If an aircraft is overdue, missing, or downed, initiate the *Interagency Aviation Mishap Response Guide and Checklist* (NFES 2659). It is critical that the response plan is implemented, followed and documented throughout the duration of the event.

5.12 Mishap Response

The *Interagency Aviation Mishap Response Guide and Checklist* outlines appropriate response to a loss of flight following, or an aircraft incident or accident. The plan describes procedures and requirements, including initiation of SAR, fire and medical response, notification of OAS-Safety (1-888-4MISHAP) and BIA management. This guide (or equivalent) is specific to each unit and shall be available in all dispatch offices (reference 352 DM, 3.5). The guide must be updated annually by the date established in the state aviation plan. Dispatch centers are encouraged to augment the *Interagency Aviation Mishap Response Guide and Checklist* with additional local protocols and notification procedures and are required to test the plan at least annually through a simulation exercise.

- Timely upward reporting of any confirmed or potential accident or incident is critical. If there is any doubt on how any occurrence might be classified contact your: regional aviation manager, inter-regional aviation manager, national aviation safety manager or the NAPM (in that order) for clarification.

The *Interagency Aviation Mishap Response Guide and Checklist* (PMS 503, NFES 2659) is available at https://www.nwcg.gov/publications/503

5.13 Transportation of Hazardous Materials

Transportation of hazardous materials aboard agency-contracted aircraft must meet the requirements set forth in the *Interagency Aviation Transport of Hazardous Materials Guide* (NFES1068). The guide is available at:

https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/HAZMAT_Handbook_2005.pdf

Transport of hazardous materials aboard commercial aircraft must be in accordance with that company's policy as per FAA approved operational specifics.

5.14 Invasive Species Control

Aquatic invasive species are easily transported in a variety of ways e.g., helicopter buckets, scoopers, fixed tank helicopters and SEATs utilizing open water sources, fire engines and water tenders, and other water handling equipment. Agency personnel should become knowledgeable in the preventive measures associated with mitigating the spread of aquatic plants and invertebrates. Aviation managers should consult with local unit resource advisors to acquire information associated with contaminated water sources, approved water sources, cleaning of equipment exposed to contaminated water requirements, and other pertinent information.

Work is underway to develop additional guidance and procedures in the cleaning of equipment exposed to aquatic invasive species. Additional operational guidelines for aquatic invasive species can be found in the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 11.

5.15 Fire Chemicals and Aerial Application Policy near Waterways

Interagency policy only allows the use of a product that is qualified and approved for intended use. A qualified products list (QPL) is published for each wildland fire chemical type and maintained on the Wildland Fire Chemical Systems (WFCS) website: https://www.fs.fed.us/rm/fire/wfcs/index.htm

Personnel involved in handling, mixing and applying fire chemicals or solutions shall be trained in proper safe handling procedures and use the PPE recommended on the product label and material safety data sheet (MSDS). The MSDS for each approved fire chemical can be found on the WFCS website.

Airtanker bases shall have appropriate spill containment measures in place. Consult with the local safety officer on requirements.

Products must be blended or mixed at the proper ratio by approved methods prior to being loaded into the aircraft by authorized personnel.

For operational guidelines on use of fire chemicals and the policy for delivery of wildland fire chemicals near waterways and other avoidance areas, reference the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 12.

5.16 SAR (See also BIA NAP, 3.14)

Agency line officers, managers or an incident commander may direct agency personnel to participate in SAR aviation missions on or over public lands.

- All personnel involved with SAR operations should remain within the scope of their employment.
- Proper planning, risk assessments, and briefing the mission prior to an event will significantly reduce risk and improve the odds of success.
- SAR operations could lead to actions in conflict with DOI policy (reference BIA NAP, Appendix 5.6 – Emergency Exception to Policy).

5.17 Large Airtanker (LAT), Very Large Airtanker (VLAT) and CL-215/415 (Scoopers) Operations

Airtankers are a national resource and their primary mission is IA. GACCs mobilize these aircraft according to national and/or geographic area mobilization guides. In addition to federally contracted airtankers, military airtankers with the modular airborne fire fighting system (MAFFS) and cooperator aircraft may be utilized to supplement the federal fleet through established agreements.

Operational considerations concerning LAT, VLAT and scoopers can be referenced in the *IASG*.

5.18 Airtanker Base Operations

The airtanker base manager and/or fixed base manager supervise ground operations in accordance with the *IATBOG.*

The *IATBOG* establishes qualifications, certification and currency requirements for BIA.

5.19 SEAT Operations

SEATs are a national resource and their primary mission is IA. Mobilization is managed by dispatch centers with support by a national SEAT coordinator and aviation managers. Operational considerations concerning SEATs can be referenced in the *DOI exclusive use SEAT SOPs*, *ISOG* and the *IASG*.

SEAT manager (SEMG) responsibilities are outlined in the *ISOG*, and their training and currency requirements are contained in NWCG PMS *310-1*.

Utilization of remote/satellite SEAT bases must comply with *ISOG* requirements.

5.20 Air Attack, ASM and Leadplane Operations

These air tactical resources conduct operations in accordance with the *IASG* and the policies and procedures prescribed in the *Interagency Standards for Fire and Fire Aviation Operations*. Dispatch and ordering procedures are accomplished in accordance with the geographic area and/or national mobilization guides.

The *IASG*, Aerial Supervision Logbook and associated forms are located on the NWCG website: https://www.nwcg.gov/publications/505.

Aerial supervision resources will be dispatched, when available, for initial and extended attack to enhance efficiency and safety of ground and aerial operations. The rapid response speed of aerial supervision aircraft is critical to maximizing IA safety, effectiveness, and efficiency. This includes responding to incidents outside of the dispatch zone and GACC boundaries.

The ROSS status of BIA exclusive use air attack aircraft and personnel will be updated daily as GACC available. Aircraft and personnel will be released from incident at the end of each day to be available for IA the following day.

BIA exclusive use aircraft will be staffed for seven-day coverage throughout the contract period. To maintain currency requirements regular agency employees will be prioritized to staff the aircraft in the event the assigned agency employee is not available (days off, etc.).

Air tactical aircraft must meet the avionics typing requirements listed in the *IASG* and the pilot must be carded to perform the air tactical mission.

5.20.1 Aerial Supervision Personnel

Personnel associated with aerial supervision will be trained to the standards in NWCG PMS *310-1* and the *IASG*. Training and qualification requirements for ASM crewmembers are defined in the *IASG*. Individuals performing duties as an ATS or ATP must be certified and authorized by the BIA NAO.

ATGS training and currency requirements are contained in NWCG PMS *310-1*. However, additional currency requirements for BIA ATGS are defined in the IASG. The ATGS cadre monitors and coordinates ATGS personnel and training at the GACC level and coordinates with national program managers, RAMs, GATRs, and the ATGS cadre chair.

Personnel who are performing aerial reconnaissance and detection will not perform aerial supervision duties unless they are fully qualified as an ATGS and the aircraft is equipped and carded for air tactical operations. (Reference BIA NAP, 5.27 for additional information on aerial observation.)

5.21 Helicopter Operations

All BIA helicopter operations must be accomplished in accordance with the *IHOG*, unless otherwise waived by the NAO and/or the aircraft contract.

All personnel involved in BIA helicopter operations and all BIA personnel onboard cooperator/affiliate helicopters must comply with the PPE requirements in *IHOG*, Chapter 9. The only exception from the *IHOG* PPE requirements is on flights with a scheduled air carrier on a seat fare basis.

- **PPE requirements for helicopter occupants.** PPE is required to be worn on all helicopter flights by all occupants.

Helicopter Performance Planning: The most conservative hover performance chart for the aircraft will be used to determine payload limits for all BIA helicopter operations for first time landing into remote/unknown landing sites, or when the pilot deems environmental conditions warrant use of a conservative performance calculation or may direct a reduction of payload.

BIA exclusive use fire contracted helicopters must meet the daily minimum staffing levels defined by *IHOG* (Exhibit 2.1 – Minimum staffing for helicopter operations), except when flight crew is placed in 1-hour call back status. BIA exclusive use fire aircraft will be staffed for seven-day coverage throughout the contract period.

Utilization of the R-44 helicopter: Utilization of this model of helicopter shall be addressed in the regional aviation plan. Additionally, the aircraft user shall review OAS-Safety Information Bulletin NO. 05-02 “R-44 Helicopters” prior to ordering. This IB is located at https://www.doi.gov/sites/doi.gov/files/migrated/aviation/library/upload/IB_2005-02.pdf

NAO approval is required for new program requests to host the following:

- Cargo let-down
- Short-haul
- Rappel
- Single-skid, toe-in, and hover exit/entry (STEP)

Requests for approval are initiated by a regional office to the NAO with the final approval made by the Director, Branch of Wildland Fire and Aviation Management. The "BIA Aviation Enhancement Application Form" has been developed for these requests. (Reference BIA NAP, Appendix 6a – BIA Aviation Enhancement Application Form*).*

5.21.1 Fire Helicopter Modules

BIA exclusive use fire contract helicopter modules are organized under ROs and are administered by the regional fire management officer or delegated RAM. These modules are typically hosted by an agency fire management office. Day-to-day management of these modules will be determined by each region in coordination with the agency hosting the base of operations.

All BIA fire helicopter modules (helitack modules) are national resources under the BIA, Deputy Director Fire Operations (DFO). The NMAC representative for BIA (DFO or acting) will determine helicopter module positioning. DFO in consultation with the regions will determine and set priorities for helicopter module positioning which the NAO will facilitate.

Positioning and Movement

The NAO will analyze BIA aircraft needs nationally based on existing regional requests. Based upon BIA/NMAC prioritization DFO will determine the placement and movement of available resources. When aircraft become available for reassignment within a region, the RFMO/RAM will inform the NAO. In rare cases, DFO may move resources from on-going low priority use to higher priority needs. NAO will inform DFO of aircraft utilization and type of activity.

Once aircraft movement has been decided, the requesting (receiving) region will contact the sending region to exchange ordering information and discuss expectations. The requesting region is responsible for placing the completed resource order. Once the helicopter reports to a different region, they will be the operational responsibility of the receiving RFMO.

As helicopter module nears completion of an out of region assignment, the hosting RFMO/RAM will inform the NAO of availability. DFO/NAO will assess national aircraft needs and determine reassignment. This may include return to home region and base, reassignment to a different BIA region or if no BIA IA needs are present be made available to GACC and/or the NICC.

Severity Use

The use of short or long-term severity for out of region aircraft movement must have the concurrence of the DFO.

Helitack Module Crew Rotation

Helitack crews will meet interagency crew rest guidelines; crew supervisors will keep daily record of crew work/rest schedule. While on assignment, crews may rotate day(s) off to comply with *Interagency Incident Business Management Handbook (IIBMH)* guidelines, these days off while on assignment may or may not coincide with regular duty schedules and normal days off.

Crew supervisor will schedule days off so as to continue to provide seven-day coverage to meet the needs of the host unit, will coordinate and inform both host and home units of their scheduling and the impacts to timekeeping and travel.

5.21.2 Helitack

All helicopter personnel responsibilities are outlined in the *IHOG*. CWN helitack training and currency requirements are contained in the NWCG PMS *310-1*. See Appendix 5, for exclusive use helitack minimum crew staffing, training and currency requirements. Each region hosting exclusive use helicopters is responsible for providing essential management, overhead, equipment, facilities and the resources necessary to fully support the helitack crew.

Host regions are encouraged to increase helitack crew size minimum requirements to enhance operational efficiency. Recommended minimum staffing levels:

- Type 3 helicopter – 7 helitack personnel
- Type 2 helicopter – 15 helitack personnel

Hoverfill: BIA exclusive use helicopter crews' and aircraft may be allowed to utilize hoverfill operations. Before an exclusive use helitack program utilizes hover fill operations, training, risk management, and operational procedures, must be outlined and approved within their unit aviation/helitack operations plan and have concurrence of the NAO.

5.21.3 Rappel

Rappel activities will be conducted in compliance with the *Interagency Helicopter Rappel Guide*.

BIA fire currently does not conduct rappel operations. BIA OJS personnel participate in cooperator approved rappel operations as per OJS MOAs or MOUs.

5.21.4 Cargo Let-down

BIA cargo let-down will be conducted in compliance with the *Interagency Helicopter Rappel Guide.* BIA currently does not conduct cargo let-down operations.

5.22 Aerial Ignition Operations

Aerial ignition operations and projects are accomplished in accordance with the *IAIG*.

The DOI on-call small helicopter contract provides for vendor supplied helitorch equipment and mix/load personnel. If a vendor supplied helitorch operation is desired, the CO must be contacted prior to ordering. The CO will negotiate the helitorch services pricing.

- **Secondary Restraint Requirements**: Plastic sphere dispenser (PSD) operator will wear a secondary restraint; reference the *IAIG*, Chapter 3, page III-2.

5.23 ACETA

ACETA will be conducted as per the *ACETA Handbook* and DOI on-call ACETA contract, if conducted as a flight service contract. Reference BIA NAP, 3.8 – End Product Contract).

5.24 Light Fixed-Wing Operations

Fixed-wing dispatch, ordering, and operations must be accomplished in accordance with regional and unit aviation plans. At minimum flights must meet the requirements outlined in BIA NAP, 3.3 – Aircraft Flight Service Ordering.

5.24.1 Low-Level Flight Operations (Less than 500’ AGL):

The only fixed-wing aircraft missions authorized for low-level operations are:

- Smokejumper/para-cargo
- ASM and lead operations
- Retardant, water and foam application
- Seeding/spraying
- Other missions approved by a PASP

Operational Procedures:

- Fixed-wing aircraft and pilots must be specifically approved for low-level flight operations.
- A high-level recon will be made prior to low-level flight operations.

- All flights below 500 feet will be contained to the area of operation.

- PPE is required for all fixed-wing; low-level flights (reference *ALSE Handbook*). Flight helmets are not required for multi-engine airtanker crews, smokejumper pilots, leadplane and ASM flight/aircrew members.

5.24.2 Fire Reconnaissance or Patrol Flights

The purpose of aerial reconnaissance or detection flights is to locate and relay fire information to fire management. In addition to detecting, mapping and sizing up new fires, this resource may be utilized to describe access routes in and out of fire areas for responding units.

Only qualified aerial supervisors (ATGS, ASM, HLCO and Lead/ATCO) are authorized to coordinate aircraft operations in incident airspace and give tactical direction to aviation assets.

Flights with a "recon, detection or patrol" designation should communicate with tactical aircraft only to announce location, altitude and to relay their departure direction and altitude from the incident.

Required Training: Completion of A-100 Basic Aviation Safety

5.24.3 Non-Fire Reconnaissance/Aerial Observer

BIA non-fire fixed-wing mission flights require that at least one agency person on that flight or at the departure/arrival base meet the IAT requirements of flight manager. Agency personnel must meet IAT requirements for fixed-wing flight manager or NWCG comparable position. Reference *OPM-04* at: https://www.doi.gov/sites/doi.gov/files/uploads/opm-04.pdf

5.24.4 Single Engine IFR/Night Flight

For single engine night flight, reference *351 DM, 1.3*.

5.24.5 Backcountry Airstrip Operations

Reserved

5.25 Law Enforcement (LE) Operations

LE personnel involved in any aviation operation will adhere to DOI and BIA aviation policy. Local LE personnel that are required to utilize aircraft to support LE operations shall discuss all aspects of the operation with the AAM/UAM or RAM, well in advance of operations. The RAM must be briefed on all BIA LE involvement in short-haul missions occurring within their region. The RAM/UAM will review all LE PASPs prior to commencing operations. Line officers shall be informed of LE aviation activities within their area of responsibility.

LE personnel involved with aviation activities shall receive and be current in required aviation training (NWCG and/or IAT) commensurate with the aviation position they will fill, prior to any aviation operations.

LE personnel will utilize aircraft and pilots that have been approved by OAS (carded/LOA/MOU) for the intended use.

Aircraft contracted for fire/resource operations are allowed to conduct non-threatening surveillance and reconnaissance LE missions only.

- Certain LE operations could lead to actions in conflict with DOI policy; (reference BIA NAP, 5.6 – Emergency Exception to Policy).

- Certain exceptions to policy for undercover LE operations are addressed in *351 DM, 1.6.D.*

- See Appendix 10, Office of Justice Services, Aviation Plan.

5.26 UAS

Minimum Operational Requirements: The following requirements must be met prior to any operational use of UAS:

- COA: A valid and current COA issued by the FAA or following the requirements established within the DOI/FAA MOA.

- The AAM/UAM and project manager prior to flight operations, after the COA has been approved will complete a unit PASP. The PASP will include stipulations identified in the approved COA. For those UAS flight operations under the MOA, stipulations contained within MOA will be included in the PASP.

DOI UAS Pilot/Operator Qualification Card: The following requirements must be met prior to piloting/operating a UAS:

- DOI UAS pilot operator training requirements: DOI UAS pilots must receive training with the specific aircraft to be flown. OAS will identify appropriate training, in conjunction with FAA regulations. Pilots/operators must possess training certificates from OAS or OAS-approved sources prior to receiving OAS certification as a DOI UAS pilot.

- Other DOI UAS pilot/operator requirements: Other requirements (to be determined by OAS) may include FAA pilot certificate and FAA medical exams.

- The OAS UAS coordinator will issue a DOI UAS pilot/operator qualification card that specifies the approved UAS aircraft that the pilot/operator is approved to fly.

Emergency Operations:

- Federal agencies or their employees for interagency fire use may not use personally owned UAS or model aircraft.
- The FAA can only issue an emergency COA if the agency already has an existing COA for their aircraft.
- The request must be accompanied with a justification that no other aircraft exist for the mission and that there is eminent potential for loss of life, property, or critical infrastructure, or is critical for the safety of personnel.
- Cooperators, pilot associations and volunteer aviation groups or individuals may offer to fly unmanned aviation missions (e.g., aerial surveys, fire reconnaissance, infrared missions, etc.) at no charge to the incident management teams (IMTs). Although these offers seem very attractive, **we cannot accept these services unless they meet FAA, USFS and/or DOI policy.**

Interagency fire use of UAS: Reference *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 16 for protocols regarding utilization of UAS on federal wildfire: https://www.nifc.gov/policies/pol_ref_redbook.html

5.27 Cooperator (Non-Federally Approved) Aircraft

Reference *Interagency Standards for Fire and Fire Aviation Operations,* Chapter 16 for protocols regarding utilization of cooperator aircraft in response to federal wildfire:

https://www.nifc.gov/policies/pol_ref_redbook.html

5.28 Snow Operations

All snow operations will be conducted per Departmental Policy, *Field Reference Guide for Aviation Users*:

- 351 DM1.3 J(4) Snow Operations
- 351 DM1.6 Special Operations (A) Cold Weather
- 351 DM 1.7 Special Use Activities

6.0 Aviation Safety

6.1 General

The BIA aviation safety program is modeled after the aviation industry and FAA SMS. Each BIA employee and contractor involved with aviation has the responsibility to plan missions thoroughly, conduct missions with a conservative attitude, and respect for the aircraft and environment in which the missions operate.

The BIA NAO through the NAPM is the focal point for the BIA national level program. RAMs are the focal point for regional aviation programs, and the AAM/UAM is the focal point for agency/unit aviation program.

Aviation safety is the responsibility of all aviation user employees and supervisors.

6.2 SMS

SMS serves to structure the BIA existing safety initiatives and provides a review process for how well those initiatives function. SMS is not a safety program; rather it is a system that organizes existing safety processes around the concept of system safety. SMS incorporates a proactive approach using hazard identification and risk management to achieve accident prevention. Additional information regarding SMS is available at the Lessons Learned website: http://www.wildfirelessons.net/Home/

SMS is divided into four components:

- Policy
- Risk management
- Assurance
- Promotion

6.3 Policy

SMS is a critical element of management responsibility in determining the agency's safety policy and SMS also defines how the agency intends to manage safety as an organizational core function.

- Policy guides aviation safety doctrine, philosophy, principles and practices.
- Policy provides framework for aviation plans (reference BIA NAP, 3.1.1 – Aviation Plans).
- Policy assists in the development of local standard operating procedures.
- Policy will foster and promote doctrinal principles and SMS within the states.

Aviation management policies describe; authorities, responsibilities, acceptable operating practices, and administrative procedures. These directives provide the structure for the SMS to effectively function. Safety is a product of effective policy and management processes. All aviation safety standards and policy requirements identified in the BIA NAP, 1.6 – Policy, must be followed.

6.4 Aviation Life Support Equipment (ALSE)

All personnel engaged in aviation activities must wear appropriate PPE, depending on the mission. Requirements are listed in *351 DM, 1.7* and outlined in the *ALSE Handbook* and mission specific guides and handbooks. Reference BIA NAP, 5.22 – Aerial Ignition Operations, for additional PPE requirements utilized for helicopter operations. Any questions concerning the requirements and procedures for obtaining PPE are directed to the local aviation manager. Project leaders must ensure that appropriate and adequate ALSE, including PPE, is available and worn by individuals. If required ALSE is not available, all flights will be canceled or postponed.

6.5 PASP

Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from Department and BIA policy and procedures, except for safety of flight considerations. A PASP is required for non-fire special use projects. A flight request form may be completed in lieu of the PASP for a low complexity/one-time non-fire mission flights. The PASP or flight request form must be reviewed by the AAM/UAM and approved by the appropriate level of authority per the regional/unit aviation plan. Managers must be briefed by the AAM/UAM prior to their approval of the plan.

- PASPs that have a final risk assessment of high or above will require a RAM/I-RAM review prior to line manager approval.

- A courtesy copy of all PASPs will be routed to the RAM/I-RAM prior to implementation.

Projects that occur periodically over a season or fiscal year can have one PASP prepared and approved. In this situation, a flight request form will be required for each periodic flight. The flight request approval level would be at the UAM level with a courtesy notification to the RAM.

For projects that are conducted by a units' aviation operations group (helitack, aerial supervision, etc.); if the missions are typical and routine to the operational group with mission risk assessment documented in the groups' annual operations plan and the region and unit plan allows; then project/flight can be conducted, without a specific PASP, after completion of flight request documentation.

- PASPs developed for reoccurring projects will be reviewed, updated and signed annually as per required elements of a PASP.

6.5.1 Required Elements of a PASP Include:

- Project name/objectives/supervision
- Justification
- Project date(s)
- Location
  - Flight routes/areas and altitudes
  - Description of take-off and landing areas
- Projected cost of aviation resources
- Desired aircraft, make/model, pilot skills (included if available and/or specific N# and pilot to be noted on flight request form).
  - Aircraft and equipment approval
- Pilot
- Participants
- Communication Plan, flight following and emergency SAR
- Risk assessment utilizing the SMS worksheets as appropriate
- Aerial hazard identification (e.g., weather, take-off or landing weights, landing areas, wire hazards, etc.)
  - Wire Strike Prevention (352DM1.9, D)
  - Flight environment considerations: Bureau projects often dictate that flights be conducted in close proximity to the ground where wires are prevalent.
    - Risk assessment/hazard maps: To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low-level flights. A low-level flight hazard map must be constructed for the local operational area. All preplanned low-level flights require a thorough map reconnaissance of the route to be flown.
    - Airspace coordination and aerial hazard identification.
    - Special use requirements.
- Pre-flight briefings/after action reviews.
- Participants: List individuals involved in flights, their qualifications (HMGB, aircrew member, passenger, etc.) dates of last aviation training and include individual's project responsibilities.
- ALSE/Personal protective clothing/equipment (if required).
- Load calculations and/or weight and balance information requirements.
- Unit aviation managers review and signature (annually if reoccurring project).

- Project lead supervisors and line officer's approval signature (annually if reoccurring project). Line officer approving will be appropriate to level of determined risk.

  A good resource for aviation project planning can be found in the *OPM-06*. Personnel needing assistance with mission flight or project planning requirements should contact their unit/regional aviation manager. Risk assessments of the relevant project hazards can utilize maps, aerial photos, Google Earth photos, SkyVector.com maps to help identify and map out where the hazards are located. Particular attention in the risk assessment is essential when determining how to mitigate the risk by reducing exposure to hazards in: flight profiles, method of operations, external load operations, winter weather, and high/hot/heavy operations. A good risk management reference is the *Aviation Risk Management Workbook*: https://www.nifc.gov/aviation/av_BLMsafety.html

6.6 Aircraft Accident Investigation Process

The National Transportation Safety Board (NTSB) has the responsibility to investigate all aviation accidents except for military (49 CFR Parts 830 and 831, Public Law 106-181, and Federal Management Regulation 102-33.185). OAS chief of aviation safety is typically invited by the NTSB to be a party to the investigation. NTSB is still the controlling authority. Policy, including responsibilities and procedures concerning DOI aircraft mishaps are contained in *352 DM 3*. BIA positions may be established to assist the DOI investigation team: 1) as a selected member of the investigation team working directly for the OAS-Safety investigator-in-charge (IIC), or 2) as the BIA-designated on-site liaison to coordinate with the OAS-Safety investigator-in-charge. NOTE: In many cases, the BIA will provide only one representative to the investigation team and that individual will perform only as a liaison, or as both a team member and a liaison. OAS chief of aviation safety, as the Department's representative to the NTSB, will determine who will participate. The NTSB IIC will then either accept or deny the individuals proposed by the chief, or OAS IIC.

The BIA investigation team member:

- Must be requested by OAS to be an investigation team member.
- Will be appointed by the BIA NAPM.
- Will normally be BIA NAO staff members or RAM.
- Must not have a personal interest in the mishap.
- Will work directly with the OAS-Safety IIC.
- Is bound by confidentiality regarding all aspects of the investigation and preliminary findings and conclusions.
- Will at no time express opinions of their own or recite opinions of others on the team.

The BIA liaison:

- Will be appointed by the BIA NAO.
- Will provide on-site coordination and support to the OAS-Safety IIC for personnel, resources, transportation, office space, communications, etc.
- Will coordinate and facilitate in and out-briefings with local BIA management.
- Will serve as liaison between the investigation team and local BIA management (line officer), BIA specialists and/or incident management team.
- Will provide the IIC with technical expertise and BIA organizational information.
- Will make arrangements for interviews, site visits, document review, etc.
- Will **not** conduct interviews or investigative actions unless requested by the IIC.
- Will be bound by confidentiality regarding all aspects of the investigation and preliminary findings and conclusions.
- Will at no time express opinions of their own or recite opinions of others on the team.
- Must not have a personal interest in the mishap.

6.7 Risk Management

Risk management enables personnel at all levels to do exactly what the term implies: manage risks. The process of risk management applies to programs and operational missions. The risk management process is designed to mitigate risk to acceptable levels by the identification, assessment, and prioritization of risks followed by coordinated application of resources to minimize, monitor, and control the probability and/or impact of unplanned events.

These basic decision-making principles must be applied before any anticipated job, tasks, or mission is performed:

- **Accept no unnecessary risk:** Unnecessary risk does not contribute to the safe accomplishment of a task or mission. The most logical choices for accomplishing a mission are those that meet all the mission requirements while exposing personnel and resources to the lowest possible risk.
- **Make risk decisions at the appropriate level:** Making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of a mission must be included in the risk decision process. Supervisors at all levels must ensure subordinates know how much risk they can accept and when they must elevate the decision to a higher level.

- **Accept risk when benefit outweighs cost:** Weighing risks against opportunities and benefits helps to maximize unit capability. Even high-risk endeavors may be undertaken when there is clear knowledge that the sum of the benefits exceeds the sum of the potential costs.

- **Integrate risk management into planning and execution at all levels:** To effectively apply risk management, leaders at all levels must dedicate time and resources to incorporate risk management principles into the planning and execution phases of all operations. Integrating risk management into planning as early as possible provides the decision maker with the greatest opportunity to apply risk management principles.

Risk assessment can be divided into three levels:

1. **Time Critical:** This method is an "on-the-run" mental or verbal review of the situation using the risk management process without necessarily recording the information. The process is used to consider risk while making decisions in a time limited situation. Rapid risk assessment requires effective training of personnel, effective operational practices and a thorough understanding of objectives of the mission.

    - Note that "time critical" does not mean "hasty" or "uninformed."

    - Note that all of elements of risk management described in **Deliberate** may be applied to time critical risk management. However, the time frame in which the rapid examination is performed is extremely compressed by the urgency of the situation. This will involve documentation of the process and actions.

2. **Deliberate:** This type is used when planning time permits. It involves systematic risk identification, risk assessment/analysis, consideration of control options and risk decision-making, implementation of controls, and supervision.

3. **Strategic:** Strategic risk management is conducted at the highest levels of the organization and is typically applied to multiple systems type complexity, and requires professional reviews. This method should be used in instances where new technology, change, or development of new programs or activities. It involves an analysis of cost/benefit of mitigations. The strategic process produces a more permanent record of findings and decisions used for long-term planning, organizational decision-making and as authoritative training resources.

Risk Management Process: The process by which risk is managed is on going throughout the mission. It starts in the planning stage, continues to the approval and scheduling phase, is evaluated and adapted during the execution phase and is analyzed and collected as lessons learned in the post flight phase.

1. **Identify Hazards:** The first step in risk management is to identify hazards. The hazards are the potential sources of danger that could be encountered while performing a task or mission. Hazards include, **but are not limited to**, weather, time of flight, terrain, equipment, training, and proficiency level of personnel.

2. **Assess Hazards:** Hazard or risk assessment is part of the risk management process. Risk assessment can range from simple to complex, but must be detailed. The process of assessing hazard causes personnel to analyze the degree of risk associated with each threat, and place these in perspective relative to the objectives of the mission and organization.

3. **Develop Controls/Make Risk Decisions:** Starting with the highest threat, identify the risk control options that reduce exposure to the threats for all of those identified in the previous steps that exceed an acceptable level of risk.

4. **Implement Controls/Execute and Monitor:** Implement the plan and ensure that the risk controls are known by all and are utilized. Ensure that people know and do what is expected of them. A high-level of risk that cannot be effectively controlled should be reported to the person supervising the operation. Continually evaluate the effectiveness of the controls and ensure that the risk remains in balance with the benefits.

5. **Supervise and Evaluate:** Note any changes to the operation, equipment, environment, and/or people and how they may affect your plan. It is important to remember that risk management is a continuous process! Adjust to changes in the situation in real time by remaining vigilant and maintaining your situation awareness to identify unexpected as well as planned threats. Track your progress by taking note of intermediate accomplishments that will denote and add up to the completion of your objective. Additionally, after action reviews are a good way to assure that the supervision and monitoring of the mission are effective and that lessons learned are captured for the future.

Risk Assessment Tools: As discussed previously, the second step of risk management is assessment of the threats/hazards. Several tools may be used to document the risk involved in the operation. A good source for a variety of risk assessment tools can be found in the *IHOG,* Appendix F: https://www.nwcg.gov/publications/510

The Aviation Risk Management Workbook as well as several completed aviation assessment are located at the BLM Aviation Safety website: https://www.nifc.gov/aviation/av_BLMsafety.html

6.8 Assurance

The safety assurance component involves processes for quality control, mishap investigation, and program reviews. Assurance emphasizes:

- Continuous monitoring and evaluation
- Standards for evaluations
- Internal/external audits and evaluations
- Investigations
- Emergency preparedness and response
- Reporting and feedback

Quality assurance (QA) techniques can be used to provide a structured process for achieving objectives. BIA efforts to date have concentrated on the development and implementation of comprehensive policy revision, risk management processes, SMS philosophy and training.

6.9 Aviation Safety Assistance Team (ASAT)

During high levels of aviation activity, it is advisable to request an ASAT. An ASAT's purpose is to enhance risk management, efficiency, effectiveness and provide technical assistance while reviewing aviation operations. If an ASAT cannot be filled internally, the request may be placed with NICC through established ordering channels using individual overhead requests. An ASAT should operate under a delegation of authority from the appropriate geographical area/regional aviation manager(s) or multi-agency coordinating group. Formal written reports shall be provided to appropriate manager(s) as outlined at the in-brief. A team should be developed to fit the need of the requesting unit and may consist of the following:

- Aviation safety manager
- Operations specialist (helicopter and/or fixed-wing)
- Pilot inspector
- Maintenance inspector (optional)
- Avionics inspector (optional)
- Aircraft dispatcher (optional)

6.10 Aviation Safety Communiqué (SAFECOM)

The SAFECOM system is used to report any condition, observance, act, maintenance problem or circumstance that has the potential to cause an aviation-related mishap. **The SAFECOM system is not intended for initiating punitive actions.** Mission personnel are encouraged to collaborate on SAFECOM development prior to submission to avoid any punitive implication, submission duplication and to increase the narrative accuracy of events. Submitting a SAFECOM is **not** a substitute for "on-the-spot" correction(s) to a safety concern. It is a tool used to identify, document, track and correct safety related issues. All personnel involved in aviation activities are encouraged to submit SAFECOMs. A SAFECOM can be submitted via:

- Website: https://www.safecom.gov/
- Mobile application: https://www.safecom.gov/mobile/#/
- Phone: 1-888-464-7427

Personnel in doubt about completing a SAFECOM should contact their I-RAM. Reference the BIA NAP, Appendix 4 – BIA SAFECOM Management Roles.

- Elevated SAFECOMs will not be made "public" until a determination/ investigation has been completed. The national aviation safety manager will assign a liaison to OAS-Safety on a case-by-case basis.

6.11 Program Evaluations, Readiness Reviews, Site Visits

Aviation program evaluations/reviews are an integral part of the system safety accountability pillar. Aviation program reviews are conducted at two levels within the Department to ensure that safety standards, policy compliance and BIA efficiency objectives are being met.

BIA Fire Program Preparedness Reviews: Aviation functional operations and facilities are reviewed as part of national and regional fire preparedness reviews of agency/region operations. Reviews are conducted every three years by a national level review team. Unit level fire and aviation readiness reviews are conducted annually.

BIA Aviation Reviews: The RAM will be responsible for coordinating annual readiness reviews of the region's aviation crews/personnel, project and base site visits, and developing guidelines for oversight of agency/field office aviation activities. The RAM has the responsibility to ensure the reviews are being conducted for aviation operations within the required time frame and to identify well-qualified individuals to conduct the review. BIA will use interagency guide recommended review formats.

OAS Aviation Program Evaluation: OAS will administer an aviation program evaluation of each IA region and the NAO every five years. The purpose of these evaluations is primarily to review non-fire aviation activities as they relate to administration, operations, safety, training and security. The NAO will identify qualified individuals to assist with the review (reference BIA NAP, Appendix 13 – DOI/OAS Regional Aviation Program Evaluation Schedule). The RAM will assist with the review and provide scheduling and logistical support. Additional reviews may be conducted if the regional aviation manager identifies a need.

6.12 Promotion

The BIA must promote safety as a core value with practices that support a positive safety culture. BIA aviation managers are encouraged to promote aviation safety and accident prevention at every opportunity, within all fire and non-fire programs. Line managers play a critical role in establishing a just safety culture at the region and agency/unit levels. Safety promotion can be accomplished through:

- Training
- Communication
- Reporting and feedback
- Safety and mishap information
- Safety awards

6.13 Lessons Learned

National and regional level aviation program managers are responsible for providing input into training curriculum development, lessons learned messages, development of new procedures and operational methodologies.

RAMs are responsible for disseminating pertinent aviation safety information, actively engaging resource and fire managers during annual work plan development.

Additional information regarding lessons learned is available at the Lessons Learned website: http://www.wildfirelessons.net/Home

6.14 Aviation Safety Awards Program

Aviation safety awards are a positive part of the aviation program and are provided to all organization levels. National awards are given following the guidelines in *352 DM 4* for pilots and employees. Airward recommendation narratives are submitted through the RAM to the NAO.

6.15 Prescribed Fire Project Planning

Prescribed fire projects that include the use of aircraft (e.g.; observation, holding, medivac) **require a PASP**. Aerial ignition **requires an aerial ignition plan** (examples found in the IAIG, Appendix A), which is reviewed by a RAM or I-RAM and approved by the appropriate line officer.

7.0 Airspace Coordination

7.1 Interagency Airspace Coordination

Interagency airspace coordination is accomplished through the Interagency Airspace Subcommittee (IASC) charted under the NIAC. Guidance and education is provided through the *IACG*.
http://www.airspacecoordination.org/index.html

7.2 Flight Planning, Hazards and Obstructions

It is the pilots' responsibility to plan the flight. It is the flight managers' responsibility to provide information to the pilot for the project area and mission objectives. It is the aircraft dispatcher's responsibility to inform the aircrew of "boundary airspace" issues and coordinate with neighboring dispatch centers (reference BIA NAP, 7.6 – Airspace Boundary Plan). Regions and agencies are responsible to develop area flight hazard maps or planning tools (project aerial hazard map) that are posted at operating bases, aircrew briefing packages, and dispatch office. The following hazards or locally significant areas should be depicted:

- Military airspace – warning area (WA), RA, MOA, alert area (AA), prohibited area (PA), MTRs, controlled firing areas (CFA), slow routes (SR), aerial refueling routes (ARs) and low altitude tactical navigation (LATN) areas
- Airspace – class B/C/D and national security areas
- Airports/airstrips – public and private, military
- Dispatch zone boundaries
- Parachute, hang glider, rocket, model airplane operating areas
- Towers over 200 feet. Other towers as locally determined significant
- Metrological towers (MET) specific to operations area
- Wires – Major transmission lines, other lines determined locally as significant (wires crossing – canyons, rivers, lakes, near airports)
- Update/revision date

7.3 Fire Traffic Area (FTA)

BIA incident aviation operations will adhere to FTA procedures. The FTA provides agency communication protocol through a standardized structure to enhance air traffic separation over wildfire or all-risk incidents. The structure emphasizes established communications, clearances and compliances. See the *IASG*, Chapter 4 for details.

7.4 Temporary Flight Restriction (TFR)

In order to enhance safety during an incident, the FAA may be requested to issue a TFR that closes the airspace to non-participating aircraft (with some exceptions). While there are currently nine different types of TFRs, the most commonly issued TFR for wildfire is 14 CFR 91.137 (a) 2, which is explicit as to what aviation operations are prohibited, restricted or allowed. Aviation managers requesting a TFR should be familiar with the ordering procedures, coordination protocol and exceptions that are outlined in the *IACG,* Chapter 6. TFRs are not authorized by the FAA for resource management projects. A notice to airmen (NOTAM) D may be requested through the aircraft dispatcher at a local GACC who will contact the local flight service station (FSS).

Non-wildfire TFRs are under the jurisdiction of the FAA. All participants involved with an "all-risk" TFR should be acquainted with the FAA's publication "*FAA Airspace Management Plan for Disasters*" located at http://www.airspacecoordination.org/files/FAA%20AMP%20for%20disasters%20pdf%20version%20for%20website.pdf

Presidential TFRs (91.141) involve a set of 30 nautical miles and 10 nautical miles temporary flight restrictions. Flights within the presidential TFRs require coordination well in advance of the TFR implementation. For further information, contact the interagency airspace program manager either at the geographic coordination center or the NICC.

7.5 National Firefighting Aircraft Transponder Code (1255)

The FAA has provided the **1255** transponder code as the national designation for firefighting aircraft. It is not agency specific. The code must be utilized by aircraft responding to and operating over fire incidents supporting suppression operations unless otherwise directed by ATC. It is not to be used for repositioning or during cross-country flights. It is authorized specifically for firefighting and is not to be used for Federal Emergency Management Agency (FEMA) or all-risk disasters.

7.6 Airspace Boundary Plan

When resources are dispatched by multiple units to an incident or area that shares a common boundary, care should be taken to ensure safe separation and communication of responding aircraft. Boundary plans should be prepared that focus on a 10 NM wide "neutral airspace" corridor for mutual or exchanged IA areas or zones. Agencies conducting flight activity within the boundary corridors should implement notification procedures to adjoining agencies and cooperators (reference *IACG,* Chapter 7 for details).

7.7 Airspace Deconfliction

While the word “deconflict” is not in the dictionary, it is a commonly referred aviation term describing the process of reducing the risk of a mid-air collision or a TFR intrusion. Airspace deconfliction can occur for both emergency response and non-emergency aviation activities.

Deconfliction can be accomplished through the following measures.

- Pilots must obtain all information pertinent to flight before flying. This is accomplished by obtaining a briefing from the FAA through the FSS. This is the official source of NOTAM information.

- Dispatching units may obtain scheduling information from DOD units that have special use airspace or MTR and share this information as “hazards” information on the resource order when the aircraft are dispatched. For non-emergency flights, information may be shared through common communication protocol.

- Aviation Internet websites are prolific on the internet. When used for obtaining airspace information, the user must be aware of any disclaimers regarding the timeliness of the information posted. The FAA’s U.S. NOTAM office provides current TFR information through DOD Internet NOTAM Service (DINS) at: https://www.notams.faa.gov/dinsQueryWeb/ and www.faa.gov

7.8 Airspace Conflicts

Aviation personnel have a responsibility to identify and report conflicts and incidents through the Interagency SAFECOM System to assist in the resolution of airspace conflicts. When a conflict or incident occurs, it may indicate a significant aviation safety hazard. Conflicts may include near mid-air collisions, TFR intrusions, and FTA communication non-compliance. Further guidance is available in the *IACG,* Chapter 8.

7.9 Operations Along Foreign Borders

All aircraft operations along border patrol zones require coordination with the U.S. Border Patrol. The dispatch centers with foreign border zones will have an operational plan detailing the coordination measures with the U.S. Border Patrol Air Marine Operations Center (AMOC). All pilots and aircrews will be briefed about border zone flight procedures.

7.10 Airspace Agreements – Memorandums of Understanding

When special use airspace (SUAs), MTRs, SRs, or ARs are located over lands within an agency’s jurisdiction or within their area of normal flight operations (fire or non-fire), the agency should consider instituting an agreement with the appropriate DOD entity that schedules the airspace. Airspace agreements establish protocol for emergency and non-emergency contacts. They provide local level leadership a tool that defines protocols to address recurring activities, coordination of time critical responses, deconfliction and resolving issues in a timely manner.

The BIA regions may establish agreements with military airspace authorities to coordinate BIA flight activities.

A template and sample format is provided in the *IACG,* Chapter 12.

7.11 Emergency Security Control of Air Traffic (ESCAT)

ESCAT may be implemented due to an air defense emergency as directed by the North American Aerospace Defense Command (NORAD). Reference *IACG,* Chapter 4 for details.

8.0 Aviation Facilites

8.1 General

All BIA aviation support facilities will be constructed, maintained, and operated in compliance to applicable regulations/direction of DOI, BIA, FAA, Occupational Safety and Health Administration (OSHA) and lease agreements.

8.2 Aviation Facilities (Permanent and Temporary)

BIA has permanent and temporary airbases managed by the regions, agencies and field offices. Permanent air bases include SEAT retardant bases, and airplane and helibase/heliport facilities with permanent or temporary fixtures that are used on a continuous or seasonal basis. These aircraft bases of operations include Federal Government owned or leased aviation facilities on federal or non-federal land where BIA has primary responsibility for operations, maintenance and oversight. Facility base reviews shall be conducted in accordance with the *IHOG, Appendix E; Interagency Airtanker Operations Base Guide (IATOBG),* Chapter 5 Section B; and *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 18, as appropriate.

8.3 Temporary Operations Bases

Temporary operations bases are those that are used to support short-term projects and wildland fire. These bases can be located on federal, state, local government or private land. Permission to operate on the land should be obtained prior to use. Land use agreements may have to be set up describing payment terms, use limitations and land restoration measures. For wildland fire operations the *IIBMH,* Chapter 20 describes procedures. Only procurement officials with warrant authority may enter into agreements. For non-wildland fire situations, the region/agency procurement official is the POC for agreements.

8.4 Safety

Aviation facilities must comply with safety regulations described in DOI manuals, guides and handbooks, and the OSHA. Buildings, equipment and aircraft operating surfaces (helibase, airplane parking and retardant base) will be inspected annually for safety and maintenance deficiencies, by the unit aviation manager and/or unit health and safety officers.

8.5 Permanent Facility Construction Planning/Funding and Maintenance

Reference: 80 IAM – Facilities Management Program

8.6 BIA Owned/Operated Airports/Airstrips

The majority of airstrips/airports in Indian Country are “owned” by the respective tribe. Management of the airport/strip varies with the specific location.

9.0 Aviation Security

9.1 Aviation Security Policy

The policies and procedures in this chapter are intended to make the theft of BIA aircraft more difficult and time consuming and therefore an unattractive target to potential criminals or terrorists. The BIA security program includes the following elements:

Department of Interior Security Policy: Departmental Manuals *444-1* and *352 DM 5* set forth the security requirements for all DOI aviation facilities and assigned aircraft. Reference DOI aviation security policy *352 DM 5*: http://elips.doi.gov/ELIPS/DocView.aspx?id=1107

Scope and Applicability

- To the extent applicable, the policies and procedures established herein are intended to supplement the minimum physical security program requirements detailed in *444 DM 1*. Nothing in this chapter reduces the requirements prescribed by *444 DM 1*, Physical protection and building security, or any other requirement established by law or authority as it pertains to DOI aviation operations.

- The policies and procedures established herein are applicable to all BIA aviation facilities and aircraft owned or controlled by the DOI.

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

Definitions:

The term “aircraft operations area” (AOA) means the area within an aviation facility in which flight-capable aircraft are present for any purpose, including, but not limited to the loading or unloading of cargo or passengers, refueling, maintenance, parking and storage.

The term “aviation facility” means any DOI owned or controlled real property used for aircraft landing and take-off at which DOI owned or controlled aircraft are permanently based **(greater than 180 days).**

The term “control” is used in two contexts.

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

- As it relates to aircraft, the term “control” means “operational control” as defined in the FAR at 41 CFR 1.1: “Operational control with respect to a flight means the exercise of authority over initiating, conducting or terminating a flight.” This definition is independent of aircraft ownership.

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

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

Risk Assessment

A “risk assessment” will be conducted for each BIA aviation facility (see definition above). Each aviation facility risk assessment will be periodically reexamined and adjusted as necessary to ensure it accurately reflects current conditions. Reexaminations will be conducted and documented every two years (minimum).

Security Plans

Security plans will conform to the following conditions:

- The *“Field Reference Guide for Aviation Security for Airport or other Aviation Facilities” (AAF)* is intended to provide a standardized method of assessing aviation airport facilities. Each unit is encouraged to utilize this written document to identify the appropriate level of security planning needed. https://www.doi.gov/aviation/library/guides

- Individuals preparing aviation facility security plans can reference the TSA “*Security Guidelines for General Aviation Airports”* TSA Information Publication A-001.

- The scope and depth of the aviation facility security plan should be commensurate with the size and operations complexity of the facility for which it is prepared.

Training

Employees (aircrew member minimum) involved in the control or use of aviation resources or facilities shall complete the appropriate level of aviation security training. A-116 General Awareness Security Training is available at www.iat.gov

BIA Specific Policy/Guidance:

HSPD12 Policy

Aviation Security Questionnaire:
https://www.nifc.gov/aviation/av_BLMsecurity.html

Field Reference Guide for Aviation Security for Airport or other Aviation Facilities:
https://www.doi.gov/aviation/library/guides

9.2 General Aviation Security Awareness Programs

The BIA utilizes the Aircraft Owners and Pilots Association (AOPA) Airport Watch Security program: http://www.aopa.org/airportwatch/

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

To report any suspicious activity at your airport call (866) GA-SECURE (866) 427-3287.

9.3 Cooperators Aircraft Security

Military or Federal Government agency cooperator aircraft under DOI operational control shall adhere to their Department-specific aircraft security policies.

9.4 Aircraft Physical Security Requirements

At any time an aircraft, controlled or owned by the DOI, is not directly attended by its assigned flight crew, ground crew, or Federal Government managers, it will be physically secured in a manner that disables the aircraft from being utilized.

Exceptions

- Military or Federal Government agency cooperator aircraft under DOI operational control. Such cooperator aircraft shall adhere to their Department-specific aircraft security policies.

- Aircraft mechanically incapable of flight.

Security Devices: The DOI aircraft contracts specify the aircraft security measures and it is the contractors' responsibility for the aircraft security. Approved security devices require using a dual-lock method consisting of any combination of anti-theft devices attached to the aircraft for the sole purpose of locking flight controls, aircraft power, or directional ground movement. Pilots and aircrews must be diligent in pre-flight procedures to prevent engine start-up with security measures in place. These may include any combination of the following:

- Locking hanger doors
- Keyed magneto, starter or master switch
- Hidden battery cut-off switches
- Throttle, mixture/fuel, fuel cut-off locks
- Control surface gust-locks; propeller locks (chain, cable, mechanical) – **(airplane only)**
- Locking wheel, chock or aircraft tie-downs
- "Club-type" devices for control yoke

9.5 Aviation Facility Security Requirements

Security risk assessments will be performed on all BIA aviation facilities, temporary bases and aviation airport facilities (AAF) which meet the definition of "aviation facility", using the *DOI Field Security Guidelines for General Aviation*.

- Completed assessment should be housed within the unit's aviation plan as an appendix or chapter.

Aviation Facility Security – Suggested Enhancements

After completing the AAF Airport Characteristics Measurement tool and determining your facilities total score, reference the *Suggested Airport Security Enhancements template* included within the *Field Reference Guide for Aviation Security for Airport or other Aviation Facilities (AAF) pg. 6.*

- The total score obtained from the Airport Characteristics Measurement Tool is considered minimum mandatory security requirements.

For a more in depth list of suggested airport security enhancements reference TSA Information Publication A-001, *Security Guidelines for General Aviation Airports*, Appendix B.

Suggested area enhancement may include:

Signage

- Signage should be multi-lingual where appropriate.

Lighting

- Lighting type and illumination levels will comply with published Illuminating Engineering Society (IES) standards and will not supersede standard aviation guidelines governing runway lighting and nighttime flight requirements.

Fencing

- Install perimeter security fencing as needed to control access to the AOA and all other sensitive areas.

- Fence height and other characteristics will comply with standard FAA guidelines where appropriate. Where FAA guidelines are not available, minimum fencing characteristics will be sufficient to meet access control needs.

Access Control

- The number of access points should be minimized and their use and conditions regularly monitored.

- Any access point through a fence or other boundary should not only be able to control or prevent access, but also differentiate between an authorized and an unauthorized user.

- Anti-pass back, anti-piggyback and anti-tailgating systems or protocols should be implemented where appropriate.

- Gates when appropriate should be constructed and installed to the same or greater standard of security as any adjacent fencing in order to maintain the integrity of the area.

- Pedestrian/personnel gates can be constructed using a basic padlock or designed with an electrical or mechanical locks or keypad/card system.

9.6 Exceptions

If facility ownership or control constraints preclude full implementation of the identified minimum mandatory security requirements, notification must be immediately given to the NAO in writing.

- Written notification will detail the minimum mandatory security requirements(s) which cannot be implemented and the circumstances preventing the implementation. A waiver of the requirements may be requested.

- Pending the response, the facility will comply with *352 DM, 5.10*, “Aircraft Physical Security Requirements.”

9.7 Transportation Security Administration (TSA)

BIA employees who are traveling on commercial airlines are personally responsible for compliance with TSA and Department of Transportation (DOT) hazardous cargo regulations.

Appendixes

1. National Aviation Organization Directory
2. Acronyms
3. Reserved
4. BIA SAFECOM Management Roles
5. BIA Exclusive Use Helicopter Module Position Standards
6. BIA Aviation Forms
    a. BIA Aviation Enhancement Application Form
    b. Flight Request Format
    c. Helitack Module Season Summary
    d. BIA UAS Program Start-Up Outline
7. Latitude/Longitude Information
8. SES Flight Scheduling Guide
9. Website Directory/IT Interface (under development)
10. Office of Justice Services (OJS) (reserved)
11. Bureau of Indian Education (BIE) (reserved)
12. Office of the Special Trustee (OST) (reserved)
13. DOI/OAS Aviation Program Evaluation Schedule
14. Resource Helicopter Manager Task Book
15. Resource Helicopter Crewmember Task Book (under development)

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Appendix 1 – National Aviation Organization Directory

Branch of Wildland Fire Management/National Aviation Office

3833 South Development Ave. Boise, ID 83705-5354
Main Phone: 208-387-5575

Aaron Baldwin	Director, BoWFM	(o) 208-387-5575 (c) 208-869-7803 (f) 208-387-5581	aaron.baldwin@bia.gov
Joel Kerley	National Aviation Program Manager	(o) 208-387-5371 (c) 208-859-7215 (f) 208-387-5581	joel.kerley@bia.gov
Vacant	National Aviation Safety Manager	(o) (c) (f)	
Tina Young	Contract Specialist	(o) (c) 208-870-1869 (f)	tina.young@bia.gov
Deb Abeita	Fire Human Resources Specialist, BoWFM Albuquerque	(o) 505-563-5123 (c) 505-235-6911 (f) 505-563-5115	deborah.abeita@bia.gov

North/Central Regions

BoWFM Regional Aviation Office
Denver West Office Park Bldg. 54, 13922 Denver West Parkway Suite 350
Lakewood, CO 80401

Mike Amicarella	Inter-Regional Aviation Manager	(o) (c) 303-888-1505 (f)	john.amicarella@bia.gov

Southern Regions

BoWFM Regional Aviation Office
1001 Indian School Rd. N.W., Pete V. Dominici Indian Affairs Office Bldg.,
Albuquerque, NM 87104

Dave Underwood	Inter-Regional Aviation Manager	(o) 505-563-3376 (c) 505-362-7029 (f) 505-563-3052	ewing.underwood@bia.gov

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Appendix 2 – Acronyms

Acronym	Definition
310-1	Wildland Fire Incident Management System
AAM	BIA Agency Aviation Manager
AAF	Aviation Airport Facilities
ABOD	Aviation Board of Directors
ABS	Forest Service Aviation Business System
ACETA	Aerial Capture Eradication and Tagging of Animals
ACMIS	Acquisition Career Management Information System
ACOR	Alternate Contracting Officer's Representative
AD	Administratively Determined
AFF	Automated Flight Following
AFS	BLM Alaska Fire Service
AGL	Above Ground Level
ALSE	Aviation Life Support Equipment Handbook
AMD-23E	Aircraft Use Report Form
AMOC	Air Marine Operations Center - US Border Patrol
AMS	IBC Aviation Management Systems
AOA	Aircraft Operations Area (AOA)
AQD	Acquisition Services Directorate
AQD-13	Request for Contract Services Form
AQD-16	Contract Award/Renewal Recommendation and Funding Availability Certification Form
AQD-19	Notice to Proceed Form
AQD-20	Request for Rental Services Form
AQD-91	Flight Services Request Form
AQD-136A	Evaluation Report on Contractor Performance – CPARS Form
ARA	Aircraft Rental Agreement
ARTCC	Air Route Traffic Control Center
ASAT	Aviation Safety Assistance Team
ASM	Aerial Supervision Module
ATC	Air Traffic Control
ATGS	Air Tactical Group Supervisor
ATP	Air Tactical Pilot
ATS	Air Tactical Supervisor
AURM	Aircraft Use Report Manager (Fleet)
AV	Exclusive Use Contract Availability
BPA	Blanket Purchase Agreement
BVC	Best Value Comparison (Part of AQD-91)
CO	Contracting Officer
COA	Certificate of Authorizations
COR	Contracting Officer's Representative
COTR	Contracting Officer Technical Representative
CFA	Controlled Firing Areas

Acronym	Definition
CWN	Call-When-Needed
DFO	BIA, Deputy Director of Fire Operations
DHS	Department of Homeland Security
DINS	Defense Internet NOTAM Service – DOD
DM	Departmental Manual
DOD	Department Of Defense
DOI	Department of the Interior
EAB	Executive Aviation Board
EAC	Executive Aviation Committee
EAS	Executive Aviation Subcommittee
EATPL	Emergency Air Traffic Priority List
ESCAT	Emergency Security Control of Air Traffic
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FAIRS	Federal Aviation for Interactive Reporting System
FAO	Forest Aviation Officer
FAR	Federal Acquisition Regulations
FAR	Federal Aviation Regulations
FMO	Fire Management Officer
FOR	Fixed Operating Rate
FPMR	Federal Property Management Regulations
FTA	Fire Traffic Area
FWFM	Fixed-wing Flight Managers
GA	General Aviation
GACC	Geographical Area Coordination Centers
GTR	Government Transportation Request
HB	Handbooks
HOGE	Hover Out of Ground Effect
IAA	Interagency Agreement
IAIG	Interagency Aerial Ignition Guide
IASC	Interagency Airspace Subcommittee
FWFM	Fixed-wing Flight Managers
IASG	Interagency Aerial Supervision Guide
IASS	Interagency Aerial Supervision Subcommittee
IAT	Interagency Aviation Training
IATBOG	Interagency Air Tanker Base Operations Guide
IATS	Interagency Aviation Training Subcommittee
IBC	Interior Business Center
IC	Incident Commander
IES	Illuminating Engineering Society
IFR	Instrument Flight Rules
IHOG	Interagency Helicopter Operations Guide
IHOpS	Interagency Helicopters Operations Subcommittee
IHRG	Interagency Helicopter Rappel Guide

Acronym	Definition
IIC	OAS-Safety Investigator-In-Charge
IPP	Internet Payment Platform
ISOG	Interagency Single Engine Airtanker Operations Guide
ISPOG	Interagency Smokejumper Pilots Operations Guide
IWP	Incident With Potential
LAT	Large Airtanker
LATN	Low Altitude Tactical Navigation Areas
LE	Law Enforcement Operations
LOA	Letter of Understanding
M3	Aviation Management for Supervisors training course
M-410	Facilitative Instructor
MAC	Multi-Agency Coordination
MACAP	Mid-Air Collision Avoidance Program
MAP	Mandatory Availability Period
MAFFS	Modular Airborne Fire Fighting System
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NAO	BIA National Aviation Office
NAP	BIA National Aviation Plan
NIAC	National Interagency Aviation Committee
NIAIS	National Interagency Airspace Information System
NM	Nautical Mile
NORAD	North American Aerospace Defense Command
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
NWCG	National Wildfire Coordinating Group
OAS	Office of Aviation Services
OAS-2	Aircraft Status Log
OAS-110	Travel Cost Analysis Form
OPM	Operational Procedures Memorandums
OSHA	Occupational Safety and Health Administration
PASP	Project Aviation Safety Plan
PI	Project Inspector
PPE	Personal Protective Equipment
QPL	Qualified Products List
RADS	Rope Assisted Deployment System
RAM	BIA Regional Aviation Manager
Redbook	Interagency Standards for Fire and Fire Aviation Operations
RMP	Resource Management Plans
ROSS	Resource Ordering and Status System
SAR	Search and Rescue
SASEB	Smokejumper Aircraft Screening and Evaluation Board
SEAT	Single Engine Air Tanker
SEMG	Single Engine Air Tanker Manager

Acronym	Definition
SES	Senior Executive Service
SFMO	State Fire Management Officer
SME	Subject Matter Expert
SMS	Safety Management System
SRs	Slow Routes
SUA	Special Use Airspace
TFR	Temporary Flight Restriction
TSA	Transportation Security Administration
UAM	Unit Aviation Manager (aviation manager at an organizational unit level)
UAS	Unmanned Aircraft Systems
USFS	United States Forest Service
VFR	Visual Flight Rules
VLAT	Very Large Airtanker
WFCS	Wildland Fire Chemical Systems
WH&B	Wild Horse and Burro

Appendix 3 – Reserved

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Appendix 4 – BIA SAFECOM Management Roles

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Either fills out the SAFECOM form electronically or hardcopy, completing all required fields including initial determination of operational control. Completes the original text in both the narrative and corrective action fields. Consults with mission personnel prior to submitting electronically to OAS and hardcopy to UAM.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
AAM/UAM	Submission E-Mail Notification Corrective Actions	If only a hardcopy has been submitted, submits electronically to OAS. Receives e-mail notification of all initial, modified and completed SAFECOMs identifying their unit level office as having operational control. Takes corrective action at the local level, describes, and submits these actions the national aviation safety manager whom will edit the public text area of the corrective action field. Include your job title (do not enter personal information).	Provide feedback to person submitting (unless anonymous). Must treat all corrective action descriptions as if they were public.
RAM	Submission E-Mail Notification Corrective Actions Modify Actions Operational Control Category	If only a hardcopy has been submitted, submits electronically to OAS. Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs identifying operational control within their office. Review all information. May take and document and submit additional corrective actions. Make determination of the agency/unit, region that has operational control. Select the appropriate category to classify the SAFECOM.	Coordinate with AAM/UAM. Verify and amend all info for accuracy. Determines who will receive e-mail notification. Multiple categories possible.
National Aviation Safety Manager	E-Mail Notification Corrective Actions Modify Actions Make Public Completion Distribution Designates Users Out of Agency	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs nationwide that identify IA operational control. Takes additional corrective actions, if necessary, and documents on the SAFECOM. Authority to change all SAFECOM information (except for name of submitter and the original narrative). Has the authority to sanitize information and make the SAFECOM “public” (if not already done at the State level). Coordinates with OAS. Has the authority to make the SAFECOM “complete”. Distributes all “public” IA SAFECOMs to aviation managers and other agencies. Authority to identify all IA users and their appropriate permission levels. Must notify OAS of additional users/changes/updates. Authorized to review other agency “public” SAFECOMs. Read Only! Copies original text into the public text area for both the narrative and corrective action fields. Sanitizes the public text. Makes the SAFECOM “public” (if overly sensitive, consult with NAO before making public).	Coordinate with submitter. Coordinate with AAM. Coordinate with RAM Ensures all public text is sanitized in narrative & corrective action fields prior to making public. Coordinates with NAPM. Coordinates with OAS.
Elevated SAFECOMs	All Actions Make Public	OAS or NAO recommends SAFECOM be elevated. NAO-safety retains control of elevated SAFECOM and coordinates with RAM for proposed action. Coordination will take place with the RAM to gather detailed documentation. NAO-safety will make SAFECOM public with concurrence of RAM. Pictures, reports and sensitive material may or may not be made public but will be accessible to those with modify access.	Action may include lessons learned write up, safety alert etc. Important to follow-up with contracting officer through the chain of command if aircraft or personnel are not meeting contract specifications. Elevated SAFECOMs will not be made “public” until investigation has been completed.

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Appendix 5 – BIA Exclusive Use Helicopter Module Position Standards

Position[1]	Experience Required[2]	Training Required	Recurrent Training Required[7]	Target Training[3]	Target Quals.[4]
Fire Helicopter Crew Supervisor[8] (FHCS)	HMGB ICT4 HEB2		RT-372[5] A-219 A-110 COR[7 8]	S-300 S-390 S-378	ITC3 HEB1 HLCO ASGS
Fire Helicopter Assistant Crew Supervisor[8] (FHAS)	HMGB ICT4	S-371[7]	RT-372[5] A-219 A-110	I-300 S-380 COR[7 8]	HEB2 ICT3 COR[8]
Fire Helicopter Squad Leader (FHSL)	FFT1 ICT5 HECM	S-290	S-271[6] A-219 A-110	I-200 S-260 S-200 S-270 S-215 S-371 S-230 S-372 S-234 COR	DECK ICT4 HMGB HEB2(T)
Fire Helicopter Senior Fire Fighter (FHSF)	FFT1 HECM	S-290	S-271[6] A-219 A-110		ICT5 ABRO TLOC
Fire Helicopter Crewmember (FHCM)	FFT2			S-271[6 7] S-211 A-219 S-212 A-110 S-290 S-131 S-133	HECM FFT1 ICT5 ABRO TLOC

Exclusive use helicopter position footnotes:

1) All exclusive use fire helicopter positions require an arduous fitness rating and completion of RT-130 annually.

2) Minimum experience and qualification required prior to performing in the exclusive use position. **Task books must be completed and certified** if required by the 310-1.

3) Recommended training, which augments the current position or prepares the individual for advancement.

4) Recommended qualifications, which augments the current position or prepares the individual for advancement.

5) After completing S-372, must attend an Interagency Helicopter Manager Workshop (RT-372) once every three years.

6) After completing S-271, must receive Helicopter Operations refresher and/or serve as S-271 instructor annually.

7) Conditions of employment may require experience and/or training currency at the time of hire or within a period of time determined by the hiring manager and specified in the individual development plan.

8) FHCS position acts as COR and the FHAS position acts as PI for the exclusive use helicopter contract and meets DOI/BIA acquisition management requirements for training and certification.

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Appendix 6 – BIA Aviation Forms

Appendix 6a – BIA Aviation Enhancement Application Form

The following template applies to aviation enhancement requests for programs such as rappel, short-haul and cargo let-down. Additionally, the template should be used for changes in utilization of aviation programs already approved.

The intent of the template is to organize information required by aviation and line managers to make informed decisions.

Published standards have been established to prevent aviation mishaps and to provide a standardized approach to efficient and effective operations. Aviation enhancements have inherent increases of exposure of personnel that require careful scrutiny to ensure the operational gain is worth the risk and that identified hazards are mitigated where possible.

Review and Approvals			
Prepared by:		Date:	
Regional Aviation Manager Review:		Date:	
National Aviation Program Manager Review:		Date:	
Agency/Unit Line Officer Approval:		Date:	
Regional Director Approval:		Date:	
Director Branch of Wildland Fire Management Approval:		Date:	

Background: *Provide information pertaining to the program that will undergo enhancement. Include any historic information applicable to past practices and success or other operator's ability to perform the required aviation elements without the IA restrictions.*

Objectives: *These must be clearly stated and achievable with the criteria provided that will be used to measure success and attainment. What is the district trying to accomplish with enhancement?*

Justification: *What benefit accrues to the IA of the region by granting the enhancement?*

Benefit and Risk Analysis: *Benefits of the use of the enhancement will be provided along with the analysis of the risks that will be involved. Describe the consequences of the use and non-use of the enhancement to IA policy*.

Benefits:	Risks:	Consequences

Notes:

Limitations and Controls: *Provide a description of any barriers that would affect the uses of this enhancement? Indicate which can be mitigated and which cannot?*

Funding Provisions: *Describe how any additional funding would be accessed and where any savings would be applied.*

Contracting Issues: *Describe any contract modification that would be needed to meet the needs of this enhancement and vendor's requirements in order to adept them.*

Security Provisions: *Describe any additional security measures that will be needed to assure aircraft and crewmembers are not harmed as a result of expanded operational abilities.*

Training and Support Provisions: *Describe the training and support needs applicable for the enhancement and how these will be satisfied without affecting other existing program elements?*
Other Methods Available: *Provide a comprehensive description of other methods of accomplishing the objective and the limitations these pose. Describe any restrictions these methods possess and possible solutions that could make them viable options.*

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Appendix 6b – Flight Request Format

United States
Department of the Interior
Bureau of Land Management

AIRCRAFT FLIGHT REQUEST/SCHEDULE

Change #:

6. Aircraft Info

FAA N#:

1. Initial request information

Cost-Accounting Management Code(s):

Billee Code (OAS A/C only):

Flight Schedule No.

Pax Seats

Initial Date/Time: | To/From: | Phone Number:

Make/Model:

Color:

Check one: _ Point-to-Point _ Mission Flight Desired A/C Type: _ Helicopter _ Airplane

Mission Objective/Special Needs:

Vendor:

Phone No.:

Pilot(s):

2. Passenger/Cargo Information – **Indicate Chief of Party with an asterisk (*)**

Name/Type of Cargo (last name, initial)	LBS or CU ft	Project Order/Request No.	Dept Apt	Dest Apt	Return to	Name/Type of Cargo (last name, initial)	LBS or CU ft	Project Order/Request No.	Dept Apt	Dest Apt	Return to

3. Flight Itinerary (For Mission-Type Flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)

DEPART WITH		DEPART FROM			Enroute	ARRIVE AT			DROP OFF		Key Points	Info Relayed
Date	No. PAX	Lbs	Airport/ Place	ETD	ATD	ETE	Airport/ Place	ETA	ATA	No. PAX	Lbs	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	To/From
						+							/
						+							/
						+							/
						+							/
						+							/
						+							/
						+							/

4. Flight Following:

_ FAA IFR _ Satellite
_ FAA VFR w/ check-in every ___ Minutes to _ FAA or _ Agency
_ Agency VFT with check-in via radio every ___ Minutes
Frequencies:

5. Method of Resource Tracking:

_ Phone _ Radio
_ To Scheduling Dispatcher@
_ Prior to Takeoff _ Each Stop Enroute
_ Arrival at Destination
_ To: _____ @ _____
(Other Office) (Phone Number)

7. Administrative
Type of Payment Document:

_ OAS-23 or _ OAS 2
_ FS 6500-122
Other:
Route Document To:

8. Review (if applicable)

_ Hazard Analysis Performed
_ Dispatch/Aviation Mgr. Checklist
_ Other:

9. Close-out
Closed by:

Date/Time: /

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (fire flights exempt <u>provided</u> a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:

- ☐ Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)
- ☐ Areas of high-density air traffic (airports); Commercial or other aircraft
- ☐ Wires/transmission lines; wires along rivers or streams or across canyons
- ☐ Weather factors: wind, thunderstorms, etc.
- ☐ Towers and bridges
- ☐ Other aerial obstructions:
- ☐ Pilot flight time/duty day limitations and daylight/darkness factors

  SUNRISE: _____

  SUNSET: _____
- ☐ Limited flight following communications
- ☐ High elevations, temperatures, and weights:

  MAX LANDING ELEV (MSL): _____

  MIN. FLIGHT ALTITUDE AGL: _____
- ☐ Transport of hazardous materials
- ☐ Other: _____

  _____

II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST

- ☐ Pilot and aircraft carding checked with source list and vendor; carding meets requirements;
- ☐ <u>OR,</u> Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots
- ☐ Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled
- ☐ Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)
- ☐ All DOI passengers have received required aircraft safety training;
- ☐ <u>OR,</u> Aviation manager will present detailed safety briefing prior to departure;
- ☐ Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use
- ☐ Means of flight following and resource tracking requirements have been identified
- ☐ Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained
- ☐ Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions
- ☐ Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken
- ☐ Chief-of-Party is aware of PPE requirements.
- ☐ Cost analysis has been completed and is attached
- ☐ Other/Remarks:

III. APPROVALS

Note: Reference Handbook 9420 for approval(s) required.

A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:

_____

Chief-of-Party Signature

B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:

_____

Dispatcher Or Aviation Manager Signature Required

C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **:

_____ **DATE:** _____

D. THIS FLIGHT IS APPROVED BY (Authorized Signature):

_____ **DATE:** _____

*** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.*

Appendix 6c – Helitack Module Season Summary

Name of Program:	
Host Agency/Unit:	
Designated Base Name:	
Fire Helicopter Crew Supervisor:	

A. AIRCRAFT CONTRACT INFORMATION:

Vendor Name:		Measured Availability Period Length:	
Aircraft Type:		MAP Start Date:	
Make and Model:		MAP End Date:	
Availability Rate:		Extension Days:	
Flight Time Rate:		Total Days on Contract:	
UA Normal Period:		% AV:	
UA Ext. Period:		% UA:	
Total UA for contract:			
Total $ for FT:		Total $ Everything:	

Narrative: *(Briefly summarize contract activity, i.e. extensions, UA issues, payments, vendor personnel, scheduling etc.)*
start

B. CREW INFORMATION:

Position[1]:	Name[2]:	Position Status[3]:	Grade/ Step[4]:
Fire Helicopter Crew Supervisor:			
Fire Helicopter Assistant Supervisor:			
Fire Helicopter Squad Leader:			
Fire Helicopter Squad Leader:			
Fire Helicopter Senior Firefighter:			
Fire Helicopter Senior Firefighter:			
Fire Helicopter Senior Firefighter:			
Fire Helicopter Crew Member:			
Fire Helicopter Crew Member:			
Fire Helicopter Crew Member:			

1. These are the recommended positions as outlined in the National Aviation Plan Appendix 5 – BIA Exclusive Use Helicopter Module Position Standards.
2. List everyone whom was assigned to the crew during the season, expand table as needed.
3. Status refers to the employment status of the position as part of the normal crew, PFT-permanent full time, PSE- permanent seasonal, SEA-seasonal, detailer/militia or AD/EFF.
4. List pay status and /or AD rate.

Additional Aviation red card positions held on crew, number of each:

HMGB:		ASGS:		HTMM:	
ABRO:		AOBD:		HTMG:	
TOLC:		HLCO:			
DECK:		ATGS:			
HEB2:		PSDO:			
HEB1:		HTPT:			

Narrative: (Briefly describe crew staffing configuration, use of detail/militia/AD hire.)

start

C. ACTIVITY:

Personnel	Initial Attack:	Extended Attack:	Large Fires:	Severity Assignments:	Total:
BIA Home Unit Person Days[1]:					
BIA Non-Local Person Days[1]:					
Cooperators Person Days[1]:					
Sub-total Person Days:					

1. A person day is each person on each fire; a person may have multiple fires each day, each fire will have multiple person days. A person may be counted more than once for separate fires on the same day.

Aircraft Use:	BIA Home Unit		BIA Other		BIA Totals:	Cooperators		
	Fire	Non-Fire	Fire	Non-Fire		Fire	Non-Fire	Total for all users:
FT Hrs.:								
Pax:								
Int. Cargo Lbs.:								
Ext Cargo Lbs.:								
Water Gals:								
Retardant Gals:								
Foam Gals:								
Gel Gallons:								

NARRATIVE: *(Brief summary of crew activities and aircraft use; e.g., notable fires or missions, unusual or unique actions, lessons learned etc.)*

start

D. Training *(Courses offered, number of people trained, task book completions, future needs, issues/problems, successes.)*
Narrative:
start

E. Equipment *(Meets IHOG recommendations for inventory? Condition, acquisition needs, replacement needs, etc.)*
Narrative:
start

F. Facilities *(Current status of helibase office, square footage, number of rooms, condition etc.)*
Narrative:
start

G. Vehicles *(Number, make, model, year, total mileage, this season's mileage, condition, readiness capability, needs, issues etc.)*
Narrative:
start

Appendix 6d – BIA UAS Program Start-Up Outline

While you are going through the process, keep in mind you are starting an "aviation" program using an unmanned aircraft system “UAS” which is an "aircraft." UAS/sUAS (small UAS) are defined by congress and recognized by the FAA (in a commercial or governmental use) as "aircraft" and therefore held accountable to specific purchasing and procurement rules and regulations within the DOI. All requirements of the 350-354 DM must be adhered to; OPM-11 is the UAS specific guidance for the DOI and BIA.

Here is an outline of the process required to get started.

1. The potential UAS operator or program manager will need to obtain verbal approval from your immediate line officer or supervisor.

2. After the potential operators or program managers secure approval, the BIA will ensure:

    - There is the funding to purchase the UAS they intend to operate.

      Develop a funding plan that encompasses initial purchase, equipment maintenance and operator training.

    - Also, the funding would include the ability to pay the monthly cost of recovering the partial value (50%) of the aircraft over a 5 year period.

3. Fill out and complete the request Operational Test and Evaluation Proposal (OTE) form. You will need to do this in collaboration with the Bureau NAPM or their designee and their first line SES.

    - The OTE proposal should include your business justification for the purchase and use of the UAS, and why you think it is the appropriate platform in lieu of other methods of obtaining the data. Be very specific in listing the requirements to be met or achieved by use of UAS.

4. Once OTE proposal is approved, OAS and the BIA will execute an IAA to move the funding for the aircraft to OAS.

    - As a note, there is no surcharge or overhead charged to the BIA and you will have 100% access and control of the money.

5. Once the funds are exchanged, OAS will procure the UAS on behalf of the BIA. If UAS is to be owned, OAS will assign the UAS to the BIA once all administrative and operational requirements are met (planning, training, oversight).

    - OAS and BIA will complete the Request for Acquisition of Fleet Aircraft (OAS-13F) form, approving the purchase and outlining the rules of behavior.

6. The prospective operator(s) whom are identified with the UAS may at that time attend specific make and model training.

7. Once the operator has successfully completed required training courses, they will be issued their aircraft and receive clearance to conduct their missions.

8. Operators will need to pass annual evaluations in order to maintain their program, so program managers should budget accordingly each year. Be advised that operators may have to attend a "Basic Operator" course and may be trained on a different platform than the one they are purchasing. In that case, an additional "add-on" course will be required as per policy.

Appendix 7 – Latitude/Longitude Information

If coordinates are wrong:

- Risk/danger/liability goes up.
- Calculations become erroneous (weight/distance/fuel ratios).
- People cannot find the "right" location.
- Data on maps incorrect.
- We look bad as an organization, a unit, an individual.
- Pilots become confused.

Latitude

- Parallel east-west lines.
- Measures 90° north and 90° south of equator.

Longitude

- Lines run south to north.
- Measures east and west of the prime meridian.
- Lines converge at North and South poles.

Common Formats

Format	Example
Decimal Degrees (DDD.DDDDD°)	64.84052° N by 147.60437° W
Degrees and Decimal Minutes (DDD°MM.MMM')	**64° 50.431' N by W 147° 36.262' W**
Degrees, Minutes and Seconds (DDD° MM' SS.S")	64° 50' 25.5" N by W 147° 36' 15.5" W

Notation

Degrees	°
Minutes	'
Seconds	"
Decimals	.
Hemisphere	N, S, E, W, -

Online Calculator for converting between formats:
http://www.calculatorcat.com/latitude_longitude.phtml

GPS datums

- Datums define the origin and orientation of latitude/longitude lines.
- Describing a place by lat/long is not good enough. The datum must also be stated.
- Changing the datum changes the lat/long of a point on the surface of the Earth.
- There are hundreds of different datums, agencies use different datums.
- Referencing lat/long coordinates to the wrong datum can result in position errors of hundreds of meters.

Know your agency's standard format and datum

- BIA aviation (Degrees and Decimal Minutes, WGS84)
- BIA GIS (Various)
- TFRs (Degrees, Minutes and Seconds, WGS84). US NOTAM Office Format ddmmssN/dddmmssW
- BIA fire (Degrees and Decimal Minutes, WGS84)
- FAA temporary flight restrictions (degrees, minutes and seconds). US NOTAM OFFICE FORMAT ddmmssN/dddmmssW

Remember…

- Use only ONE period/decimal point when writing a latitude or longitude in Decimal Degrees, or Degrees, Minutes and Seconds.
- Do NOT use periods/decimal points for degrees or minutes when writing a latitude or longitude in Degrees, Minutes and Seconds.
- There can NEVER be more than 60 seconds in Degrees, Minutes and Seconds format.
- Do NOT mix formats.
- Know and use proper datum.

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Appendix 8 – SES Flight Scheduling Guide

These flights are typically requested through the NAO however, some of the responsibilities may be delegated to RAMs (refer to applicable regional aviation plan for specifics).

The Travel Cost Analysis (OAS-110) form, will be utilized as the parent or cover document for additional pages of documentation. Additional information regarding SES flight scheduling to include *OPM-7* and OAS-110 Form is located at:
https://www.doi.gov/sites/doi.gov/files/uploads/opm-07_appendix_6.pdf

1. Gather information needed to develop the flight plan and OAS-110.
    - Determine the nature of flight. Is it-point-to-point, mission/special use, etc.?
    - Determine the proposed itinerary/schedule requirements.
    - Determine any special needs: security, dual-pilot crew, etc.
    - Assess and consider any travel schedule time limitations for SES employees and time needed to accomplish objectives.
    - Names, passenger and baggage weights, salaries. (If only annual salaries are available, multiply that number by 1.2 and divide by 2087 to derive the approximate hourly salary.)

2. Notify solicitor of impending request (courtesy call) at least a week to ten days prior to the proposed flight.

3. Conduct research and document cost estimate for the elements in each of these three options.

    a. Scheduled commercial air carrier (not applicable for mission flights)

        - Use only contract travel agency quotes to determine airfare estimates.
        - Does itinerary meet time frame requirements?
        - Cost of airfare and booking fees.
        - Cost of rental car from airport to meeting location.
        - Additional lodging and per diem costs incurred if traveling by airline.
        - Total employee salaries for time spent in travel status. (Add one-hour of pre-flight airport time to the flight time, plus time spent driving rental car to location where fleet or charter aircraft would have otherwise flown to any locations not served by airlines.)

    b. Fleet Aircraft

        - Confirm if fleet aircraft are even available within reasonable distance.
        - Include ferry flight time and standby costs with passenger transport flight time estimate.
        - Document total salaries for employee's time spent flying on fleet aircraft.

c. Charter Operators

- Use only established contract vendors with carded pilots and aircraft capable of carrying the required passenger manifest and weight.
- Compare two or more competing vendors using the AQD-91 form; maintain documentation in local files and use the best value vendor in the OAS-110 cost analysis.
- Include ferry flight costs, guaranteed time, and standby rates (if applicable) in cost estimate.

4. Determine the cost for each of the three options above and document on the OAS-110. Document and forward an explanation why any of the three options was not considered possible or reasonable. Examples:

   - Proposed flight is a reconnaissance mission that can't be performed by scheduled air carriers.
   - Scheduled airline service cannot meet SES employee time constraints or schedule, or would incur additional days in travel status. (Forward itinerary and additional salary costs that would be incurred to illustrate infeasibility.)

5. Forward the completed OAS-110 and attached documentation to the Solicitor through the NAO, with courtesy copy sent to the RAM (refer to specific regional aviation policy).

6. Be sure a qualified flight manager is assigned to tend to the safety requirements and administrative details associated with the flight.

7. A PASP should be developed for all SES mission flights, even those deemed to be "one-time, non-complex." A flight request form (or equivalent) may be used as a supplemental manifest and flight tracking device on point-to-point flights.

8. The RAM will report any SES flight hours to the NAO.

Appendix 9 – Website Directory (under development)

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Appendix 10 – Office of Justice Services (OJS) (reserved)

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Appendix 11 – Bureau of Indian Education (BIE) (reserved)

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Appendix 12 – Office of the Special Trustee (OST) (reserved)

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Appendix 13 – DOI/OAS Regional Aviation Program Evaluation Schedule

Region	Last	Next
Alaska	2013	2017
Eastern	2016	2020
Eastern Oklahoma	?	?
Great Plains	2013	2017
Midwest	2015	2019
Navajo	2016	2020
Northwest	2014	2018
Pacific	2013	2017
Rocky Mountain	2012	2017
Southern Plains	?	?
Southwest	2016	2020
Western	2014	2018

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Appendix 14 – Resource Helicopter Manager Task Book

TASK SHEET FOR THE POSITION OF RESOURCE HELICOPTER MANAGER

February 2011

TASK SHEET ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK SHEET INITIATED BY:
OFFICIAL'S NAME, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK SHEET WAS INITIATED

The material contained in this Task Sheet accurately defines the performance expected of the position for which it was developed This Task Sheet is approved for use as a position qualification document in accordance with the instructions contained herein.

1

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION / CERTIFICATION OF COMPLETED TASK SHEET
FOR THE POSITION OF:

RESOURCE HELICOPTER MANAGER

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials. I also verify that _____
has performed successfully as a trainee and should therefore be considered for certification in this position.

_____
FINAL EVALUATOR'S SIGNATURE AND DATE

_____
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION: I certify that
_____ has met
all requirements for qualification in this position and that such qualification has been issued.

_____
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

_____
CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

US Forest Service & DOI
POSITION TASK SHEET

Position Task Sheets (PTS) have been developed for designated positions within the aviation management branch of the US Forest Service & DOI. Each PTS lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on projects, in classroom simulation, and in other work situations. Designated PTSs require position performance during which the majority of required tasks are demonstrated on an actual Project. Performance of these tasks in a classroom setting is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee: the bullets are not all-inclusive.

THE SPECIFIC AVIATION TASKSHEET OF "RESOURCE HELICOPTER MANAGER" IS NOT TRANSFERRABLE TO NWCG QUALIFICATIONS RELATED TO PRESCRIBE OR WILDLAND FIRE. THE SPECIFIC TASKBOOKS FOR NWCG ICS POSITIONS WILL BE ACCOMPLISHED ON THE APPROPRIATE INCIDENTS AND/OR PROJECTS.

Entry of experience into IQCS will be as project only, not as qualified for positions requiring arduous or moderate duty fitness standards as precursors to qualification in wildland or prescribed fire positions.

RESPONSIBILITIES:

1. The **Home Unit/ District/Forest** is responsible for:
   Selecting trainees based on the needs of the home unit and higher levels.
   Ensuring that the trainee meets the training and experience requirements included in the Interagency Aviation Training Guide as well as the Interagency Helicopter Operations Guide.
   Initiating PTSs to document task performance.
   Explaining to the trainee the purpose and processes of the PTS as well as the trainee's responsibilities.
   Providing opportunities for evaluation and/or making the trainee available for evaluation.
   Providing an evaluator for local assignments.
   Tracking progress of the trainee.
   Confirming PTS completion.
   Determining certification per local policy.
   Issuing proof of certification.

- The **Trainee** is responsible for:
  Reviewing and understanding instructions in the PTS.
  Identifying desired objectives/goals.
  Providing background information to an evaluator.
  Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  Assuring the Evaluation Record is complete.
  Notifying home unit aviation manager when the PTS is completed and providing a copy.
  Keeping the original PTS in personal records.

- The **Evaluator** is responsible for:
  Understanding the IHOG
  Being qualified and proficient in the position being evaluated.
  Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  Reviewing tasks with the trainee.
  Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  Identifying tasks to be performed during the evaluation period.
  Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
  Completing the Evaluation Record found at the end of this PTS.
  The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive.

- The **Final Evaluator** must be currently qualified as a resource or fire Helicopter Manager. Only the Evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and initialed) will complete the Final Evaluator's Verification statement inside the front cover of the PTS recommending certification.

- The Unit **Training Specialist/Unit Aviation Manager (UAM)** is responsible for:
  Identifying Project evaluation opportunities.
  Assuring that trainees have met prerequisites.
  Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
  Providing PTSs to approved trainees on the Project when home unit was unable to provide them.
  Documenting the assignment.
  Conducting progress reviews.
  Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete. Notifying trainee's home unit.

- The **Certifying Official** from the Home Agency (**Unit Aviation Officer/State Aviation Manager/Regional Aviation Manager/ Regional Helicopter Operations Specialist, whichever is applicable)** must review and confirm the completion of the PTS and make a determination of agency certification. This determination should be based on the Trainee's demonstration of acceptable position performance, as well as the completed PTS—which includes a Final Evaluator's Verification. Only the Certifying Official from the Home Agency has the authority to certify an individual's qualifications.

POSITION: RESOURCE HELICOPTER MANAGER

TASK	CODE*	EVALUATION RECORD#	EVALUATOR: Initial & date upon Completion of task
GENERAL 1. Assemble Helicopter Manager Kit.	O		
2. Administer helicopter contracts/agreements in accordance with agency policy: • Conduct pre-use inspection of helicopter and fuel service vehicle (if applicable) to ensure compliance with contract/agreement specifications as related to mission required equipment, systems (commo, GPS, AFF, etc..) and operation. Document as per agency policy. • Verify and review required onboard documents for compliance and currency such as: o Transportation of HazMat Guide o DOT exemption o Copy of contract or agreement, o Helicopter flight manual and aircraft logbook o Agency aircraft data card o Pilot approval card • Maintain communication with appropriate agency aircraft contracting personnel. • Establish daily work schedules for pilots, mechanics and fuel truck drivers. • Complete daily diary and flight payment documents. • Complete safecoms as needed. • Complete project contractor evaluation and forward to Contracting Officer.	P		
3. Demonstrate knowledge of agency's aviation safety policies as applicable to duties of the position and tasks within this book : • Evaluate project or program using the Risk Management Workbook. • Brief the evaluator as to whether JHA/Risk Management Worksheet or PASP adequately addresses critical system elements and key hazards. • Identify any additional hazards and mitigations not included/or alternate mitigations for the Workbook.	O		
4. Establish and maintain positive supervisory interpersonal and interagency working relationships.	P		
5. Ensure that: • Assigned personnel are in good mental and physical health. • Assigned personnel are motivated to carry out assignments. Morale problems are dealt with immediately. • Fatigue producing conditions on projects are resolved.	P		

*Code: O = task can be completed in any situation (classroom, simulation, daily job, etc.) P = task must be performed on a project (Resource Project, search & rescue, planned event, Law Enforcement, etc.)

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POSITION: RESOURCE HELICOPTER MANAGER

TASK	CODE*	EVALUATION RECORD#	EVALUATOR: Initial & date upon Completion of task
6. Provide for the safety and welfare of assigned personnel during the entire period of the project: • Recognize potentially hazardous situations and mitigate them. Inform participants of hazards. • Ensure that personnel are qualified for assignments or mentored by qualified individuals. • Ensure adequate rest and hydration is provided to assigned personnel.	P		
MOBILIZATION 7. Ensure that flight planning, flight-following and resource tracking requirements are met: • Obtain Resource Order, Flight Request or other mission information. • Work with pilot to develop agency and/or FAA flight plans. • Obtain appropriate radio frequencies, phone numbers, area maps and known aerial hazard maps for mission. • Conduct or ensure that flight following is accomplished at established intervals.	P		
PROJECT ACTIVITIES 8. Provide helicopter and helicopter personnel tactical capabilities to Project supervisor: • Identify missions that aircraft and pilot are approved to perform; passenger, cargo and longline, etc. • Ensure they are suited to the project mission requirements. • Identify qualifications and special capabilities of assigned helicopter personnel. • Identify helicopter accessories and equipment available in support vehicles or at field camps and order additional equipment if needed.	P		
9. Conduct preflight and post flight briefings with all involved personnel: • Review Project Aviation Safety Plan (PASP) prior to each mission. • Establish mission objectives, timeframes, reporting locations, travel routes, etc... • Identify and discuss performance, safety and/or efficiency problems encountered. • Identify adjustments in future operations.	P		
10. Establish helispots as needed for the project in coordination with the pilot: • Ensure adequate approach & departure clearance as well as the safety circle in accordance with IHOG minimum requirements for types of helicopters to be utilized. • Ensure that IHOG required equipment is available and staged at appropriate locations.	P		

*Code: O = task can be completed in any situation (classroom, simulation, daily job, etc.) P = task must be performed on a project (Resource Project, search & rescue, planned event, Law Enforcement, etc.)

POSITION: RESOURCE HELICOPTER MANAGER

TASK	CODE*	EVALUATION RECORD#	EVALUATOR: Initial & date upon Completion of task
11. External Load missions are conducted per the requirements within IHOG, Chapter 11 Cargo Transport. • Coordinate with pilot to ensure sling sites meet minimum requirements. • External Load equipment and cargo inspected prior to use. • Equipment and rigging methods utilized per IHOG chapter 9 and 11	P		
12. Flight Crew time and scheduling: • Continuously monitor and document flight and/or duty hours of pilots, mechanics and/or fuel truck drivers to ensure that agency limitations are not exceeded. • Schedule and manage flight and duty times to meet current and projected work objectives. • Ensure that relief pilots, mechanics, etc. are scheduled and assigned when required.	P		
13. Ensure that helicopter pilot accurately completes and approves helicopter load calculation: • Reflecting current aircraft configuration. • Appropriate flight manual performance charts and environmental conditions. • Flight crew weights, fuel quantity on board. • Elevations at takeoff and landing sites. • In-ground or out-of-ground landing sites. • Density altitude.	P		
14. Verify that helicopter is maintained to agency contract standards: • Review aircraft logbook entries to ensure that scheduled maintenance inspections are completed at required intervals. • Contact agency maintenance specialist during un-scheduled maintenance or major component replacement. • Facilitate return-to-contract availability process. • Inform supervisor/UAM/COR of current or future helicopter maintenance/unavailability.	P		
15. Ensure that turbine power assurance checks are conducted and documented as required by the procurement document. Contact agency maintenance specialist if trend analysis indicates sub-par engine performance.	P		
16. Ensure helicopter safety policies are adhered to: • Confirm that actual helicopter payloads do not exceed the calculated allowable payload. • Appropriate personal protective equipment (PPE) is utilized for all missions. • Ensure crash rescue/response procedures and equipment are established and communicated to all helicopter personnel. • Comply with all requirements in the Interagency Aviation Transport of Hazardous Materials Guide and exemption. • Follow all special mission agency safety requirements.	P		

*Code: O = task can be completed in any situation (classroom, simulation, daily job, etc.) P = task must be performed on a project (Resource Project, search & rescue, planned event, Law Enforcement, etc.)

POSITION: RESOURCE HELICOPTER MANAGER

DEMOBILIZATION 17. Receive demobilization instructions. Brief participants, and flight following personnel on demobilization procedures and responsibilities. Ensure that Project and agency demobilization procedures are followed.	P		

Code: O = task can be completed in any situation (classroom, simulation, daily job, etc.) P = task must be performed on a project (Resource Project, search & rescue, planned event, Law Enforcement, etc.)

INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing multiple evaluations to be made, if required. These evaluations may be made on projects, simulation in classroom, or in daily duties. This should be a sufficient number of forms for qualification if the individual is adequately prepared and opportunities are present. If additional blocks are needed, a page can be copied from a blank Task Sheet and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, Project/office title, and agency: List the name of the evaluator, his/her project position or office title, and agency.

Evaluator's home unit address and phone: Self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Project/Simulation: Identify the location where the tasks were performed by agency and office.

Project Kind: Enter kind of project, e.g., animal survey, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the project pertinent to the trainee's Task Sheet position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar Projects if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's Qualification/rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME/ TRAINEE POSITION _____

#1	Evaluator's name: Project/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Project or Simulation (agency & area)	Project Kind (Animal survey, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level
			to	

___The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee.
___I recommend the following for further development of this trainee.
___The individual has successfully performed all tasks for the position and should be considered for certification.
___The individual was not able to complete certain tasks (comments below) or additional guidance is required.
___Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
___The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.
Recommendations:

Date: _____ Evaluator's initials: _____ Evaluator's Qualification/rating: _____

#2	Evaluator's name: Project/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Project or Simulation (agency & area)	Project Kind (Animal survey, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level
			to	

___The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee.
___I recommend the following for further development of this trainee.
___The individual has successfully performed all tasks for the position and should be considered for certification.
___The individual was not able to complete certain tasks (comments below) or additional guidance is required.
___Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
___The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.
Recommendations:

Date: _____ Evaluator's initials: _____ Evaluator's Qualification/rating: _____

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Evaluation Record
(Continuation Sheet)

TRAINEE NAME/ TRAINEE POSITION _____

#3	Evaluator's name: Project/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Project or Simulation (agency & area)	Project Kind (Animal survey, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level
			to	

___The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee.
___I recommend the following for further development of this trainee.
___The individual has successfully performed all tasks for the position and should be considered for certification.
___The individual was not able to complete certain tasks (comments below) or additional guidance is required.
___Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
___The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.
Recommendations:

Date:_____ Evaluator's initials:_____ Evaluator's Qualification/rating:_____

#4	Evaluator's name: Project/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Project or Simulation (agency & area)	Project Kind (Animal survey, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level
			to	

___The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee.
___I recommend the following for further development of this trainee.
___The individual has successfully performed all tasks for the position and should be considered for certification.
___The individual was not able to complete certain tasks (comments below) or additional guidance is required.
___Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
___The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.
Recommendations:

Date:_____ Evaluator's initials:_____ Evaluator's Qualification/rating:_____

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Appendix 15 – Resource Helicopter Crewmember Task Book (under development)

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