2019 BLM National Aviation Plan and BLM Utah State Aviation Plan

A Commitment to Aviation Safety
This plan provides comprehensive information regarding Bureau of Land Management (BLM) aviation organizations, responsibilities, administrative procedures and policy. This plan is implemented through a BLM Utah Instruction Memorandum.

The primary distribution of this document is electronic and available at:

https://www.nifc.gov/aviation/av_BLMlibrary.html

BLM Fire and Aviation Directorate
National Aviation Office
208-387-5180
aviation.blm.gov

National Interagency Fire Center
3833 South Development Ave.
Boise, ID, 83705

The BLM Utah State Aviation Plan is inserted in this document as a second tier to each section of the BLM National Aviation Plan, which is written in black text. The State Aviation Plan has been written in blue text so it visually stands out as supplemental text. Each BLM District in Utah will add their Unit Aviation Plan language as a third tier to this document. Use of a different color font is suggested to visually differentiate Unit-level text. The State Aviation Plan will reside on the BLM National Aviation website in electronic format. Hyperlinks are used throughout the document to comply with Section 508 requirements.
2019 BLM Utah State Aviation Plan

This plan has been:
Prepared by: Cameron Dingman Date 3-8-2019
Cameron Dingman
State Aviation Manager

Reviewed by: Jessica Wade Date 3-10-2019
Jessica Wade
State Fire Management Officer

Approved by: Edwin L. Roberson Date 3-18-2019
Edwin L. Roberson
State Director

BLM Utah State Office
440 West 200 South, Suite 500
Salt Lake City, UT 84101-1345

Cameron Dingman
State Aviation Manager
cdingman@blm.gov
801-539-4241
# TABLE OF CONTENTS

## 1.0 AVIATION PLAN

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 PURPOSE</td>
<td>9</td>
</tr>
<tr>
<td>1.2 MISSION STATEMENT</td>
<td>9</td>
</tr>
<tr>
<td>1.3 AVIATION PROGRAM OBJECTIVES</td>
<td>9</td>
</tr>
<tr>
<td>1.4 NATIONAL FIRE AIRCRAFT MANAGEMENT STRATEGY</td>
<td>10</td>
</tr>
<tr>
<td>1.5 AUTHORITY</td>
<td>12</td>
</tr>
<tr>
<td>1.6 POLICY</td>
<td>12</td>
</tr>
<tr>
<td>1.7 HANDBOOKS</td>
<td>12</td>
</tr>
<tr>
<td>1.8 PLANS</td>
<td>12</td>
</tr>
<tr>
<td>1.9 GUIDES</td>
<td>12</td>
</tr>
</tbody>
</table>

## 2.0 AVIATION MANAGEMENT ORGANIZATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 DEPARTMENT OF THE INTERIOR (DOI)</td>
<td>15</td>
</tr>
<tr>
<td>2.2 NATIONAL AVIATION GROUPS/COMMITTEES</td>
<td>15</td>
</tr>
<tr>
<td>2.3 BUREAU OF LAND MANAGEMENT (BLM)</td>
<td>17</td>
</tr>
<tr>
<td>2.4 NATIONAL AVIATION OFFICE - NAO (FA-500)</td>
<td>18</td>
</tr>
<tr>
<td>2.5 BLM STATE/DISTRICT/FIELD OFFICE ORGANIZATIONS</td>
<td>22</td>
</tr>
<tr>
<td>2.6 AVIATION POSITIONS</td>
<td>28</td>
</tr>
</tbody>
</table>

## 3.0 ADMINISTRATIVE REQUIREMENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 GENERAL</td>
<td>33</td>
</tr>
<tr>
<td>3.2 REPORTING AND DOCUMENTATION REQUIREMENTS</td>
<td>33</td>
</tr>
<tr>
<td>3.3 AVIATION PLANS: NATIONAL, STATE, UNIT, AND PROJECT</td>
<td>33</td>
</tr>
<tr>
<td>3.4 AIRCRAFT ORIENTATION BRIEFING PACKAGE</td>
<td>35</td>
</tr>
<tr>
<td>3.5 LAND USE POLICY FOR AVIATION ACTIVITIES</td>
<td>36</td>
</tr>
<tr>
<td>3.6 BUDGET</td>
<td>36</td>
</tr>
<tr>
<td>3.7 AIRCRAFT FLIGHT SERVICE ORDERING</td>
<td>36</td>
</tr>
<tr>
<td>3.8 AIRCRAFT CONTRACTS</td>
<td>39</td>
</tr>
<tr>
<td>3.9 END PRODUCT CONTRACTS</td>
<td>44</td>
</tr>
<tr>
<td>3.10 BLM SUPPLEMENTAL FIRE AIRCRAFT ACQUISITION</td>
<td>47</td>
</tr>
<tr>
<td>3.11 COOPERATOR AIRCRAFT</td>
<td>48</td>
</tr>
<tr>
<td>3.12 SENIOR EXECUTIVE SERVICE (SES) FLIGHTS</td>
<td>49</td>
</tr>
<tr>
<td>3.13 BLM LAW ENFORCEMENT FLIGHTS</td>
<td>50</td>
</tr>
<tr>
<td>3.14 SEARCH AND RESCUE (SAR) FLIGHTS</td>
<td>50</td>
</tr>
<tr>
<td>3.15 NATIONAL GUARD AND UNITED STATES MILITARY AIRCRAFT FLIGHTS</td>
<td>51</td>
</tr>
<tr>
<td>3.16 UNMANNED AIRCRAFT SYSTEMS (UAS) FLIGHTS</td>
<td>51</td>
</tr>
<tr>
<td>3.17 DISPATCHING - FLIGHT REQUESTS</td>
<td>53</td>
</tr>
<tr>
<td>3.18 AIRCRAFT USE PAYMENT SYSTEMS</td>
<td>56</td>
</tr>
<tr>
<td>3.19 CODING FOR FLIGHT USE REPORTS</td>
<td>56</td>
</tr>
<tr>
<td>3.20 FEDERAL EXCESS PROPERTY PROGRAM (FEPP)</td>
<td>58</td>
</tr>
<tr>
<td>3.21 FBMS</td>
<td>58</td>
</tr>
<tr>
<td>3.22 AVIATION PROGRAM REVIEWS</td>
<td>58</td>
</tr>
<tr>
<td>3.23 NEW PROGRAM REQUESTS</td>
<td>59</td>
</tr>
</tbody>
</table>

## 4.0 AVIATION SAFETY MANAGEMENT SYSTEMS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>61</td>
</tr>
</tbody>
</table>
4.1 GENERAL ........................................................................................................................................ 61
4.2 SAFETY MANAGEMENT SYSTEMS (SMS) ..................................................................................... 61
4.3 POLICY ........................................................................................................................................... 61
4.4 RISK MANAGEMENT ....................................................................................................................... 65
4.5 ASSURANCE .................................................................................................................................. 67
4.6 PROMOTION .................................................................................................................................. 69

5.0 AVIATION OPERATIONS .................................................................................................................. 71

5.1 GENERAL ....................................................................................................................................... 71
5.2 POLICY, OPERATIONAL GUIDES AND HANDBOOKS .................................................................. 71
5.3 PUBLIC/CIVIL AIRCRAFT OPERATIONS ....................................................................................... 71
5.4 BLM EMPLOYEES ON NON-BLM AIRCRAFT .............................................................................. 72
5.5 PASSENGERS ................................................................................................................................. 72
5.6 EMERGENCY EXCEPTION TO POLICY ......................................................................................... 73
5.7 CATEGORIES OF FLIGHT ................................................................................................................. 74
5.8 FLIGHT PLANNING ......................................................................................................................... 74
5.9 FLIGHT FOLLOWING ......................................................................................................................... 75
5.10 RADIO FREQUENCY MANAGEMENT/COMMUNICATIONS .......................................................... 77
5.11 OVERDUE, MISSING OR DOWNED AIRCRAFT .......................................................................... 77
5.12 MISHAP RESPONSE ..................................................................................................................... 77
5.13 TRANSPORTATION OF HAZARDOUS MATERIALS .................................................................... 77
5.14 INVASIVE SPECIES CONTROL .................................................................................................... 77
5.15 FIRE CHEMICALS AND AERIAL APPLICATION POLICY NEAR WATERWAYS ......................... 78
5.16 SEARCH AND RESCUE (SAR) .................................................................................................... 79
5.17 LARGE AIRTANKER (LAT), VERY LARGE AIRTANKER (VLAT) AND CL-215/415 (ScoopERS) OPERATIONS ......................................................................................................................... 79
5.18 AIRTANKER BASE OPERATIONS .............................................................................................. 79
5.19 FOREIGN AIRTANKER OPERATIONS .......................................................................................... 80
5.20 AERIAL SUPERVISION/LEADPLANE OPERATIONS .................................................................... 80
5.21 HELICOPTER OPERATIONS ......................................................................................................... 82
5.22 AERIAL IGNITION OPERATIONS .................................................................................................. 84
5.23 AERIAL CAPTURE, ERADICATION AND TAGGING OF ANIMALS (ACETA) ......................... 84
5.24 WILD HORSE & BURRO OPERATIONS (WH&B) ......................................................................... 85
5.25 SMOKEJUMPER OPERATIONS ..................................................................................................... 85
5.26 LIGHT FIXED WING OPERATIONS ............................................................................................... 85
5.27 LAW ENFORCEMENT OPERATIONS (LE) .................................................................................... 86
5.28 UNMANNED AIRCRAFT SYSTEMS (UAS) (SEE ALSO BLM NAP 3.16) ................................. 86
5.30 FLEET AIRCRAFT .......................................................................................................................... 87
5.31 NON-FEDERALLY APPROVED AIRCRAFT ................................................................................... 88
5.32 SNOW OPERATIONS .................................................................................................................... 88

6.0 AVIATION TRAINING ....................................................................................................................... 89

6.1 GENERAL ....................................................................................................................................... 89
6.2 MANAGEMENT RESPONSIBILITY .................................................................................................. 90
6.3 INSTRUCTOR STANDARDS .............................................................................................................. 91
6.4 DEVELOPMENT ............................................................................................................................... 91
7.0 AIRSPACE COORDINATION ........................................................................................................... 93
  7.1 INTERAGENCY AIRSPACE COORDINATION .................................................................................. 93
  7.2 FLIGHT PLANNING, HAZARDS AND OBSTRUCTIONS ................................................................. 93
  7.3 FIRE TRAFFIC AREA (FTA) ........................................................................................................... 94
  7.4 TEMPORARY FLIGHT RESTRICTION (TFR) .................................................................................. 94
  7.5 NATIONAL FIREFIGHTING AIRCRAFT TRANSPONDER CODE (1255) ........................................ 94
  7.6 AIRSPACE BOUNDARY PLAN ...................................................................................................... 94
  7.7 AIRSPACE DECONFLCITION ........................................................................................................ 95
  7.8 AIRSPACE CONFLICTS ............................................................................................................... 96
  7.9 OPERATIONS ALONG FOREIGN BORDERS ............................................................................... 96
  7.10 AIRSPACE AGREEMENTS – MEMORANDUMS OF UNDERSTANDING ..................................... 96
  7.11 EMERGENCY SECURITY CONTROL OF AIR TRAFFIC (ESCAT) ............................................... 96

8.0 AVIATION SECURITY – FACILITIES/AIRCRAFT ............................................................................ 97
  8.1 AVIATION SECURITY POLICY .................................................................................................... 97
  8.2 USFS FACILITIES SECURITY ASSESSMENTS ............................................................................. 98
  8.3 USFS SECURITY RESPONSE ACTIONS ...................................................................................... 98
  8.4 GENERAL AVIATION SECURITY AWARENESS PROGRAMS ..................................................... 98
  8.5 COOPERATORS AIRCRAFT SECURITY ....................................................................................... 99
  8.6 AIRCRAFT PHYSICAL SECURITY REQUIREMENTS ................................................................... 99
  8.7 AVIATION FACILITY SECURITY REQUIREMENTS ................................................................ 99
  8.8 EXCEPTIONS ................................................................................................................................ 100
  8.9 TRANSPORTATION SECURITY ADMINISTRATION (TSA) .......................................................... 101

9.0 AVIATION FACILITIES ................................................................................................................... 103
  9.1 GENERAL ..................................................................................................................................... 103
  9.2 AVIATION FACILITIES (PERMANENT AND TEMPORARY) ....................................................... 103
  9.3 TEMPORARY OPERATIONS BASES ........................................................................................... 103
  9.4 SAFETY ...................................................................................................................................... 103
  9.5 PERMANENT FACILITY CONSTRUCTION PLANNING/FUNDING AND MAINTENANCE .......... 104
  9.6 BLM OWNED/OPERATED AIRSTRIPS ....................................................................................... 104

APPENDIX CONTENTS ............................................................................................................................ 105
  APPENDIX 1 - BLM NATIONAL AVIATION ORGANIZATION DIRECTORY ........................................ 107
  APPENDIX 1A - BLM UTAH AVIATION ORGANIZATION DIRECTORY .............................................. 109
  APPENDIX 2 - BLM FIRE AIRCRAFT ACQUISITION PLAN ................................................................. 111
  APPENDIX 3 - SES FLIGHT SCHEDULING GUIDE ............................................................................ 119
  APPENDIX 4 – LATITUDE/ LONGITUDE INFORMATION .................................................................. 121
  APPENDIX 5 - BLM SAFECOM MANAGEMENT ROLES .................................................................. 123
  APPENDIX 6 - OAS AVIATION PROGRAM EVALUATION SCHEDULE .............................................. 125
  APPENDIX 7 - BLM CARGO LETDOWN OPERATIONS ..................................................................... 127
  APPENDIX 8 – BLM SMOKEJUMPER POSITIONS TO INTERAGENCY AVIATION TRAINING (IAT) FUNCTIONAL CROSSWALK .................................................................................................................. 163
  APPENDIX 9 - BLM FLEET AIRCRAFT STANDARD OPERATIONS PROCEDURES ......................... 165
  APPENDIX 10 - TASK SHEET FOR THE POSITION OF NON-FIRE HELICOPTER MANAGER ................. 171
  APPENDIX 11 – BLM AVIATION ENHANCEMENT APPLICATION FORM ......................................... 181
  APPENDIX 13 - ACRONYMS ............................................................................................................ 185
1.0 BLM UTAH UNMANNED AIRCRAFT SYSTEMS (UAS) SUPPLEMENT ........................................ 195

INTRODUCTION .................................................................................................................. 195
PURPOSE .............................................................................................................................. 195

UAS ORGANIZATIONS ....................................................................................................... 197
MANAGEMENT POSITIONS ................................................................................................. 197
AVIATION POSITION DEFINITIONS .................................................................................. 197

UAS OPERATIONS .............................................................................................................. 199
UAS Operations .................................................................................................................. 199
EMERGENCY EXCEPTION TO POLICY .............................................................................. 199
FLIGHT FOLLOWING ........................................................................................................... 199
SEARCH AND RESCUE (SAR) FLIGHTS ........................................................................... 199
WILDLAND FIRE FLIGHTS .................................................................................................. 200
RESOURCE FLIGHTS .......................................................................................................... 201
TRAINING AND CURRENCY FLIGHTS ............................................................................. 202
COOPERATOR FLIGHTS ....................................................................................................... 202
END PRODUCT .................................................................................................................... 202
COMMERCIAL FLIGHTS ..................................................................................................... 202
MEDIA ................................................................................................................................. 203

UAS SAFETY ....................................................................................................................... 203
AVIATION LIFE SUPPORT EQUIPMENT (ALSE) ................................................................. 203
PROJECT AVIATION SAFETY PLANNING ........................................................................ 203
DOI UAS OPERATIONS IN THE NATIONAL AIRSPACE SYSTEM (NAS) ................................ 204

UAS TRAINING .................................................................................................................. 205
INTERAGENCY AVIATION TRAINING (IAT) ................................................................... 205
ADDITIONAL AVIATION TRAINING ................................................................................ 205
CURRENCY AND REFRESHER TRAINING ......................................................................... 206

UAS PROCUREMENT ......................................................................................................... 207
DOCUMENTATION ............................................................................................................. 207

REFERENCES AND EXHIBITS ............................................................................................ 209
1.0 Aviation Plan

1.1 Purpose
The purpose of the Bureau of Land Management (BLM) National Aviation Plan (NAP) is to describe National Aviation Office (NAO) leader’s intent, authority, role and responsibilities, program objectives, and to provide strategic and operational guidance to each organizational level. The NAO identified the need for a cohesive national aviation management plan that will allow all state, district/field offices, and aviation users to easily acquire the necessary information and policy to manage the BLM aviation program. Each organizational level plan provides the detailed operational procedures pertinent to their organization. This plan is supplemental and does not replace the policy as described in the Departmental Manual or the BLM Manual 9400 – Aviation Management.

1.1.1 Purpose
This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for BLM Utah. The purpose is to clarify and standardize aviation management procedures and operations for all employees in the BLM Utah, independent of organizational level. This plan is supplemental to Departmental Manuals 350-354, BLM Manual 9400 – Aviation Management, and BLM National Aviation Plan (NAP).

1.2 Mission Statement
The NAO is responsible for supporting all BLM fire and resource management 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 BLM management objectives.
- Develops and promotes a skilled aviation management workforce.

1.2.1 Mission Statement
The BLM Utah aviation program provides direction and technical assistance to the State Office, District, and Field Office resource management, law enforcement, and fire suppression programs. The State Aviation Manager (SAM) assists with coordination between BLM Utah and the BLM National Aviation Office, Fire Operations, other BLM State programs, and cooperators.

Promote efficiency: The aviation program emphasizes coordinating BLM Utah aviation resources between Districts, between cooperators within Utah and the BLM National Aviation office.

Acquisition support: Be a focal point for coordination of aviation acquisition between BLM Utah and the BLM National Aviation Office and DOI Acquisition Services Directorate (DOI AQD).

Aviation safety: Assist with developing systematic safety processes, promotion of safety systems and monitoring/ evaluation.

1.3 Aviation Program Objectives
The BLM aviation program provides the aviation tools to meet public expectation for efficient and safe management of the National System of Public Lands. Aviation management balances mission goals with the environmental considerations, available funding and safety of the involved personnel.
**Safety:** The priority in all BLM aviation missions is the safety of employees, contractors, cooperators and the public.

Risk management as part of Safety Management Systems (SMS) will be inherent in all aviation missions and programs.

All aviation personnel are empowered and expected to manage the risks of aviation operations and make reasonable and prudent decisions to accomplish the mission.

Aviation personnel must take every opportunity to plan missions thoroughly, and respect aircraft and the environment in which they operate.

Individuals will be held accountable for their decisions, which should be based on policy, principles, risk management, training, experience and the given situation.

The agency is committed to ensuring our workplaces are free of recognized hazards. Prior to conducting any mission, all risks will be mitigated to the lowest acceptable level possible.

**Professionalism:** BLM personnel performing aviation functions must be service oriented and meet all qualification requirements of the departmental and bureau manuals, handbooks, and guides.

**Diversity:** Individual development, employee wellness and workforce diversity will be emphasized at all levels of the BLM aviation program.

**Innovation:** Management at all levels is responsible for enhancing the aviation program with a commitment to aviation safety and operational/management efficiency.

1.3.1 **BLM Utah Aviation Program Objectives**

The BLM Utah aviation program’s primary objective is the safety of personnel and the public working with BLM operational controlled aviation activities. An indicator of a healthy safety program is one that incorporates principles that are pillars of a safety culture as described in Safety Management Systems.

- Safe, effective, and efficient aviation operating policy at the State and District level.
- Continual use of operational risk management for all stages of aviation activities.
- Foster a reporting culture; where small seemingly insignificant events are identified and reported.
- Promote training, the sharing of aviation safety information, and safety awards.
- Risk Management will remain incorporated into all aviation operations.
- Line Managers are responsible to maintain the commitment to aviation safety and efficiency for all aircraft missions.
- Planning for flight operations must include: safety, risk management, supervision, organization, and evaluation.
- Aviation personnel will be qualified and appropriately trained to standards.
- Aviation personnel will be provided emphasis and consideration for individual development, employee wellness and workforce diversity and inclusion.

1.4 **National Fire Aircraft Management Strategy**

Aviation resources are one of a number of tools available to accomplish land management objectives. The proper utilization of aircraft in support of resource management programs serve as a force multiplier when dealing with issues of time, remoteness, terrain, large areas and distances.

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.

The BLM national fire aircraft fleet composition is based in part on the National Interagency Aviation Council (NIAC) Aviation Strategy document, 2008, and is outlined in detail in the BLM Fire Aircraft Acquisition Plan (reference BLM NAP Appendix 2). Current and out-year appropriations ultimately influence overall year to year fleet configuration. Any changes in aircraft type or capability must be either supported and approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100) or reflected in this document.

In order to maximize effectiveness and efficiency, aviation resources should be centrally controlled, and operations must be locally executed. National strategy considers all BLM fire aircraft and assigned personnel to be national resources available for immediate assignment to areas of greatest national need regardless of their status in the Resource Order and Status System.

The BLM national aircraft management strategy is predicated on the NAO providing oversight to all BLM fire aircraft acquisition, coordination and allocation of aircraft between states. The NAO tracks tactical aircraft utilization along with monitoring fire activity, fire danger levels and forecasted weather. The NAO will modify contract terms (designated base, MAP, etc.) as required to ensure maximum utilization and effectiveness of firefighting aircraft.

The NAO facilitates aircraft pre-positioning with funding charge codes. During fire season, BLM exclusive use aircraft will be activated and mobilized to meet BLMs fire needs to the extent possible. Once authorized and acquired, all BLM fire exclusive use aircraft, other nationally funded aircraft (i.e. On-call/CWN contract task orders) and severity funded aviation resources will be considered national resources subject to pre-positioning by SFMOs within their states, and by the national office on a national basis. This includes aviation personnel such as single engine airtanker (SEAT) managers and Air Tactical Group Supervisors (ATGS). The NAO will coordinate with SFMOs and State Aviation Managers (SAM) prior to any movements. Supplemental fire aircraft acquisition will be in accordance with BLM NAP 3.10.

1.4.1 BLM Utah Aircraft Management Strategy
Exclusive use contracted fire aircraft are funded through the BLM National Aviation Office (FA-500), and coordinated by the State Fire Management Officer (SFMO). The aircraft are intended primarily for initial attack. Discretion to utilize the aircraft for non-initial attack operations is at the Fire Management Officer level with coordination with the State Office Duty Officer. Assignment of exclusive use and supplemental aircraft outside of the state for extended attack or large fire requires notification with the State Office Duty Officer. The State Office Duty Officer shall coordinate with District FMO’s/ Duty Officer related to the movement of aircraft within the administrative boundaries of BLM Utah based on established priorities and anticipated critical fire weather.
1.5 Authority
This plan fulfills the departmental manual requirements outlined in 350 DM 1, Appendix 3, and BLM Manual 9400.3 Directives. This plan has been developed to provide policy standardization for all BLM aviation programs during 2015.

1.5.1 Authority
This operational plan meets BLM policy requirement as described in BLM Manual 9400 and BLM National Aviation Plan.

1.6 Policy
BLM aviation management and operations will be conducted within policies contained in the Federal Aviation Regulations, DOI 350-354 Departmental Manuals (DM), Operational Procedures Memorandums (OPM) and Handbooks (HB), and BLM Manual 9400.

In addition, the current version of the following Handbooks, Plans and Guides constitute BLM Aviation policy as specified in the BLM Manual 9400.

Exemptions/Waivers: Exemptions/waivers to federal aviation regulations and DOI regulations must be requested in writing to the BLM Aviation Division Chief. Final approval will reside at the OAS Director level (reference 350 DM 1.10).

1.6.1 Policy
The BLM Utah State Aviation Plan (SAP) sets forth policy, procedures, and guidance for aviation program/operations under BLM Utah operational control. The BLM Utah SAP is issued under State Instruction Memorandum (IM).

1.7 Handbooks
- Aerial Capture, Eradication and Tagging of Animals Handbook (ACETA)
- Aviation Life Support Equipment Handbook (ALSE)
- BLM Wild Horse & Burro Aviation Management Handbook (WH&B)
- Law Enforcement Short-Haul Policy
- Military Use Handbook

1.8 Plans
- BLM National Aviation Plan
- BLM State Aviation Plans
- BLM District/Unit Aviation Plans

1.9 Guides
- NWCG Standards for Aerial Ignition Guide (PMS 501)
- Interagency Aerial Supervision Guide (IASG, PMS 505)
- NWCG Standards for Airspace Coordination (PMS 520)
- NWCG Standards for Airtanker Base Operations (PMS 508)
- Interagency Helicopter Operations Guide (IHOG, PMS 510)
- Interagency Standards for Single Engine Airtanker Operations (PMS 506)
- Interagency Smokejumper Pilots Operations Guide (ISPOG)
- Interagency Standards for Fire and Fire Aviation Operations (Redbook)
- Interagency Aviation Training Guide (IAT)
• *Interagency Fire Unmanned Aircraft Systems Operations Guide* (PMS 515)
• *NWCG Standards for Aviation Transport of Hazardous Materials* (PMS 513)
2.0 Aviation Management Organization

2.1 Department of the Interior (DOI)

Office of Aviation Services (OAS): The OAS is responsible for Departmental functions related to aircraft services. The OAS provides service offerings that include; aviation safety services, aviation technical services, fleet management, fleet property accountability, aviation user training services, and flight scheduling and coordination services (reference 350 DM 1 for a complete list of functions and responsibilities). https://www.doi.gov/aviation

Interior Business Center (IBC) Acquisition Services Directorate (AQD): The Aviation Acquisition Services Directorate provides department-wide centralized contracting for aviation flight services for DOI and DOI customers. Other acquisition management activities include property accountability and small purchase service in support of OAS and Bureau operations including DOI fleet aircraft. https://www.doi.gov/aviation/aqd

2.2 National Aviation Groups/Committees

Executive Aviation Board (EAB): The EAB is responsible for the Department of Interior aviation program. The Board provides executive oversight and performance accountability and assures that Department-wide strategies and initiatives are developed collaboratively and implemented consistently. Additionally, the Board provides final review and approval of policy, when needed. The EAB is chartered under the direction of the Assistant Secretary for Policy, Management and Budget. The EAB has authority over all aviation related boards/committees/groups within the Department. The BLM permanent member of the EAB is the Bureau Deputy Director.

Executive Aviation Committee (EAC): The EAC is chartered under the direction of the EAB. The Committee follows guidance and directives from the EAB and ensures full collaboration among members to ensure that EAB and Department objectives are met. The EAC also provides Bureau and Department level aviation program performance measurement metrics to the EAB. The EAC is responsible for establishing a Bureau Aviation Managers working group to be the primary surrogate of the Committee to engage in all DOI aviation related issues at the operational Bureau level. The BLM permanent member of the EAC is the Assistant Director, Fire and Aviation.

Executive Aviation Sub-Committee (EAS): The EAS is an advisory group for the EAC. The BLM representative to the EAS is the Division Chief, Aviation.

National Wildfire Coordinating Group (NWCG): The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency’s fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions. Agreed upon policies, standards, and procedures are implemented directly through regular agency channels.

- Membership: NWCG is made up of the USDA Forest Service; four Department of the Interior agencies: BLM, National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Fish and Wildlife Service (FWS); the National Association of State Foresters and the Intertribal Timber Council. Membership is limited to one individual organization representative, except the Forest
Service will be represented by two representatives – one from fire and aviation management and one from fire research.

**National Interagency Aviation Committee (NIAC):** The Committee is established to serve as a body of resident aviation experts, assisting NWCG with realizing opportunities for enhanced safety, effectiveness, and efficiency in aviation related operations, procedures, programs and coordination. NIAC is chartered under the Equipment and Technology Branch of NWCG.

Membership: Committee membership will reflect a mix of people who are knowledgeable in the subject area and who are from NWCG member agencies and organizations, including representation from OAS.

**NIAC Sub Committees:**
- Interagency Aerial Supervision Subcommittee (IASS)
  - ATGS Cadre
  - Leadplane Cadre
  - ASM Cadre
- Interagency Airspace Subcommittee (IASC)
- Interagency Airtanker Base Operations Subcommittee
- Interagency Airtanker Board (IAB)
- Interagency Fire UAS Subcommittee (IUAS)
- Interagency Aviation Training Subcommittee (IATS)
- Interagency SEAT Board
- Smokejumper Aircraft Screening and Evaluation Subcommittee (SASES)
- Interagency Helicopter Screening and Evaluation Subcommittee (IHSES)
- Interagency Aviation Strategic Plan Subcommittee
- Interagency Helicopter Operations Subcommittee (IHOpS)
  - Aerial Capture Eradication and Tagging Animals Unit (ACETA)
  - Interagency Aerial Ignition Unit
    - Helitorch Subunit
  - Interagency Helicopter Operations Guide Unit (IHOG)
  - Interagency Helicopter Rappel Unit
    - Rappel Equipment Subunit
  - Helicopter Short-Haul Unit

**BLM Aviation Management Group (AMG):** AMG is chartered under the BLM Fire Leadership Team to provide BLM leadership and expertise in all areas of aviation management. Promote aviation safety, standardization and efficiency in support of fire management and non-fire activities. Provide representation in the development of aviation policy, acquisition plans and operational procedures.

- Membership: BLM NAO Program Managers, State Aviation Managers, Liaison from Fire Operations (FA-300) and FLT.

**BLM Air Attack Committee:** The BLM Air Attack Committee is formed under the authority of the AMG with the concurrence of the BLM Fire Leadership Team (FLT) to provide national leadership in all areas of BLM air attack operations. Promote and coordinate safe, effective and efficient fire operations in order to accomplish Bureau of Land Management (BLM) fire management objectives. This will be done in collaboration with the AMG in coordination with the BLM National Air Attack Program Manager.
• Membership: The AMG designee (Co-Chair), The BLM National Air Attack Program Manager, one
liaison from the Fire Operations Group (FOG), one voting representative each from those states
with exclusive use air attack aircraft (ID, MT, NV, OR, UT, AK).

2.2.1 National and Geographic Area Aviation Groups/ Committees
The BLM Utah State Aviation Manager (SAM) is a member of the BLM Aviation Management Group
(AMG). The group reviews and develops aviation management/operations procedures, policy and
acquisition plans. As the BLM Utah representative to the AMG, the SAM can take forward BLM Utah
aviation issues.

The BLM Utah SAM will participate in other national level groups and committees as requested by NAO
and approved by the Assistant State FMO.

Great Basin Aviation Working Committee: The Great Basin Operations Committee (BLM, USFS, NPS,
USFWS, BIA, and States within the Great Basin Geographic Area) charters an aviation working
committee to consider any aviation issue germane to the Great Basin interagency aviation operations,
and develop recommendations. Fire aviation issues can be brought forward through the Great Basin
Operations Group or to the GBAWC representative. The BLM Utah SAM serves as the BLM Utah
representative to this committee.

BLM Utah representatives to other National BLM and Interagency Committees and Groups are
assigned based on requests from NAO, and with the concurrence of the employee’s supervisor.

2.3 Bureau of Land Management (BLM)
BLM Director: The Director is responsible for the aviation management program. This responsibility is
exercised through the Assistant Director for Fire and Aviation (FA-100).

Assistant Director, Fire and Aviation (FA-100): This position is responsible for aviation policy and
program oversight. This responsibility is delegated and accomplished through the Division Chief,
Aviation (FA-500).
2.4 National Aviation Office - NAO (FA-500)
(Reference BLM NAP Appendix 1 for the NAO Staff contact information)

Division Chief, Aviation (FA-500): This position serves as principle aviation advisor to the Assistant Director for the BLM Fire and Aviation Directorate (FA-100), and other staff, BLM state office, and Departmental aviation programs. This position supervises the Deputy Division Chief, Staff Assistant and Aviation Safety & Training Advisor.

- Identifies and develops Bureau aviation policies and procedures, as well as standardized technical specifications for aviation missions for incorporation into the directives system.
- Coordinates aviation-related activities and services between the Washington Office (WO), and states with other wildland firefighting, regulatory, investigative, and military agencies.
- Represents the BLM at interagency meetings, on interagency committees developing government-wide aviation policies, requirements, procedures and reports, at aviation industry meetings and conventions.
- Plans and conducts technical and managerial analyses relating to the identification of aviation organization and resources appropriate for agency use, cost-effectiveness of aviation, other specialized missions, aircraft acquisition requirements, equipment developmental needs, and related areas.
- Provides oversight of aircraft acquisition and fleet management, contract administration, aviation operations, aviation safety, security and risk management, reviews and evaluations of state aviation programs.

Deputy Division Chief, Aviation: This position serves as the Deputy to the Division Chief and has responsibility for direction of all phases of the Aviation Division’s program of work. This position supervises and provides program guidance and technical direction to the Flight Operations Manager,
Helicopter Program Manager, SEAT Program Manager, SEAT Coordinator, Air Attack & UAS Program Manager, Assistant Aviation Management Specialist/Pilot and the Ramp Services Supervisor.

- Develops the BLM National Aviation Plan.
- Prioritizes and coordinates national allocation/reallocation of BLM fire aircraft.
- Manages the BLM NAO Operations, Labor and fire exclusive use contract budgets.
- Coordinates contracting and cooperator aircraft requests with AQD/OAS.
- Reviews states aircraft severity and preposition funding requests; coordinates with BLM Fire Operations.

**Flight Operations Manager:** This position provides oversight and supervision for the Aerial Supervision Module (ASM) and Smokejumper programs and standardization of all BLM flight operations.

- Serves on the Interagency Aerial Supervision Subcommittee (IASS) and leadplane cadre.
- May function as a qualified pilot.
- Develops guidance for BLM aircraft and pilot standards.
- Develops and coordinates ASM and Smokejumper operational procedures, training and certification.
- Provides guidance on light and medium fixed-wing aircraft operations and standards.
- Primary Point of contact for BLM Fleet (WCF) aircraft
- Assigns BLM representative on the Smokejumper Aircraft Screening Equipment and Evaluation Subcommittee (SASES) and Interagency Smokejumper Pilots Operation Guide Steering Committee.
- Coordinates primary relief for the Fleet Smokejumper aircraft.

**Aviation Safety & Training Advisor:** This position provides leadership and technical expertise for aviation safety management systems, risk management and accident prevention programs. Has oversight of aviation training for BLM, providing training/certification guidance (curriculum, course materials, and instruction) for BLM fire and resource management aviation personnel.

- Serves as the BLM liaison to National Transportation Safety Board (NTSB) and OAS accident investigation teams.
- Oversees the BLM SAFECOM System and Management Roles
- Compiles BLM aviation safety statistics and analysis.
- Serves on accident review boards.
- Develops and/or coordinates aviation training in support of BLM aviation programs.
- Serves as a member of the Interagency Aviation Training Subcommittee (IATS) and other interagency training working groups.
- Coordinates the development of web-based training for both vendor and government communities.
- Point of contact for OAS Aviation Program Evaluations.

**Helicopter Program Manager:** This position provides oversight of the BLM Helicopter program.

- Reviews requests for exclusive use contracted helicopters, and coordinates with AQD, OAS and State Aviation Manager.
- Develops and establishes agency helicopter operational standards.
- Develops helicopter position requirements and training.
- Conducts site visits, reviews and inspections.
- Serves as a member of the Interagency Helicopter Operations Subcommittee (IHOps), Interagency Helicopter Screening and Evaluation Subcommittee (IHSES) and BLM Helitack Committee.
• Coordinates movement of BLM EU helicopters from AK to L-48 and L-48 to AK.
• NAO point of contact for End Product Contracts that potentially have an aviation component.

**Single Engine Airtanker (SEAT) Program Manager:** This position provides oversight and guidance to the SEAT and Scooper programs.

• Develops and coordinates requirements and training for the SEAT program.
• Performs site visits and inspections of SEAT operating bases.
• Develops contract specifications in coordination with both AQD and industry representatives.
• Chair of the Interagency SEAT Board. Serves as BLM Representative to the Interagency Airtanker Board.
• Develops the [Interagency SEAT Operations Guide](#).
• Coordinates with the BLM State Office Managers, SEAT contract activation and allocation of aircraft.
• Functions as national liaison with State SEAT programs.
• Supervises the National SEAT Coordinator (SECO) when activated.
• BLM advisor to the Interagency Airtanker Base Operations Subcommittee.
• BLM national lead for fire chemicals development and implementation. Maintains and updates fire chemicals policy, plans and direction. National COR for fire chemical contracts, BPAs, and EERAs. Wildland Fire Chemicals Systems interagency technical contact and DOI liaison. DOI (except BIA) representative on the Fire Chemicals Board. Organizes and conducts national level training in fire chemical application and use.

**UAS Program Manager:** This position provides national guidance and standardization for BLM UAS programs.

• Serves as the national point of contact for BLM UAS Operations.
• Provides programmatic oversight to the development of UAS projects/missions.
• Coordinates the BLM national UAS training programs in conjunction with interagency partners.
• Coordinates the acquisition of agency owned/operated UAS in conjunction with State Aviation Managers and OAS/AQD.
• Develops and reviews exclusive use and on-call UAS contract specifications; coordinates with AQD, OAS and State Aviation Managers.
• Serves as the Contracting Officers Representative (COR) for BLM UAS contract services.
• Provides BLM input to the [Interagency Unmanned Aircraft Systems Guide](#).
• Serves as a member of the Interagency Fire Unmanned Aircraft Systems Subcommittee.
• Maintains a list of qualified BLM UAS personnel.
• Maintains an inventory of BLM owned UAS.

**Air Attack Program Manager:** This position provides national guidance and standardization for the BLM Air Attack program.

• Develops and reviews exclusive use and on-call Air Attack contracts specifications, coordinates with AQD, OAS and State Aviation Managers.
• Coordinates the BLM national ATGS training program (S-378, CRM, and associated flight training) in conjunction with interagency partners.
• Develops, coordinates, and implements strategic and tactical utilization of air attack aircraft, and associated personnel in conjunction with State Aviation Managers, Geographic Area Coordination groups, and interagency partners.
• Provides BLM direction for the [Interagency Aerial Supervision Guide](#) and relevant policy/operations documents.
• Coordinates with Geographic Area Coordinating groups regarding the activities of the ATGS Cadre and the BLM Air Attack Committee.
• Serves as a qualified ASM/ATGS Instructor/Check Airman and coordinates staffing for the BLM national ATGS training platform.
• Serves as a member of the Interagency Aerial Supervision Subcommittee (IASS).
• Maintains a list of qualified BLM ATGS Instructors, and ATGS Check Airman personnel.

Air Tactical Supervisors (ATS): These positions serve as Air Tactical Supervisors on Aerial Supervision Modules.

• Develop and review ASM procedures, make recommendations to the Aerial Supervision Program Manager.
• Instruct NWCG S-378 ATGS and ATS courses and mentor trainee ATGS and ATS personnel.
• Serve as subject matter experts (SME) for aerial supervision, airspace coordination, SEAT and airtanker operations.

Air Tactical Pilots (ATP): These positions serve as ASM and/or leadplane pilots.

• Serve as a contract project inspector for the BLM contracted ASM planes.
• Serve as an SME for aerial supervision, airspace coordination, SEAT and airtanker operations.
• Develop and review ASM/Leadplane procedures, make recommendations.
• Provides aircraft and mission training for tactical resources as assigned.

Smokejumper Pilots: These positions serve as smokejumper pilots.

• Serve as an SME for smokejumper pilot operations, smokejumper operations and back country airstrip operations.
• Develop and review smokejumper pilot procedures and make recommendations.
• Provides aircraft and mission training for tactical resources as assigned.
• Aviation Staff Assistant: This position provides a full range of administrative support to the national aviation staff.
• Prepares and approves travel authorizations and vouchers, processes payroll, monitors budget reports and credit card statements to ensure expenditures are correctly made.
• Works with FBMS to create purchase requisitions for interagency agreements, contracts and requisitions.
• Prepares all formal office correspondence, including memorandums, Instruction Memorandums and Information Bulletins.
• Coordinates meetings and conferences for local and national-level events.

Ramp Services Supervisor (FA-510): This position oversees and directs aircraft ramp operations providing ground aviation management and ground support services to based and transient aircraft, air crews, transient personnel and cargo on the NIFC Aircraft Ramp.

• Insures compliance with FAA, OSHA, EPA, BLM, OAS and airport aviation and security regulations.
• Develops the NIFC Ramp Services Operation Plan
• Manages interagency flight helmet repair service through the NFES for participating agencies and cooperators.
Assistant Aviation Management Specialist/Pilot: This position is developmental and provides the incumbent with the skills and background to compete for vacancies at the State and National levels, GS-12 and above. This position works under the guidance of national program managers as assigned, but is supervised by the Deputy Chief, Division of Aviation.

- Provides assistance to Aviation Program Managers within the National Aviation Office.
- Serves as a Developmental Pilot functioning as a Pilot Trainee and Pilot-In-Command of single and multi-engine reciprocating and turbine powered airplanes under visual and instrument flight rules.

2.5 BLM State/District/Field Office Organizations

State Directors, District/Field Manager: Aviation responsibilities are outlined in 350 DM 1 Appendix 4.

- State Directors are responsible for all aviation activities within their respective jurisdiction.
- Each state will assign a State Aviation Manager (SAM). The SAM position provides oversight of the state aviation program and support to the state/district/field offices on all aviation matters.
- District/Field Managers are responsible for all aviation activities within their respective jurisdictions.
- Each District/Field Manager will assign a Unit Aviation Manager (UAM) to provide oversight and staff assistance on all aviation matters.
- District/Field Managers are responsible for review and approval of Project Aviation Safety Plans, when required, for aviation activities within their respective jurisdictions.

State Fire Management Officer (SFMO): The SFMO is responsible for providing oversight and approval of the acquisition and use of BLM fire aircraft within their state.

- Provides state strategic direction and guidance.
- Has the authority to prioritize the allocation, reallocation, pre-positioning and movement of all fire aircraft assigned to the BLM within their state.
- Coordinates with Districts/Units, Geographical Area Coordination Centers (GACC), and NAO to maximize the utilization of Exclusive Use aircraft assigned to their state.
- Ensure all state assigned aerial resources are managed to maximize initial attack effectiveness.

State Aviation Manager (SAM): The SAM serves as the principal aviation professional for the State Director and is responsible for providing aviation program management, oversight and support to district/field office aviation operations within the state. The SAM has functional responsibility in the following areas and should have a delegation of authority for each area of responsibility:

- Develops and implements the state aviation management plan, and establishes aircraft safety and accident prevention measures.
- Reviews all Project Aviation Safety Plans (PASP) with a Final Risk Rating of “High” prior to implementation.
- Serves as the Contracting Officer’s Representative (COR) on all BLM aviation exclusive use contracts assigned to the state.
- Nominates candidates to the Contracting Officer for potential appointment as Alternate CORs (ACOR) and assigns Project Inspectors (PI) for all BLM exclusive use aviation contracts in their state.
Authorized to order aircraft and ensures all aircraft ordering and dispatching occurs via a dispatch office.

Provides aviation training support to the state office, field/district offices, and other cooperative agencies.

Provides statewide statistical analysis and A-126 reporting.

Coordinates with the NAO specialists regarding aviation issues.

Coordinates with other interagency partners on regional and state levels.

Servers as a member of a geographic area(s) coordinating group aviation committee.

Establishes an “Aviation Point of Contact” or designates and assigns an acting SAM when needed. Ensures that acting SAM meets all training requirements and any state requirement for delegation (reference BLM NAP Appendix 12).

Reviews all potential End Product contracts that could conceivably utilize aircraft (reference BLM NAP 3.8.1).

Collects annual BLM aviation statistics for the state to include: fire and resource flight hours and associated costs. Desired delivery to the NAO by November 1st annually. [http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html](http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html)

Reference NWCG Standards for Airspace Coordination (Chapter 2, Roles and Responsibilities) for specific airspace coordination responsibilities.

Reviews request for UAS projects to ensure agency compliance.

**Zone/District Fire Management Officer (FMO):** This position is responsible for hosting, staffing, supporting, providing daily management and dispatching all BLM fire aircraft assigned to their unit.

- Authorized, through a line officer delegation, to request additional fire aircraft; establish priorities; and allocate all fire aircraft assigned to the BLM within their unit or zone.
- Ensure that all BLM Exclusive Use aircraft and affected Airbases assigned to their unit are staffed for seven day coverage throughout the contract period barring adverse weather conditions and one hour callback provisions.
- Ensure status of all BLM fire aircraft assigned to their unit is reported each day to the GACC as either “Committed” or “Available”. Aircraft will not be designated as available “local only”.
- When directed by the state office, will mobilize BLM fire aircraft and assigned personnel as requested.
- Ensure BLM fire aircraft and aircrews are ready for potential long term assignments off-unit.
- Ensure that when dispatched off-unit, assigned aircraft managers and aircrew will accompany the aircraft to provide appropriate staffing.
- Delegates or performs the function of the UAM when this position is not assigned.

**Unit Aviation Manager (UAM):** Field offices (district/center/zones) must designate a UAM, either full time or collateral duty, to provide program oversight at the local level. Some Units may utilize Service First or similar agreements with interagency partners to provide the UAM (Unit Aviation Officer (UAO), Forest Aviation Officer (FAO)). The UAM is the principal local aviation professional and is responsible for managing and supporting the aviation program for the unit. The UAM has functional responsibility in the following areas and should have a delegation of authority for each area of responsibility:

- Ensures district/unit flight compliance with DOI/BLM/state and district policies and regulations.
- Confirms that a qualified flight manager is assigned to all flights as required.
• Ensures that visiting aircrews, pilots and incident management teams receive a Unit aviation briefing.
• Develops and implements the District/Unit aviation management plan (Interagency aviation management plans if applicable), as well as specific operating plans for other aviation programs (helitack, SEAT, airbase, and air tactical).
• May serve as the ACOR or PI on BLM exclusive use aircraft.
• Interagency Aviation Manager may also function as a COR for USFS contracts.
• Authorized to order approved aircraft utilizing agency procurement documents and processes. See NAP 3.7.3 for DOI On-Call and USFS Type 1 and 2 helicopters CWN and NAP 3.8.4 for DOI Aircraft Rental Agreement.
• Assists in development, review and briefing the appropriate level of signatory authority for PASP’s per BLM NAP 4.3.2
• Ensures that airspace coordination procedures with the military airspace schedulers at the local dispatch center are current and that coordination with military airspace schedulers is completed prior to commencing project flights.
• Identifies unit flight hazards and coordinates the creation and annual updating of flight hazard map products (reference Interagency Standards for Fire and Fire Aviation Operations, Chapter 16, IHOG).
• Reviews unit SAFECOM reports and facilitates corrective actions.
• Ensure units’ Aviation Mishap Response Guide and Checklist is updated in accordance with NAP5.12, and functional.
• Coordinates, tracks unit aviation training, and coordinates with unit training manager and SAM.
• Conducts reviews and inspections of aviation facilities, aircrews and field operations.
• Coordinates arrangements for land use agreements/leases of aviation operations facilities.
• Ensures Aviation Security Plan is current and implemented.
  • Collects and compiles aviation activity statistics and makes reports.
    http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html
• Coordinates with SAM all Senior Executive Service (SES) flights, and use of cooperator aircraft.
• Coordinates with SAM any aircraft flight service contracting needs.
• Designates and acting UAM when needed. Ensures that acting UAM meets all training requirements (reference BLM NAP Appendix 12).
• Coordinates with SAM on all potential End Product contracts that could conceivably utilize aircraft.
• Will submit as required to the SAM, the BLM Law Enforcement Aviation Statistics form for all law enforcement aviation operations within their unit (reference BLM NAP 5.28).
• Reference the NWCG Standards for Airspace Coordination (Chapter 2, Roles and Responsibilities) for specific responsibilities.
• Reviews request for UAS projects to ensure agency compliance.

First Line Supervisors of BLM Pilots: Duties for this position are outlined in 350 DM 1 Appendix 3.
Duties include:

• Ensure employee pilots meet training requirements set forth by the Bureau as well as those outlined by 351 DM 3 and OPM-22.
• Ensure employee pilots maintain personal documentation of required training.
• Maintain an employee pilot training file.
• Pilot training records documentation will be submitted to the Alaska SAM for BLM Alaska pilots and to the BLM NAO for all other BLM employee pilots by May 15 annually.

BLM Pilot – Fleet (2101, 2181 position series) & Incidental/Dual Function: The pilot is in command of the aircraft and has ultimate responsibility, under both Federal Aviation Administration (FAA) and DOI policy, for the safety of the aircraft and personnel onboard. Other responsibilities include the following:

• Duties outlined in 350 DM 1 Appendix 3.
• Meet training requirements set forth by the BLM as well as those outlined by 351 DM 3 and OPM-22.
• Maintain personal documentation of required training.
• Submit training records documentation to immediate supervisor by May 1 annually.
• Comply with all requirements of 351 DM 3 and any other applicable policy, including pilot qualification carding for authorized missions.
• Incidental/Dual Function pilots must have a letter of authorization issued by the BLM state office in coordination with the NAO. The letter describes the pilots’ duties and restrictions to include any special use requirements (reference 351 DM 3.2C).
• Operates the aircraft in accordance with applicable federal aviation regulations (FAR) and DOI/BLM guides, policy and procedures, and within aircraft contract specifications.
• Develops, activates and closes FAA or agency flight plans.
• Wears and uses personal protective equipment as required (reference Aviation Life Support Equipment Handbook (ALSE) and applicable operations Handbooks).
• Conducts mission planning, performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance to 351 DM 1.5.
• Does not deviate from flight plan or mission profiles unless agency authorization is received or as directed by air traffic control.
• Completes all flight records (OAS-AURM or AMD-23), completes OAS procedures as authorized.
• Works with OAS maintenance and helps arrange for aircraft maintenance as needed.
2.5.1 BLM Utah

The relationship between the State Aviation Manager and the Unit Aviation Managers is through contract management, aviation safety, and program management and is not supervisory.

The BLM Utah aviation program is managed at two organizational levels within the state, State Office and Districts. The State Office Fire and Aviation (UT-914) is responsible for the statewide aviation program. Districts are responsible for aviation activities conducted under BLM operational control within the District. BLM Utah has four districts: West Desert, Color Country, Canyon Country, and Green River.

The districts are responsible for:

- Staffing and managing aviation resources and facilities and equipping aviation managers/crews.
- Allocating funds to meet required aviation training (labor, flight time, travel).
- Allocate funds for non-fire aircraft contracts.
- Developing Project Aviation Safety Plans (PASP) for projects within the districts that utilize aircraft.

**BLM Utah State Director (SD):** The SD has overall responsibility for the state aviation program, which is delegated to the State FMO. Specific responsibilities are listed in the BLM NAP and 350 DM 1 Appendix 3.

- Disseminate Departmental and Bureau aviation policy and information.
- Promote the BLM Aviation Safety Management System (SMS).
- Assign a liaison for any BLM Utah aviation incident/accident investigation.
- Ensure adequate aviation management staff and funding in partnership with FA-500.
BLM Utah State Fire Management Officer (FMO): The State FMO has the authority to prioritize allocation and pre-positioning of fire aircraft assigned to the BLM within the state. Aviation management authorities and responsibilities are described in the delegation of authority from the SD. Specific responsibilities are described in the BLM NAP Section 2.5. The State FMO may further delegate these responsibilities as necessary.

- Direct the statewide aviation program.
- Approves assignment of Utah exclusive use aircraft outside of the state, coordinates with the NAO.
- Correct unsafe fire suppression, aviation and fuels management activities.

BLM Utah State Aviation Manager (SAM): The SAM serves as the focal point for the state aviation program by providing operational, technical, and management expertise regarding the use of aviation resources.

The SAM has functional responsibilities in the following areas in addition to those described in the BLM NAP 2.5:

- Conducts or coordinates SMS based assurance checks of aviation programs and activities under BLM Utah operational control.
- Serves as a member of the Great Basin Aviation Working Committee (GBAWC), chartered under the Great Basin Operations Committee.
- Serves as a member of the Aviation Management Group (AMG), chartered under the BLM Fire Leadership Team.
- Serves as a Contracting Officer Representative for BLM Utah exclusive use aircraft and a Project Inspector for the Cedar City and Tooele Full Service Retardant Base contract.
- Coordinate State Office flight requests with the appropriate Dispatch Center.
- Serves as the statewide point of contact for airspace coordination issues.
- Coordinates with airspace issues with Hill Air Force Base, Clover Control, and UTTR.

BLM District Manager (DM): The DM has overall responsibility for aviation activities conducted within the district under BLM operational control. Aviation management and operational authorities and responsibilities are delegated to the District FMO, Unit Aviation Manager (UAM) and Dispatch Center Manager.

- See BLM NAP 2.5 and 350 DM 1 Appendix 3 for list of major duties.
- Approves–Unit Plans, PASPs, and requests for new aviation contracts or programs.

Field Manager: This position may be responsible for aviation activities supporting non-fire projects within the FO if delegated the authority by the District Manager.

- Review and/or approve requests to use aircraft for resource projects.
- Review and/or approve PASPs.
- Coordinate projects using aircraft with the UAM.
- Coordinate aviation training needs of FO personnel as detailed in OAS (Office of Aviation Services) Operational Procedures Memorandum (OPM)-04 with the UAM.
**District Fire Management Officer (FMO):**

This position is responsible for hosting, staffing, supporting, providing daily management and dispatching all BLM aircraft assigned to their unit. The District FMO supervises and delegates the aviation program management to the UAM.

**District/Zone Unit Aviation Manager (UAM):**

The UAM serves as the focal point for the district aviation program.

- **West Desert District** – The West Desert District provides a standalone UAM and services for West Desert Office, Salt Lake Field Office, and Fillmore Field Office.
- **Color Country District** – The Color Country District provides a standalone UAM and services to Color Country District Office, Cedar City Field Office, St George Field Office, Kanab Field Office, Grand Staircase-Escalante National Monument, Richfield Field Office, Hanksville Field Station, and the Arizona Strip District.
- **Canyon Country District** – The Canyon Country District provides a collateral duty UAM in conjunction with its Assistant Fire Management Officer position and services Canyon Country District, and Moab, Monticello, and Price Field Offices.
- **Green River District** – The Green River District provides a collateral duty UAM in conjunction with its Fire Management Officer position and services the Green River District and Vernal Field Office.

The UAM has functional responsibilities in the following areas:

- See *BLM NAP 2.5* for list of major duties.
- Serves as the Primary Project Inspector for assigned Exclusive Use contracts.
- Ensures all aircraft ordering and dispatching occurs through the dispatch office.
- Coordinates with the SAM any requests for exclusive use aircraft contracting and performance requirements, contract modifications, extensions, change of start dates, request for new Aircraft Rental Agreement (ARA) vendor or aircraft.

**2.6 Aviation Positions**

**Aircrew Members**: Personnel (not pilot/passenger) required to be on board the aircraft to perform an active mission function during a flight to ensure the successful outcome of the mission. For public aircraft operations, an aircrew member is also defined as a “qualified non-crewmember” (see definition for qualified non-crewmember below). For position equivalency Reference *OPM-04 One-Way NWCG Position to IAT Training Position Crosswalk* and *BLM NAP Appendix 8 BLM Smokejumper Positions to IAT Functional Crosswalk*. Aircrew Members include, but are not limited to:

- ATGS, ATS
- Smokejumpers (jumpers and spotters)
- Helitack crew (crew members and manager)
- Designated observers - spotters
- Personnel conducting surveys or mapping
- Photo/video operators
- Loadmasters and flight attendants

**Aircraft Dispatcher**: Dispatch personnel trained in aviation mission operations, policies, and procedures who receive process and place orders for aircraft, provide flight following and other aviation support services. Duties include:
• Confirms that a BLM Flight Request Form (9400-1a (or equivalent)) is utilized, completed for BLM operationally controlled non fire flights (point-to-point and mission flights).
• Provides flight following and coordinates with other agencies on flight following when air operations cross jurisdictional boundaries.
• Maintains a current Aviation Mishap Response Guide and Checklist and initiates emergency search-and-rescue procedures for overdue, missing, or downed aircraft. Required to test the plan at least annually through a simulation exercise. (See also BLM NAP 5.12)
• Follows the procedures established in the Geographic and National Mobilization Guides.
• Utilizes required boundary plan checklist (reference IACG Chapter 7) when dispatching any aircraft into identified dispatch boundary zones.
• Provides appropriate notification to assist in airspace coordination and de-confliction and meet any applicable airspace coordination agreements that BLM has with military airspace scheduling authorities (FAA, bordering dispatches, and military).
• Authorized to order and/or hire approved aircraft utilizing DOI AQD aircraft contract sources for non-fire and fire flights. Cooperator aircraft (USFS, state, and National Guard) can be ordered per fire master agreements and Unit Aviation Plan.
• Reference NWCG Standards for Airspace Coordination (Chapter 2, Roles and Responsibilities) for specific responsibilities.

Airspace Coordination Specialist (THSP): An Airspace Coordinator may be ordered to assist or assume airspace coordination duties. The Airspace Coordinator may be located at a GACC, local unit, Area Command, or State Office. Individual must have extensive experience coordinating airspace issues. Duties could include airspace deconfliction, Temporary Flight Restriction, coordination with DoD and FAA, activating airspace agreements, Pilot briefings and conflict resolution. For additional information, consult Chapter 2 “Agency Organizations, Roles and Responsibilities and Airspace Committees” of the NWCG Standards for Airspace Coordination. Currently, Airspace Coordinators are Technical Specialists (THSP).

Aircraft Manager: Aircraft managers supervise tactical aircraft operations. Each manager complies with their appropriate Interagency Operations Guide, Redbook, and is responsible for the following:

Plans, coordinates, and supervises aircraft operations according to DOI/BLM policy.

• Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
• Conducts and completes flight time reports, daily diaries, and all related documentation.
• Conducts mission planning and risk/hazard analysis with the pilot.

Flight Manager: A flight manager is a government employee that is responsible for coordinating, managing, and supervising flight operations, and will be designated for point-to-point flights transporting personnel. The flight manager is not required to be on board for most flights, however for complex multi segment flights a flight manager is recommended to attend the entire flight. The flight manager will meet the qualification standard for the level of mission assigned as set forth in the Interagency Aviation Training (IAT) Guide.

• Reference National Interagency Mobilization Guide Chapter 20 for specific responsibilities.
• Non-fire Special Use fixed wing missions (as defined by OPM-29) require oversight by a Fixed Wing Flight Manager-Special Use.
A helicopter flight manager is utilized to supervise missions limited to point to point transport of personnel from one helibase/airport to another helibase /airport, low and high level reconnaissance, and landings or takeoffs at unimproved sites; the helicopter flight manager is not expected to fulfill all the duties of a qualified non-fire helicopter manager. Rather, he/she is the government representative who coordinates with the pilot regarding the safety and efficiency of the flight.

**Non-Fire Helicopter Manager:** A resource helicopter manager is utilized to supervise operations involving transport of groups of personnel or cargo from/to unimproved landing sites, external load operations, or other complex special-use project operations.

BLM has adopted S-271 and S-372 with the addition of the Interagency Non-Fire Helicopter Manager task sheet (reference in *BLM NAP Appendix 1†). These requirements must be met in lieu of IAT training stipulations.

**Interagency Non-Fire Helicopter Manager Position Task Sheet (PTS) Implementation:** All Non-Fire Helicopter Managers will be responsible for meeting specific BLM training requirements as well as the Non-Fire Helicopter Manager PTS.

**Required Training:**
S-271 Helicopter Crewmember,
S-372 Helicopter Management,
Triennial requirement, after completion of S-372, must attend RT-372 once every 3 years

**Required Experience:**
Successful completion of S-271 & S-372
Completion and Certification of Task Sheet as a Non-Fire Helicopter Manager

**Physical Fitness:**
None required

**These Positions Maintain Currency for Non-Fire Helicopter Manager:**
Helicopter Manager (HMGB)

**Documentation:** Tracking the unit’s or states qualified Non-Fire Helicopter Managers will be the responsibility of the Unit Aviation Manager and the State Aviation Manager respectively. Qualification records will be maintained within the Interagency Aviation Training (IAT) website/database.

**Vendor Pilot:** All vendor pilots must conform to the procurement document requirements they are operating under.

### 2.6.1 Aviation Positions

**Aircrew Members:** For BLM aviation operations Aircrew Members are classified as those persons who are trained, qualified to perform an active mission function during the flight on an aircraft under BLM operational control. Aircrew members are not classified as passengers. Typical aircrew members include, but are not limited to:

- Aerial supervision – Air Tactical Group Supervisor (ATGS), Air Tactical Supervisor (ATS).
- Smokejumpers (Spotters and jumpers).
- Helitack/Rappel (Manager and crew).
- Resource Helicopter Manager (Certification requirements listed in BLM NAP 2.6).
- Designated observers (fire detection, resource observer, fire recon).
- Law enforcement during non-covert operations.

**Aircraft Manager:** The aircraft managers include fixed wing, helicopter, airtanker base, single engine airtanker (SEAT), air tactical and detection personnel. Each manager manages operations per contract and appropriate agency guides.

**Flight Manager:** The flight manager is the government representative who ensures compliance with procurement document requirements and is responsible for coordinating the flight(s), and for completing the flight invoice.

**Passengers:** Any person aboard an aircraft who does not perform the function of an aircrew member is a passenger.

**Contracting Officers Representative/Project Inspector:** Each aircraft contract has a Contracting Officers Representative (COR) designated by the Contracting Officer (CO). The COR for BLM Utah exclusive use contracts is the SAM. The COR duties for DOI On-Call contracts is performed by DOI-AQD. CORs designate Alternate CORs or Project Inspectors (PI) to assist in the day-to-day administration of the contract.
3.0 Administrative Requirements

3.1 General

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

New program requests involving aerial assets, not already approved by established Bureau policy, must be routed through the State Director to the Division Chief Aviation for approval.

3.2 Reporting and Documentation Requirements

General administration policy for BLM Aviation is found in 350 DM 1.

- The approval and documentation of senior executive travel in agency and agency procured aircraft is as required by OMB Circular A-126. States shall forward biannual reports (April and October) to the NAO, who will forward to OAS.
- Documentation requirements for aviation activities shall follow requirements in BLM Manual 1220 Records and Information Management Appendix 2, Combined Records Schedules, Schedule 10/8 and 9.
- Each office will maintain an aviation reference library and aviation files (these may be paper copies and/or electronic documents) per BLM Preparedness Review Checklist #4 “Aviation Management” located at: http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review/checklists.html
- Documents must be retained for at least three years. The designated aviation manager at the unit, state and national levels must be responsible for maintaining and updating all aviation related references, files and records.

3.2.1 Reporting and Documentation Requirements

General administration policy for BLM Aviation is found in 350 DM 1 and BLM NAP 3.2.

- Aviation Safety Communiqué (SAFECOM) reports will be submitted within 24 hours of any event.
- Accidents and Incidents- With-Potential will be reported to: (1) OAS Safety (1-888-4MISHAP), (2) SAM/State FMO/SD. For accident notification (see NAP Section 4.5).
- Contract Daily Diary and aircraft payment documents will be maintained by contract Field Project Inspectors for each exclusive use contract. Copies of these documents will be forwarded to the SAM every 2 weeks. Significant contract performance events are to be documented and forwarded to the SAM immediately. Contract related documents are to be maintained for 6 years and 3 months after the final payment for the fiscal year.

3.3 Aviation Plans: National, State, Unit, and Project

BLM Manual 9400, Aviation Management specifies national aviation management policy. The national, state and district/field offices aviation plans describe procedures that implement policy direction in the 9400 Manual. State and unit plans supplement national policies and procedures. State and field offices must not implement policy or procedures less restrictive than national policy. If a state or 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 BLM NAP provides comprehensive information regarding BLM aviation organization, responsibilities, administrative procedures and policy. The BLM NAP is intended
to serve as an umbrella document that state aviation plans can follow for formatting and describe procedures applicable to the organizational level. The BLM NAP will be updated and issued annually prior to March 1 by the NAO. The NAP is approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100).

- **NIFC Ramp Services Operation Plan:** The Ramp Services Operation Plan defines the mission, provides checklists, orientation outlines and instruction for employees and contractors and standardizes operating procedures at NIFC Ramp Services.

**State Aviation Plans:** Each state must publish an aviation plan that implements national policy and describes protocols specific to each state’s aviation program. The State Aviation Plan serves as an umbrella document for Unit Aviation Plans. However, the State Aviation Plan may also be designed to serve as an overall Unit Aviation Plan provided that 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 Unit Aviation Plans). State Aviation Plans are approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100). State Aviation Plans shall be updated annually prior to April 1 and submitted to the NAO for inclusion to the BLM Aviation web site: [http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html](http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html)

**Unit Aviation Plans:** Units (districts/field offices/zones) are required to maintain and update Unit Aviation Plans annually, which implement national and state policy and establish local procedures and protocol. Unit Aviation Plans are approved by the District/Field Office Manager. Unit Aviation Plans must address local administrative and operational procedures to include:

- Unit/state organizations
- Aviation facilities
- Radio use
- Repeater locations
- Phone and computer use
- Airspace coordination to include boundary zone deconfliction (reference *NWCG Standards for Airspace Coordination*)
- 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 State/National Aviation Plan (reference BLM NAP 4.4)
- Unit Aviation Plan, 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.).
Project Aviation Safety Plans (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 (reference BLM NAP 4.3.2 for specifics regarding PASP requirements).

3.3.1 Aviation Plans: State and Local Unit
The BLM Manual 9400, Aviation Management specifies national aviation management policy. The national, state and unit aviation plans describe procedures that implement policy direction in the BLM 9400 Manual. State and unit plans supplement national policies and procedures. State and district offices must not implement policy or procedures less restrictive than BLM national aviation policy. If more restrictive procedure is required, a written request from the State Aviation Manager is to be sent to the BLM National Aviation Office (FA-500).

State Aviation Plan (SAP): The SAP serves as an umbrella document for unit aviation plans. The State plan will be updated annually 30 days after issuance of the BLM NAP or prior to March 1. It will be issued, at the state level, by Instruction Memorandum (IM), and then submitted to the NAO for inclusion in the BLM Aviation web site. The BLM Utah State Aviation Plan will be disseminated to the field in electronic format.

BLM Utah Unmanned Aircraft Systems Supplement: BLM Utah has developed an Unmanned Aircraft Systems Supplement that is attached to the BLM Utah State Aviation Plan as Appendix 14. The supplement will serve as the Project Aviation Safety Plan (PASP) for BLM Utah in combination with the BLM Utah UAS Mission Plan (Flight by Notification) for routine low complexity UAS operations conducted under 14 CFR Part 107. A web based version of the BLM Utah UAS Mission Plan (Flight by Notification Form) can be utilized in combination with this supplement for flights defined in the document.

Unit Aviation Plans: Each BLM Utah District will develop a Unit Aviation Plan. Unit Aviation Plans describe the District aviation management procedures and organization. The plans are to be updated annually within 30 days of BLM Utah State Aviation Plan issuance or prior to April 1. A copy of these plans will be forwarded to the SAM when approved. Utah Unit Aviation Plans must be in this tiered format, with the NAP and SAP included.

3.4 Aircrew Orientation Briefing Package
Each state and unit will create an Aircrew/Pilot Orientation Briefing Package. Ultimately, the format of this package will be standardized throughout the states. Unit aviation managers are responsible for providing visiting pilots, aircrews and Incident Management Teams with a briefing. The orientation-briefing package serves as a source of information about local administrative and operational procedures (copy of the unit aviation plan, frequency sheets, repeater locations, flight following procedures, hazard map, known landing zones, recommended lodging/dining list, maps, etc.).
3.4.1 Aircrew Orientation Briefing Package
The SAM will distribute the Great Basin Interagency Pilot and Aircrew Orientation Guide to which the districts should attach pertinent information about their district/area. Unit Aviation Managers are responsible for ensuring that visiting pilots, aircrews and Incident Management Teams are provided a briefing. The briefing package serves as a source of information about local administrative and operational procedures (copy of the unit aviation plan, frequency sheets, hazard map, fire behavior information, recommended lodging/dining list, maps, etc.).

3.5 Land Use Policy for Aviation Activities
The regulation of aviation activities on or above BLM managed lands is typically dependent on resource management plan (RMP) direction, wilderness management regulations and any applicable federal aviation regulations.

Temporary aviation operations on BLM lands may be restricted due to resource management plan direction. UAMs should coordinate with resource managers to identify areas of restriction when developing district/field office level operating plans, unit aviation plan, and PASP. For information regarding implementing invasive species control measures for aviation activities reference BLM NAP 5.14. The local resource advisor is the focal point for coordinating the reporting of any fire chemical aerial application in or near waterways.

3.5.1 Land Use Policy for Aviation Activities
Regulation of aviation activities on BLM land is described in resource management plans and wilderness management plans. The BLM aviation managers serve as technical advisors only to the State Director, District Manager or Field Office Manager.

3.5.1.1 Temporary Aviation Operations
Those operations under BLM operational control and supporting BLM fire or resource management operations on BLM land should be coordinated with the local resource advisor. Restrictions should be identified in a PASP or District Aviation Plan.

3.6 Budget
BLM exclusive use contract fire aircraft daily availability is budgeted by the NAO (FA-500). All exclusive use availability guarantees and fixed 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 sources.

3.7 Aircraft Flight Service Ordering
Only flights with a scheduled air carrier on a seat fare basis and with payment utilizing their federal government credit card are initiated by individual BLM employees. Aircraft acquisition and procurement for all other flights are approved to be arranged only by IBC (AQD). (Exceptions - 353 DM 1.2.A & OPM-15). These flights are scheduled, managed and arranged by qualified aviation and dispatch personnel in their respective BLM offices and approved at the appropriate management level (reference state and unit 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 AMD-23E. 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 web site: [https://www.doi.gov/aviation/aqd/contracts](https://www.doi.gov/aviation/aqd/contracts)

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 BLM the only personnel that have Bureau authorization to order aircraft are qualified aircraft dispatchers, UAMs and SAMs.

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 shall 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.

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 for all “Non-Fire” and “Non-Emergency” aircraft services:** The ordering unit shall complete a Request Form for DOI Flight Services (AQP-91) for all flights and submit the completed form to: aqd91@ibc.doi.gov

If utilizing the ARA and your estimate exceeds $25,000.00, contact your OAS Flight Coordination Center or the Contracting Officer.

The ordering official shall document the vendor price analysis on the second tab of the Flight Services Request Form (AQP-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 AQP-91.
3.7.0.1 Aircraft Flight Service Ordering

Only the SAM, UAMs, and Aircraft Dispatchers are authorized to order aircraft from the various DOI flight service contracts. Individual Project Coordinators must not order aircraft direct from DOI contractors.

3.7.1 Inter-Agency Agreements (IAA)

DOI AQD Contract/ARA aviation services procured by BLM can be funded via an Interagency Agreement with AQD. This will require a substantial amount of lead time for Non-Fire aviation services to ensure the agreements for funding are in place before any flight activity takes place. The user of the aircraft must ensure that an Interagency Agreement (IAA) has been completed by their agency and accepted by DOI. That document will identify the amount, purpose, period of performance and source of the funding.

- Identifying the need for a non-fire flight.
- Completing an [AOD-91 Flight Services Request Form / Best Value Comparison](#) to identify a particular aircraft and associated cost.
- Completing a PR request with appropriate funding from benefiting activity.
- Creating a new IAA or modifying an existing IAA as needed, and referencing the existing IAA on the AOD-91.

BLM Exclusive Use contract aircraft can perform BLM non-fire project work without the need to create an AQD-91 specific to that aircraft and mission. If no AOD-91 exists, the Aircraft Manager would just include the appropriate charge code for the BLM non-fire costs on their normal payment document and the benefiting activity will be expensed. If an AOD-91 has already been created and the Unit wishes to utilize those dollars already obligated on the AOD-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 AOD-91. If this process does not occur, the unit could in effect be double billed if the Unit does not de-obligate the AOD-91 prior to year end 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 National Aviation Office each fiscal year after the agreements for fire exclusive use availability and BLM fire management activities are executed.

A National IAA is established for BLM fire management activities (suppression, severity, prescribed fuels, emergency stabilization, burned area rehabilitation, and preparedness). The IAA obligation number for BLM Fire Management Activities is:

- 4500131362

A separate National IAA is established for BLM fire exclusive use aircraft availability and BLM NAO Fleet aircraft (N190PE, N49SJ, N618, N162GC, and N700FW) monthly rate. The IAA obligation number for BLM fire exclusive use aircraft availability and BLM NAO Fleet aircraft monthly rate is:

- 4500131351
3.7.2 Cross Servicing with AQD for Contract/ARA Aviation Services Acquired in Support of Non-Fire Activities
Cross Servicing functionality in 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 IPAC’s. The functionality allows requesting Bureaus to create requisitions in their business area of SAP that flow directly to AQD’s area of 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 UAM to assure Non-Fire aviation services are ordered in accordance with State/District 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.
- 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.

3.7.2.1 Cross Servicing with AQD for Contract/ARA Aviation Services Acquired in Support of Non-Fire Activity
BLM Utah will utilize cross servicing for all non-fire aviation services acquired under DOI’s On-Call Contracts and Aircraft Rental Agreements.

3.8 Aircraft Contracts
Aircraft flight services in excess of $25,000 require an Exclusive Use aircraft contract or the use of: DOI On-Call or USFS Call When Needed (CWN) contract to include competitive task orders when deemed appropriate. Short term projects (< $25,000) may utilize the DOI Aircraft Rental Agreement (ARA) or the On-Call contract.

The DOI On-Call and USFS CWN contracts are competitive bid contracts that do not have a $25,000 limit like the ARA.

3.8.0.1 Aircraft Contracts
Aircraft flight services in excess of $25,000 require an exclusive use aircraft contract, an On-Call (DOI AQD), or USFS call when needed (CWN) contract. Short-term use with costs under $25,000 can use the DOI AQD ARA system or the DOI AQD On-Call contracts. The Unit Aviation Manager (UAM) will decide which type of contract is to be used.

3.8.1 Non-Fire Exclusive Use Aircraft Contract Process
- State, field and district offices are required to submit a “Request for Contract Services” Form (AQD-13) to the SAM for all potential or desired contracted flight services. The SAM will review and approve/disapprove all AQD-13. The SAM will work with the appropriate AQD Contracting Officer (CO) and NAO personnel to provide coordination, technical input, solicitation review, and decision making for each contract award.
- A “Pre-Validation of Funds for Contract Award/Renewal” Form (AQD-16) will be authorized by an appropriate budget officer prior to awarding or renewing Non-Fire aircraft contracts.
- The SAM 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.

3.8.2 Fire Exclusive Use Aircraft Contract Process

Any changes in aircraft type or capability that would significantly increase fixed costs must be supported and approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100).

- The appropriate NAO program manager completes Form AQD-13 in coordination with the SAM for approval of all requested exclusive use aircraft. The NAO program manager will review all AQD-13’s and work with the appropriate contracting officer in providing coordination, technical input, solicitation review, and decision making for each contract award. The SAM 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-16’s will be authorized by the NAO prior to awarding, renewing, or extending fire aircraft contracts.

**Changing the Contract Start Date:** The aircraft start dates can be changed to accommodate the government work or training schedules. If the start date is altered from that shown on the original AQD-16, the COR will notify the Deputy Division Chief, Aviation (FA-500). 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). The start date is established by a Notice to Proceed Form (AQD-19) issued by the COR. Adjusting the start date does not alter the length of the use period.

Funding through the following code; LLFA540000LF1000000.HT0000 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 that such extension is agreeable to both parties in writing prior to the extension. An extension on the use period creates use “outside” of the normal 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 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 BLM (i.e. suppression, severity, rehab, resources, etc.) or from another agency which requires a reimbursable agreement to be in place.

- Funding from LLFA540000LF1000000.HT0000 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.
- SAM 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 Deputy Division Chief, Aviation.
- Contract extension on Severity Funding must be requested by the State and approved by the National Office through the standard severity request process.

3.8.2.1 Fire Exclusive Use Aircraft Contracts
- The SAM serves as the Contacting Officers Representative (COR) for all BLM Utah exclusive use
aviation contracts.

- At the SAM discretion, Alternate COR designations may be requested in writing from the AQD Contract Officers.
- If a District wants to change the type or capability of their hosted exclusive use contract aircraft, a request is required to be submitted to the State FMO. Upon concurrence, the State FMO will submit a request to Deputy Assistant Director, FA-100.
- If an existing contract expires, the host District will coordinate with the SAM and NAO, and submit a new AQD-13.
- Start dates: The Districts determine the start dates for their exclusive use contracts. The COR will coordinate with the State AFMO, State FMO, host unit FMO and UAM, NAO, OAS Western Region and AQD/Acquisition Services Directorate Contracting Officer.
- The COR submits a Notice to Proceed AQD-19 to the contractor a minimum of 20 days prior to the operational start date. The start date can be varied on either side of the contracts published start date by 14 days.
- Contract extension: The contract exclusive use period can be extended on a day-by-day basis. Extensions must be agreeable by the BLM and the contractor. Funding of the extension can be done through severity, suppression, fire rehab, project or another agency with an exchange of funds agreement with BLM. Contract extension on national severity funding must be requested by the District and approved by the National Office through the standard BLM severity request process.
- A request to extend the contract is sent by the District through the COR to the NAO no later than 2 weeks prior to the exclusive use period termination.

3.8.3 On-Call/Call When Needed (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 BLM personnel (UAM, Aircraft Dispatcher) can hire aircraft using these contracts through the Resource Ordering and Status System (ROSS) as described in the contracts and the National/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 BLM are:

DOI On-Call Contracts: Reference OAS web site for contract details and ordering procedures: https://www.doi.gov/aviation/aqd

There are separate contracts for:

- Small helicopters (ICS Type 3) – 4 to 6 seat helicopters.
- 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.
  - Wild Horse and Burro (WH&B) – Inventory/Census, herding and capture. WH&B DOI On-Call contract will be incorporated in the DOI On-Call ACETA contract starting in 2016. Herding and capture in-house operations must be accomplished under the ACETA contract. Census and classification may be accomplished under other DOI aircraft contracts.
- Aerial Capture, Eradication and Tagging of Animals (ACETA) – Inventory/Census, Herding, Marking/Eradication/High Velocity Darting, Net-Gunning/Low Velocity Darting, and Wild Horse and Burro (WH&B) herding and capture.
- UAS
  - Fire: Reconnaissance, mapping, and situational awareness.
  - Non-Fire: Various resource management projects.

**USFS CWN Aircraft Contracts:** Reference USFS web site for contract details and ordering procedures: [http://www.fs.fed.us/fire/contracting/helicopters_cwn/helicopters_cwn.htm](http://www.fs.fed.us/fire/contracting/helicopters_cwn/helicopters_cwn.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.

### 3.8.3.1 On-Call/Call-When Needed (CWN) Aircraft Contracts

The DOI – OAS & AQD administers the On-Call Contracts that provide aircraft for Small Helicopters, Aerial Supervision, SEAT, Aerial Capture, Eradication and Tagging of Animals, and Wild Horse and Burro Operations. The use of the DOI On-Call Contracts is prioritized over use of the USFS CWN contracts; however, BLM can use USFS contracted aircraft per compliance with procedures described in the OAS OPM-39. For non-fire suppression projects an Interagency Agreement (IAA) is required to be in place with the US Forest Service unit providing the aircraft. OPM-39 describes several tests that must be met before USFS contract aircraft can be used in place of DOI-AQD contracted aircraft.

**Forest Service National Type 1 and 2 CWN Helicopter Contract**

The USFS CWN contract for Types 1 and 2 helicopters is available for use by BLM. See the National and Great Basin Mobilization Guide for specific ordering procedures. Aircraft hired by BLM for a BLM operational controlled project or fire incident are to use the Department of Interior AQD (DOI AQD) Task Order system and flight invoicing system (AMD-23e). For fire suppression, helicopters will be ordered through normal dispatch processes and NICC (National Interagency Coordination Center) will complete and process the OAS-91 Order Request Form / Best Value Comparison. The DOI Fire Suppression Task Order #, valid for the individual vendor will be documented on the AMD-23e Flight Use Invoice in the contract # block. It is preferable that the Task Order # be noted on the ROSS order.

For project use, local units include at least three vendors or provide reason that less than three were evaluated. The local unit can contact the preferred vendor and coordinate needs with them. The local unit must ensure that the helicopter and vendor personnel are carded for the anticipated missions. DOI AQD is authorized to place Task Orders directly with the contractor in accordance with the terms and conditions of the CWN Contract to support non-suppression activities (projects). These orders will be placed by the DOI AQD Contract Officer and coordinated with the National Interagency Coordination center (NICC) when the resource order is placed with the contractor. DOI AQD will provide copies of the Task Order to the vendor and local unit.
3.8.4 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; 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 $150,000 total expenditure per ordered project. Project requirements of more than $150,000 shall not be separated into several transactions to avoid expenditure limits. The OAS Regional Offices administer the ARA program through the Flight Coordination Centers. The AQD web site 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, Wild Horse and Burro, 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 SAM to the NAO. The appropriate NAO program manager (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.

3.8.4.1 DOI Aircraft Rental Agreement (ARA)

- Most DOI ARA aircraft are qualified only for point-to-point flights. Check the Source Lists on the OAS web site to determine aircraft qualifications. ARA aircraft cannot be used for tactical fire suppression missions, but can be used for logistical support, fire monitoring, and detection. For fire monitoring, detection or non-point-to-point resource management types of missions the aircraft will need to be equipped with an FM radio and AFF (automated flight following). When ARA aircraft are hired for fire support, they can be hired under the BLM National Aviation Office Interagency Agreement for Fire Suppression – IAA # 4500131362 that allows for immediate hiring using the Fire Suppression Task Order number issued pre-season to the vendor. ARA aircraft for non-fire missions can be hired using cross servicing.

3.8.5 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 AQD-136A Form (Evaluation Report on Contractor Performance (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#aqdforms
The CO will register each contract by submitting the contract information to the agency’s CPARs office. For both exclusive use and on-call contracts, the Project Inspector (PI)/Flight Manager is responsible for completing the contractor evaluation form. The evaluations for the exclusive use contracts will be forwarded to the Contracting Officer Representative (COR) for review and entry into the CPARs system.

On Call includes; Small Helicopters, Air Attack, SEAT, UAS and ACETA. The on-call contract evaluations shall be forwarded to the SAM. The SAM will review and forward the on-call evaluations to the respective Contracting Officer for entry into CPARs.

National Call When Needed (CWN) USFS Type1 and Type 2 helicopter contract. The PI/Helicopter Manager shall complete the USFS Contractor Performance Assessment Report and submit to the USFS CWN Contracting Officer with a courtesy copy to the SAM. The form is available in the vendors copy of the contract and at the following link: http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/ 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 should attempt to resolve issues with the contractor’s representative and inform the UAM and COR of issues. If any issues cannot be resolved locally, then the COR will facilitate contacting the contractor and/or the CO.

3.8.5.1 Contractor Evaluations
The AQD-136A Form is to be used for the contractor performance evaluation. The completed form is to be routed to the SAM, who will route a copy to the appropriate DOI AQD Contracting Officer. Evaluations are required:

- CPARS Compatible Contractor Evaluations will be completed each time an aircraft is hired from the ARA, On-Call or CWN Contract. After release of the aircraft, the aircraft manager will complete and send to the SAM.
- Exclusive Use Contracts- End of season performance evaluations will be completed by the aircraft manager and submitted to the SAM (COR) for input into the CPARS database.

3.9 End Product Contracts
End Product Contracts are not aircraft flight service contracts. They are used to acquire a product for the BLM (i.e., 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 state office or BLM National Operations Center (Denver NOC) procurement units. All contracts with cost estimates greater than $100,000 are administered from the NOC.

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 BLM operational control do not apply.

3.9.0.1 Service/End Product Contracts
Other than providing of contact information, the BLM will have no operational control of the aviation activities. The BLM cannot specify any aircraft performance or equipment standards or pilot qualifications.

3.9.1 End Product Contract Specifications
Specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. BLM contracting officers, procurement specialists and aviation managers at all levels must be aware of these requirements. BLM contracting officers and resource specialists must consult with BLM 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. State End Product contracts where contractors could conceivably utilize aircraft must be reviewed by the BLM SAM prior to solicitation to ensure that specifications and language do not unintentionally imply or determine aircraft operation control. Bureau-wide End Product Contracts (i.e. Wild Horse & Burro) must be reviewed by the BLM National Aviation Office prior to solicitation.

The following list describes acceptable contract language for BLM 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, 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 BLM 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 - Delete all reference to aircraft/equipment. Suggested example clause: “...Contractor is required to demonstrate to the 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 government Project Inspectors may communicate with the contractor at any time to discuss performance matters.” (The 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 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.

3.9.2 End Product Project Management

Operational Control: During the performance of End Product contracts, BLM will not exercise operational control of the aircraft in any way. BLM will not direct the contractor as to flight profiles, flight following, landing areas (Except for areas that are off limits due to land management restrictions), fueling/loading procedures, use of personal protective equipment, etc. BLM 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 time periods and provide the military authorities the contractor contact information. BLM dispatchers will not perform the airspace scheduling service for the contractor.

BLM Passengers or Aircrew: BLM personnel are not allowed to board any aircraft that is being provided by the contractor during performance of the End Product contract. Furthermore, BLM 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 BLM 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 BLM 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 BLM 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 SAFECOM System. These events should be noted in the Contract Daily Diary and reported through BLM 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 BLM 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 Aircraft Rental Agreement must be in place. When a DOI procurement is utilized all DOI and Bureau aviation management policy, procedures and requirements must be applied.
**Operations within Military Airspace:** If an “End Product” contract project using aircraft is being conducted within Military Airspace (MOA, RA, MTR) it is the responsibility of the contractor to coordinate with the Military Airspace Scheduling Office. BLM Contracting Officers and CORs should inform the contractor of any BLM agreements with the Military organizations regarding airspace. The UAM may contact the Scheduling Office to alert them of the project and general time frames and provide contractor contact information.

**3.10 BLM Supplemental Fire Aircraft Acquisition**

When existing 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 BLM state office to obtain the BLM contracted aircraft from other locations within the state.
- Coordinate with the NAO to reassign BLM contracted aircraft from out of state.
- Hire On-Call/CWN aircraft available locally.

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

- Unit FMOs will consult with the appropriate SFMO.
- SFMOs will consult with NAO and/or the Division of Fire Operations.

**Severity Fire Aircraft:** Statewide needs will be met with existing aircraft within the state whenever possible. When state offices determine that supplemental aircraft are needed, they may submit a request for fire severity funding to the Fire and Aviation Directorate. 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 stated in Chapter 10 of the Interagency Standards for Fire and Fire Aviation Operations, which may be found at: [http://www.nifc.gov/policies/pol_ref_redbook.html](http://www.nifc.gov/policies/pol_ref_redbook.html).

- The NAO will consolidate and adjudicate all state office supplemental aircraft requests and determine the number/type/configuration and procurement method of aircraft. If there is a possibility to re-position a BLM aircraft from other areas, the NAO will coordinate the re-positioning of the aircraft. NAO then will make recommendations of severity funded aircraft needs to FA-300 Fire Operations, which makes final approvals of states’ 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 (non-fire personnel), travel and per diem.

**National Preposition Funding:** Units may request national preposition funding to acquire supplemental fire operations assets. National preposition funding may be used to mobilize resources when BLM 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. The Preposition Request Process can be referenced at: http://web.blm.gov/internal/fire/fire_ops/toolbox_preposition_process.htm

3.10.1 BLM Supplemental Fire Aircraft Acquisition
Fire Aircraft Needed to Fill Large Fire Orders: The BLM exclusive use aircraft are intended for initial attack operations. If there is a request through the Resource Ordering Status System (ROSS) program for exclusive use aircraft to fill orders for a “large or extended attack fire”, typically Type 1 or 2 IMT assignments, consultation with the State Duty Officer, SFMO or SAM is required before filling the order.

3.11 Cooperator Aircraft
Cooperative aircraft operations and partnerships are encouraged for the purpose of efficiency and standardization in procedure. The NAO and the states 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 BLM 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) (reference 351 DM 2.5.(3)). Proposed use of these aircraft must be requested through the SAM to the NAO and include the following:

• Name of Cooperator agency and point of contact to include phone numbers and e-mail if available.
• Requested aircraft make and model, pilot(s) name, and support equipment.
• Intended use.
• If reimbursement through NBC AMD is contemplated, a copy of the document(s) authorizing the relationship (e.g., multi-agency agreement).
• The requesting bureau point-of-contact to include phone numbers and e-mail address if applicable.
• Period of need – single use, single year, or repetitive multiyear.
• Military Aircraft Use. (if applicable):
  • Coordinate with the appropriate OAS Regional Director to assist in a search for commercial resource availability.
    • Identify and locate military aircraft capable of meeting identified needs.
    • Initiate a written request for non-emergency use to the appropriate OAS Regional Director.
    • Requests shall include statements that clearly demonstrate that the requirement is in the national interest and indicates action taken toward obtaining commercial resources.
    • Military support specifically authorized by statute negates the requirement for a statement concerning national interest. The requesting agency must furnish a reference to the appropriate statute.

Any employee who is considering using or flying on a cooperator aircraft must consult their respective aviation manager to ensure approvals are in place. States are required to obtain necessary letters of authorization in advance of intended use (reference 351 DM 4).
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.

3.11.0.1 Cooperator Aircraft
Use of state/local government, military or other federal agency aircraft by BLM employees will require prior inspection and approval by OAS unless the aircraft and pilot have already been approved. Proposed use of these aircraft must be requested by the SAM to the FA-500 for concurrence and forwarding the request to OAS West Region Director.

Any BLM Utah employee who is requested to participate in mission type of aircraft operations by another agency shall coordinate with their respective Unit Aviation Manager (UAM) or State Aviation Manager (SAM) prior to participation.

3.11.1 Non-Federally Approved Aircraft

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 SAM however some of the responsibilities may be delegated to UAMs (refer to applicable State 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

- Coordination with the BLM Aviation Manager prior to any SES flight activity is mandatory.
- All government aircraft use (including SES flights) must be requested and arranged at the local level (where the flight is to occur) utilizing a BLM Aircraft Flight Request, 9400-1a (or equivalent).
- 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 Project Aviation Safety Plan (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 government aircraft must be evaluated and approved by the Department of the Interior (DOI) Solicitor’s Office.
  - An AQD-91/Best Value Comparison Form is completed prior to using DOI contract aircraft (reference BLM NAP 3.17).

Reference BLM NAP Appendix 3 for SES Flight Scheduling Guide

3.12.1 Senior Executive Service (SES) Flights
Aircraft may be used to transport SES personnel to meetings, administrative activities or conduct mission type of flights. These flights are requested through the UAM and usually arranged by the appropriate local dispatch.

- Mission type of flights can be arranged without DOI Solicitors immediate involvement. Coordination with the SAM is required prior to the flight.
• Transportation type of flights will require coordination and approval from the DOI Solicitors office by the SAM.

3.13 BLM Law Enforcement Flights
• The state and/or unit plan should describe all procedures related to BLM law enforcement aviation that occur at that level. A request to use, for BLM 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 & OPM-39).
• Utilizing aircraft that are not approved by DOI-OAS or USFS (DEA, National Guard, etc.) will require a Letter of Authorization (LOA) for those missions not identified in current MOU’s.

3.13.1 BLM Law Enforcement (LE) Flights
LE personnel involved in any aviation operation will adhere to DOI and bureau aviation policy. LE personnel that are required to utilize aircraft to support LE operations shall discuss aspects of the operation with the UAM or SAM, well in advance of operations. The 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 must 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 are approved by OAS for the intended use.

Aircraft contracted for fire/resource operations are not mandated to participate in potentially hazardous or threatening LE operations. Missions outside of the scope of these contracts must not be undertaken.

• Certain LE operations could lead to actions in conflict with DOI policy; (reference BLM NAP 5.6 Emergency Exception to Policy).
• Certain exceptions to policy for operations of a covert nature are addressed in 351 DM 1.6.D.

3.14 Search and Rescue (SAR) Flights
(see also BLM NAP 3.71.1, 5.6, 5.12 & 5.16 5.6 & 5.16)

• The use of BLM aircraft and aviation personnel for SAR operations are not considered normally planned BLM operations. DOI policy (900 DM 1.10 and BLM H-1112-1.40.C) and the Federal Land Policy and Management Act (43.U.S.C. 1742) provide authority to incur expenses and to take a temporary lead role in any SAR emergencies in which immediate and quick response can save lives.
• Request for BLM aircraft to respond to a SAR mission is coordinated through the UAM, FMO/Duty Officer/IC and the responsible Line Officer.
• Documentation of the request can be made on a BLM Flight Request 9400-1a (or equivalent) on a resource order or in WildCad or equivalent dispatch program.
• Sheriff’s Office SAR: Request for BLM aircraft to assist is typically routed through BLM law enforcement officials to the responsible Line Officer. If a request for assistance is made directly to the Dispatch Center, the authority to dispatch BLM aircraft and personnel is at the District/Field Office Manager level.
• BLM Exclusive Use contracted aircraft should not be released from their contract for non-agency search and rescue 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 National Guard and United States Military Aircraft Flights
• U.S. Military – Requests for U.S. military aircraft support is per agreement between Department of the Interior and Department of Defense. The National Interagency Coordination Center is authorized to coordinate (for fire and large Incident activations). The Military Use Handbook describes procedures.

Additionally, there are MOU’s for non-fire and LE Counterdrug joint missions between DOI and DOD. Proposed use of these aircraft must be requested through the SAM. Refer to OAS website for current MOU’s and corresponding IB’s: https://www.doi.gov/aviation/library/mou.

• National Guard – Each state typically has an agreement between the State and the National Guard for fire support resources. A request for National Guard aviation support is coordinated with the Geographic Area Coordination Center (reference National and 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 MOU’s. Additionally, there are MOU’s for non-fire and LE Counterdrug joint missions between DOI and DOD. Refer to OAS website for current MOU’s and corresponding IB’s: https://www.doi.gov/aviation/library

Proposed use of these aircraft must be coordinated through the SAM. Requests for approval for those missions not identified in current MOU’s must be submitted through the SAM to the NAO.

3.16 Unmanned Aircraft Systems (UAS) Flights
(see also BLM NAP 5.29)

Policy: BLM UAS operations will be conducted in accordance with the FAA Small Unmanned Aircraft Rule (14 CFR, Part 107) and DOI, OPM-11. UAS operations on incidents will be conducted in accordance with the Interagency Fire Unmanned Aircraft Systems Operations Guide (PMS 515).

• UAS Remote Pilots will possess a DOI Remote Pilot card (OAS-30U) and an FAA Remote Pilot certificate. DOI Remote pilots are required to maintain their Remote Pilot certificate as required by FAA.
• Agency owned UAS will be certified by OAS and have a current UAS Data Card (OAS 36-U). Annual inspections are required. Refer to OPM-11.
• UAS flights will have an airspace authorization (FAA part 107, DOI/FAA MOA, COA, or SGI). Refer to OPM-11.
• A signed and approved PASP is required for all UAS operations. For UAS missions occurring on a routine basis, the required PASP can be rolled into a station/unit aviation plan (i.e. flight by notification)that is reviewed at least annually (OPM-06).
• All UAS flights will be recorded and submitted on an OAS-2U form.
• Personally owned model aircraft are not be used for agency purposes. Agency employees are not authorized to purchase UAS with federal funds or utilize personally owned UAS for agency purposes.
• Additional information: BLM UAS Website or Interagency Fire UAS Website
3.16.1 Unmanned Aircraft Systems (UAS Flights)
BLM Utah maintains 16 3D Robotics quadcopters for use within the state. All UAS flights will meet the requirements of BLM NAP 3.16 and BLM NAP 5.29.

Presidential Memorandum, February 15, 2015, Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems require that:
- Data not essential to the mission of the BLM should be destroyed within 180 days.
- UAS will only be used to collect data consistent with the authorized mission of the BLM. Any data-sharing agreements or policies, data use policies, and record management policies applicable to UAS shall conform to applicable laws, regulations, and policies.
- UAS collected information can only be shared outside of BLM if it helps to meet the authorized mission of this agency.
- It is prohibited to use UAS to collect, use, retain, or disseminate data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity.
- Program evaluations, per NAP 4.5.3, will include review of the unit’s compliance with UAS policies and regulations.

UAS Training
- UAS Basic Remote Pilot (IAT, A450) is required for all UAS pilots. An FAA Remote Pilot certificate is a pre-requisite for this training.
- Incident Operations require successful completion of S-373, UAS incident Operations

Training Links:
- BLM A-450 (Basic Remote Pilot)
- S-373, UAS Incident Operations

UAS Purchase – UAS purchase requests are routed to the UAS Program Manager via the SAMs. State leadership should be notified of UAS purchases. The Program Manager will consolidate all requests and forward them to the OAS fleet manager. Purchase requests shall be documented on the OAS-13U form.

Recreational UAS Flights: BLM has no national restrictions for flying UAS for hobby or recreational purposes on public lands. People operating UAS for hobby/recreational purposes do not need permission from the FAA or BLM to fly on public lands as long as they comply with the FAA Special Rule for Model Aircraft and don’t interfere with official government business or emergency operations such as wildfire management. Additional state/local office guidance may apply.

Non-Recreational UAS Flights: FAA policy states there are three ways to fly a UAS for work, business, or non-recreational reasons:
- Follow the requirements in the Small UAS rule (Part 107)
- Follow the rules in your Section 333 grant of exemption
- Obtain an airworthiness certificate for the aircraft
- Additional state/local office guidance may apply
Incident Flights: Flights conducted on incidents such as wildland fire will be conducted in accordance with:

- **14 CFR Part 107**
- **OPM-11**
- *Interagency Fire Unmanned Aircraft Systems Operations Guide*
- *Interagency Standards for Fire and Fire Aviation Operations*

Cooperator Agency UAS Project Coordination:
- Any other federal agency operating UAS within BLM jurisdiction will coordinate with the Line Officer and UAM prior to the commencement of UAS flight operations.

UAS Mishaps and SAFECOMS
- UAS mishaps must be reported as per DOI policy. Refer to BLM NAP 4.5.2.
- Cooperator UAS mishaps on BLM jurisdiction will be reported to the Local UAM and the program manager. DOI mishap reporting policies also apply.

Further information and an updated list of approved Section 333 operators can be accessed on the FAA website located here: [https://www.faa.gov/uas/legislative_programs/section_333/](https://www.faa.gov/uas/legislative_programs/section_333/)

**Note:** NEPA has been categorically exempted for aerial photography and is referenced in 45 CFR 46.210e.

For additional information regarding minimum operational requirements, qualifications, emergency operations and interagency fire use of UAS reference NAP 5.29 and **OPM-11**.

UAS Mishaps and SAFECOMS
- UAS mishaps must be reported as per DOI policy. Refer to BLM NAP 4.5.2.
- Cooperator UAS mishaps on BLM jurisdiction will be reported to the Local UAM and the National Program Manager. DOI mishap reporting policies also apply.

3.17 Dispatching - Flight Requests
All flights will be arranged by aviation dispatchers and/or appropriate aviation manager with the exception of:

- Flights with a scheduled air carrier on a seat fare basis (Part 121 or 135 scheduled flights open to the general 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.
- Transactions to acquire an End Product contract.

**All BLM flights must:**
- Be approved at the appropriate management level.
- Be authorized and documented prior to takeoff.
- Use approved pilots and aircraft as directed by the DMs.
- Allow only authorized passengers.
- All passengers shall be given a preflight safety briefing by the pilot or qualified aircrew member as per [351 DM 1.5.B](#).
• For all non-fire flights utilizing DOI contract aircraft, the user must assure that there is an Interagency Agreement in place with AQD that includes approved funding for the flight. (reference NAP 3.17)

A BLM Aircraft Flight Request 9400-1a (or equivalent) is required to be completed for all non-fire flights that do not require a PASP (reference BLM NAP 4.3.2). The 9400-1a Form (Aircraft Flight Request) can be accessed at: http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Administration.html

The UAM must review the 9400-1a (or equivalent) and obtain approval by appropriate level of authority as determined by the Unit’s Line Management and documented in the Unit Aviation Plan.

3.17.0.1 Dispatching - Flight Requests
For all non-fire flights, the user must ensure that there is appropriate funding for the mission and that necessary supervisory approval has been granted. A BLM Aircraft Flight Request 9400-1a is required for all non-fire flights when a PASP is not completed. A Project Aviation Safety Plan (PASP) may be required depending on the project/flight complexities. The UAM will review the BLM Aircraft Flight Request 9400-1a and obtain line officer approval.

3.17.1 Categories of Flight with specific procedures regarding Flight Requests:
Life Threatening Emergency Flight Requests (See also BLM NAP 3.14, 5.6 & 5.16)
• Requests for aircraft to meet life threatening emergency needs should be filled with the closest available aircraft with the appropriate capability for the mission.
• Normal protocols associated with ordering/hiring of aircraft can be addressed as time allows after the initial response.
• Local Line Officers are responsible for all aviation activities within their jurisdiction. The response to a life threatening emergency must be coordinated with the UAM, FMO/Duty Officer and Line Officer.

Non-Fire Point to Point Flight Requests (see NAP 5.7 Categories of Flight)
• Prior to hiring or arranging for the flight: Complete a cost analysis comparing costs of using a chartered or government owned aircraft versus commercial airline or driving, time frame requirements, other associated costs. An example Travel Cost Analysis Form (OAS-110) is located at: https://www.doi.gov/aviation/library/opm
• Prior to flight: 9400-1a (or equivalent) is completed. UAM reviews and appropriate approval obtained (state or local unit determination).
• AQD-91 and Best Value Comparison forms are not required for exclusive use aircraft but are required when comparing rentals to fleet, etc. (reference BLM NAP 3.17).
• Flight Manager designated (reference National Interagency Mobilization Guide Chapter 20 for specific responsibilities).
• Resource tracking method determined (reference National and Geographic Mobilization Guides for details).

Non-Fire Special Use Flight Requests (see NAP 5.7 Categories of Flight)
• Lead time for flight request, IAA & Task Order issuance, as described in Unit Aviation Plan.
• UAM to assess project/mission complexity; determine whether a PASP is required (reference BLM NAP 4.3.2).
• **9400-1a** (or equivalent) is approved by the appropriate level of authority for low complexity one time types of missions.
• If a PASP is required (reference BLM NAP 4.3.2), a 9400-1a Form may be used for dispatch office internal flight tracking purposes.
• **AQD-91**/Best Value Comparison Form is not required for exclusive use aircraft but is required when comparing rentals to fleet, etc. (reference BLM NAP 3.17).

**Fire Point to Point and Fire Training Flight Requests** (BLM Operational Control)
• Dispatch office receives a request, completes a resource order per dispatch procedures.
• UAM/Dispatch assures the front page of a 9400-1a Flight Request/Schedule or equivalent Aircraft Flight Strip (per Dispatch SOP) completed.
• The BLM Fire IAA # is used, and the DOI Fire contract Task Order # for the hired vendor is used.
• Flight Manager designated when required (reference National Interagency Mobilization Guide Chapter 20, BLM NAP 2.6, for specific responsibilities).
• Resource tracking method determined (reference National and Geographic Mobilization Guides for details).
• Training: Fire training flight requests are made by the supervisor/manager (Helitack, SEAT, and Aerial Supervision) to the FMO, duty officer, UAM and coordinated with the aircraft dispatcher.
• Contractor directed training flights are coordinated with the PI, airbase manager, or UAM. These flights are the responsibility of the contractor. The Dispatcher/UAM is responsible for conducting and documenting a cost comparison and Contractor selection rationale prior to hiring aircraft. (Reference BLM NAP 3.2 for documentation retention)

**Fire Operations Flight Requests**
• Requests come from:
  o Incident commander (IC) or designated incident personnel (i.e., AOB, ASGS, ATGS/ATS).
  o FMO or duty officer.
  o Per unit dispatching plan.
• Initial Attack aircraft requests can be documented on a Resource Order and/or Aircraft Dispatch form.
• Initial Attack (IA) resources may be launched to new incidents with just the location (Lat & Long, heading, etc…) and flight following frequency. All other pertinent information will be provided to aircrews while enroute. Protocols should be documented in the unit aviation management plan and briefed to all non-local resources.
• Minimum dispatch information that will be provided to pilots/aircrews is:
  o Destination latitude – longitude coordinates (Degrees and Decimal Minutes (DDD° MM.MMM'))Radio frequencies - air to air/air to ground/flight following
  o Incident name/contact (if any)
  o Airspace hazards and dispatch boundary concerns
  o Other aircraft on scene or enroute
• The Dispatcher/UAM is responsible for conducting and documenting a cost comparison and Contractor selection rationale prior to hiring aircraft. (Reference BLM NAP 3.2 for documentation retention)
• The BLM Fire IAA # is used, and the DOI Fire contract Task Order # is used.
3.18 Aircraft Use Payment Systems

Aviation Information Report Support (AIRS): AIRS is an IBC web based system utilized by vendors for generating and processing flight use invoices.

BLM-AK currently renders payment to non-fire vendors via the BLM-AK Pilot Project.


AIRS Help Desk - Email: AIRS_access@ibc.doi.gov Phone: (208) 433-5010

Internet Payment Platform (IPP): The Internet Payment Platform (IPP) is a comprehensive electronic invoicing and payment information service made available to all Federal agencies and their suppliers by the U.S. Department of the Treasury’s Financial Management Service (FMS). IPP centralizes transaction processing in the order-to-payment notification cycle, including purchase orders, invoices and payments: https://www.ipp.gov/

Aircraft Use Report Manager (AURM): The AURM is used within DOI for government owned “Fleet” aircraft billing to create aircraft use report data files which are emailed to oasfleetmanager@ios.doi.gov for uploading into the FBMS system. OAS Technical Services has also developed a "next generation" Aircraft Use Report Manager application for iPads.

Forest Service Aviation Business System (ABS): Flight time, daily availability, and other authorized charges or deductions shall be recorded on a Flight Use Report in ABS for all USFS contracted aircraft. The data shall be entered and reviewed by the government and the contractor’s representative. BLM employees (including BLM AD employees) that are flight or aircraft managers with responsibility to input flight use data into the USFS ABS will need to register with the USFS ABS program. ABS can be found at: http://www.fs.fed.us/business/abs

3.19 Coding for Flight Use Reports

Documentation of all non-fleet flight services is accomplished on an AMD-23E Aircraft Use Report form, which is then entered by the vendor into the AIRS. The hard copy form acts as the ‘Field Receiving Report’ which provides evidence that the flight information is accurate. Until further notice, AIRS will be the Government’s “Electronic Receiving Report”, which supports Contractor payments that are invoiced and paid through IPP.

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

3.19.0.1 Cost Coding for Flight Use Reports

UAM’s will ensure that coding on flight use reports is correct and invoices are properly completed for all exclusive use, On-Call and ARA contracted flights prior to submission into the payment system.

3.19.1 Task “Order” Number

The contract number to be identified on the AMD-23E forms is the appropriate order number that was issued by the CO for the applicable contract. Reference https://www.doi.gov/aviation/aqd for On-Call Fire Suppression Task Order Number for specific type of contract being utilized.
3.19.2 Billee Code

Billee Codes are a required field, for payment by AQD, on the AMD-23/23E. The Billee Code is a good method to query reports in FBMS and should continue to be utilized for that purpose.

- For Exclusive Use contract aircraft, the “Home Unit” billee code will be used regardless of the operating location for all Pay Item codes when utilizing a BLM Task Order number.
- The only exception is when a non BLM entity uses the aircraft for a non-fire mission and the entity has an already established Billee code.
- The non-BLM user that uses their Billee code will need to have an Interagency Agreement (IAA) established with DOI AQD.
- For all On-Call contracted aircraft, the host unit’s Billee code will be utilized.

3.19.2.2 BLM Utah Billee Codes

- Utah State Office: 6320.
- Canyon Country District: 6260.
- Color Country District: 6700.
- Green River District: 6720.
- West Desert District: 6840.

3.19.3 Charge Codes

New direction now allows for simplified coding for aircraft costs associated with suppression related charges and Fire Exclusive Use Availability. The following outlines new procedures for inputting financial coding on the AMD-23 form.

BLM Nationally Funded SEAT’s: Separate guidance will be provided annually to address coding for nationally funded SEATs.

BLM Fire Exclusive Use contracted aircraft:

Availability during MAP:

- FA540 – This is the financial code for entry in the “Charge Code” section of the AMD-23 for EU Availability only.
- Do not use “FA-540” for anything other than “AV” during the exclusive use mandatory availability period.

Availability during Contract Extension:

- Appropriate four-digit only “FireCode” (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

All other pay item codes (FT, SM, PD, EP, ET, SC, etc.):

- Appropriate four-digit only “FireCode” (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

BLM hired On Call/CWN/ARA fire aircraft:
Availability:

- Appropriate four-digit only “FireCode” (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

**All other pay item codes (FT, SM, PD, EP, ET, SC, etc.):**

- Appropriate four-digit only “FireCode” (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

BLM hired On Call/CWN/ARA **non-fire** aircraft:

- Entire (Cost Center, Functional Area and WBS) cost string for all charges.
- Additional guidance specific to utilizing non-fire aircraft is referenced in *BLM NAP 3.7.1, 3.7.2, 3.8.3, 3.8.4 and 3.17.1*

### 3.19.4 Mission Use Codes

*Mission Codes* apply only to **AMD-23E** line entries for flight time. Each specific type of flight will have the unique mission use code recorded. Example: A helicopter flies a total of 2.1 hours, but does 1.1 hours of bucket work; 0.5 hours initial attack delivery of firefighters, and 0.5 hours of recon. Each type of flight will be shown on its own line entry with the specific mission use codes.

### 3.20 Federal Excess Property Program (FEPP)

Reserved

#### 3.20.1 Federal Excess Property Program (FEPP)

*This is a USFS administered program for providing government entities excess military aircraft. Not all FEPP aircraft are approved for BLM use. The entity that operates the aircraft must be approved by OAS prior to use by BLM.*

### 3.21 FBMS

All BLM financial activities are managed through the DOI FBMS program. All fire retardant expenditures (Full service contract and bulk purchase) are entered into FBMS by the district or state level designated officials (reference state and unit aviation plans).

End of Year financial procedures are announced via the Departmental and Bureau instruction memorandum (IM) system.

#### 3.21.1 FBMS

*All flight use payments are completed by DOI AQD and the AIRS program interface with FBMS. All fire chemicals (retardant, foams and gels) expenditures/invoices (full service contract invoices and bulk product invoices) are entered into FBMS at the District level.*

### 3.22 Aviation Program Reviews

Details about aviation program evaluations and fire preparedness reviews are described in *BLM NAP 4.53.*
3.23 New Program Requests
New program requests involving aerial assets, not already approved by BLM, must be routed through the State Director to the Division Chief, Aviation for approval. Upon NAO approval, new program requests will be forwarded for consideration of approval to the Associate Director, OAS. This request shall include a copy of the NAO approval, and a proposed Operations Plan (reference NAP Appendix 11; BLM Aviation Enhancement Application Form).
4.0 Aviation Safety Management Systems

4.1 General
The BLM Aviation Safety program is modeled after the aviation industry and FAA Safety Management Systems (SMS). Each BLM 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 BLM NAO Aviation Safety & Training Advisor is the focal point for the BLM national level program. SAM’s are the focal point for state aviation programs, and the unit aviation manager (UAM) is the focal point for district/field office aviation program.

4.2 Safety Management Systems (SMS)
SMS serves to structure the BLM 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 which 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 4 components: Policy, Risk Management, Assurance, and Promotion.

4.3 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 BLM NAP 3.3).
- Policy assists in the development of local standard operating procedures.
- Policy will foster and promote doctrinal principles and safety management systems 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 BLM NAP 1.6 must be followed.

4.3.1 Aviation Life Support Equipment (ALSE)
All personnel engaged in aviation activities must wear appropriate Personal Protective Equipment (PPE), depending on the mission (reference NAP 5.4 and 350 DM 1.2.C regarding flights on foreign aircraft in foreign countries. Requirements are listed in 351 DM 1.7 and outlined in the ALSE Handbook and mission specific guides and handbooks. Reference BLM NAP 5.22 and 5.27.51 for additional PPE requirements utilized for helicopter operations and low level (less than 500’ AGL) fixed-wing flight 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.
4.3.1.1 Aviation Life Support Equipment (ALSE)
See the DOI ALSE Handbook. If required ALSE is not available, all flights will be cancelled or postponed until such time the required ALSE becomes available.

Non-fire suppression helicopter flights require that all passengers and aircrew wear approved flight helmets.

Wildland firefighters assigned to wildland fire incidents may wear approved hardhats with chinstraps in lieu of flight helmets when being transported as a qualified non-crewmember during fire operations from an established and managed helibase/helispot to another established and managed helibase/helispot. A managed helibase/helispot is established when there is a helicopter crewmember or helibase/helispot manager on the ground at the helibase/helispot before the passengers are transported to these locations. All other fire suppression helicopter flights such as reconnaissance, PSD, Infrared, cargo missions etc., require all passengers to wear flight helmets.

Initial attack helicopter operations require flight helmets for all on board during the initial attack deployment phase of the operation until a landing area meeting Interagency Helicopter Operations Guide (IHOG) standards for operations and helispot management are met.

4.3.2 Project Aviation Safety Planning (PASP)
Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from Department and Bureau policy and procedures, except for safety of flight considerations. A PASP is required for non-fire Special Use projects. A 9400-1a (or equivalent) may be completed in lieu of the PASP for a low complexity/one-time non-fire mission flights. The PASP or 9400-1a (or equivalent) must be reviewed by the UAM and approved by the appropriate level of authority per the state/unit aviation plan. Managers must be briefed by the UAM prior to their approval of the plan.

- PASP’s that have a final risk assessment of high will require a SAM review prior to line manager approval.
- A courtesy copy of all PASP’s will be routed to the SAM prior to implementation.

Projects/flights that occur periodically over a season or fiscal year can have one PASP prepared and approved. In this situation a 9400-1a form will be required for each periodic flight. The 9400-1a approval level would be at the UAM level with a courtesy notification to the SAM.

For projects/flights that are conducted by a units’ aviation operations group (helitack, aerial supervision, smokejumpers); if the project/flight are typical and routine to the operational group with mission risk assessment documented in the groups’ annual operations plan and the state and unit plan allows; then the project/flight can be conducted, without a specific PASP, after completion of 9400-1a documentation.

- PASPs developed for reoccurring projects will be reviewed, updated and signed within the past 12 months as per required elements of a PASP.
- Routine, time critical UAS flights may utilize the Flight by Notification in lieu of completing an entire new PASP if the mission falls within the overarching/blanket PASP identified within the Unit Aviation Plan. (Reference BLM NAP 5.29)
Required elements of a PASP include:

- Project name/Objectives/Supervision
- Justification
- Project date and location
- Projected cost of aviation resources
- Desired aircraft, make/model, pilot skills (Included if available and/or specific N# and pilot to be noted on 9400-1a.
- Communication Plan, Flight following and emergency search and rescue
- Flight routes/areas and altitudes
- Hazard identification (e.g., weather, takeoff 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 shall be constructed for the local operational area. All preplanned low level flights require a thorough map reconnaissance of the route to be flown
  - Description of take-off and landing areas
  - 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
  - Aircraft and equipment approval
  - Airspace Coordination and Aerial hazard identification
  - Risk assessment utilizing the SMS worksheets as appropriate
  - Personal protective clothing/equipment (if required)
  - Load calculations and/or weight and balance information requirements
  - Unit Aviation Managers review and signature (within 12 months if reoccurring project)
  - Project Lead Supervisor’s and line officer’s approval signature (within 12 months if reoccurring project)

A good resource for aviation project planning can be found in the IHOG Chapter 3. Personnel needing assistance with mission flight or project planning requirements should contact their unit/state aviation manager. Risk assessments of the relevant project hazards can utilize maps, aerial photos, Google Earth photos, and 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.

4.3.2.1 Project Aviation Safety Plans (PASPs)
All non-fire suppression projects (mission type of flight) require project planning prior to implementation. The level of planning and approval depends on complexity and scale of the project and level of risk. Fire suppression aviation operations are documented in the Unit Aviation Plan.

Project Aviation Safety Plans (PASP) will be reviewed and approved by a Line Officer (State Director, Associate State Director for State Office projects or high-risk projects, District Manager, Field Manager or acting). The District Manager may delegate approval, as described in the Unit Aviation Plan, of low complexity projects to the UAM or other designated position.
- Low complexity, low risk projects that are planned for completion in one day, can be documented on a BLM Flight Request 9400-1a.
- Higher complexity or risk projects will be documented on a PASP.
- Aviation projects utilizing UAS will utilize the UAS PASP template developed by the National Aviation Office. All other elements of aviation project planning must be met.
- Non-complex, one-day UAS projects and Pilot Currency/Training flights will utilize the Flight by Notification process identified in the BLM Utah Unmanned Aircraft Systems Supplement.

Project area maps can be completed utilizing GIS with an Aeronautical Sectional Chart background or using Google Earth with overlay of the Project area. This will assist the identification of hazards and determining of logistics.

PASP’s and Risk Assessments will be reviewed and approved before implementation.

<table>
<thead>
<tr>
<th>Final Risk Level</th>
<th>Review Level Required</th>
<th>Approval Level Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Unit Aviation Manager</td>
<td>District/ Field Office Manager</td>
</tr>
<tr>
<td>Medium</td>
<td>Unit Aviation Manager</td>
<td>District/ Field Office Manager</td>
</tr>
<tr>
<td>Serious</td>
<td>State Aviation Manager</td>
<td>District Manager</td>
</tr>
<tr>
<td>High</td>
<td>State Aviation Manager</td>
<td>State Director</td>
</tr>
</tbody>
</table>

A courtesy copy of all approved PASP’s will be forwarded to the State Aviation Manager at least three business days prior to project implementation.

4.3.3 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. Two Bureau 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 Bureau-designated on-site liaison to coordinate with the OAS Safety Investigator-In-Charge. NOTE: In many cases, the Bureau 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 Departments 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 BLM investigation team member:

- Must be requested by OAS to be an investigation team member.
- Will be appointed by the BLM Aviation Division Chief.
- Will normally be BLM NAO staff members or SAM.
- Must not have a personal interest in the mishap.
- Will work directly for the OAS Safety Investigator-In-Charge (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 BLM Liaison:

• Will be appointed by the BLM Aviation Division Chief (FA-500).
• 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 BLM management.
• Will serve as liaison between the investigation team and local BLM management, BLM specialists and/or incident management team.
• Will provide the IIC with technical expertise and Bureau 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.

4.4 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 unfortunate 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:

• 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.”

- **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. Note that all of these may be applied to time critical risk management; however, the timeframe 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.

- **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 ongoing 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.

- **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.

- **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.

- **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.

- **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.

- **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. There are several tools that 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* Chapter 3: [http://www.nwcg.gov/pms/pubs/pms510/23_Chapter03.pdf](http://www.nwcg.gov/pms/pubs/pms510/23_Chapter03.pdf)


### 4.5 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. BLM efforts to date have concentrated on the development and implementation of comprehensive policy revision, risk management processes, SMS promotion and training.

#### 4.5.0.1 Assurance

The BLM Utah Aviation Safety Management System Assurance Program consists of monitoring of aviation activities by employees, UAMs, SAM and NAO program managers.

- BLM Utah employees are encouraged to notify their supervisor or Unit Aviation Manager when they observe non-standard aviation activity/ events.
- UAMs and Aircraft Managers conduct after action reviews (AAR) of projects, fire suppression operations, SAFECOM events.
- UAMs will forward any significant AAR findings to the SAM.
- Morning fire aviation operational briefings will include discussion of the following: previous day aviation operations, today’s planned operations, 6 minutes for safety aviation topic or SMS risk assessment topics, and other topics as appropriate.
- UAMs will review PASP and risk assessments that are prepared by project aviation personnel.
- The SAM will review all serious and high risk rated PASPs, and will monitor all PASPs.
- The SAM will make site visits to airbases, projects and fire incidents, coordinating with and reporting results to the State FMO, District FMO and UAM.

#### 4.5.1 Aviation Safety Assistance Team (ASAT)

During high levels of aviation activity it is advisable to request an Aviation Safety Assistance Team (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...
State/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).

4.5.1.1 Aviation Safety Assistance Team (ASAT)

4.5.2 Aviation Safety Communiqué - SAFECOM
The SAFECOM system is used to report any condition, observance, act, maintenance problem or circumstance which 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 UAM. Reference the BLM NAP Appendix 5 for BLM SAFECOM management roles.

- Elevated SAFECOM’s will not be made “Public” until a determination/investigation has been completed. The National Aviation Safety Manager (FA-500) will assign a liaison to OAS-Safety on a case by case basis.

4.5.2.1 Aviation Safety Communiqué (SAFECOM)
Aviation operations under BLM Utah operational control that have reportable events will be reviewed at the SAM level. SAFECOMs are reportable by anyone who witnesses or has specific knowledge of an event. Reports should be sent to the UAM. SAFECOM events for BLM Utah aircraft/aircrews that occur under other operational control should have a courtesy copy sent to the SAM.

4.5.3 Program Evaluations, Readiness Reviews, Site Visits
Aviation program evaluations/reviews are an integral part of the System Safety Assurance program.
BLM aviation program reviews are conducted at two levels within the Department to insure that safety standards, policy compliance and Bureau efficiency objectives are being met.

**BLM Fire Preparedness Reviews:** Aviation functional operations and facilities are reviewed as part of the total Fire Preparedness review of field/district operations. Reviews are conducted every four years by a national level review team. District or state level fire readiness reviews are conducted annually. The SAM will be responsible for coordinating annual readiness reviews of the state’s aviation crews/personnel, project and base site visits, and developing guidelines for UAM oversight of district/field office aviation activities. The SAM 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 (reference Interagency Standards for Fire and Fire Aviation Operations, Chapter 18 for information).

**OAS Aviation Program Evaluation:** OAS will administer an aviation program evaluation of each BLM state 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 BLM NAP Appendix 6 for schedule). The SAM will assist with the review and provide scheduling and logistical support. Additional reviews may be conducted if a need is identified by the aviation division chief.

**4.5.3.1**
BLM Utah will reviewed by the OAS Aviation Program Evaluation staff during April 2019

**4.5.4 National Fire and Aviation Operations Alert System**
The BLM Office of Fire and Aviation has established an “Operation Alert” system designed to provide field units and personnel with critical ground or aerial operational information in a timely manner. The system is intended to respond to emerging issues as identified through such means as SAFECOMS, SAFENETS, investigation reports, after action reviews, etc. This system is not a replacement for any existing formal notification and alert system such as Interagency Safety Alerts or Aviation Accident Prevention Bulletin. In fact, the intent is for the operations alerts to complement these existing systems in those instances where it is appropriate. These alerts will also complement the department and Bureau manual process. The operations alert system will provide time sensitive information to state and unit FMOs and aviation managers. It is anticipated that these individuals will provide the information to appropriate parties through established channels and processes. The Office of Fire and Aviation, Operations (FA-300) and Aviation (FA-500) groups will manage the program.

**4.6 Promotion**
The BLM must promote safety as a core value with practices that support a positive safety culture. BLM 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 State and Field levels. Safety promotion can be accomplished through:

- Training
- Communication
- Reporting and Feedback
- Safety and Mishap Information
- Safety Awards
4.6.1 Lessons Learned
National and State level aviation program managers are responsible for providing input into training curriculum development, lessons learned messages, development of new procedures and operational methodologies.

SAM’s 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

4.6.1.1 Lessons Learned
The UAM should submit any Aviation Lessons Learned from After- Action Reviews (AAR’s) to the SAM. The SAM will coordinate development of the lessons learned document and submit it to FA-500 Safety and Training Advisor.

4.6.2 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 SAM to the NAO Safety and Training Advisor.

4.6.2.1 Aviation Safety Awards
The UAM is the focal point for Airwards for events occurring in their District. The UAM will coordinate with the SAM, who will sponsor the award with the NAO Safety and Training Advisor.
5.0 Aviation Operations

5.1 General
As a bureau, 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 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 SMS (policy, risk management, assurance, and promotion) are critical to the success of safe operations.

State 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 (i.e. airtanker bases and local dispatch centers) necessary for the mobilization of national assets (i.e. large airtankers, lead planes, SEAT’s, ASM’s and fire helicopters) are staffed to support local dispatch as well as GACC to GACC and national mobilization.

5.1.1 General
BLM Utah engages in many aviation operations supporting fire and resource management programs. The BLM law enforcement may also be engaged in aviation operations typically with cooperator agencies such as County Sheriff Departments, US Drug Enforcement Agency (DEA), and National Guard. The work and environment is dynamic in nature and requires attention to standard operating procedures, good mission planning and continual evaluation and control of the inherent hazards/risks.

BLM Utah has exclusive use contracted aircraft, crews, management, and support facilities for fire management. The Fire and Aviation personnel at the State Office and at the Districts provide aviation guidance and management for all BLM Utah programs.

5.2 Policy, Operational Guides and Handbooks
A list of all of the BLM aviation policy documents can be found in the BLM 9400 Manual and BLM NAP 1.6.

5.3 Public/Civil Aircraft Operations
DOI aviation activities include both “civil” and “public” operations. Civil aircraft operations must comply with 14 CFR (Federal Aviation Regulations) 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 contracting officer.

Pilot Standard Flight and Duty Limitations (Reference Redbook Chapter 16 for Interim Duty Limitations): Interagency standards for pilot duty days and flight time are:

- 14-hour maximum duty day;
- 8 hours maximum daily flight time for mission flights;
- 10 hours for point-to-point, with a 2 pilot crew;
- A maximum of 42 hours flight time during any consecutive 6-day period. When a pilot acquires 36 or more flight hours in a consecutive 6-day period, the pilot shall be given the following day off. A new 6-day cycle shall begin upon return from any day off;
• Minimum of 10 hours uninterrupted time off (rest) between duty periods; and
• Two days off within any 14-day period.

If these standards are exceeded, the following time off requirements will be followed.
• 11 consecutive hours of rest if the duty day or flight time limitations are exceeded by not more than 30 minutes
• 12 consecutive hours of rest if the duty day or flight time limitations are exceeded by more than 30 minutes, but not more than 60 minutes
• 16 consecutive hours of rest if the duty day or flight time limitations are exceeded by more than 60 minutes

There will be no impact to the contractor’s daily availability for these additional time off requirements. Notification through the contracting chain of command should occur and a SAFECOM should be submitted.

**Maintenance Test and Ferry Flights by Government Pilots on contracted aircraft:** Government Pilots may perform functional maintenance check-flights and ferry aircraft to and from the Contractor’s maintenance facilities when it is in the best interest of the Government and the following conditions are met:

- Flights are not being paid for by the Government and the operational control remains with the Contractor.
- The test flight does not follow any installation, overhaul, major repair, or replacement of any engine, propeller or flight control system.
- The aircraft is operating under an approved and current OAS Inspection.
- Notification and approval from OAS and the NAO.

### 5.4 BLM Employees on Non-BLM 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, PPE, appropriate flight management, etc. (Reference [351 DM 4](#)). Exceptions are:

- Flights in foreign countries ([351 DM 4.1.E.(4)](#)), ([350 DM 1.2.C](#)). Parts 350 - 354 of the DM do not apply to international DOI operations (except for fleet operations). However, BLM employees are expected to use good judgment and should attempt to follow DOI aviation policies to the extent practical.
- 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 general 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 BLM business, who does not perform the function of a flight crewmember or Aircrew member. Unauthorized passengers will not be
All passengers will:
- Use appropriate personal protective equipment (reference ALSE Handbook).
- Report aviation incidents, operations deviating from policy to the UAM 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.

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.

Non Federal passengers: (reference 350 DM 1.8.A(3))
- General: A qualified Helicopter Manager or Flight Manager must be assigned to the mission. All requirements regarding use of personal protective equipment, flight following, load calculations, and hazard analysis must be followed.
- Resource/Project Missions: If the mission is special use, a Project Aviation Safety Plan must be required and 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 general rule, the Incident Commander on type I or II Incident Management Teams may authorize all flights with Non-Federal passengers on board. On local unit fires, the line manager or their designee is usually the approving authority. Flights on government aircraft with Non-Federal passenger aboard must be in the interest of the 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 passengers aboard restricted category aircraft is specifically prohibited.
- Local Unit Aviation Manager and State Aviation Manager should 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) and BLM 9400.67.A. 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 BLM line manager. During fire mission flights, the incident commander with delegation of authority or the local line officer are the appropriate levels of approval. OMB 0596-0080 requires use of Volunteer Service Agreement form OF301a.

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.
• Personnel involved in the decision making associated with deviating from policy must weigh the risks verses benefit.
• Any deviations must be documented on a SAFECOM.

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 FAA designated airport, seaplane base or permanent helibase and flies directly to another developed airport or permanent helibase (identified in the FAA Airport/Facilities Directory, FAA Sectional Aeronautical Charts or FAA supplement for the geographic area 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). Point-to-point missions, when flown in Department owned or contracted aircraft, shall be considered civil aircraft operations and must be flown in full compliance with applicable provisions of 14 CFR.

A “Special Use 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. These missions require special techniques, procedures and consideration considerations due to increased risks inherent in such operations. Aircraft and pilots must be approved for each specific activity prior to use. Special Use flights require additional agency planning, active flight following, additional pilot and aircraft inspections and carding, and operational supervision by agency personnel (reference OPM-29).

5.8 Flight Planning
Unless exempted by 351 DM 1.4, all flights will be conducted with an approved flight plan. (See also National Interagency Mobilization Guide Chapter 20)

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 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 (reference National Interagency Mobilization Guide Chapter 20 for specific responsibilities). A 9400-1a Form or other 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.

Special Use 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 9400-1a Flight Request/Schedule (or equivalent), 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 NAP 4.3.2). 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
- Aircraft and/or Pilot carding requirements (i.e ACETA, Low-Level, etc. reference OPM-29)

5.9 Flight Following
(See also National Interagency Mobilization Guide Chapter 20 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 air crew 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 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 NAP 5.8. 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 FAA VFR flight plan or 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 9400-1a 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 9400-1a (or equivalent).
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). If the 15 minute time limitation is to be exceeded, prior approval by the SAM is required (reference 9400.45.C.2.a).

- 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 BLM standard format for aviation operations is Degrees and Decimal Minutes (DDD° MM.MMM'). Reference BLM NAP Appendix 4 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 4.11.E.2):

- Local flight follow procedures pre-identified and approved in the 9400-1a 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.

Automated Flight Following (AFF): AFF is the preferred method of agency flight following by Dispatch Centers 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 (i.e. agency network internet connection failure or aircraft AFF transmitter failure). Reference the National Interagency Mobilization Guide, for specific direction regarding AFF.

5.9.1 Flight Following
Districts or Dispatch Centers that use a local Flight Following frequency shall note the frequency, any applicable tones and the frequency identifier on the Aircraft Dispatch form, in ROSS and in Project Aviation Safety Plans.
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 authorized 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 DOI Radio Communications Handbook (377 DM). (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 BLM 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: State Aviation Manager, National Aviation Safety Advisor or the National Division Chief, Aviation (in that order) for clarification.

The Interagency Aviation Mishap Response Guide and Checklist is available at: https://www.doi.gov/aviation/library

5.12.1 Mishap Response
Each Dispatch Center and Aviation Base will have an Interagency Aviation Mishap Response Guide and Checklist updated annually by June 1 with complete BLM notification information.

5.13 Transportation of Hazardous Materials
Transportation of hazardous materials aboard agency contracted aircraft must meet the requirements set forth in the NWCG Standards for Aviation Transport of Hazardous Materials

Transport of hazardous materials aboard commercial aircraft must be in accordance with that company’s policy.

5.14 Invasive Species Control
Aquatic invasive species are easily transported in a variety of ways (i.e. 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 that has been exposed to aquatic invasive. Additional operational guidelines for aquatic invasive species can be found in the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 2.

**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) web site:

http://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 personal protective equipment recommended on the product label and material safety data sheet (MSDS). The MSDS for each approved fire chemical can be found on the WFSC web site.

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, reference the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 12.

**5.15.1 Fire Chemicals and Aerial Application Policy Near Waterways**

*Anytime* aerial application of fire retardants and suppressants (gels and foams) into waterways or inside the 300-foot buffer zone (i.e., 300 feet either side of a stream) occurs, a report by the Unit Aviation Manager to the District FMO of the application is required. The District FMO is responsible for reporting to the Line Officer responsible for the affected area.

The *2009 Policy for Aerial Delivery of Retardant or Foam near Waterways* defines waterway as “Any body of water, including lakes, rivers, streams and ponds whether or not they contain aquatic life”.

- The responsibility to submit the Fire Chemicals Report is the designated Line Officer.
- References: *The Interagency Standards for Fire and Fire Aviation Operations Chapter 12*.
- The US Forest Service has avoidance areas for any aerial fire retardant application. Dispatch Centers should have maps of the local USFS avoidance areas. A link to the Environmental Impact Statement and the USFS Record of Decision is at *USFS Aerial Application of Retardant*.
5.16 Search and Rescue (SAR)
(See also BLM 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 BLM NAP 5.6 Emergency Exception to Policy).
- DOI policy (900 DM 1.10 and BLM H-1112-1.40.C) and the Federal Land Policy and Management Act (43 U.S.C. 1742) provide authority to incur expenses and to take a temporary lead role in any SAR emergencies in which immediate and quick response can save lives.

5.16.1 Search and Rescue (SAR)
If BLM aircraft will be utilized for Search and Rescue activities, the local unit must ensure that a cooperative agreement is in place that specifies how the aircraft will be used and how billing will be done.

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 initial attack. GACCs mobilize these aircraft according to National and 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.

5.17.1 Large Airtanker (LAT), Very Large Airtanker (VLAT) and CL-215/415

Large airtankers are coordinated nationally through the GACC’s (Geographic Area Coordination Center).

MAFFS: The C-130 MAFFS are only activated by NICC. The MAFFS require a lead plane for all drops. Canadian airtankers can be activated by NICC and when that occurs, all aircraft and pilots are approved for operations on federal lands.

5.18 Airtanker Base Operations

and/or fixed base manager supervise ground operations in accordance with the NWCG Standards for Airtanker Base Operations.

The NWCG Standards for Airtanker Base Operations establishes qualifications, certification and currency requirements for BLM.

5.19 SEAT Operations

SEATs are a national resource and their primary mission is initial attack. 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 BLM Nationally Funded SEAT SOP’s, NWCG Standards for Single Engine Airtanker Operations and the IASG.
SEAT Manager (SEMG) responsibilities are outlined in the NWCG Standards for Single Engine Airtanker Operations, and their training and currency requirements are contained in NWCG PMS 310-1.

Utilization of remote/satellite SEAT bases must be in compliance with NWCG Standards for Single Engine Airtanker Operations requirements.

5.19.1 SEAT Operations
BLM Utah utilizes SEATs mainly through Exclusive Use and On-Call Contracts. Utah also closely coordinates with neighboring BLM states for additional SEAT support. The DOI has contracted 33 SEATs that are controlled by NMAC and NICC but managed by the GACC and local Dispatch Centers when they are within the GACC. If BLM Utah has a need for additional SEATs, they are ordered through normal procedures.

SEATs are primarily an initial attack resource with diminishing effect when operated more than 75 miles from the support base. They are most effective when operated in multiple plane groups. They can drop long-term retardants, fire suppressant gels, foam or water. The contracts provides for a contractor provided mix and loading unit, which allows for temporary site set up. The BLM provides all retardant, gels, foams and water. SEAT operations will not be conducted from roads and dirt/gravel airstrips.

Individual Units may utilize the GACC assigned Preposition and Staging Fire Codes to support SEAT operations. The local UAM should work with their local Dispatch Center and GACC to establish the appropriate Incident/Project Order Number and Financial Codes. These codes can be used to cover required seven-day staffing, additional personnel, equipment, and extended staffing for SEAT Operations as requested by the GACC.

5.20 Foreign Airtanker Operations
The National Interagency Mobilization Guide identifies procedures for ordering foreign airtankers. Requests for foreign airtankers will be ordered through the GACC and forwarded on to NICC. In accordance with 351 DM 2.3.C all airtanker make and models, regardless of nationality, must be Interagency Airtanker Board approved. Each aircraft and pilot(s) will be issued Letters of Approval per the procedures outlined in 351 DM 4.1 and 351 DM 4.4 and the National Interagency Mobilization Guide. Operations of foreign airtankers will be consistent with the procedures outlined in the IASG.

5.21 Aerial Supervision/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 National Interagency Mobilization Guide.

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

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 initial attack safety, effectiveness, and efficiency. This includes responding to incidents outside of the dispatch zone and GACC boundaries.
The ROSS status of BLM 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.

In accordance with NAP 2.5 BLM 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.

5.21.0.1 Aerial Supervision/Leadplane Operations

Aerial supervisions primary function is to manage incident airspace, assist the IC with fire information, tactical direction of aerial resources, and communicate potential developing firefighter and public safety situations. The BLM Utah philosophy is that when available, aerial supervision must be dispatched to assist Incident Commanders (IC) regarding fire behavior, weather monitoring, assisting crews with access, operational mapping, and communication link. Aerial supervision can be sent even if other aerial resources are not dispatched (See BLM Operations Alert 01-10).

- Lead plane or Aerial Supervision Module (ASM) is required to be ordered for “congested” (Interagency Aerial Supervision Guide) airspace incidents that have retardant dropping operations.
- Each Geographic Area will have an Aerial Supervision Geographic Area representative.
- Interested potential trainee ATGSs are considered “mission essential.” Other non-aerial supervision personnel are not allowed on board during tactical aerial supervision missions. The ATGS has the final decision as to who is on board.
- The BLM National Air Attack platform is available to trainee ATGS. A minimum 2-week commitment is required. Coordination is through the Geographic Aerial Supervision Representative.

5.21.1 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 BLM NAO. ATS’s will match days off with the ATP on the aircraft they are an aircrew member on. This is for the purpose of maximizing aircraft and crew availability.

ATGS training and currency requirements are contained in NWCG PMS 310-1. However, additional currency requirements for BLM 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, SAMs, 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 BLM NAP 5.27.2&3 for additional information on aerial observation)
5.21.1.1 Aerial Supervision Personnel
Aerial supervision can be utilized for detection, fire recon, and resource management flights. The primary mission of the planes is aerial supervision on incidents. If other missions for the planes are planned, the UAM is the point of contact.

5.22 Helicopter Operations
All BLM helicopter operations must be accomplished in accordance with the IHOG, unless otherwise waived by the NAO and/or the aircraft contract.

The applicable hover out of ground effect (HOGE) chart will be used to determine payload limits for all BLM helicopter operations for the first time landing into remote landing sites, or when the pilot deems that environmental conditions warrant use of HOGE chart.

BLM Exclusive Use contracted helicopters must meet the daily minimum staffing levels defined by IHOG (Chart 2-4), except for weather and 1 hour call back.

Utilization of the R-44 helicopter: Utilization of this model of helicopter shall be addressed in the State 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

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

- Cargo Letdown
- Short-Haul
- Rappel
- Fast Rope
- Single-Skid Toe-in, and Hover Ext/Entry (STEP)

Requests for approval are initiated by a State Office to the NAO with the final approval made by the aviation division chief. The “BLM Aviation Enhancement Application Form” has been developed for these requests (reference BLM NAP Appendix 11).

5.22.1 Helitack
All helicopter personnel responsibilities are outlined in the IHOG. CWN Helitack training and currency requirements are contained in the NWCG PMS 310-1 to include the Federal Wildland Fire Qualifications Supplement. Exclusive use helitack minimum crew staffing, training and currency requirements are contained in the Interagency Standards for Fire and Fire Aviation Operations. Each unit hosting an exclusive-use helicopter is responsible for providing essential management, overhead, equipment, facilities and the resources necessary to fully support the helitack crew.

BLM EU Helitack Crews are encouraged to meet the following staffing levels:

- Type 3 helicopter – 9 helitack personnel
- Type 2 helicopter – 17 helitack personnel

Hoverfill: BLM 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.

**Helicopter Emergency Longline Last Option (HELLO):**

The HELLO mission is defined as transporting a critically injured person from an otherwise inaccessible location using a helicopter longline. HELLO is considered a last resort option, when other methods are unavailable or cannot respond in the necessary time frame for life preservation. HELLO can be considered, utilizing available resources in the field, to perform such a rescue, when faced with this type of life-threatening situation HELLO should be performed by exclusive use helicopter programs if possible. The ultimate goal is to get a critically injured patient to definitive care (hospital) by the quickest means available.

HELLO supporting documents can be referenced at: https://www.nifc.gov/aviation/av_BLMhelicopters.html

**Fire Helicopter Program Strategy:** The fire helicopter program strategy attempts to lay out a path forward into the future for the BLM’s helitack programs. Some of the items identified in the strategy are:

- Helitack crew size adjustments to realize the full capability of contract helicopters
  - Type 2 helicopter crew staffing at 17
  - Type 3 helicopter crew staffing at 9
- Part 27 or Part 29 twin engine helicopter into the helitack fleet
- S-70 evaluation initiated during the 2017 fire season,
- Creation of a national helitack standard Operating Procedures (SOP) document

5.22.1.1 Helitack
BLM Utah has two Helitack crews with exclusive use contracted Type 3 helicopters, based at Moab and Tooele.

5.22.1.2 Single Skid, Toe-in, Hover Entry/Exit Program (STEP)
The Salt Lake Helitack Program maintains a STEP Program. The Salt Lake Helitack program can utilize STEP when necessary to support medivac, initial attack, and other missions during fire operations. The crew has an approved STEP Operations Plan and can perform STEP operations on cooperators incidents with their concurrence.

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

BLM currently does not conduct rappel operations.

5.22.2.1 Rappel
BLM Utah does not have a Helicopter Rappel Program. Other agencies assigned to BLM Utah incidents may utilize helicopter rappel operations if authorized and qualified by their agency.

5.22.3 Cargo Letdown
BLM cargo letdown will be conducted in compliance with the *Interagency Helicopter Rappel Guide* and the BLM Cargo Letdown Operations (reference BLM NAP Appendix 7). BLM personnel involved in
cargo letdown operations shall record initial and recurrent training on the BLM Cargo Letdown Trainee Qualification Record (reference BLM NAP Appendix 8).

5.22.3.1 Cargo Letdown
See the BLM NAP Appendixes 7 for specific requirements.

BLM Utah Helitack Crews participate in the cargo letdown program and maintain requisite equipment and qualified Cargo Letdown Spotters in Moab and Tooele. The cargo letdown operation allows a Helitack crew to deliver small cargo loads precisely to one or more locations without a longline/remote hook and cargo net hook set up.

5.22.4 Type-1 Helicopter Mobilization
The BLM Type 1 Helicopter Program is currently a pilot project under the direction of the BLM Division Chief, Aviation. This aircraft comes with a compliment of crewmembers and flight mission capabilities that are unique to this category of aircraft.

The BLM Type 1 Helicopter’s primary mission is initial attack. While most effective at providing rapid initial response, the crew is well equipped to respond to extended attack incidents and critical need missions on large fires. In order to retain this helicopter and crew beyond initial attack for extended attack incidents, a request will be made to the GACC. The GACC will coordinate these requests with the respective BLM GMAC representative. Extended attack and large fire incidents that utilize the crew to fill critical positions, should immediately order replacement personnel for those positions in case the aircraft and crew are reassigned.

This aircraft is under evaluation as an agency initial attack resource and may be reallocated by the BLM National Office.

5.23 Aerial Ignition Operations
Aerial ignition operations and projects are accomplished in accordance with the NWCG Standards for Aerial Ignition.

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.

5.23.1 Aerial Ignition
BLM Utah has equipment (PSD) and qualified operations personnel within the state. Anytime a District requires a helitorch, the equipment and personnel may have to be obtained from cooperators (BLM, USFS, NPS) or from contractors listed on the DOI On-Call Small Helicopter Contract. At least one month lead time will be needed for contractor provided helitorch operations. The SAM will coordinate with FA-500 and OAS.

5.24 Wild Horse & Burro Operations (WH&B)
Wild Horse and Burro operations will be conducted in accordance with the BLM WH&B Aviation Management Handbook H-4740-1, the DOI On-Call ACETA contract and NAP 4.3.2 Project Aviation Safety Planning, if conducted as a flight service contract (reference NAP 3.9 for End Product contract procedures). Processes are being pursued to eliminate the WH&B Aviation Management Handbook and relocate the essentials to the DOI ACETA Handbook when it is revised.
5.24.1 Wild Horse and Burro Operations
If BLM employees act as aircrew members or passengers during herding operations, it must be noted in a Project Aviation Safety Plan and approved according to the Final Risk Level on the associated Risk Assessment. **No agency personnel shall be onboard the aircraft during drive trapping and capture operations.**

5.25 Aerial Capture, Eradication and Tagging of Animals (ACETA)
ACETA will be conducted as per the [ACETA Handbook](#) and DOI On-Call ACETA contract, if conducted as a flight service contract (reference NAP 3.9 for End Product contract procedures).

5.26 Smokejumper Operations
Smokejumper dispatch and ordering is accomplished in accordance with the [Great Basin, Alaska and National Interagency Mobilization Guide](#).

5.26.1 Smokejumper Personnel
**Smokejumpers:** Smokejumper operations are performed according to the [Interagency Smokejumpers Pilots Operations Guide](#) (ISPOG) and the policies and procedures prescribed in the [Interagency Standards for Fire and Fire Aviation Operations](#).

**Smokejumper Pilots:** The ISPOG serves as policy for smokejumper pilots’ qualifications, training and operations.

5.27 Light Fixed Wing Operations
Fixed wing dispatch, ordering, and operations must be accomplished in accordance with state and unit aviation plans. At minimum flights must meet the requirements outlined in NAP 3.17 for flight scheduling/operations.

5.27.1 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 (i.e. resource recon <500’ AGL)

**Operational Procedures:**

- Fixed-wing aircraft and pilots must be specifically approved for low-level flight operations.
- No passengers are allowed. Non-pilot participants must be qualified as Aircrew Member.
- 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.

5.27.2 Fire Detection 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 into 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 “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

5.27.3 Non-Fire Reconnaissance/Aerial Observer
BLM 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/aviation/library

5.27.4 Single Engine IFR/Night Flight
For single engine night flight reference 351 DM 1.3.

5.27.5 Backcountry Airstrip Operations
Reserved

5.28 Law Enforcement Operations (LE)
LE personnel involved in any aviation operation will adhere to DOI and Bureau aviation policy. Local LE personnel that are required to utilize aircraft to support LE operations must discuss all aspects of the operation with the UAM or SAM, well in advance of operations. The BLM SAM must be briefed on all BLM law enforcement involvement in Short-Haul missions occurring within their state. The 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 for the intended use.

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

- Certain LE operations could lead to actions in conflict with DOI policy; (reference BLM NAP 5.6 Emergency Exception to Policy).
- Certain exceptions to policy for undercover Law Enforcement operations are addressed in 351 DM 1.6.D.

5.29 Unmanned Aircraft Systems (UAS) (see also BLM NAP 3.16)
- Approved operations plan:
  - PASP (non-incident, planned project),
  - Flight by notification (non-incident spontaneous flight)
  - Incidents flight conducted in accordance with the Interagency Fire Unmanned Aircraft Systems Operations Guide (PMS 515).
Airspace authorization (part 107, DOI/FAA MOA, COA, or SGI)
- Certified Remote Pilot(s) possessing DOI (OAS 30-U) and FAA Remote Pilot certificates
- Certified UAS and current UAS data cards (OAS-36U)
- A NOTAM must be filed for all operations other than standard part 107 flights (400’ AGL).
- UAS NOTAMs are depicted on-line on the Sky Vector website

Emergency UAS Operations:
- Personally owned UAS or model aircraft may not be used by federal agencies or their employees for interagency fire use.
- UAS can be considered participating aircraft and can be flown under part 107 up to 400’AGL. For other types of UAS operations, an SGI can be requested from the FAA if the agency has an existing COA for their aircraft. All SGI requests will be routed through the UAS Program Manager.
- Cooperators, pilot associations and volunteer aviation groups or individuals may offer to fly unmanned aviation missions (i.e. aerial surveys, fire reconnaissance, infrared missions, etc.) at no charge to the IMTs. Although these offers seem very attractive, we cannot accept these services unless they meet FAA, USFS/DOI policy.


5.30 Fleet Aircraft
The BLM currently operates seven Fleet aircraft. N49SJ, N190PE, N32PX, N437CC, N618, N162GC and N700FW are DOI owned aircraft operated by the BLM.

- N49SJ is a De Havilland DHC-6 Twin Otter; the primary mission is smokejumper delivery. BLM NAO provides overall management of the aircraft. The aircraft is assigned to the Great Basin Smokejumpers, in Boise.
- N190PE is a Pilatus PC-12; the primary mission is utility and fire logistics support. BLM NAO provides overall management of the PC-12. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.
- N32PX is a Cessna 206; the primary mission is as a utility aircraft. The BLM Alaska Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year flown by dual function special agent/ranger-pilots. The management of the aircraft will fall under the BLM Alaska Aviation Office with mission management under FDO/AKSO and Anchorage Interagency Dispatch Center.
- N437CC is a Cub Crafters CC-18-180 Top Cub. The primary mission is as a utility aircraft. The BLM Alaska Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year and flown by dual function special agent/ranger-pilots. The management of the aircraft will fall under the BLM Alaska Aviation Office with mission management under FDO/AKSO and Anchorage Interagency Dispatch Center.
- N618 and N162GC are Beechcraft Super King Air B200’s; the primary mission is ASM/Lead plane operations. BLM NAO maintains overall management responsibility. The aircraft is assigned to the National Aviation Office.
• N700FW is a Quest Kodiak K-100; the primary mission is utility and fire logistics support. BLM NAO provides overall management of the K-100. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.

BLM fleet aircraft are operated in accordance with the *BLM Fleet Aircraft Standard Operations Procedures Guide* (reference BLM NAP Appendix 9).

5.30.1 Fleet Aircraft
BLM Utah has no fleet aircraft.

5.31 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:


5.32 Snow Operations
All snow operations will be conducted per Departmental Policy. *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 Training

6.1 General
Aviation training is essential to ensure that BLM maintains a safe and efficient aviation operation in pursuit of the Bureaus 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 have been provided the necessary skills, training and equipment to be successful conducting aviation operations. There are two separate, but linked, training programs for BLM Aviation; NWCG curriculum (fire) and Interagency Aviation Training (IAT) non-fire curriculum.

6.1.1 Fire Training and Qualifications
The National Wildland Coordinating Group’s (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 (smokejumper spotter, ATS, ATGS, Lead/ASM pilot, BLM Exclusive Use helitack, etc).

BLM agency-specific qualifications not in the PMS 310-1 can be found in the Federal Wildland Fire Qualification Supplement.

6.1.2 Aviation Training for Non-Fire Flight Activities and Positions
The DOI Aviation User’s Training Program (IAT) regulates the “non-fire” aviation training requirements for Bureau personnel. Individuals holding a current qualification under the Incident Qualification 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: One-Way NWCG Position to IAT Position Crosswalk located within Interagency Aviation Training (IAT) Guide.

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

For BLM Smokejumper specific non-fire positions reference BLM NAP Appendix 8 (BLM Smokejumper Positions to Interagency Aviation Training (IAT) Functional Crosswalk).

Aircrew Member: An Aircrew member is a person working in and around aircraft who is essential to ensure the safety and successful outcome of the mission. Aircrew Members are required to:

- Be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs
- Attend to external loads
- Ensure all passengers have received a safety briefing prior to all flights.

Required training:

- *A-100 Basic Aviation Safety (required in classroom for initial training)
- A-110 Aviation Transportation of Hazardous Materials (if involved in transport of Hazardous materials)
- A-116 General Awareness Security Training (one time)
- *A-200 Mishap Review
*Required every three years

An employee may be authorized to complete the initial Aircrew Member training on-line, on a case-by-case basis and at the discretion of the SAM. A written request must come from the employee’s supervisor to the SAM explaining why it is not feasible to attend and complete a classroom A-100 Basic Aviation Safety course prior to the day of the mission.

BLM requires that personnel involved with helicopter external load operations must comply with the following:

- All personnel involved in hover hook ups must complete S-271 Helicopter Crewmember or A-219 Interagency Helicopter Transport of External Loads.
- All personnel involved in long line work must be either:
  - Currently qualified as a Helicopter Crewmember (HECM) or;
  - Currently qualified as an aircrew member and completed A-219 Units 1-4 & 6.
- Documentation for non-fire personnel, indicating the completion of the required training to perform external load work must be maintained at the interagency aviation training website: [https://www.iat.gov/](https://www.iat.gov/)
- OPM-04 does not require any recurrent training for A-219 although refresher training conducted by a currently qualified person is strongly recommended prior to engaging in longline or hover hook ups.
- BLM Pilot – Fleet (2101, 2181 position series) & Incidental/Dual Function:
  - All pilots will be entered into a pilot training program approved by the BLM Division Chief, Aviation. Minimum pilot training requirements for DOI employee pilots are outlined in OPM-22.

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

6.2.1 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](https://www.iat.gov/) (initial course either in a classroom or online)

* [A-200 Mishap Review](https://www.iat.gov/)

*Required every three years

6.2.2 Line Managers
Line managers are those individuals who are responsible and accountable for using aviation resources to accomplish BLM programs.

Required Training:
* [M-3 Aviation Management for Supervisors](https://www.iat.gov/) (initial course either in a classroom or online) or;

* [M-2 DOI Aviation Management for Line Managers Briefing](https://www.iat.gov/)

*Required every three years
6.2.3 Aviation Managers at the Local, State and National Level
Individuals with aviation management responsibilities for a unit, state, regional or national level and serve as a focal point for aviation services and management. These include such positions as unit aviation managers (UAM/UAO), state, regional and national program managers, and helicopter and fixed-wing operations specialists. Training requirements for an Aviation Manager are outlined in the IAT Guide and must be met.

6.2.4 Aviation Contracting Responsibilities COR Training Requirements
BLM CORs and alternate CORs, on BLM 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. FAC-COR initial requests and renewal/maintenance requests should be submitted through the Lead Acquisition Official in the State for submission to the Bureau Procurement Chief in WO. These should not be submitted directly to DOI.

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

6.2.5 Contractor and Cooperator Pilot Training
BLM aviation managers at all levels are responsible for assuring that contractors and cooperators are provided 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.

6.2.6 Pinch Hitter Training
Pinch Hitter training is encouraged to be completed by aviation personnel whose primary job requires extended flight time as an aircrew member, spotter, ATGS or reconnaissance duties.

Requests for training should be routed via your immediate supervisor to your respective State Aviation Manager (SAM).

6.3 Instructor Standards
Standards for NWCG Instructors are outlined in NWCG PMS 901-1 Field Manager’s Course Guide. Reference: https://www.nwcg.gov/sites/default/files/publications/pms901-1.pdf


6.4 Development
The NAO offers an Aviation Leadership Development Initiative (ALDI) opportunity for aircraft managers and unit aviation managers. This opportunity is available to GS-7 to GS-9 individuals who currently have aviation management responsibilities along with an interest in a career in aviation management. An Instruction Memorandum is issued periodically informing potential candidates of the opportunity and
application process. The program runs approximately 24-28 months, while maintaining the employees’ current position requirements.

**Aviation/Pilot and Pilot Mentor Developmental Program:** The NAO has two separate Aviation/Pilot Developmental Programs that provide training for employee development in the aviation manager and pilot career paths. The objective for these positions is to develop well qualified aviation managers and pilot candidates with the necessary skills and background to compete for interagency aviation vacancies at the state and national level. These opportunities are for BLM employees that meet the requirements of 351 DM 3.2 and have identified career goals in flight operations. These programs are filled on an as needed basis and as candidates are identified.
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 NWCG Standards for Airspace Coordination.

7.1.1 Interagency Airspace Coordination
In order to promote safe, consistent and standardized approaches to airspace coordination, the procedures outlined in the NWCG Standards for Airspace Coordination will be utilized. Dispatch is responsible for advising pilots when multiple aircraft are enroute to or sharing the same general area of airspace (if incident aerial supervision is not in place to fulfill this role) and for notification of neighboring dispatch centers (per boundary airspace management plans) when flight activity is occurring within five miles of a dispatch area boundary. Dispatch is also responsible for making the necessary notification calls to attempt the de-confliction of Military Training Routes (MTRs) and Special Use Airspace, forwarding requests for Temporary Flight Restrictions (TFRs) to the appropriate FAA facility and disseminating NOTAMs (Notice to Airmen) issued by FAA Flight Service Stations. Dispatch efforts in airspace coordination do not replace or supersede the requirement for pilots to obtain complete information from the FAA about the airspace in which they intend to fly, and any current NOTAMs that have been issued. Likewise, pilots must still communicate positions, altitudes, headings, and intentions with each other, and employ “see and avoid” tactics at all times. Situational awareness, active listening skills and timely, accurate communication by ALL are the keys to successful traffic separation and airspace coordination.

7.2 Flight Planning, Hazards and Obstructions
All mission types of flights are limited to VFR daylight. Flight below 500 feet AGL requires a high level recon (above 500’ AGL) of the project area before descent to mission operating flight profiles.

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 Airspace Boundary Plan, this chapter). State/districts are responsible to develop area flight hazard maps or planning tools 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, Restricted Area, MOA, Alert Area, Prohibited Area, Military Training Routes (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
- Wires – Major transmission lines, other lines determined locally as significant (wires crossing – canyons, rivers, lakes, near airports)
- Update/Revision date
7.2.1 Flight Planning, Hazards, and Obstructions
The SAM will coordinate with the UTSO Fire GIS personnel to develop and produce an annual flight hazard map for all BLM Utah Districts. The maps will depict dispatch jurisdiction, military (MOA, RA and MTR) and FAA Class B, C, and D airspace, BLM and USFS fire airbases, towers, wires, wind turbine farms, other aviation hazards.

The UAMs are responsible for sending the SAM updated hazard information by February 1.

7.3 Fire Traffic Area (FTA)
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 TFR’s, 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 Chapter 6 of the Interagency Airspace Coordination Guide. TFR’s are not authorized by the FAA for resource management projects or planned prescribed fires. A 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: https://publicintelligence.net/faq-disaster-airspace-coordination/

Presidential (VIP) TFR’s (91.141) involve a set of concentric circular Temporary Flight Restrictions with a 10 nautical mile diameter inner ring inside a 30 nautical mile outer ring. Flights within the Presidential TFR’s require coordination well in advance of the TFR implementation. For further information, contact a qualified Airspace Coordinator.

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 air traffic control (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 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 initial attack area’s or zones. Agencies conducting flight activity within the boundary corridors should implement notification procedures to adjoining agencies and cooperators (reference the NWCG Standards for Airspace Coordination Chapter 7 for details).
7.6.1 Airspace Boundary Plan
Each dispatch center is required to develop and implement a Boundary Airspace Management Plan and checklist/procedure for notifying neighboring dispatch centers whenever there is aviation activity occurring within five miles of a dispatch area boundary. Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression (mutual aid, shared or exchanged initial attack areas or zones) require increased management and coordination. The situation we seek to avoid is having two or more agencies/cooperators conducting simultaneous uncoordinated aviation operations within these areas, which would unknowingly put the responding aerial resources within close proximity to one another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and IA zones and provide means of communication, coordination, and airspace de-confliction within those areas.

Boundary Airspace Management Guidelines and Procedures
A ten mile wide neutral air corridor will center on agency/cooperator boundaries. The corridor for mutual or exchanged initial attack areas or zones will encompass the whole zone plus five miles outside the zones boundaries.

Any agency conducting aerial operations within a boundary corridor or near a zone boundary, will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch centers prior to commencing air operations and when operations cease. Examples of aerial operations include reconnaissance, fire suppression missions, special use aviation projects, resource management flights, etc.

Agency aircraft will establish contact on the assigned air-to-air frequency. If contact cannot be established on the designated air-to-air frequency, pilots may attempt initial contact on Air Guard (168.625 MHz). This frequency will be designated for initial call-up and coordination between converging aircraft within corridors and boundary zones only when contact is not otherwise possible. This frequency is programmed as a default receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only. It is imperative that this frequency is not utilized for tactical or logistical purposes.

If Air Guard is used to establish initial contact, aircraft are expected to switch to an alternate frequency.

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 Flight Service Stations. This is the official source of NOTAM information.
- Dispatching units may obtain scheduling information from DOD units that have special use airspace or military training routes 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.

- A variety of aviation Internet websites are frequently 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 http://tfr.faa.gov/tfr2/list.html

7.7.1 Airspace Deconfliction
Dispatch centers must deconflict any flight that will occur in special use airspace.

7.8 Airspace Conflicts
Aviation personnel have a responsibility to identify and report conflicts and incidents through the Inter-agency 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 (NMAC), TFR intrusions, and FTA communication non-compliance. Further guidance is available in the the NWCG Standards for Airspace Coordination, Chapter 8.

7.8.1 Airspace Conflicts
Any airspace conflicts that occur will be reported to the SAM as soon as possible.

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 (SUA's), MTR's, Slow Routes (SR's), or Aerial Refueling Routes (AR's) are located over lands public lands administered by BLM or in areas frequently used for flight operations (fire or non-fire), BLM should consider instituting an agreement with the appropriate DOD entity that schedules the airspace. Airspace agreements provide DoD and local agency dispatch centers and aviation managers with a tool that shares contact information and defines protocols for time critical airspace deconfliction, response coordination, and resolution of issues.

A template and sample format is provided in the NWCG Standards for Airspace Coordination, Chapter 12.

7.10.1 Airspace Agreements-Letter of Agreement
BLM Utah has a Letter of Agreement (LOA) with the Headquarters, Utah Test and Training Range (UTTR) that includes BLM Nevada, Hill Air Force Base, and the 388 Fighter Wing (ACC).

The LOA details specific requirements for BLM controlled aircraft to enter UTTR airspace.

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 the NWCG Standards for Airspace Coordination, Chapter 4 for details.
8.0 Aviation Security – Facilities/Aircraft

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


Scope and Applicability

- To the extent applicable, the policies and procedures established herein are intended to supplement the minimum physical security standards detailed in 444-1, Appendix A. Nothing in this chapter reduces the requirements prescribed by 444-1, 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 BLM 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 takeoff 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 BLM 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 Federal Aviation Regulations 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 one or more vulnerabilities.

**Risk Assessment**

A “risk assessment” will be conducted for each BLM 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. At a minimum, reexaminations shall be conducted and documented every 2 years.

**Security Plans**

Security plans will conform to the following conditions:

- The *Field Reference Guide for Aviation Security for Airport or Other Aviation Facility (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](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, which is available on the TSA Website at [www.tsa.gov](http://www.tsa.gov)

- 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](http://www.iat.gov).

**BLM Specific Policy/Guidance:**

BLM HSPD12 Policy:

Aviation Security Questionnaire:

**8.2 USFS Facilities Security Assessments**

Reserved.

**8.3 USFS Security Response Actions**

Reserved.

**8.4 General Aviation Security Awareness Programs**

The BLM utilizes the AOPA Airport Watch Program for Security Awareness:
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.

8.5 Cooperators Aircraft Security
Military or government agency cooperator aircraft under DOI operational control shall adhere to their department-specific aircraft security policies.

8.6 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 government managers, it will be physically secured in a manner that disables the aircraft from being utilized.

Exceptions:
- Military or 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

8.7 Aviation Facility Security Requirements
Security risk assessments will be performed on all BLM 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 Facility (AAF) pg. 6.

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


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.

**8.8 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 “Aircraft Physical Security Requirements.”

8.9 Transportation Security Administration (TSA)
BLM employees who are traveling on commercial airlines are personally responsible for compliance with TSA and DOT hazardous cargo regulations.
9.0 Aviation Facilities

9.1 General
All BLM aviation support facilities will be constructed, maintained, and operated in compliance to applicable regulations/direction of DOI, BLM, FAA, OSHA and lease agreements.

9.1.1 District SOP’S
Each District with management responsibility for an aviation facility will produce an SOP that addresses the day-to-day operational procedures, security, and safety practices.

9.2 Aviation Facilities (Permanent and Temporary)
BLM has permanent and temporary airbases managed by the districts/field offices. Permanent air bases include heavy airtanker and 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 government owned or leased aviation facilities on federal or non-federal land where BLM has primary responsibility for operations, maintenance and oversight. Facility base reviews shall be conducted in accordance with the Interagency Helicopter Operations Guide (IHOG), Appendix E; NWCG Standards for Airtanker Base Operations(PMS 506), Chapter 5 Section B; and Interagency Standards for Fire and Fire Aviation Operations, Chapter 18, as appropriate.

9.3 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 NWCG Interagency Incident Business Management Handbook chapter 20 (24.2) describes procedures. Only procurement officials with warrant authority may enter into agreements. For non-wildland fire situations the state/district procurement official is the point of contact for agreements.

BLM Smokejumper Bases: The BLM Smokejumpers primary operations bases are Fairbanks, Alaska, and Boise, Idaho. Each smokejumper base has multiple sub-bases that are established to support smokejumper operations on as-needed basis. Some sub-bases are located in BLM owned facilities and some are leased.

9.3.1 Temporary Bases
Temporary bases are sites used on a temporary or intermittent basis (i.e., helibases, helispots, unimproved landing areas, and remote airstrips). Sites not located on BLM land must be pre-approved by the land owner and appropriate BLM management. Each site should be cataloged as to location, description, local hazards, use procedures, agreements and contacts. Inspections and maintenance are completed as necessary to meet agency safety standards. Required operating plans for these sites should be developed ahead of time if possible.

9.4 Safety
Aviation facilities must comply with safety regulations described in DOI manuals, guides and handbooks, and the Occupational Safety and Health Administration (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.

9.5 Permanent Facility Construction Planning/Funding and Maintenance
Reference BLM Manual 9100 - Engineering

FAA Form 7480-1 - Notice for Construction, Alteration and Deactivation of Airports: Title 14 Code of Federal Regulations Part 157 requires all persons to notify the FAA at least 90 days before construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport. (As used herein, the term “airport” means any Landing or Takeoff Area, e.g. Airport, Heliport, Vertiport, Gliderport, Seaplane Base, Ultralight Flightpark, or Balloonport.)

9.6 BLM Owned/Operated Airstrips
Reference the document titled Recreational Airstrips on Public Lands located at:

Appendix Contents

1. BLM National Aviation Organization Directory
   1a. BLM Utah Aviation Organization Directory
2. BLM Fire Aircraft Acquisition Plan
3. SES Flight Scheduling Guide
4. Latitude – Longitude Information
5. BLM SAFECOM Management Roles
6. OAS Aviation Program Evaluation Schedule
7. BLM Cargo Letdown Operations
8. BLM Smokejumper Positions to Interagency Aviation Training (IAT) Functional Crosswalk
9. BLM Fleet Aircraft Standard Operations Procedures
10. Task Sheet for the Position of Non-Fire Helicopter Manager
11. BLM Aviation Enhancement Application Form
12. Acting vs Point of Contact
13. Acronyms
14. BLM Utah Unmanned Aircraft Systems Supplement
## Appendix 1 - BLM National Aviation Organization Directory

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Duty Station</th>
<th>E-Mail</th>
<th>Office Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Chief, Aviation (FA-500)</td>
<td>Vacant</td>
<td>Boise, ID</td>
<td>Vacant</td>
<td>(208) 387-5448</td>
<td>(208) 867-0323</td>
</tr>
<tr>
<td>Deputy Division Chief, Aviation</td>
<td>Brad Gibbs</td>
<td>Boise, ID</td>
<td><a href="mailto:bgibbs@blm.gov">bgibbs@blm.gov</a></td>
<td>(208) 387-5182</td>
<td>(208) 863-6219</td>
</tr>
<tr>
<td>SEAT Program Manager</td>
<td>Glen Claypool</td>
<td>Boise, ID</td>
<td><a href="mailto:gclaypoo@blm.gov">gclaypoo@blm.gov</a></td>
<td>(208) 387-5160</td>
<td>(208) 859-7506</td>
</tr>
<tr>
<td>Flight Ops Manager, Bravo 8</td>
<td>Don Bell</td>
<td>Boise, ID</td>
<td><a href="mailto:dbell@blm.gov">dbell@blm.gov</a></td>
<td>(208) 387-5185</td>
<td>(541) 604-1043</td>
</tr>
<tr>
<td>Helicopter Program Manager</td>
<td>Bryan Bitting</td>
<td>Boise, ID</td>
<td><a href="mailto:bbitting@blm.gov">bbitting@blm.gov</a></td>
<td>(208) 387-5173</td>
<td>(208) 407-6440</td>
</tr>
<tr>
<td>Aviation Safety/ Training Advisor</td>
<td>Kirk Rothwell</td>
<td>Boise, ID</td>
<td><a href="mailto:mrothwell@blm.gov">mrothwell@blm.gov</a></td>
<td>(208) 387-5879</td>
<td>(208) 914-8483</td>
</tr>
<tr>
<td>UAS Program Manager</td>
<td>Gil Dustin</td>
<td>Boise, ID</td>
<td><a href="mailto:gdustin@blm.gov">gdustin@blm.gov</a></td>
<td>(208) 387-5181</td>
<td>(970) 210-6153</td>
</tr>
<tr>
<td>UAS Operator</td>
<td>Bobby Eiesele</td>
<td>Boise, ID</td>
<td><a href="mailto:beisele@blm.gov">beisele@blm.gov</a></td>
<td>(208) 387-5185</td>
<td>(208) 814-1357</td>
</tr>
<tr>
<td>Air Tactical Supervisor</td>
<td>Ken Perry</td>
<td>Lancaster, CA</td>
<td><a href="mailto:kperry@blm.gov">kperry@blm.gov</a></td>
<td>(208) 387-5180</td>
<td>(661) 350-5225</td>
</tr>
<tr>
<td>Air Tactical Pilot, Bravo 5</td>
<td>Andre Mascheroni</td>
<td>McCall, ID</td>
<td><a href="mailto:amascheroni@blm.gov">amascheroni@blm.gov</a></td>
<td>(208) 501-4933</td>
<td></td>
</tr>
<tr>
<td>Air Tactical Pilot, Bravo 6</td>
<td>Greg House</td>
<td>Houston, TX</td>
<td><a href="mailto:ghouse@blm.gov">ghouse@blm.gov</a></td>
<td>(832) 278-3069</td>
<td></td>
</tr>
<tr>
<td>Air Tactical Pilot, Bravo 4</td>
<td>Paul Lenmark</td>
<td>Dillon, MT</td>
<td><a href="mailto:plenmark@blm.gov">plenmark@blm.gov</a></td>
<td>(406) 660-0257</td>
<td></td>
</tr>
<tr>
<td>Aviation Staff Assistant</td>
<td>Vacant</td>
<td>Boise, ID</td>
<td></td>
<td>(208) 387-5180</td>
<td></td>
</tr>
<tr>
<td>Air Tactical Pilot</td>
<td>Lisa Allen</td>
<td>Boise, ID</td>
<td><a href="mailto:imallen@blm.gov">imallen@blm.gov</a></td>
<td>(208) 387-5197</td>
<td>(208) 972-1677</td>
</tr>
<tr>
<td>Smokejumper Pilot</td>
<td>Scott Smyth</td>
<td>Boise, ID</td>
<td><a href="mailto:ssmyth@blm.gov">ssmyth@blm.gov</a></td>
<td>(208) 387-5426</td>
<td>(208) 720-7660</td>
</tr>
<tr>
<td>Smokejumper Pilot</td>
<td>Craig Pearson</td>
<td>Boise, ID</td>
<td><a href="mailto:cpearson@blm.gov">cpearson@blm.gov</a></td>
<td>(208) 387-5426</td>
<td>(208) 616-5746</td>
</tr>
<tr>
<td>Developmental Pilot</td>
<td>Hans Germann</td>
<td>Boise, ID</td>
<td><a href="mailto:hgermann@blm.gov">hgermann@blm.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental Pilot</td>
<td>Chris Swisher</td>
<td>Fairbanks, AK</td>
<td><a href="mailto:cswisher@blm.gov">cswisher@blm.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Tactical Program Manager</td>
<td>Steve Price</td>
<td>Boise, ID</td>
<td><a href="mailto:sprice@blm.gov">sprice@blm.gov</a></td>
<td>(208) 387-5140</td>
<td>(208) 863-8946</td>
</tr>
<tr>
<td>SEAT Coordinator</td>
<td>Kristina Curtis</td>
<td>Boise, ID</td>
<td><a href="mailto:kcurtis@blm.gov">kcurtis@blm.gov</a></td>
<td>(208) 387-5419</td>
<td>(208) 850-2780</td>
</tr>
<tr>
<td>Ramp Services Supervisor</td>
<td>Don Hubbartt</td>
<td>Boise, ID</td>
<td><a href="mailto:dhubbart@blm.gov">dhubbart@blm.gov</a></td>
<td>(208) 387-5529</td>
<td>(208) 867-8518</td>
</tr>
</tbody>
</table>
### Appendix 1a - BLM Utah Aviation Organization Directory

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>E-Mail</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aviation Manager</td>
<td>Cameron Dingman</td>
<td><a href="mailto:cdingman@blm.gov">cdingman@blm.gov</a></td>
<td>(801) 539-4241</td>
</tr>
<tr>
<td>BLM Utah</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Aviation Manager</td>
<td>Vacant</td>
<td><a href="mailto:vacant@blm.gov">vacant@blm.gov</a></td>
<td>(801) 977-4322</td>
</tr>
<tr>
<td>West Desert District</td>
<td>Trevor Pollock</td>
<td><a href="mailto:tpollock@blm.gov">tpollock@blm.gov</a></td>
<td>(435) 592-4919</td>
</tr>
<tr>
<td>Lead Air Attack Manager</td>
<td>Trevor Pollock</td>
<td><a href="mailto:tpollock@blm.gov">tpollock@blm.gov</a></td>
<td>(435) 592-4919</td>
</tr>
<tr>
<td>West Desert District</td>
<td>Trevor Pollock</td>
<td><a href="mailto:tpollock@blm.gov">tpollock@blm.gov</a></td>
<td>(435) 592-4919</td>
</tr>
<tr>
<td>Helicopter Crew Supervisor</td>
<td>Patrick Kenny</td>
<td><a href="mailto:pkenny@blm.gov">pkenny@blm.gov</a></td>
<td>(801) 977-4363</td>
</tr>
<tr>
<td>West Desert District</td>
<td>Patrick Kenny</td>
<td><a href="mailto:pkenny@blm.gov">pkenny@blm.gov</a></td>
<td>(801) 977-4363</td>
</tr>
<tr>
<td>Toodle Valley SEAT Base</td>
<td>Vacant</td>
<td><a href="mailto:tooeleairops@gmail.com">tooeleairops@gmail.com</a></td>
<td>(801) 503-8337</td>
</tr>
<tr>
<td>Unit Aviation Manager</td>
<td>Glenn Dietz</td>
<td><a href="mailto:gdietz@blm.gov">gdietz@blm.gov</a></td>
<td>(435 865-4621</td>
</tr>
<tr>
<td>Color Country District</td>
<td>Glenn Dietz</td>
<td><a href="mailto:gdietz@blm.gov">gdietz@blm.gov</a></td>
<td>(435 865-4621</td>
</tr>
<tr>
<td>Assistant UAM/ ATBM</td>
<td>Vacant</td>
<td><a href="mailto:vacant@blm.gov">vacant@blm.gov</a></td>
<td>(435) 865-4622</td>
</tr>
<tr>
<td>Cedar City Air Attack Base</td>
<td>Vacant</td>
<td><a href="mailto:vacant@blm.gov">vacant@blm.gov</a></td>
<td>(435) 865-4622</td>
</tr>
<tr>
<td>Cedar City Air Attack Base</td>
<td>Base Operations</td>
<td></td>
<td>(435) 865-4623</td>
</tr>
<tr>
<td>Lead ATGS</td>
<td>Skylar Dalton</td>
<td><a href="mailto:rdalton@blm.gov">rdalton@blm.gov</a></td>
<td>(435) 865-4645</td>
</tr>
<tr>
<td>Color Country District</td>
<td>Skylar Dalton</td>
<td><a href="mailto:rdalton@blm.gov">rdalton@blm.gov</a></td>
<td>(435) 865-4645</td>
</tr>
<tr>
<td>Assistant Fire Management Officer / UAM Manager</td>
<td>Clark Maughan</td>
<td><a href="mailto:cmaughan@blm.gov">cmaughan@blm.gov</a></td>
<td>(435) 259-1851</td>
</tr>
<tr>
<td>Canyon Country District</td>
<td>Clark Maughan</td>
<td><a href="mailto:cmaughan@blm.gov">cmaughan@blm.gov</a></td>
<td>(435) 259-1851</td>
</tr>
<tr>
<td>Fire Management Officer / UAM Green River District</td>
<td>Chris Deets</td>
<td><a href="mailto:cadeets@blm.gov">cadeets@blm.gov</a></td>
<td>(435) 781-4444</td>
</tr>
</tbody>
</table>
Appendix 2 - BLM Fire Aircraft Acquisition Plan

**Purpose:** This plan establishes the baseline configuration and acquisition strategy for the BLM firefighting fleet composed of government-owned, exclusive use contract and any other long-term aircraft acquisitions. The plan consists of Acquisition Principles, the BLM Firefighting Aircraft Summary Table and individual Aircraft Category Acquisition Summaries.

**Acquisition Responsibilities:** Government-Owned, Exclusive Use and other long-term acquisitions will be initiated, managed and funded by the National Office to achieve cost efficiencies and limit uncoordinated acquisition. State and field offices have the authority to secure short-term aircraft acquisitions (On-Call, CWN, Rental).

**Quality (Best Value):** To the extent possible, BLM will acquire aircraft that provide the best performance, capacity, speed, technology and safety features available and affordable. Government ownership, long-term contracts, multiple-aircraft contracts, sharing of contracts and innovative procurement methods will be explored to achieve economies whenever possible. Conversion of contract aircraft to government-owned shall be analyzed for cost savings in the following prioritized categories: Utility, SMJ, ASM. Aircraft will not be secured by any procurement method until there is commitment and capability by the hosting unit to provide the appropriate management support to maximize effectiveness, i.e. staffing levels, qualifications, facilities, equipment/vehicles and administrative support.

**Standardization/Interoperability:** To the extent possible, BLM will acquire like make/model aircraft with standardized equipment and configuration to meet the needs of specific mission categories, regardless of geographic area. Interoperability and standardization provide the most efficiency in regards to government-owned aircraft and government pilots.

**National Mobility:** All Government-Owned, Exclusive Use aircraft or nationally funded task orders from existing On-Call/CWN contracts will be considered BLM national resources and will be acquired with national mobility in mind. Hosting locations (designated bases) must be committed to providing staffing, facilities and administrative functions in support of mobilizing aircraft nationally. Aircraft specifications, requirements and payment terms will be established to facilitate long-term assignments within the lower 48 states and to/from Alaska.

**Baseline Fleet Numbers & Budget Fluctuations:** Baseline numbers of aircraft, by category, are currently derived from the Interagency Aviation Strategy approved by the Fire Executive Council (FEC) and NWCG in 2008. Future changes to the BLM fire aircraft fleet shall be determined by fire planning tools approved by the BLM FLT/ELT, or by other strategic interagency plans approved by the FEC/NWCG. If budget constraints dictate a reduction in core aviation assets, these reductions will be absorbed primarily in categories that have the most elastic CWN component and/or that do not impact aerial delivered firefighter capabilities (SEAT, Scooper, ATGS, and Utility). When planning tools or strategic plans indicate an increase in aircraft numbers, aircraft will be attained through CWN/On-Call procurement and hosted in locations that are best suited to logistically support both the aircraft and personnel associated.
### BLM Fire Fighting Aircraft Summary Table

National Interagency Aviation Council (NIAC) Interagency Aviation Strategy

BLM FIREFIGHTING AIRCRAFT FLEET PROJECTION SUMMARY

Approved by: National Wildfire Coordinating Group and Fire Executive Council - July 2008

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ATGS</td>
<td>9 (9)</td>
<td>9 (9)</td>
<td>10 (9)</td>
<td>10 (9)</td>
<td>10 (9)</td>
<td>10 (9)</td>
<td>10 (9)</td>
<td>10 (10)</td>
<td>10 (10)</td>
<td>10 (10)</td>
<td>10 (10)</td>
</tr>
<tr>
<td>ASM</td>
<td>3 (3)</td>
<td>5 (3)</td>
<td>5 (3)</td>
<td>5 (4)</td>
<td>5 (5)</td>
<td>5 (5)</td>
<td>5 (4)</td>
<td>5 (4)</td>
<td>4 (3)</td>
<td>4 (4)</td>
<td></td>
</tr>
<tr>
<td>Heli T1</td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>1 (0)</td>
<td>1 (1)</td>
<td>1 (1)</td>
<td></td>
</tr>
<tr>
<td>Heli T2</td>
<td>6 (9)</td>
<td>7 (9)</td>
<td>8 (9)</td>
<td>9 (9)</td>
<td>10 (9)</td>
<td>10 (6)</td>
<td>10 (6)</td>
<td>10 (8)</td>
<td>10 (9)</td>
<td>10 (8)</td>
<td>10 (8)</td>
</tr>
<tr>
<td>Heli T3</td>
<td>18 (14)</td>
<td>17 (14)</td>
<td>16 (14)</td>
<td>15 (14)</td>
<td>14 (14)</td>
<td>14 (17)</td>
<td>14 (17)</td>
<td>14 (19)</td>
<td>14 (15)</td>
<td>14 (15)</td>
<td>14 (15)</td>
</tr>
<tr>
<td>SMJ</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
<td>7 (7)</td>
</tr>
<tr>
<td>Scooper</td>
<td>2 (2)</td>
<td>2 (2)</td>
<td>2 (2)</td>
<td>2 (2)</td>
<td>2 (2)</td>
<td>2 (2)</td>
<td>2 (3)</td>
<td>4 (4)</td>
<td>4 (4)</td>
<td>4 (4)</td>
<td></td>
</tr>
<tr>
<td>SEAT</td>
<td>17 (12)</td>
<td>17 (17)</td>
<td>20 (14)</td>
<td>20 (13)</td>
<td>25 (11)</td>
<td>25 (11)</td>
<td>33 (33)</td>
<td>33 (33)</td>
<td>33 (33)</td>
<td>33 (33)</td>
<td></td>
</tr>
<tr>
<td>Infra-Red</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LAT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transport</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aircraft/YR</td>
<td>66 (60)</td>
<td>68 (65)</td>
<td>72 (63)</td>
<td>72 (63)</td>
<td>77 (62)</td>
<td>77 (62)</td>
<td>77 (82)</td>
<td>77 (89)</td>
<td>77 (87)</td>
<td>77 (87)</td>
<td>77 (87)</td>
</tr>
</tbody>
</table>

XX = Projected FY Fleet, (XX) = Actual FY Fleet

**AIR ATTACK PLATFORM**

**PURPOSE:** Multi-Purpose; Air Tactical Supervision, Fire Recon, Detection, Personnel Transport.

**CURRENT SPECIFICATIONS, FAR:** High wing, piston driven aircraft with air tactical type 1 avionics. Cruise speed 165 KIAS, payload of 780 lbs, and endurance of 4 hours. FAR 91, 135, 43.

**MINIMUM AIRCRAFT:** Aero Commander 500 series.

**TARGET SPECIFICATIONS:** High wing turbine aircraft with air tactical type 1 avionics. Cruise speed 200 KIAS, payload of 2,000 lbs, endurance of 4 hours, and outfitted for ATGS training (rear audio panel). Add additional VHF AM radio and air conditioning.

**TARGET AIRCRAFT:** Turbine Aero Commander.
ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 90 Days
Exclusive use Exclusive Use contracting provides economical acquisition that must be
dedicated to air tactical needs during in a 3-4 month period. Although multi-purpose aircraft is
suited for a wide variety of non-fire missions, sufficient work does not exist in off-season to
warrant longer contracts or government-owned procurement.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 9 TARGET TOTAL: 10

HOSTING LOCATION(s): Ontario, NAO (Training) Grand Junction, Boise, Pocatello, Salt Lake
City, Billings/Fairbanks, Cedar City, Stead, Roswell/Twin Falls and Elko.

AERIAL SUPERVISION MODULE

PURPOSE: Multi-Purpose; Air Tactical Supervision, Leadplane, Recon and Training.

CURRENT SPECIFICATIONS, FAR: Multi-engine turbine airplanes, IFR single-pilot and
approved for flight into known icing conditions; Single-engine service ceiling @ ISA > 12,000 Ft;
200 KIAS cruise speed @ 75% power; Fuel endurance @ 75% power > 4.0 hrs; Type 1 avionics
package with the addition of 1 AM, 1 FM, TCAS, and smoke system. 14 CFR Parts 23, 43, 91,
and 135.

MINIMUM AIRCRAFT: BE-A90 (U-21)

TARGET SPECIFICATIONS: The items listed above under current specifications including total
airframe times < 10,000 hrs, pressurization and visibility enhancements and increased cruise
speeds of >300 KIAS.

TARGET AIRCRAFT: To be determined

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 180 Days
Exclusive-Use Contract IDIQ. The predominant aircraft use is fire related, national in scope,
seasons vary in length and intensity from year to year. The 180 day IDIQ contract gives the
agency the ability to maximize aircraft use and availability during the length of the season and
then use CWN aircraft during peak use months or for specific coverage periods. Government
ownership should be explored.

FLIGHT CREW: Government Provided

CURRENT TOTAL: 4 TARGET TOTAL: 5

HOSTING LOCATION(s): Exclusive-Use Contract IDIQ Boise, Driggs, Houston, Fleet aircraft
Boise

TYPE II HELICOPTERS

PURPOSE: Multi-Purpose; Tactical, Logistical.
CURRENT SPECIFICATIONS, FAR: Turbine engine Single pilot helicopter; Economy Cruise Speed of 95 KIAS. Range of 250NM. Passenger capacity of 9 and HOGE-J of 1,650lbs. @ 7,000 & 25c.; External Load Weight Indicator in cockpit; Wire strike protection system (mechanical); Two panel-mounted VHF-AM and two panel-mounted VHF-FM radios; One Automated Flight Following System; Panel mounted GPS; Vendor supplied fuel servicing vehicle with operator and vendor provided mechanic. FAR 133, 135, 137.

MINIMUM AIRCRAFT: Bell 205++; Bell 210; Bell 214; Bell 212- HP.

TARGET SPECIFICATIONS: Single pilot helicopter; Economy Cruise Speed of 135 KIAS. Range of 500NM. Twin engine and FAR Part 29 Certificated. Passenger capacity of 9 and HOGE-J of 2,000lbs. @ 7,000 & 25c. GPS XM weather display capabilities, Hoist, cargo let-down, and/or Rope Assisted Deployment System and voice data recorders may be requested.

TARGET AIRCRAFT: Agusta Westland 139; Eurocopter 155B1; Eurocopter EC145; Siskorsky S-70C.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 90-130 Days. The predominate aircraft missions are fire related; seasonal in nature. Although well suited to many non-fire applications, there is not enough need outside of fire season to justify government-owned or long-term contracts. Efficiencies may be realized by sharing >130 day contracts within agency or with other federal agencies.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 9 TARGET TOTAL: 10

HOSTING LOCATION(s): Apple Valley, CA-1 Lakeview, OR-1 Fort Wainwright-2, Fort Yukon-1 Galena-1, Additional T2 Helicopters to be phased-in when dollars are available (Location TBD).

**TYPE III HELICOPTERS**

PURPOSE: Multi-Purpose; Tactical, Logistical.

CURRENT SPECIFICATIONS, FAR: Single pilot Turbine engine helicopter; Economy Cruise Speed of 95 KIAS. Range of 300NM. Passenger capacity of 5 and HOGE-J of 650 lbs. @ 7,000 & 25c. External Load Weight Indicator in cockpit; Wire strike protection system (mechanical); Two panel-mounted VHF-AM and two panel-mounted VHF-FM radios; One Automated Flight Following System; Panel mounted GPS. Vendor supplied fuel servicing vehicle with operator. FAR 133, 135, 137, Part 127 Certification.

MINIMUM AIRCRAFT: Eurocopter AS-350B2; Bell 206L4 with High Altitude Tail Rotor.

TARGET SPECIFICATIONS: Single pilot Turbine engine helicopter; Economy Cruise Speed of 120 KIAS. Range of 350NM. FAR Part 27 Certificated. Passenger capacity of 5 and HOGE-J of 1,200 lbs. @ 7,000 & 25c. GPS XM weather display capabilities, Hoist, cargo let-down, and/or Rope Assisted Deployment System and voice data recorders may be requested.

TARGET AIRCRAFT: Eurocopter AS-350B3; Agusta Westland AW-119 Koala; Bell 407.
ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 90-130 Days Exclusive Use Contract. The predominate aircraft missions are fire related; seasonal in nature. Although well suited to many non-fire applications, not enough requirement outside of fire season to justify government-owned or long-term contracts. Efficiencies may be realized by sharing >120 day contracts between geographic areas with dissimilar fire seasons.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 18 TARGET TOTAL: 14

HOSTING LOCATION(s): Fort Wainwright (2), Elko, Galena, Ely, St. George, Las Vegas, Weaver Mtn./Lewistown, Vale, Ravendale, Moab, Rifle, Salt Lake, Miles City, Rawlins, Boise, Burns, Twin Falls.

SMOKEJUMPER PLATFORM

PURPOSE: Multi-Purpose; SMJ Deployment, Para Cargo Delivery.

CURRENT SPECIFICATIONS, FAR: Required Seats 6 (min). Minimum payload 3,000 pounds. Endurance with designated jumpload 2.5 Hours. Maximum 1.3 Vs1 in smokejumper configuration 105 KIAS. FAR 91, 135, 121.

MINIMUM AIRCRAFT: BE-90, BE-99A, BE-200, DHC-6 100/200/300, Casa 212, 100/200/300, DC3TP, Dornier 228, C-23 A/SD-330, C208B.

TARGET SPECIFICATIONS: Turning capability into dead engine at 1.3VSO (Center of gravity related to payload compartment of two jumpers and two spotters at door should be considered). Maneuverability at drop speeds. Minimum stable jumper drop speed (not to exceed 100 knots) Flight and environment characteristics with door removed. FAA certified to fly with door removed. Engine compatibility to wide range of power and negative thrust. Minimum stable cargo drop speed of less than 120 KIAS. Trim change with speed and power variations. Straightforward and easy to manage systems. Meets minimum one engine out (critical engine) service ceiling policy (9000 feet density altitude at -3 °C with a capability of 50 feet per minute rate of climb). Minimum jumper exit door size must be at least 25 inches wide and at least 36 inches high. Provisions for restraint of smokejumpers.

TARGET AIRCRAFT: Same as minimum aircraft (SASES list).

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 6 Exclusive Use Contract/1 Government-Owned Aircraft. 90-120-365 Days. Aircraft missions are fire related; seasonal in nature. Although well suited to many non-fire applications, not enough requirements outside of fire season currently justify an entire government owned category. One government-owned aircraft provides leveling competition to a limited contractor pool. Where costs can be sustainably reduced, additional government-owned aircraft may be cost-effective.

Vendor provided (6 aircraft), Government provided (1 aircraft).

CURRENT TOTAL: 7 TARGET TOTAL: 7
HOSTING LOCATION(s): Fort Wainwright (3) contract, Boise (1) Fleet, (2) Contract, Fort Wainwright/Boise (1) shared contract.

**SCOOPERS Type 3 (800 to 1,799 gallons)**

**PURPOSE:** Single-Purpose; Purpose Built, Tactical.

**CURRENT SPECIFICATIONS, FAR:** Multi-engine piston or turbine water scooping tanker airplanes specifically designed for firefighting; minimum tank capacity of 1400 gallons of water; minimum payload of 1000 U.S.G of water with 3.5 hours of fuel @ 3000’ PA, 25°C; minimum cruise speed of 150 KIAS, TAS. Drop speed of 125 KIAS; 4 hours endurance at maximum cruise power and optimum altitude with 45 minute fuel reserve; Capable of operating from a 5000’ gravel surface at certified takeoff weight @ 3,000’ PA and 25°C; Airplanes offered shall be approved by the U.S. Department of Agriculture/U.S. Department of the Interior Interagency Airtanker Board; The original equipment manufacturer (OEM) must provide engineering and logistical support for the aircraft make and model offered Part 137.

**MINIMUM AIRCRAFT:** CL-215.

**TARGET SPECIFICATIONS:** Multi-engine turbine water scooping tanker airplanes specifically designed for firefighting; minimum tank capacity of 1600 gallons of water; Minimum payload of 1000 U.S.G of water with 3.5 hours of fuel @ 3000’ PA, 25°C; Minimum cruise speed of 170 KIAS. Drop speed of 125 KIAS; 4 hours endurance at maximum cruise power and optimum altitude with 45 minute fuel reserve; Capable of operating from a 5000’ gravel surface at certified takeoff weight @ 3,000’ PA and 25°C; Airplanes offered shall be approved by the U.S. Department of Agriculture/U.S. Department of the Interior Interagency Airtanker Board; The original equipment manufacturer (OEM) must provide engineering and logistical support for the aircraft make and model offered.

**TARGET AIRCRAFT:** CL215T, and/or CL-415.

**ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE:** Minimum 80 Days Exclusive Use Contract. The aircraft are single-purpose with only seasonal use applications. Limited number of aircraft are owned and operated in the private sector. Exclusive Use contracts of at least 80 days provide adequate incentive to industry to maintain and provide these aircraft for use by the Federal Government. Establish/maintain On-Call and Variable Term contracts to provide an avenue for new vendors to establish a contract history with the Federal Government and compete for Exclusive Use contracts in the future.

**FLIGHT CREW:** Vendor Provided.

**CURRENT TOTAL:** 0 **TARGET TOTAL:** 2

HOSTING LOCATION(s): Fort Wainwright AK.

**SCOOPERS Type 4 (Maximum of 799 gallons)**

**PURPOSE:** Single-Purpose; Purpose Built, Tactical.
CURRENT SPECIFICATIONS: Amphibious Air Tractor 802F-Turbine powered PWC PT6A-67F (minimum 1600 SHP) or equivalent. Interagency Airtanker Board (IAB) approved Type 3 Air Tank/Gate system. Aircraft tank capacity of 800 US gallons. Aircraft needs to be capable of dispensing both water and fire retardant. Endurance of 2 hours and 30 minutes, 650 gallons of water, 200 lb pilot at 3000’ PA 25 degrees Celsius. Aircraft capable of operating from 5,000 ft. gravel runway at certified gross takeoff weight @ 3,000 ft. PA and 25C. Cruise airspeed of at least 140 kts true airspeed. Aircraft must have the IAB approved or Interim approved gate installed on the aircraft. The original equipment manufacturer (OEM) must provide engineering and logistical support for the aircraft make and model offered Part 137.

MINIMUM AIRCRAFT: Amphibious AT-802F PT6 67F “Fire Boss”

TARGET SPECIFICATIONS and TARGET AIRCRAFT: Are the same as the specifications outlined above in Current Specifications.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: Establish/maintain On-Call contracts to provide an avenue for new vendors to establish a contract history with the Federal Government and compete for Exclusive Use contracts in the future.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 3 TARGET TOTAL: 4

HOSTING LOCATION(s): Fort Wainwright AK

SINGLE ENGINE AIRTANKERS

PURPOSE: Single Purpose; Tactical Retardant & Suppressant Delivery.

CURRENT SPECIFICATIONS, FAR: Single pilot turbine engine agricultural application type aircraft modified to the aerial retardant delivery role. “On Call” contract specifications are: low wing, tank size of 500 U.S. gallons, and payload of 4,600 pounds. They are capable of operating with the above payload at a pressure altitude of 7000 feet at an outside temperature (OAT) of 30 degrees Celsius. Endurance of at least 1.5 hours with full contract load of retardant at 75% max rated power. Part 137, 91, and various sections of Part 135.

MINIMUM AIRCRAFT: Ayres thrush S2rT-45, Dromader M18T, G-10 w/500 gallon tank.

TARGET SPECIFICATIONS: Single pilot turbine engine agricultural application type aircraft modified to the aerial retardant delivery role. Contract specifications are: low wing, tank size of 700+ U.S. gallons, payload of 6,440 pounds. Capable of operating with the above payload at a pressure altitude of 7000 feet at an outside temperature (OAT) of 30 degrees Celsius. Endurance of at least 1.5 hours with full contract load of retardant at 75% max rated power.

TARGET AIRCRAFT: Air Tractor 802,

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 60 day Exclusive Use Contract. Aircraft are mission specific and must be modified from the standard
agricultural application aircraft, as delivered from the manufacturers. As a retardant delivery aircraft there are no other use for these types of aircraft. Significant efficiencies would be realized with longer term Exclusive Use contracts (90 to 120 day periods) for a larger number of total aircraft. This would reduce the government’s dependence on higher priced On-Call contracts during peak periods during the fire season.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 33 TARGET TOTAL: 25 BLM 33 DOI

HOSTING LOCATION(s): Initial distribution to GACC’s; Southwest (7), Great Basin (14), Rocky Mountain (5), Northwest (4) Northern Rockies (3). Contracts have staggered start dates. As fire season progresses from south to north so will the SEATS based on forecasted and existing fire load.

UTILITY FIXED-WING

PURPOSE: Multi-purpose; Logistical, Cargo & Personnel Transport, Law Enforcement.

CURRENT SPECIFICATIONS, FAR: Single engine or Multi-engine, airplane allowing unobstructed downward and lateral views from right front cockpit seat. They are capable of short gravel airstrip operations. FAR part 135.


TARGET SPECIFICATIONS: In addition to the current specifications listed above: Single-engine or Multi-engine, turbine aircraft. WAAS-enabled GPS.

TARGET AIRCRAFT: C-206, AC-680, AC-690, PC-12 or C-208, K-100.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 60-120 Days Exclusive Use Contract/Government Owned Multipurpose aircraft suited well to fire and non-fire missions. Amount of resource work outside of fire season may justify only one government-owned utility aircraft.

FLIGHT CREW: Contractor Provided/Government Provided for the PC-12.

CURRENT TOTAL: 5 - TARGET TOTAL: 6

HOSTING LOCATION(s): Based in Fairbanks AK (1 aircraft shared with L-48, Aug - Feb).
Appendix 3 - SES Flight Scheduling Guide

These flights are typically requested through the SAM however some of the responsibilities may be delegated to UAMs (refer to applicable State Aviation Plan for specifics).

The OAS-110 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 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 travelling by airline
      - Total employee salaries for time spent in travel status. (Add one hour of preflight 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 salaries that would be incurred to illustrate infeasibility.)

5. Forward the completed OAS-110 and attached documentation to the Solicitor through the SAM, or with courtesy copy sent to the SAM (refer to specific State 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 Project Aviation Safety Plan (PASP) should be developed for all SES Mission Flights, even those deemed to be “one-time, non-complex.” A 9400-1a form may be used as a supplemental manifest and flight tracking device on point-to-point flights.

8. The SAM will report any SES flight hours to the NAO twice each year (October 1 and April 1).
Appendix 4 – Latitude/ Longitude Information

If coordinates are wrong…

- Risk/danger/liability goes up
- Calculations become erroneous (weight/distance/fuel ratios)
- People can’t find the “right” spot
- Data goes onto maps in the wrong place
- We look bad as an organization, a unit, an individual
- Contractors/pilots become angry/confused/frustrated

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

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal Degrees (DDD.DDDDD D)</td>
<td>64.84052° N by 147.60437° W</td>
</tr>
<tr>
<td>Degrees and Decimal Minutes (DDD 0 MM.MMM')</td>
<td>64° 50.431’ N by W 147° 36.262’ W</td>
</tr>
<tr>
<td>Degrees, Minutes and Seconds (DDD 0 MM’ SS.S”)</td>
<td>64° 50’ 25.5” N by W 147° 36’ 15.5” W</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees</td>
<td>°</td>
</tr>
<tr>
<td>Minutes</td>
<td>’</td>
</tr>
<tr>
<td>Seconds</td>
<td>”</td>
</tr>
<tr>
<td>Decimal</td>
<td>.</td>
</tr>
<tr>
<td>Hemisphere</td>
<td>N, S, E, W or -</td>
</tr>
</tbody>
</table>

On-line Calculators 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

- BLM Aviation (Degrees and Decimal Minutes, WGS84)
- BLM GIS (Various)
- TFRs (Degrees, Minutes and Seconds, WGS84). US NOTAM OFFICE FORMAT ddmssN/dddmssW
• BLM Fire (Degrees and Decimal Minutes, WGS84)
• FAA Temporary Flight Restrictions (Degrees, Minutes and Seconds). US NOTAM OFFICE FORMAT
ddmssN/dddmssW

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
## Appendix 5 - BLM SAFECOM Management Roles

<table>
<thead>
<tr>
<th>POSITION</th>
<th>AUTHORITY</th>
<th>RESPONSIBILITIES</th>
<th>CRITICAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Submission</td>
<td>Fills out the SafeCom form, completing all required fields including initial determination of Operational Control.Completes the Original Text in both the Narrative and Corrective Action fields. Consults with mission personnel prior to submitting electronically to OAS and hardcopy to UAM.</td>
<td>Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.</td>
</tr>
<tr>
<td>BLM UAM</td>
<td>Submission</td>
<td>If only a hardcopy has been submitted, submits electronically to OAS.</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>E-Mail Notification</td>
<td>Receives e-mail notification of all initial, modified and completed SafeComs identifying their BLM Field Office as having operational control.</td>
<td>Provide feedback to person submitting (unless anonymous)</td>
</tr>
<tr>
<td>Corrective Actions</td>
<td></td>
<td>Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information)</td>
<td>Must treat all corrective action descriptions as if they were public.</td>
</tr>
<tr>
<td>BLM State Aviation Manager</td>
<td></td>
<td>Receives e-mail notification of all initial, corrective action, modified and completed SafeComs identifying BLM operational control within their State.</td>
<td>Coordinate with UAM.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review all information. May take and document additional corrective actions.</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Authority to change all SafeCom information (except for name of the submitter and the original narrative).</td>
<td>Coordinate with UAM. Verify and amend all info for accuracy.</td>
</tr>
<tr>
<td></td>
<td>Modify Actions</td>
<td>Make final determination of the Agency, State/Region and Field Unit that has Operational Control.</td>
<td>Determines who will receive e-mail notification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select the appropriate category to classify the SafeCom.</td>
<td>Multiple categories possible.</td>
</tr>
<tr>
<td></td>
<td>Make Public</td>
<td>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)</td>
<td>Ensures all Public Text is sanitized in Narrative &amp; Corrective Action fields prior to making public.</td>
</tr>
<tr>
<td>BLM National Aviation Safety</td>
<td></td>
<td>Receives e-mail notification of all initial, corrective action, modified and completed SafeComs nationwide that identify BLM operational control.</td>
<td>Coordinate with SAM.</td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
<td>Takes additional corrective actions, if necessary, and documents on the SafeCom.</td>
<td>Coordinate with SAM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Authority to change all SafeCom information (except for name of submitter and the original narrative).</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Modify Actions</td>
<td>Has the authority to sanitize information and make the SafeCom “public” (if not already done at the State level). Coordinates with OAS.</td>
<td>Ensures all Public Text is sanitized in Narrative &amp; Corrective Action fields prior to making public.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Has the authority to make the SafeCom “complete”.</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Make Public</td>
<td>Distributes all “Public” BLM SafeComs to BLM SAMs and Other Agencies.</td>
<td>Coordinates with OAS.</td>
</tr>
<tr>
<td></td>
<td>Completion</td>
<td>Authority to identify all BLM users and their appropriate permission levels. Must notify OAS of additional users/changes/updates.</td>
<td>Coordinates with OAS.</td>
</tr>
<tr>
<td></td>
<td>Distribution</td>
<td>Authorized to review other agency “Public” SafeComs. Read Only!</td>
<td>X</td>
</tr>
<tr>
<td>Elevated Safecoms</td>
<td></td>
<td>OAS or NAO recommends SafeCom be elevated. NAO-Safety retains control of Elevated Safecom and coordinates with SAM for proposed action. Coordination will take place with the SAM to gather detailed documentation.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Make Public</td>
<td>NAO-Safety will make Safecom public with concurrence of SAM. Pictures, reports and sensitive material may or may not be made public but will be accessible to those with modify access.</td>
<td>X</td>
</tr>
</tbody>
</table>
Appendix 6 - OAS Aviation Program Evaluation Schedule

2008 – Nevada

2009 – Montana, Idaho

2010 – Alaska

2011 – Arizona, New Mexico, Wyoming

2012 – NAO, Colorado, California

2013 – Oregon/ Washington, Utah

2014 – Nevada, Eastern States

2015 – Idaho, Montana

2016 – Alaska, Arizona

2017 – New Mexico, Wyoming

2018 – Colorado, Nevada, California

2019 – Oregon/Washington, Utah

2020 – Idaho, Montana, Eastern States

2021 – Alaska, Arizona

2022 – New Mexico, Wyoming

2023 – Colorado, California

2024 – NAO, Nevada

2025 – Oregon/ Washington, Utah

2026 – Idaho, Montana, Eastern States
1.1 Purpose
Cargo Letdown is a procedure used to lower cargo out of a hovering helicopter to the ground with the use of a lowering line and rappel anchor. This procedure is used by helitack programs to get needed equipment and supplies to the ground when conventional methods are not the most efficient option.

1.2 Approval
National BLM approval is required to host a cargo letdown program. Requests for approval are initiated by a state office to the National Aviation Office (NAO) with final approval from the Division Chief, Aviation.

NAO approval may allow for both internal and external (off the hook) cargo letdown operations. Initial approval will be based upon indicated need and limited to one field season. Subsequent conditional approval must be requested after the initial field season and validated based on proper utilization and justification of continued need. Approved cargo letdown programs will be re-evaluated in conjunction with new helicopter contract solicitations. Several administrative procedures need to be addressed as part of the request for approval:

- Initial justification to include nomination of Helicopter Cargo Letdown Spotter Trainee candidates (HCLS (T)).
- Request for Contract Modification from NAO to Contracting Officer (CO) in order to:
  - Provide for a contractor purchased cargo letdown anchor. Costs to the contractor would be recovered in an adjusted Daily Availability rate negotiated by the CO.
  - Add additional “Special Pilot Requirements for Cargo Letdown” language.
- Cargo Letdown Operations Plan. This plan is a supplement to the Helibase Operations Plan. The Cargo Letdown plan should describe all aspects of the letdown program to include:
  - Risk Management mitigation measures: CLD RA
  - Decision Matrix (under what parameters will this operation be conducted).
  - Detailed operational procedures.
  - Detailed equipment and configuration descriptions.
  - Equipment certification/inspection/retirement intervals and documentation.
  - Personnel training, experience and proficiency requirements and record-keeping
  - Letdown mission documentation and record-keeping.
  - Year-end statistical data on form “BLM Annual Helitack Data”. The form is available for download on the BLM NAO website.
  - Completed copies of the BLM Cargo Letdown Spotter Trainee Qualification Record will be sent to the BLM State Aviation Manager and BLM Helicopter Program Manager annually.

The NAO will provide assistance in arranging for Pilot and HCLS(T) certification as well as help with obtaining required equipment.

1.3 Cargo Letdown Spotter Eligibility
Eligibility for BLM Cargo Letdown Spotter is limited to qualified Helicopter Managers on Exclusive Use Helitack crews at the squad leader level or above. In addition CLD Spotters must meet the following requirements:
• Meet the prerequisite experience, training, and currency requirements outlined in the Interagency Standards for Fire and Fire Aviation Operations “Exclusive Use Fire Helicopter Position Requisites” for the position they encumber.
• Any deviation from these requirements must be approved in writing by the State Aviation Manager with a courtesy notification to the NAO Helicopter Program Manager.

1.3.1 Cargo Letdown Spotter Initial Training
Initial cargo letdown training shall be conducted by a DOI Office of Aviation Services (OAS) training specialist or a fully qualified spotter (HERS/HCLS). The DOI OAS training specialist or cargo/rappel check spotter is responsible for conducting the final initial check ride and certification of a HCLS(T).

When coordinating for and during training it is important that clear communications are maintained between the designee trainers (if utilized), the DOI OAS training specialist and the BLM Helicopter Program Manager.

Each component of training (tower, mock-up, and live helicopter) must allow sufficient time to satisfy the training requirements; this may vary based on the number of and progression of students. Requesting unit and trainees must be prepared to commit to the necessary time frames and associated expense when entering into agreement with Trainers.

This training is performance based and trainees will only move forward as specific training targets are met. It must be understood that there is the potential that a selected trainee may not be qualified due to inadequate performance.

Tower training (if utilized) can be generic. Mock-ups and live cargo letdown training shall be helicopter model specific to the aircraft utilized by the trainee and will follow the current model specific cargo letdown procedures in this appendix.

All trainees will utilize the attached “BLM Cargo Letdown Spotter Trainee Qualification Record” to ensure all aspects of training are complete. This record shall include further training recommendations and a clear picture of the trainee’s current level of competence.

1.3.2 Cargo Letdown Spotter Refresher Training
Each year a spotter must attend or instruct an annual helicopter cargo letdown training, as well as complete deployment of three loads of cargo from the helicopter to the satisfaction of the appropriate agency certifying official.

Subsequent re-qualification certification may be conducted by a qualified spotter (USFS or DOI). Typical terrain shall be utilized for at least one of the three loads.

1.3.3 Cargo Letdown Spotter Proficiency
In order to maintain spotter proficiency Individuals must make at least one cargo letdown spot every 14 days. If a helicopter letdown is not completed within 14 days, the spotter may use a simulation. If a simulation is used to maintain proficiency during the 14 day period, an airborne deployment must be done in the following 14 day period.
1.4 Cargo Letdown Check Spotter
To be considered for approval as Helicopter Cargo Letdown Check Spotter (HCCS), the trainee must:

- Be nominated by the State Aviation Manager to the National Helicopter Program Manager.
- Be a current helitack supervisor or assistant on an exclusive use helitack crew.
- Meet the position/prerequisites for check spotter in IHRG Chapter 6
- Meet the prerequisite experience, training, and currency requirements outlined in the Interagency Standards for Fire and Fire Aviation Operations “Exclusive Use Fire Helicopter Position Requisites”.
- Subsequent yearly self certification is subject the HCCS completing annual recurrent training with State Aviation Manager concurrence.

1.5 Pilot Experience, Training, and Currency Requirements
Pilots must meet all the following requirements:

- Meet the appropriate requirements of the procurement document to include having logged additional experience as pilot-in-command as follows:
  - 50 hours -- Total hours in make, model and series offered.
  - 25 hours -- Rappel, cargo letdown or long line requiring precision placement, last 12 months.
- Annually attend a cargo letdown training/refresher training session. This training must be conducted and documented by a qualified spotter and will include:
  - Briefing and familiarization on letdown bracket and hard points for the specific model.
  - Seating arrangements for cargo and spotters.
  - Cargo placement/location and deployment sequence and method.
  - Exit procedures and sequence.
  - Perform a minimum of six ground mockups in the aircraft model to be used, including rigging the aircraft for cargo letdown mission and deploying cargo.
  - Briefing on any peculiarities of the specific model.
  - Demonstrate ability to operate helicopter during three cargo letdown sequences.
  - Demonstrate ability to work with spotter.

Upon meeting the above requirements, the pilot may be approved for helicopter cargo letdown operations by an OAS or USFS helicopter inspector pilot. The pilot must maintain currency in helicopter cargo letdown at the same frequency required of the spotter (every 14 days). If currency is not maintained a mockup and proficiency flight must be completed prior to any actual operational mission.

The helicopter must meet the requirements of the departmental manual and the procurement document.

1.6 Cargo Letdown Equipment
Any equipment that a unit wishes to test or incorporate into cargo letdown must be reviewed by the BLM representative to the Interagency Helicopter Rappel Unit (i.e. use of rope, throw bag, and lowering device). NIAC equipment approval memo

NOTE: Any equipment item with time life criteria of 10 years must be removed from service once it meets that time limitation. If manufacture date stamps for equipment become illegible, damaged, or lost, they will be replaced and then documented in the applicable equipment log.
Replacement tags must correspond with the original manufacture date in the equipment log. Any equipment with a time life limitation that cannot be age verified must be removed. Equipment removed from service will be disposed of in accordance with Bureau of Land Management Personal Property Management Manual 1520.

1.6.1 Gloves
The Sullivan PV or PVG, PMI GL2200x rappel glove, and the Metolius climbing ¾ finger glove are approved for cargo letdown operation. The Metolius glove shall only be used in conjunction with a flight glove.

1.6.2 Spotter Harness
Cargo Letdown Spotters will utilize a harness the meets the requirements of the ALSE Handbook that has a frontal attachment point (ie. Yates 388, or ARS 338 Heli Ops Harness) during all helicopter cargo letdown and tower operations. The harness shall be issued and tagged with a unique identifier that corresponds to an in-service date. Harness tags from the manufacturer may be used.

The Harness will be inspected in accordance with manufacturers requirements. In addition:
- The spotter harness must be inspected by the user prior to operation.
- Inspect stitching and webbing for abrasion, wear or other damage.
- Check leg strap buckles, chest strap buckles, I D-rings and Cam Buckle adjusters for correct adjustment and function.
- Check connectors for correct function.

1.6.3 Adjustable Spotter Lanyard
The adjustable lanyard is the interface between the spotter harness attachment point and approved helicopter hard point or anchor attachment point. Commercially produced adjustable lanyards must be utilized that are certified to National Fire Protection Association (NFPA) 1983, EN, or American National Standards Institute (ANSI Z359). Examples: Petzl® Grillon Plus, Petzl® Grillon International®, Yates® 571-DMM Rappel Master Adjustable Lanyard w/Shock Stop and DMM Captive Eye Carabiners.

The harness lanyard must adjust to prevent the attachment point from extending past the door plane of the helicopter. A connector is attached to the free end of the spotter lanyard connecting to an STC or manufacturer approved helicopter hard point, tower hard point, or other approved tether attachment point.

When a lanyard is adjusted to allow access beyond the door plane, it is considered a reportable event. The SAFECOM system will be used for facilitated learning purposes.

Inspection:
- Lanyard is inspected with spotter harness prior to operation.
- Inspect stitching and webbing for abrasion, wear or other damage.
- Metal hardware should be free from cracks, dings, or other damage.

1.6.4 Cargo Letdown Spotter Tether Attachment
Cargo Letdown Spotter Tether (Lanyard) Attachment(s) will be manufactured in accordance with drawing # MTDC-946, or the Air Rescue Systems® Primary Anchor. The spotter tether attachment will
secure the spotter harness tether to the aircraft. The spotter tether attachment will be installed in the aircraft according to model specific requirements.

**Inspection:**
- Inspected by a spotter prior to each use.
- Inspect stitching and webbing for abrasion, wear or other damage.
- Metal adjusters and attachment ring should be free from cracks, dings, or other damage.
- Meets lifetime criteria in accordance with manufacturer’s specifications.

### 1.6.5 Carabiners and Connectors

Carabiners and connectors used in cargo letdown operations will meet the requirements of National Fire Protection Association (NFPA) 1983 General Use, 2012 or most recent edition, or American National Standards Institute (ANSI) Z359.12 2009, or most recent edition.

**Exception:** Carabiners specifically identified by an FAA Supplemental Type Certificate (STC) for direct attachment to an anchor.

**Inspection:**
- Inspect in accordance with manufactures data sheet
- Inspect to be sure that gates and locking mechanism function properly. If gate becomes sticky, remove from service.
- Look for abrasion, burrs, or rough edges. If there is any visual indication that raises question, retire it.
- When using for cargo letdown operations make certain that gates are locked when in use and that tension is not on gate.
- Are not dropped on ground or hard surface. Rough handling is avoided.
- Kept clean.
- Inspected by a spotter prior to each use.

### 1.6.6 Knife / Knife Sheaths

Spotters are required to have a hook knife, with lanyard, readily accessible for emergency use. The Raptor® knife or Gerber® Vital Zip with Seber Blade is required for use by cargo letdown spotters. The spotter Raptor® knife must be enclosed within the MTDC rappel spotter Raptor® sheath (MTDC drawing # 1042) and attached to the spotter harness in the manner shown in rappel bulletin 051005.

Certain STC’s for rappel anchor installations require an additional Raptor knife be installed inside the aircraft.

**Inspection:**
- Knife sheaths are to be inspected with any harness inspection.
- Knives shall be inspected annually or prior to being installed on a harness. Ensure knives used for rappel have properly installed blades.
- Knife blades must be changed after any use.
- Handle/body of knife should be free from damage, screws should be tight.
• The sheath should be in good condition.
• Ensure the lanyard is stowed and attached correctly.
• Pull snap(s) should close/open with enough resistance to prevent inadvertent opening.

1.6.7 Rappel Plate Anchors
Rappel anchors are evaluated for use by OAS for DOI. Each helicopter model will be evaluated for anchor hard points and design to determine the proper rappel bracket or brackets that may be used.

Inspection:
• Rappel Anchor inspection will occur in accordance with the applicable STC, continuing airworthiness instructions, or manufacturers standards in the flight manual or maintenance manual. In addition an annual inspection shall also be conducted.
• The designer or manufacturer of the anchor is responsible for developing maintenance inspection criteria, which ensures the continued airworthiness of the anchor. The owner of the anchor is responsible for ensuring that the inspection(s) is conducted. Prior to each use, the rappel anchor will be visually inspected by the spotter for general condition and documented on the daily diary.
• Additional information regarding existing rappel anchors is available from MTDC.

1.6.8 Figure 8 with ears
For BLM cargo letdown operations the steel or aluminum CMC rescue 8 with ears is the approved letdown device.

Inspection:
• Inspect in accordance with manufactures data sheet
• Inspect for grooves developing or flaking occurring in aluminum figure 8's. When a groove develops beyond the anodized surface of the aluminum figure 8, wear will rapidly occur. If the groove is beyond 1/16-inch deep, retire the figure 8.
• Inspect the figure 8 for aluminum flaking. This develops rough edges that could cause excessive wear on the line. If flaking is evident, remove the figure 8 from service. Although the acquisition cost is double, steel figure 8's have proven more durable and service life is considerably longer than aluminum, however, steel may cause heat damage more easily because it does not dissipate heat as readily as aluminum.
• Inspect for cracks or breaks. If cracks are evident, retire figure 8.
• Figure 8's must be inspected by a spotter prior to each use.
• Take care to avoid rough handling; do not drag or drop on ground, and keep the device clean.

1.6.9 Cargo Letdown Line
To maintain even wear and maximize each line's useful life, line ends will be rotated after each use. To track equipment use, each end shall be marked A or B.

Let-down lines are available in lengths of 250ft or 300 ft. Both let-down lines shall conform to Mil-W-5625K Webbing, Textile, Nylon, Tubular, ¾”. Webbing conforming to this standard has a minimum breaking strength of 2300lbs.
Let-down lines 250 feet in length will be of white tubular nylon webbing and conform to drawing #MTDC-983.
Let-down lines of 300 ft. will be of yellow tubular nylon webbing and conform to drawing #MTDC-983.

Accordion packs will be constructed as to easily identify a 250 ft let-down line from a 300 ft let-down line. Accordion packs for 250 ft let-down lines will be constructed of white cotton duck cloth, and accordion packs for 300 ft let-down lines will be made from white cotton duck cloth with yellow seam tape.

To further identify accordion packs, 1 inch stencils will be used to mark the outside surface of accordion packs with the length of let-down line to be used with each size accordion pack. 250 ft Accordion Packs will conform to drawing #MTDC-974 and 300 ft Accordion Packs will conform to drawing number #MTDC-1037. Both lines will be packed in accordance with the Wildland Fire Helicopter Rappel Cargo Letdown Accordion Pack video produced by MTDC. Edge Protection may be necessary along helicopter door edge or helicopter skids to prevent abrasion of the line.

- **250 foot line**: White ¾” tubular nylon webbing, dyed appropriately, with stenciled accordion pack.
- **300 foot line**: Yellow ¾” tubular nylon webbing, dyed appropriately, with stenciled accordion pack.

**Inspection:**
- Let-down lines will be inspected for wear and burns after cargo deployment, and ends reversed for the next let-down sequence.
- Inspect stitching and webbing for abrasion, wear, cuts, chemical contamination or other damage.

**Marking:**
- A twenty five foot section from each end of the let-down lines shall be clearly marked in red and a ten foot section in the center of the line should be marked with a contrasting color.
- Use only Rit dye to mark lines.

### 1.6.10 Let-Down Containers

Bags are to be manufactured with high strength abrasion-resistant materials. The attachment points on the bag must be reinforced to ensure there is not a failure during deployment. Sources for approved cargo letdown containers are also listed on the USFS rappel website. Maximum allowable suspended weight per internal cargo let down container shall be 125 lbs. Approved cargo let down containers shall pass a static strength test with no failure or ruptured stitches when loaded to a minimum weight of 468.75 lbs. (safety factor of 3.75 to 1).

Internal cargo letdown containers shall consist of the following:
- Cardboard box with harness, the cardboard box shall consist of double wall construction and shall be certified by manufacturer as having passed Edge Crush Test of 71 pounds (71-ECT). Cargo boxes must be girded with an approved box harness for deployment.
- The box harness and attachment hardware shall have a minimum tensile strength of 1125 lbs.
- Metolius style haul bag.
- Large Klamath Bag.
• Small Klamath Bag.

External cargo letdown containers shall consist of the following:
• Tuna Net (NFES #000795).
• Metolius style haul bag.
• Large Klamath Bag.
• Small Klamath Bag.

The maximum weight and the minimum weight for the large and small Klamath bags will be stenciled on the container with 3 inch letters in a high contrast color. The limitations will be illustrated on opposing sides of the container. Maximum weight and minimum weight for external cargo deployment containers.
• Large Klamath Bag
  o Maximum Weight: 300 lbs.
  o Minimum Weight: 150 lbs.
• Small Klamath Bag
  o Maximum Weight: 300 lbs.
  o Minimum Weight: 80 lbs.
• Tuna Net
  o Maximum Weight: 300 lbs.
  o Minimum Weight: 40 lbs.

Bags and other containers should be frequently inspected and not used if damaged. During flight testing of external containers, loads became unstable above 60 knots indicated airspeed. External load operations shall be conducted at an airspeed that ensures the load remain stable.

1.6.11 External Cargo Deployment (Break-away strap and Cargo Strap)
For external cargo deployment the break-away strap which is the connecting line between the external load or cargo strap and cargo let down line shall conform to Mil-W-5625K and be 1” tubular nylon. The minimum breaking strength of 1” tubular is 4000 lbs. External cargo operations shall use the model specific Break Away and Cargo Straps manufactured in accordance with drawing # MTDC 980 Helicopter Rappel External Cargo Break Away strap and drawing # MTDC 982 Helicopter Rappel External Cargo Strap.

Inspection:
• Equipment will be inspected prior to use by a qualified spotter.
• Inspect stitching and webbing for abrasion, wear, cuts, chemical contamination or other damage.

1.6.12 Figure 8 Extender
Relocates the Figure 8 away from an aircraft hardpoint. Figure 8 extender conforms to MTDC Drawing # 1040.

Inspection:
• Equipment will be inspected prior to use by a qualified spotter.
• Inspect stitching and webbing for abrasion, wear, cuts, chemical contamination or other damage.

1.6.13 External Cargo Swivel
All external cargo-letdown loads must be attached to the helicopter with an approved swivel. The Petzl P58 S, P58 L and swivels approved for cargo in the ISHO (Spell ISHO out) are the approved swivels for external cargo letdown operations.

**Inspection:**
• Inspect in accordance with manufactures data sheet,
• Equipment will be inspected prior to use by a qualified spotter.
• Spinning action of the swivel,
• Physical damage
• Inspection criteria as outlined in chapter 9 of IHOG approved equipment.

1.7 Cargo Letdown Documentation
For fire operations, copies of certifying and recertifying documentation will be maintained in individual permanent records and forwarded to the Incident Qualifications Certification Systems (IQCS) Account Manager. All documentation logs are official documents and will be kept electronically or in hardcopy format.

1.7.1 Cargo Letdown Spotter
The Helicopter Cargo Letdown Spotter Qualification Record will document each individual step in the training. Competency at each level of the training must be demonstrated by the trainee before the spotter will permit advancement to the next step. Each spotter will maintain a record of training, proficiency and operational cargo letdowns in a unit log or other format.

1.7.2 Equipment Logs
All equipment requiring documentation will be assigned a unique identification number. The number will be retired with the piece of equipment. The following equipment must have a log assigned:

1.7.3 Spotter Harness
Harness will be inspected annually and recorded. Any deficiencies during pre-use inspections and/or repairs or component replacement will be noted on the harness log or the electronic equivalent.

1.7.4 Cargo Letdown Line
All cargo letdown line use must be documented. After inspection, any irregularities will be noted. Use the Letdown Line Log or electronic equivalent.

1.7.5 Rappel Tower Anchor
Use and inspection of rappel tower anchors must be documented. The forms will provide at a minimum the information listed below.
• Date put in service
• ID number
• Remarks/problems
• Inspector’s name/date inspected
1.8 Internal Cargo Deployment Procedures
All training and actual deployment missions will use the following steps and procedures. The intent is to standardize and maintain continuity between units.

1.8.1 Pre-Flight Duties for Cargo Only Missions
- Prior to departure, the pilot(s) and involved personnel shall receive a briefing on mission objectives, communications, known hazards, and emergency procedures.
- Load calculations and manifests complete and posted.
- Spotter puts on harness, ensures raptor knife is attached to harness.
- Spotter completes necessary pre-flight inspections.

1.8.2 Equipment Check of Spotter
Prior to flight, the spotter must receive a spotter equipment check. When ground personnel are unavailable, the spotter shall have the pilot perform this check. Positive communication between the spotter and pilot must occur to ensure Spotter has attached their tether to an approved hard point.
- Flight Helmet
  - Good Condition - no cracks or damage, avionics in place
  - Eye protection
  - Chin strap secured, adjusted to fit snugly, with no loose ends
- Nomex Shirt/Flight Suit
  - Good condition, shirt tucked in collar up, buttoned to the top, flight suit fully zipped up
  - Sleeves rolled down covering arms (no holes, clean & tight at wrist)
- Gloves
  - Gloves in good condition, fastened with no loose ends, and free of pitch or contaminants
- Harness – Front Side
  - Risers
    - Visible webbing & stitching in good condition
    - No twists, buckles secured with no cracks, keepers in place
  - Chest Strap
    - Positioned mid-chest
    - Buckled & snugly fit
  - Leg Straps
    - Buckles attached, no fabric caught
    - Visible webbing & stitching in good condition
    - No twists, snug fit, loose ends secured, keepers in place
  - Raptor Knife
    - Secured in sheath on left riser
    - Horn facing to left side
- Lanyard stowed

- Nomex & Boots
  - Nomex pants/flight suit in good condition, no Velcro showing
  - Pant cuffs over approved boots

**Indicate spotter to turn around with a tap on the left shoulder**

- **Spotter’s Back Side**
  - Helmet in good condition
  - Collar up
  - Harness - visible webbing & stitching in good condition with no twists
  - Spotter tether attached to dorsal O-Ring through double pass adjustor and tacked when using Miller Harness and MTDC specified tethers. Extendable tether stowed, all snaps in place, or; Spotter tether attached to front or waist O-ring when utilizing a Yates 388 or ARS 338 Heli Ops Harness front or waist attachment
  - Ensure carabiner or connector is in place at end of tether
  - Buckles & loose ends secured
  - Nomex shirt, pants or flight suit in good condition, no Velcro showing
  - Pant cuffs over approved boots

**Tap on shoulder to indicate spotter to turn around.**

- Exchange thumbs-up - “YOU ARE O.K., I AGREE”

### 1.8.3 Rigging and Loading Cargo

- Spotter will configure helicopter to meet the needs of the specific cargo mission.
- Rig cargo with Carabiners(s) and secure in helicopter. Cargo should be secured in accordance with model specific configurations in Appendix B
- Check cargo delivery equipment to ensure proper number of letdown lines, extra carabiners, and figure 8 are available and secured in accessible location.
- Spotter visually inspects anchor. (See Chapter 3, Rappel Anchor Inspection)
- Spotter boards aircraft, connects tether, plugs into avionics, and secures seatbelt.
- Spotter tells pilot, “Tether attached OK to depart,”
- Pilot Responds “Tether attached, departing.”

### 1.8.4 Pre-Cargo Delivery Sequence

- Pilot(s) flies a reconnaissance of the area to look for hazards and works with spotter to select an appropriate cargo delivery site.
- Contact appropriate flight following authority (ATGS, HLCO, dispatch, etc.) prior to commencing the cargo operation. Spotter communicates with flight following authority & pilot regarding number of loads to be deployed.
- Inform ground personnel to stay clear of cargo during deployment.
- Adjust radios as needed to ensure pilot and spotter communication will not be compromised by excessive radio chatter. Radios must remain on and dialed to the appropriate flight following frequency.
- Where possible helicopter should maintain at least 50 ft. clearance above any obstacles before starting a cargo operation.
- If this is not possible and helicopter must descend below the canopy, helicopter will operate within an opening no less than 1 1/2 times the main rotor diameter (e.g. an aircraft with a 36 ft. main rotor diameter would require a 54 ft. diameter opening).
- Before starting cargo operations, A HOGE Power assurance check is accomplished at an altitude comparable to the cargo site or greater. A positive rate of climb must be established without exceeding aircraft limitations. Pilot states “hover established, positive rate of climb, power is good.”
- Spotter responds “Power is good”
- Spotter activates hot mic if not done already
- If not performed on the ground, spotter rigs Figure 8 with cargo letdown line and attaches figure 8
  - If using overhead bracket on a type III helicopter connect two (2) carabiners in anchor bracket, barrel down, gate facing inboard. Connect one (1) carabiner to the upper carabiners, barrel down, gate facing aft.
  - If using floor bracket connect one (1) carabiner in anchor bracket, (barrel inboard, gate facing aft) with extender strap and one (1) additional carabiner attached to figure 8.
- Cargo letdown pack must be connected to a hard point.
- Spotter removes restraining straps from cargo, ensure remaining cargo is secure, and positions cargo in doorway. Spotter relays to pilot when rigging is complete.
- Aircraft with sliding doors in the closed position will follow the procedures in the following three (3) bullets
  - Pilot states to spotter “Clear to open door(s)”.
  - Spotter states to pilot, “opening aircraft door(s)”. Once spotter has opened aircraft door, spotter states to pilot “door open and locked”.
- Spotter finalizes proper position over cargo site. Using pilot’s perspective (left, right, forward, back, and up or down relative to altitude above the ground.)

1.8.5 Cargo Deployment Sequence
- Spotter will communicate with pilot regarding adequate main and tail rotor clearance, power assessments, and cargo spot status throughout the cargo operation. Using pilot’s perspective (left, right, forward, back, and up or down relative to altitude above the ground)
- Spotter states to pilot, “Cargo ready. How is the power?”
- Pilot “powers good send cargo”.
- Spotter states to pilot, “Sending Cargo” then eases cargo out the door, over the flight step and skid (Bell 206L4 cargo goes between skids).
- Begin lowering cargo with positive control of letdown line; do not allow un-arrested descent of cargo. Keep pilot informed of actions and progress of cargo descent:
  - “Cargo out the door”
  - “Cargo halfway down”
“Cargo on the ground”
- When cargo is on the ground, unhook figure 8 from carabiner/Anchor and remove letdown line. Hold slack in line to prevent billowing and unhook letdown line bag from hard point. Wrap excess letdown line around bag and throw clear of aircraft.
- Inform pilot if more cargo is to be lowered. Pilot/spotter will determine whether to hold hover or orbit area until cargo is ready for subsequent deployment.
- When cargo deployment is complete spotter states to pilot, “Lines are away, clear to depart.”
- Pilot responds “lines away, clear to depart”.
- Spotter closes doors (if necessary), returns to seat and fastens seatbelt.
- Radio returned to normal operational mode and flight following authority is informed that cargo operation has been completed.

1.9 External Cargo Deployment Procedures
All training and actual deployment missions will use the following steps and procedures. The intent is to standardize and maintain continuity between units.

1.9.1 Pre-Flight Duties for Cargo Only Missions
- Prior to departure, the pilot(s) and involved personnel shall receive a briefing on mission objectives, communications, known hazards, and emergency procedures.
- Load calculations and manifests complete and posted.
- Spotter puts on harness, ensures safety knife is attached to harness.
- Spotter completes necessary pre-flight inspections.
- Prior to flight, the spotter must receive a spotter equipment check (see Internal Cargo Deployment Procedures above). When ground personnel are unavailable, the spotter shall have the pilot perform this check. Positive communication between the spotter and pilot must occur to ensure Spotter has attached their tether to an approved hard point.

1.9.2 Rigging and Loading Cargo
- Loaded cargo container is set up in the front of the helicopter.
- Attach one end of the cargo strap to the cargo container and the other end to the swivel
  - External cargo must be attached to the belly hook, utilizing approved equipment.
- Spotter performs all appropriate hook checks, attaches single hard loop end of breakaway strap to the top end of the swivel hardware, and then connects swivel system and cargo to helicopter cargo hook.
- Rig letdown line through figure 8 and attach a carabiner to the hard loop on the free end of the line.
- Anchor
  - Overhead Anchor: Attach the rigged figure 8 to the overhead anchor carabiners with a third carabiner barrel down, gate facing aft. Once complete, pull the free end of the line and carabiner down to the floor and attach to the Velcro® loop on the breakaway strap. Spotter must secure the breakaway strap attached to the carabiner during flight. (Add drawing or a photo)
Floor anchor: Attach the rigged figure 8 with extender strap to the forward attach point on of the floor anchor, typically the opposite side of the pilot. Attach locking carabiner on rigged letdown line to the Velcro® loop on the breakaway strap.

- Lock off letdown line on figure 8.
- Cargo letdown pack must be connected to an appropriate hard point.
- Spotter connects tether, plugs into avionics, completes necessary external cargo checks, boards aircraft, and secures seatbelt.
- Spotter tells pilot, “Tether attached, load on the hook, OK to depart,”
- Pilot Responds “Tether attached, load on the hook, departing.”

1.9.3 Pre-Cargo Delivery Sequence

- Pilot(s) flies a reconnaissance of the area to look for hazards and works with spotter to select an appropriate cargo delivery site.
- Contact appropriate flight following authority (ATGS, HLCO, dispatch, etc.) prior to commencing the cargo operation. Spotter communicates with flight following authority & pilot regarding number of loads to be deployed.
- Inform ground personnel to stay clear of cargo during deployment.
- Adjust radios as needed to ensure pilot and spotter communication will not be compromised by excessive radio chatter. Radios must remain on and dialed to the appropriate flight following frequency.
- Where possible helicopter should maintain at least 50ft. clearance above any obstacles before starting a cargo operation.
- If this is not possible and helicopter must descend below the canopy, helicopter will operate within an opening no less than 1 1/2 times the main rotor diameter (e.g. an aircraft with a 36 ft. main rotor diameter would require a 54 ft. diameter opening).
- Before starting cargo operations, A HOGES Power check is accomplished at an altitude comparable to the cargo site or greater. A Positive rate of climb must be established without exceeding aircraft limitations. Pilot states “hover established, positive rate of climb, power is good.”
- Spotter responds "Power is good"
- Spotter activates hot mic if not done already
- Spotter states to pilot “removing seatbelt” and “moving into position”. (Some spotters may elect to remain in the seat with seatbelt fastened).
- Spotter attaches hard loop on the breakaway strap and ensures carabiner is locked. Spotter states to pilot “Hard Loop Connected” Pilot confirms “Hard Loop Connected.”
- Spotter unlocks the figure 8 and ensures the carabiner is clear of the skid.
- Spotter finalizes proper position over cargo site. Using pilot’s perspective (left, right, forward, back, and up or down relative to altitude above the ground.)

1.9.4 Cargo Delivery Sequence

- Spotter will communicate with pilot regarding adequate main and tail rotor clearance, power assessments, and cargo spot status throughout the cargo operation. Using pilot’s perspective (left, right, forward, back, and up or down relative to altitude above the ground).
- Spotter states to pilot, “Cargo is ready for deployment on your count.”
Pilot gives a three (3) count and releases cargo from belly hook.
Spotter begins lowering cargo with positive control of letdown line; do not allow un-arrested descent of cargo. Keep pilot informed of actions and progress of cargo descent:
- “Cargo away”
- “Cargo halfway down”
- “Cargo on the ground”
When cargo is on the ground, unhook figure 8 from carabiner/anchor and remove letdown line. Hold slack in line to prevent billowing and unhook letdown line bag from hard point. Wrap excess letdown line around bag and throw clear of aircraft.
When cargo deployment is complete spotter states to pilot, “Lines are away, clear to depart.”
Pilot responds “lines away, clear to depart”.
Spotter closes doors (if necessary), returns to seat and fastens seatbelt.
Radio returned to normal operational mode and flight following authority is informed that cargo operation has been completed.

1.10 Cargo Letdown Emergency Procedures

There are many circumstances that can constitute an in-flight emergency. Pilots and spotters must understand that the consequences of an emergency change significantly once cargo has been deployed. It is extremely important for a pilot and spotter to have a firm understanding of the situation and discuss up front as many circumstances as possible prior to operations. “Emergency procedures” are defined as the standard established procedures used to respond to a situation, serious in nature, developing suddenly or unexpectedly, and demanding immediate action. In the cargo delivery environment, clear and concise communication culminating in a coordinated response between the spotter and pilot is critical to a successful outcome. There are two (2) basic categories of emergencies:

1. Those that require an immediate response:
There are a limited number of emergencies that fall into this category. In the cargo delivery environment these emergencies are characterized by a need to depart the hover without delay. In this type of emergency, the possibility of affecting a positive outcome will be impacted by the ability to jettison lines quickly.

Examples of possible emergencies that require an immediate response:
- Engine Failure
- Tail Rotor Failure
- Hard over of controls
- Engine over speed/driveshaft failure
- Compressor Stall (Single engine)
- Governor Failure Low Side (Twin Engine)
- Governor Failure (Single Engine)

2. Those that permit a delayed response:
There are any numbers of events, typically mechanical or environmental, that fall into this category. In the cargo delivery environment, these events are characterized by an ability to delay the departure from
the hover. In events of this nature there is typically time to complete a cargo sequence prior to departing the hover.

**Caution:** These procedures may not require immediate action and responses can vary in time from seconds to minutes. Examples of possible events that may permit a delayed response:

- Transmission/Engine/Tail Rotor Gear Box Chip Light
- Hydraulic Failure
- Oil temp/Oil pressure light
- Hydraulic temp or pressure light
- Unknown Master Caution
- Fire light (require pilot check of controls and for fire on board)
- Stuck pedal
- Fuel control or governor failure high side (Twin Engine)
- Electrical failure
- Fuel/air filter clog
- Fuel pump failure
- Decrease in rotor RPM
- Compressor Stall (twin engine)
- Severe up or down drafts

1.10.1 Cargo Letdown Emergency Procedures: Internal Cargo

**Challenge/Response Communications - Immediate Response Emergency**

**Pilot States “Abort, Abort”**

- Spotter:
  - If cargo is still secure:
    - Spotter states “Clear”
    - Immediately take seat and fasten seatbelt
    - Aircraft will depart immediately and pilot will comply with Rotorcraft Flight Manual direction.
  - If the cargo process has begun and the cargo has been unsecured:
    - Spotter states “Clearing cargo” and:
  - If cargo is still in the aircraft:
    - Re-secure cargo or Cut line directly above cargo container and Jettison cargo out open door.
    - Spotter states “Clear”
    - Take seat and buckle-up.
  - If cargo has been delivered outside the aircraft:
    - Cut line
    - Spotter states “Clear” when the cargo container has cleared the aircraft
    - Take seat and buckle-up.
NOTE: The “Abort, Abort …” and the subsequent actions taken by the pilot and spotter will occur almost simultaneously. Pilot, will attempt to gain forward flight, if possible, which will require that the spotter clear the cargo without hesitation. The pilot is not expected to wait for the “Clear” from the spotter before taking action to appropriately respond to the emergency. Any failure to immediately clear the aircraft of cargo and line may pose a threat to the aircraft and personnel onboard.

Challenge and Response Communications - Delayed Response Emergency

When experiencing this type of emergency, “EXPEDITE, EXPEDITE” is intended as the initial alert for the crew communicating that the cargo deployment must be curtailed due to an aircraft malfunction or environmental condition. Communication shall not be limited and pilot should advise the crew of the status of the aircraft and the intended duration of the flight.

Unnecessary delays should be avoided due to the critical nature of the flight profile. The only time there should be any delay is during the cargo deployment sequence. If there is to be a delay, the spotter should advise the pilot as to the amount of time needed to get the cargo on the ground and cut line.

Events of a mechanical nature require termination of the cargo mission until such problem(s) can be resolved. An event of this nature requires that the pilot announce the problem, describe the problem and inform the spotter of the actions required to address the event. The ensuing discussion between pilot and spotter will determine a course of action and the time available.

Pilot states “Expedite, Expedite.”

- Spotter
  - If cargo is still secure:
    - Spotter states “Clear”
    - Immediately take seat and buckle-up.
    - Aircraft will depart immediately and pilot will comply with Rotorcraft Flight Manual direction.
  - If cargo has been unsecured but not delivered outside the aircraft:
    - Spotter states “Clear”
    - Secure the cargo as quickly as possible
    - Take seat and buckle seatbelt.
  - If you are in mid sequence (cargo has been delivered past the skids)
    - Continuation of the cargo delivery may be permissible if circumstances warrant.
    - Once cargo is on the ground the spotter will cut the line freeing the aircraft for immediate departure and compliance with RFM direction

Events of an environmental nature may be resolved by waiting for the event to subside or relocating to an alternate cargo site. An event of this nature requires that the pilot inform the spotter of the actions required to address the event. The ensuing discussion between pilot and spotter will determine a course of action and whether relocation is necessary.

- If relocation is not required:
Once the pilot and spotter concur that the event is no longer of concern cargo operations can resume.

- If relocation is required: Pilot states “Expedite, Expedite.”
  - If cargo is still secure:
    - Spotter states “Clear”
    - Immediately take seat and buckle up.
    - Aircraft will depart immediately and pilot will comply with Rotorcraft Flight Manual direction.
  - If cargo has been unsecured but not delivered outside the aircraft:
    - Spotter states “Clear”
    - Secure the cargo as quickly as possible
    - Take seat and buckle seatbelt.
    - If you are in mid sequence (cargo has been delivered past the skids)
  - Continuation of the cargo delivery may be permissible if circumstances warrant.
  - Once cargo is on the ground the spotter will cut the line freeing the aircraft for immediate departure and compliance with Rotorcraft Flight Manual direction.

1.10.2 Cargo Letdown Emergency Procedures: External Cargo

Challenge/Response Communications - Immediate Response Emergency

Pilot states “Abort, Abort”

- Cargo still secure on the belly hook and cargo process has not yet commenced while aircraft is in a hover or in forward flight with breakaway strap hooked “Soft”.
  - Pilot jettisons external cargo from the aircraft
  - Spotter states “Clear” and;
  - Immediately take seat and fasten seatbelt
- If cargo process has started, break away strap is hooked “hard” w/ figure 8 locked off and cargo is still on the hook.
  - Spotter states “Cutting Line”
  - Spotter cuts line below the figure 8
  - Spotter states “Clear - Jettison Load” and;
  - Immediately take seat and fasten seatbelt
- If cargo process has started break away strap is hooked “hard” w/ figure 8 unlocked and cargo still on the belly hook
  - Spotter states “Cutting Line”
  - Spotter cuts line below the figure 8
  - Spotter states “Clear - Jettison Load” and;
  - Immediately take seat and fastens seatbelt
- If the cargo process has begun and the cargo has been released off the belly hook.
  - Spotter states “Cutting Line”
  - Spotter cuts line below the figure 8
  - Spotter state “Clear” when the letdown line has cleared the aircraft and;
  - Immediately take seat and buckle-up.
NOTE: The “Abort, Abort…” and the subsequent actions taken by the pilot and spotter will occur almost simultaneously. Pilot, will attempt to gain forward flight, if possible, which will require that the spotter clear the cargo without hesitation. The pilot is not expected to wait for the “Clear” from the spotter before taking action to appropriately respond to the emergency. Any failure to immediately clear the aircraft of cargo and line may pose a threat to the aircraft and personnel onboard.

**Challenge/Response Communications - Delayed Response Emergency**

When experiencing this type of emergency, “Expedite, Expedite” is intended as the initial alert for the crew communicating that the cargo deployment must be curtailed due to an aircraft malfunction or environmental condition. Communication shall not be limited and pilot should advise the crew of the status of the aircraft and the intended duration of the flight. Unnecessary delays should be avoided due to the critical nature of the flight profile. The only time there should be any delay is during the cargo deployment sequence. If there is to be a delay, the spotter should advise the pilot as to the amount of time needed to get the cargo on the ground and cut line.

Events of a mechanical nature require termination of the cargo mission until such problem(s) can be resolved. An event of this nature requires that the pilot announce the problem, describe the problem and inform the spotter of the actions required to address the event. The ensuing discussion between pilot and spotter will determine a course of action and the time available.

Pilot states: “Expedite, Expedite.”

- If cargo is still secure on the belly hook and cargo process has not yet commenced while aircraft is in a hover or in forward flight with breakaway strap hooked “Soft”.
  - Spotter states “Clear” Cargo can be jettisoned at pilot discretion
  - Spotter immediately takes seat and fastens seat belt.
  - Aircraft will depart immediately and pilot will comply with Rotorcraft Flight Manual direction.
- If cargo process has started, break away strap is hooked “hard” w/ figure 8 locked off and cargo is still on the hook.
  - Spotter states “Going to soft loop”
  - Spotter disconnects breakaway strap from carabiner and connects carabiner to soft loop.
    - Spotter states “Clear- to Jettison Load” at pilot discretion
  - Spotter immediately takes seat and fastens seatbelt.
- If cargo process has started break away strap is hooked “hard” w/ figure 8 unlocked and cargo still on the belly hook.
  - Spotter states “Clearing Breakaway Strap”
  - Spotter disconnects Breakaway strap from carabineer or cuts letdown line below the figure 8
  - Spotter states “Clear to Jettison Load” at pilot discretion
  - Spotter immediately takes seat and fastens seatbelt
- If the cargo process has begun and the cargo has been released off the belly hook.
  - Continuation of the cargo delivery may be permissible if circumstances warrant.
  - Once cargo is on the ground the spotter will cut the line below the figure 8 freeing the aircraft for immediate departure and compliance with RFM direction.
Spotter states “Clear” when the letdown line has cleared the aircraft
Spotter immediately takes seat and buckles up.

Events of an environmental nature may be resolved by waiting for the event to subside or relocating to an alternate cargo site. An event of this nature requires that the pilot inform the spotter of the actions required to address the event. The ensuing discussion between pilot and spotter will determine a course of action and whether relocation is necessary.

- If relocation is not required:
  - Once the pilot and spotter concur that the event is no longer of concern cargo operations can resume.
- If relocation is required Pilot states “Expedite, Expedite”.
  - Cargo still secure on the belly hook and cargo process has not yet commenced while aircraft is in a hover or in forward flight with breakaway strap hooked “Soft”.
    - Spotter states “Clear” Cargo can be jettisoned at pilot discretion
    - Spotter immediately takes seat and fastens seatbelt.
    - Aircraft will depart immediately and pilot will comply with Rotorcraft Flight Manual direction.
  - If cargo process has started, break away strap is hooked “hard” w/ figure 8 locked off and cargo is still on the hook.
    - Spotter states “Going to soft loop”
    - Spotter disconnects breakaway strap from carabiner and connects carabiner to soft loop.
    - Spotter states “Clear- to Jettison Load” at pilot discretion
    - Spotter immediately takes seat and fastens seatbelt.
  - If cargo process has started break away strap is hooked “hard” w/ figure 8 unlocked and cargo still on the belly hook
    - Spotter states “Clearing Breakaway Strap”
    - Spotter disconnects Breakaway strap from carabiner or cuts letdown line below the figure 8
    - Spotter states “Clear to Jettison Load” at pilot discretion
    - Spotter immediately takes seat and fastens seatbelt.
  - If the cargo process has begun and the cargo has been released off the belly hook.
    - Continuation of the cargo delivery may be permissible if circumstances warrant.
    - Once cargo is on the ground the spotter will cut the line below the figure 8 freeing the aircraft for immediate departure and compliance with Rotorcraft Flight Manual direction.
    - Spotter states “Clear” when the letdown line has cleared the aircraft
    - Spotter immediately takes seat and fastens seatbelt.

1.11 Cargo Letdown Activities in Support of Extended Attack or Large Fire Operations

Integration of cargo letdown activities into complex airspace associated with extended attack and large fire operations necessitates risk assessment and operational planning in order to ensure the safety of aircraft and ground personnel.
While working on extended attack and large fire incidents where cargo letdown operations are planned (medical response, IA within the incident response zone, division requests, line resupply, proficiency, etc.), the following conditions should be met:

- Identified in the Incident Action Plan in the ICS-220 and the ICS-204 for the location where the cargo letdown operation is planned to occur.
- Reviewed by the highest level aviation position assigned.
- Completed operational risk assessment and briefing.
- Coordinated with the helibase manager prior to conducting operations at the helibase.

Costs associated with routine proficiency operations and/or cargo letdown will be the responsibility of the agency contracting the helicopter.

**1.12 Cargo Letdown Training**

**Objectives**
- Describe the function of all cargo letdown equipment
- Demonstrate proper cargo letdown configuration
- Demonstrate proper cargo letdown procedures without error
- Demonstrate effective communications with pilot

**Key Points**
- Gather cargo letdown equipment
- Reference procedures, Challenge and Response in IHRG, Appendix B
- Pilot should be present during this phase of the training
- Utilize BLM Cargo Letdown Trainee Qualification Record

**Lesson Outline**

**Ground Training**
- Review cargo letdown procedures
  - Familiarize trainee with equipment
  - Review applicable portions of IHRG
- Familiarize trainee with spotter equipment checks and spotter "buddy check."
  - Stress that the spotter is responsible to ensure all equipment is in good condition and properly fitted
- Cargo letdown training should be accomplished utilizing a Cargo Letdown tower in addition to helicopter mock-ups, but utilizing helicopter mock-ups as the sole means of ground training is acceptable.
- Demonstrate anchor inspection.
- Demonstrate placement and securing of cargo.
- Demonstrate pre-flight checks, e.g., spotter equipment check, hook checks, etc.
- Demonstrate cargo configuration procedures.
• Demonstrate cargo letdown procedures, including spotter and pilot communications, and emergency procedures.

• Trainee will perform the following until instructor deems competency is accomplished (minimum of three (3) complete cycles without procedural error):
  o Anchor inspection
  o Secure of cargo
  o Cargo letdown procedures
  o Spotter and pilot communications
  o Emergency procedures

Helicopter Deployment

• Under the supervision of a qualified spotter, trainee will inspect equipment, prepare cargo load, configure the helicopter and deploy a minimum of ten cargo letdown cycles, without procedural error, at low, medium, and high heights. Five (5) of these deployments will be in typical terrain. Final evaluation will be completed by a Check Spotter.

• Should at any point during live cargo deployment the trainee makes repetitive procedural errors, the instructor will return the trainee to ground training for additional training.
BLM Cargo Letdown Trainee Qualification Record

INSTRUCTIONS FOR COMPLETING QUALIFICATION RECORDS

Each requirement or task for each qualification record shall be completed under the direct supervision of a qualified HERS/HCLS and signed and dated by the evaluating Spotter Trainer. Comments should be included in the space provided to ensure appropriate documentation of performance and to provide feedback to trainees. The number of evaluations of each task is not limited to the number of signature lines provided within the Evaluator/Date column.

<table>
<thead>
<tr>
<th>Cargo Letdown Trainee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee's Name</td>
<td>Duty Station</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trainee Recommended By:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualification Record Initiated By:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Helicopter Make/Model:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Attachment 1-149
**Position:** CARGO LETDOWN SPOTTER  

**Trainee:**

<table>
<thead>
<tr>
<th>TASK: CARGO LETDOWN GROUND TRAINING</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review IHRG Sections 3,4,7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Equipment inspections procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Documentation of equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Discuss model specific procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Review Go-No Go checklist &amp; Discuss mission specific Risk Mgt.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Discuss CRM and spotter directions with pilot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Discuss emergency procedures with pilot present</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK: CARGO LETDOWN SIMULATOR (optional)</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tower, simulator briefing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cabin configuration and rigging (model specific)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verbalization with pilot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Proper equipment checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Cargo configuration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Cargo equipment orientation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Rigging and deploying cargo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Maintain visual on cargo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Emergency procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK: CARGO LETDOWN MOCK-UPS</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proper Briefing crew /pilot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Proper rigging /model specific</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verbalization with pilot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Proper equipment checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Cargo configuration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Cargo equipment orientation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Maintain control during deployment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Maintain focus and control of mission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Emergency procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK: CARGO LETDOWN INITIAL LIVE HELICOPTER</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proper rigging /model specific</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Proper Briefing crew /pilot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Proper Equipment Checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Proper Verbalization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Ensure power check completed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Select adequate cargo letdown site and alternate sites and notify ground resources of mission (Stay Clear)
7. Maintain aircraft and rotor clearance throughout sequence
8. Maintain visual on cargo letdown line and cargo
9. Maintain controlled decent of load to the ground
10. Maintain focus and control of mission

<table>
<thead>
<tr>
<th>TASK: CARGO LETDOWN CHECKRIDE</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Configure helicopter with proper Cargo rigging and perform appropriate equipment checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Maintain communication with appropriate flight following authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Identify flight hazards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Identify adequate cargo letdown and alternate emergency sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Assess helicopter performance capabilities at local temp. and altitude, perform powercheck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Assist pilot to position helicopter over cargo letdown site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Deploy cargo using appropriate verbiage with pilot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Maintain clearance of cargo from all obstacles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Maintain aircraft and rotor clearance throughout cargo sequence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Deploy cargo maintaining controlled decent at all times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Establish communication with firefighters on the ground. Report to appropriate flight following authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Debrief with HERS/HCCS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK: ASSIST IN INSTRUCTION OF CARGO LETDOWN TRAINING</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE NAME:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK: CHECKRIDE PROCEDURAL ERROR FREE CYCLES</th>
<th>Evaluator</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Low &lt; 75’ AGL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Low &lt; 75’ AGL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Medium 75’ to 150’ AGL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Medium 75’ to 150’ AGL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. High Above 150’ AGL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Low - Typical Terrain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Medium - Typical Terrain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Medium - Typical Terrain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. High - Typical Terrain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. High - Typical Terrain</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Cargo Letdown Spotter Trainee Approval Recommendation

<table>
<thead>
<tr>
<th>Additional Cargo Letdown Training Recommended</th>
<th>No</th>
<th>Yes</th>
<th>Date</th>
</tr>
</thead>
</table>

**Recommendation:**

**Spotter Trainer Name**

**Signature**

**Date**

<table>
<thead>
<tr>
<th>Successful Completion of Cargo Letdown Training</th>
<th>No</th>
<th>Yes</th>
<th>Date</th>
</tr>
</thead>
</table>

**Annual Recertification**

**Date**

**Certifying Official**

**Comments:**

**Check Spotter Name**

**Signature**

**Date**
# BLM Cargo Letdown Decision Matrix

**Mission Conditions**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this CLD mission necessary? (pilot and spotter in agreement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this a time critical mission?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Site Conditions**

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does vegetation exceed limitations?</td>
<td></td>
</tr>
<tr>
<td>Is there a helispot location nearby that could be utilized instead?</td>
<td></td>
</tr>
<tr>
<td>Do the main and tail rotors have adequate clearance from terrain and trees?</td>
<td></td>
</tr>
<tr>
<td>Is terrain conducive to receiving cargo? (Too steep? Etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**Aircraft/Pilot**

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are pilot and aircraft approved for the mission?</td>
<td></td>
</tr>
<tr>
<td>Pilot completed pre-flight checks?</td>
<td></td>
</tr>
<tr>
<td>Intercom and radio communications set and checked?</td>
<td></td>
</tr>
<tr>
<td>Load calculation completed for the CLD deployment site?</td>
<td></td>
</tr>
<tr>
<td>Remove or secure all loose items within the aircraft?</td>
<td></td>
</tr>
<tr>
<td>Pilot briefed for the intended mission and communication procedures?</td>
<td></td>
</tr>
</tbody>
</table>

**Weather/Time**

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are winds within an acceptable range to perform a CLD operation?</td>
<td></td>
</tr>
<tr>
<td>Is there enough time to complete the operation before sunset (pumpkin time)?</td>
<td></td>
</tr>
</tbody>
</table>

**Spotter**

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the spotter qualified and proficient to perform this operation?</td>
<td></td>
</tr>
<tr>
<td>Preflight walk around check of helicopter performed by spotter?</td>
<td></td>
</tr>
<tr>
<td>Spotter checks completed?</td>
<td></td>
</tr>
<tr>
<td>Spotter harness and tether in working order and installed correctly?</td>
<td></td>
</tr>
<tr>
<td>Spotter PPE utilized?</td>
<td></td>
</tr>
<tr>
<td>Completed a pre-deployment briefing to all parties involved?</td>
<td></td>
</tr>
<tr>
<td>Completed an emergency procedures briefing with the pilot?</td>
<td></td>
</tr>
</tbody>
</table>

**Equipment**

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is all CLD equipment approved and in good working order?</td>
<td></td>
</tr>
<tr>
<td>Internal cargo rigged and checked by spotter?</td>
<td></td>
</tr>
</tbody>
</table>

**Operations**

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All personnel briefed for the operation, emergency plan in place?</td>
<td></td>
</tr>
<tr>
<td>Ground personnel briefed? (Remain away from site)</td>
<td></td>
</tr>
<tr>
<td>Communication with pilot is good?</td>
<td></td>
</tr>
<tr>
<td>High hover power check is good, positive rate of climb established. Power is Good?</td>
<td></td>
</tr>
</tbody>
</table>

**Completed By:**

**CLD Operation Approved By:**
## BLM Cargo Letdown GAR Risk Model

<table>
<thead>
<tr>
<th><strong>Operation:</strong></th>
<th><strong>Scheduled Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Objective(s):</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supervision</strong></th>
<th><strong>Circle the number as appropriate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor has perfect knowledge about the mission, personnel, capabilities and limitations, and is able to apply the appropriate control to minimize risk</td>
<td>&lt;1 2 3 4 5 6 7 8 9 10&gt;</td>
</tr>
<tr>
<td>Supervisor has little knowledge about the mission, personnel, capabilities and limitations, and lacks skill, knowledge or ability to apply the appropriate control to minimize risk</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Planning</strong></th>
<th><strong>Circle the number as appropriate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a well-designed plan that is reviewed and revised as needed to meet the demands for safety and efficiency and to account for adaptation. Time is well managed.</td>
<td>&lt;1 2 3 4 5 6 7 8 9 10&gt;</td>
</tr>
<tr>
<td>There is no plan or the plan doesn’t address many current adaptations made in response of demands for efficiency. Time constraints have a strong effect on ability to plan.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contingency Resources</strong></th>
<th><strong>Circle the number as appropriate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliable alternative equipment and personnel are available, easily accessed and informed about the mission requirements</td>
<td>&lt;1 2 3 4 5 6 7 8 9 10&gt;</td>
</tr>
<tr>
<td>The outcome depends on the equipment and personnel assigned completing the mission perfectly. Failure is not an option</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Communication</strong></th>
<th><strong>Circle the number as appropriate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal communications are clear and there is a high level of trust in the organization. Adequate personnel and technology are available to relay information accurately to those who make the decisions</td>
<td>&lt;1 2 3 4 5 6 7 8 9 10&gt;</td>
</tr>
<tr>
<td>There is low trust in the organization or the personnel/communication equipment is unreliable based on the expected needs for the mission.</td>
<td></td>
</tr>
</tbody>
</table>
### Team Selection

| Multiple personnel with skill, knowledge and ability are available to fulfill the requirements of the mission. Selection and preparation are done well in advance so there is plenty of time for personnel to get personal and job related demands addressed. | Only one person is available and the success of the mission depends on that person juggling many responsibilities to squeeze this mission into the work schedule. Additional time will be donated to keep up with the workload |

### Team Fitness

| Personnel are trained, proficient, healthy, and rested prior to starting the mission. Personal issues are addressed and little external stress is being exerted. | Personnel lack one or more critical component in their training. These persons have been squeezing in many additional duties as assigned distracting them from their proficiency or personal life. |

### Environment

| Weather and visibility are conducive to the best possible chance for success in the mission. Operational tempo is appropriate for the mission | Winds are unpredictable, temperature is extreme, low ceilings and visibilities, precipitation, sun angle creates strong shadows, etc. Mission tempo is too low or high. |

### Mission Complexity

| A single agency is involved with personnel from the same unit who regularly work together. Mission is straight forward and covered by standard operating procedures. | Multiple agencies are involved in a mission that defies definition or has ever been attempted. Personnel are new to each other and come from different cultures. Many leaders are emerging and working toward different objectives. |

### Mission Total
### Benefit Statement:

<table>
<thead>
<tr>
<th>GAR Assessment Completed by:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Operation Approved by:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

| GREEN ZONE(1-35) | AMBER ZONE(36-60) | RED ZONE(61-80) |
## BLM Risk Assessment for Cargo Letdown

<table>
<thead>
<tr>
<th>EFFECT</th>
<th>HAZARD PROBABILITY</th>
<th>Frequent</th>
<th>Probable</th>
<th>Occasional</th>
<th>Remote</th>
<th>Improbable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>Catastrophic</td>
<td>I</td>
<td>High</td>
<td>Medium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical</td>
<td>II</td>
<td>Serious</td>
<td>Medium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marginal</td>
<td>III</td>
<td>Serious</td>
<td>Medium(2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligible</td>
<td>IV</td>
<td>Medium</td>
<td>Low(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Assignment: Internal Cargo Let-Down  
**Date:** 2009

#### Pre-Mitigation hazards rate out as: Medium (2)

<table>
<thead>
<tr>
<th>Describe Hazard</th>
<th>Probability (A-E)</th>
<th>Effect (I-IV)</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Aircraft Performance, allowable weight limits</td>
<td>E</td>
<td>I</td>
<td>Med (2)</td>
</tr>
<tr>
<td>2. Unsecured items</td>
<td>E</td>
<td>I</td>
<td>Med (2)</td>
</tr>
<tr>
<td>3. Mechanical failure</td>
<td>E</td>
<td>I</td>
<td>Med (2)</td>
</tr>
<tr>
<td>4. Equipment malfunction</td>
<td>E</td>
<td>I</td>
<td>Med (2)</td>
</tr>
<tr>
<td>5. Environmental-hot, high, gusty winds</td>
<td>C</td>
<td>II</td>
<td>Serious (3)</td>
</tr>
<tr>
<td>6. Unqualified personnel</td>
<td>E</td>
<td>II</td>
<td>Low (1)</td>
</tr>
</tbody>
</table>

#### Mitigation Controls:

**Post-Mitigation hazards rate out as: Low (1)**

<table>
<thead>
<tr>
<th>Describe Hazard</th>
<th>Probability (A-E)</th>
<th>Effect (I-IV)</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Aircraft Performance – use HOGE performance charts, proper fuel load, c/g calculation, load calc complete, manifest complete/correct</td>
<td>E</td>
<td>II</td>
<td>Low (1)</td>
</tr>
<tr>
<td>2. Unsecured items—secure loose items, clear aircraft of unnecessary items, double check</td>
<td>E</td>
<td>II</td>
<td>Low (1)</td>
</tr>
<tr>
<td>3. Mechanical failure—power checks complete, emergency procedures known and followed, follow IHRG, qualified mechanic</td>
<td>E</td>
<td>II</td>
<td>Low (1)</td>
</tr>
<tr>
<td>4. Equipment malfunction—complete log book as per IHRG, inspect equip as per IHRG complete spotter checks</td>
<td>E</td>
<td>II</td>
<td>Low (1)</td>
</tr>
<tr>
<td>5. Environmental—OGE power check, check weather forecast, identify/utilize alternate sites</td>
<td>D</td>
<td>III</td>
<td>Low (1)</td>
</tr>
<tr>
<td>6. Unqualified personnel—check pilot card, CLD Spotter carded and proficient</td>
<td>E</td>
<td>III</td>
<td>Low (1)</td>
</tr>
</tbody>
</table>

Operation Approved by: [Signature]  
**Title:**  
**Date:**  

---

158

Attachment 1-158
# BLM Cargo Letdown Carabiner Log

<table>
<thead>
<tr>
<th>ID#</th>
<th>Date Put Into Service</th>
<th>Date Retired</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection/Use Date</th>
<th>Inspector Signature</th>
<th>Remarks/Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachment 1-159
# BLM Cargo Letdown Harness Log

CLD Spotter Issued To: ____________

<table>
<thead>
<tr>
<th>ID#</th>
<th>Date Put Into Service:</th>
<th>Date Retired:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection/Use Date:</th>
<th>Inspector Signature</th>
<th>Remarks/Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachment 1-160
## BLM Cargo Letdown Line Log

**ID#:** ______________  **Date Put Into Service:** __________  **Date Retired:** ______  

**Number of Prior Uses:** __________

<table>
<thead>
<tr>
<th>Date</th>
<th>Spotter</th>
<th>Height</th>
<th>End</th>
<th>Inspection Date</th>
<th>Inspector Signature</th>
<th>Remarks/Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachment 1-161
BLM Cargo Letdown Mission Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Operator</th>
<th>Mission</th>
<th>Cargo type/weight</th>
<th># of Letdowns</th>
<th>Carabiner Letdown Line</th>
<th>Harness</th>
<th>Figure 8</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 8 – BLM Smokejumper Positions to Interagency Aviation Training (IAT) Functional Crosswalk

<table>
<thead>
<tr>
<th>BLM Position</th>
<th>IAT Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smokejumper</td>
<td>Passenger</td>
</tr>
<tr>
<td></td>
<td>Aircrew Member</td>
</tr>
<tr>
<td></td>
<td>Fixed Wing Flight Manager</td>
</tr>
<tr>
<td></td>
<td>Helicopter Flight Manager</td>
</tr>
<tr>
<td></td>
<td>Non-Fire Helicopter Manager</td>
</tr>
<tr>
<td></td>
<td>Aviation Dispatcher</td>
</tr>
<tr>
<td></td>
<td>Project Aviation Manager</td>
</tr>
<tr>
<td></td>
<td>Aviation Manager</td>
</tr>
<tr>
<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td>Aviation Technical Specialist</td>
</tr>
<tr>
<td>Smokejumper Spotter</td>
<td>Fixed Wing Flight Manager Special Use</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Paracargo Head Kicker</td>
<td>X</td>
</tr>
</tbody>
</table>

IAT position descriptions can be referenced within the IAT Guide @ www.iat.gov.

**BLM Smokejumper position Functional Crosswalk**

The BLM Functional Crosswalk only applies when operating within the smokejumper program mission description. **No equivalencies are granted for single resource qualifications outside of smokejumper operations.**

**Example:** As a Qualified and Current Fire Smokejumper Spotter, BLM recognizes that a person’s ability to successfully function as a Passenger, Aircrew Member, Fixed Wing Flight Manager and Fixed Wing Flight Manager – Special Use, for non-fire aviation jobs described in [OPM-4](https://www.blm.gov) and the [IAT Guide](https://www.iat.gov).

**Note 2:** Any BLM employee qualified in the above identified BLM position listed within Smokejumper related Guides or Manuals are also able to function in that position in a non-fire assignment. Ex: Individual qualified to perform as a Paracargo Head Kicker on a fire incident can also be a Fixed Wing Flight Manager on a resource paracargo mission.

**Definitions and Reference**

**Smokejumper** – An experienced professional fireman who is trained to parachute into wildfires in remote areas and in rugged terrain.
- Referenced in the Interagency Smokejumpers Pilot Operating Guide (ISPOG)

**Smokejumper Spotter** – A senior smokejumper who is trained to be in-charge of smokejumper missions.

**Paracargo Head Kicker** – A senior paracargo specialist who is trained to be in-charge of paracargo missions.
Appendix 9 - BLM Fleet Aircraft Standard Operations Procedures

The Bureau of Land Management currently operates seven fleet aircraft, N49SJ, N190PE, N700FW, N618, N162GC, N437CC and N32PX. The following procedures will be utilized for all BLM fleet aircraft.

Administration

Aircraft

N49SJ, N190PE, N32PX, N700FW, N618, N162GC, and N437CC are DOI owned aircraft operated by the BLM. N49SJ, N618, N162GC and N190PE are Boise based and maintenance is managed through OAS Headquarters in Boise ID. N32PX, N700FW and N437CC are Alaska based and maintenance is managed through Alaska Region OAS in Anchorage.

N49SJ – DE Havilland DHC-6-300 Twin Otter
BLM NAO maintains overall management responsibility. The aircraft is assigned to the Boise Smokejumpers.

N618 and N162GC – Beechcraft Super King Air B200
BLM NAO maintains overall management responsibility. The aircraft is assigned to the National Aviation Office.

N190PE – Pilatus PC-12
BLM NAO maintains overall management responsibility. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.

• N190PE core use period will be mid-April through mid-September as dictated by conditions.
• The Aircraft will transition to Alaska as negotiated with AFS and the BLM National Flight Operations Manager. That will usually occur on or around mid-April depending upon anticipated needs.
• The Aircraft will transition to Boise from Alaska when negotiated by AFS and the NAO Flight Operations Manager.
• Funding for the transition to Boise will be done under a resource order or as designated by the NAO Flight Operations Manager.

N700FW – Quest Kodiak K-100
BLM NAO maintains overall management responsibility. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.

• N700FW core use period will be mid-April through mid-September as dictated by conditions.
• The Aircraft will transition to Alaska as negotiated with AFS and the BLM National Flight Operations Manager. That will usually occur on or around mid-April depending upon anticipated needs.
• The Aircraft will transition to Boise from Alaska when negotiated by AFS and the NAO Flight Operations Manager.

Funding for the transition to Boise will be done under a resource order or as designated by the NAO Flight Operations Manager.
**N32PX – Cessna U206F**
The BLM Alaska-Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year flown by OAS carded BLM-AK law enforcement pilots. The management of the aircraft will fall under the State Aviation Office with mission management under ADO and Anchorage Interagency Dispatch Center.

**N437CC – Cub Crafters CC-18-180**
The BLM Alaska-Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year flown by OAS carded BLM-AK law enforcement pilots. The management of the aircraft will fall under the State Aviation Office with mission management under FDO and Anchorage Interagency Dispatch Center.

**Pilots**
Pilots seeking to be qualified in BLM aircraft will be approved through the NAO and must attend an approved simulator training course in that aircraft type. If no simulator training is available, a training plan will be developed to meet the training needs of the Pilot and approved by the NAO.

**Staffing**
BLM aircraft are staffed to meet the appropriate mission as denoted below.

**Lower 48 Staffing**
- N49SJ: Primary staffing will be provided by FA-500. During the fire season the goal is that the aircraft is staffed 7 days a week.
- N190PE, N700FW: Primary staffing will be provided by BLM Alaska during the core operational use.
- N618 and N162GC: Primary staffing will be provided by the BLM NAO.
- N437CC: N/A
- N32PX: N/A
- The Temporary Duty Assignment for the Alaska pilot while in the L48 will allow travel to the domicile or equivalent at the end of a 27 day period.
- Outside of the core use period the NAO Flight Operations Manager will prescribe staffing levels with available pilots.

**Alaska Staffing**
- N190PE, N700FW: The aircraft will be staffed on a 12 on, 2 off schedule during the Alaska use period. Days off will be established so as to not coincide with the scheduled days off of other logistics aircraft.
- N32PX: The aircraft will be staffed to meet the needs of the Anchorage Field Office.
- N437CC: The aircraft will be staffed to meet the needs of the Fairbanks Field Office.

**Fleet Aircraft Use Report Manager (AURM)**
The AURM is used within DOI for government owned “Fleet” aircraft billing to create aircraft use report data files which are emailed to [OASfleetmanager@ios.doi.gov](mailto:OASfleetmanager@ios.doi.gov) for uploading into the FBMS system.
Download the latest version of the AURM from the OAS website. OAS Technical Services has also developed a “next generation” Aircraft Use Report Manager application for iPads. Because the AURMA is not released to the public, it is not available on the iTunes app store. Instead, contact Sherry Lambert (208-433-5084, sherry_lambert@ios.doi.gov)

Fuel

Lower 48
When utilizing either the Government Multiservice Aircard or the OAS MasterCard, fleet aircraft will attempt to purchase fuel at a DOD Vendor.

- Record flight time under the pay item code “FW” (Wet Rate) on the OAS AURM when receiving fuel from these locations.
- Receipts for fuel purchased through the Government Aircard Multiservice program will be mailed directly to OAS Fleet Activities Specialist (Andrea Peckham) weekly.
- Fuel or other items (oil, maintenance, etc.) purchased with the OAS MasterCard will follow OAS requirements, and signed statements with receipts will be provided in the requisite time and format to the appropriate authority.
- Both fleet aircraft may purchase fuel through the NIFC ramp and no charge code is required. Fuel is part of the flight rate on both fleet aircraft.
- NIFC ramp fuel receipts must be submitted in the same manner as the Government Aircard program, IE weekly to OAS Fleet Activities Specialist.

Alaska
Alaska Fire Service has fueling contracts for Fort Wainwright and Galena. Record flight time under the pay item code “DF” (Dry Rate) on the OAS AURM when receiving fuel from these locations. Fuel received at these locations will be recorded on an OAS-59 provided to the pilot by the fueler.

- For fueling away from these locations, utilize the procedures outlined above (1.5.1).

Navigation/Charting data base updates
The data bases will be purchased by the BLM Aviation Office through the aircraft account. Those services (electronic and paper) will be updated by the pilot currently assigned to the aircraft in the requisite time intervals specified.

Aircraft Mission

N49SJ
Primary mission is as a Smokejumper aircraft.

- During fire season the aircraft is staffed 7 days a week.
- Outside of fire season this aircraft is staffed during normal business hours.
- While this aircraft is not in fire season aircraft maintenance is sought during normal business hours.
- During fire season maintenance support is encouraged to use extraordinary measures (overtime, AOG parts, charter aircraft to transport maintenance personnel and/or parts, etc…) to keep the aircraft in flight status per the maintenance procedures that follow.
N190PE
- Primary mission as a multi-role utility, Air Attack and logistics aircraft.
- During the core use period this aircraft is staffed at single pilot duty requirements. 12 on 2 off or 6 on and 1 off with a maximum of 14 hour duty days.
- During the non-core use period the aircraft is staffed as the NAO Flight Operations Manager requires.
- During all operations maintenance support is sought during normal business hours as determined by the maintenance procedures that follow.
- There is currently no provision for a relief pilot in the core use period.
- The in-flight opening door is approved for use for photogrammetry.
- Special Use (<500” AGL) require an ALSE approved flight helmet.

N700FW
- Primary mission as a multi-role utility, Air Attack and logistics aircraft.
- During the core use period this aircraft is staffed at single pilot duty requirements. 12 on 2 off or 6 on and 1 off with a maximum of 14 hour duty days.
- During the non-core use period the aircraft is staffed as the NAO Flight Operations Manager requires.
- During all operations maintenance support is sought during normal business hours as determined by the maintenance procedures that follow.
- There is currently no provision for a relief pilot in the core use period.
- Special Use (<500” AGL) require an ALSE approved flight helmet.

N618 and N162GC
- Primary mission as an ASM/Leadplane aircraft.
- During the core use period these aircraft is staffed at single pilot duty requirements. 12 on 2 off or 6 on and 1 off with a maximum of 14 hour duty days.
- During the non-core use period these aircraft is staffed as the NAO Flight Operations Manager requires.
- While these aircraft are not in fire season aircraft maintenance is sought during normal business hours.
- During fire season maintenance support is encouraged to use extraordinary measures (overtime, AOG parts, charter aircraft to transport maintenance personnel and/or parts, etc…) to keep the aircraft in flight status per the maintenance procedures that follow.
- N618 and N162GC meet all the requirements to perform ASM and Leadplane missions; Air Tactical missions must be conducted only with qualified ATP/LPIL/AITS.
- There is currently no provision for a relief pilot in the core use period.
- The in-flight opening door is not approved for use at this time.

N32PX
- Primary mission to support the BLM’s Law Enforcement program.
- Enhanced patrol and investigative coverage to lands and resources that were previously unpatrolled for their remoteness and distance from Anchorage and the state’s road system.
N437CC
- Primary mission to support the BLM’s Law Enforcement program.
- Enhanced patrol and investigative coverage to lands and resources that were previously unpatrolled for their remoteness and distance from Fairbanks and the state’s road system.

Single Engine Operations

351 DM 1.3 provides authorization for DOI aircraft to perform night and IFR operations in Single Engine aircraft.

United States Forest Service FSM 5716 provides authorization for the Forest Service to perform night and IFR operations in Single Engine aircraft.

Aircraft Scheduling

N49SJ
Scheduled through the Boise Smokejumpers.

N190PE
Scheduled by Alaska Interagency Coordination Center (AICC), Aircraft Desk while in Alaska or the National Interagency Coordination Center (NICC) while in the Lower 48. During the non-core use period the NAO Flight Operations Manager will schedule the aircraft.

N618 and N162GC
Scheduled through NAO Flight Operations Manager/Boise Interagency Dispatch Center.

N700FW
Scheduled by Upper Yukon Dispatch Center, Aircraft Desk while in Alaska or the National Interagency Coordination Center (NICC) while in the Lower 48. During the non-core use period the NAO Flight Operations Manager will schedule the aircraft.

N32PX
Scheduled by Anchorage Interagency Dispatch Center.

N437CC
Scheduled by Anchorage Interagency Dispatch Center.

Maintenance
Use of a government contract requires the permission of the appropriate Contracting Officer. For unscheduled maintenance or scheduled maintenance from other than the Boise contractor, a list of government contract maintenance facilities is included in each airplane. Flight Crew members will contact OAS to assure the proper payment schedule is in place (i.e. credit cards or purchase order) and that the facility has the pertinent expertise, manuals, tools, and parts to perform the work. Flight crewmembers will need to assure that the repair facility understands the BLM discrepancy reporting and sign-off procedures.
• If a maintenance issue arises in the field, the Flight Crew Member on duty will contact the OAS Aircraft Maintenance Specialist as soon as possible.
• In the event that they are not available, you may then contact the appropriate maintenance facility directly. For minor unscheduled maintenance, Flight crewmembers may contact the vendors directly. The OAS Aircraft Maintenance Specialist shall be contacted as soon as possible.
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.
EVALUATOR

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

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

NON-FIRE 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 “NON-FIRE 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:

172
• 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 non-fire 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: NON-FIRE HELICOPTER MANAGER

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

*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: NON-FIRE HELICOPTER MANAGER**

<table>
<thead>
<tr>
<th>TASK</th>
<th>EVALUATION RECORD#</th>
<th>EVALUATOR: Initial &amp; date upon Completion of task</th>
</tr>
</thead>
</table>
| 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 | |
| | 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 | O | |

*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: NON-FIRE HELICOPTER MANAGER

<table>
<thead>
<tr>
<th>TASK</th>
<th>CODE</th>
<th>EVALUATION RECORD#</th>
<th>EVALUATOR: Initial &amp; date upon Completion of task</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Flight Crew time and scheduling:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Schedule and manage flight and duty times to meet current and projected work objectives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensure that relief pilots, mechanics, etc. are scheduled and assigned when required.</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Ensure that helicopter pilot accurately completes and approves helicopter load calculation:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reflecting current aircraft configuration.</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appropriate flight manual performance charts and environmental conditions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Flight crew weights, fuel quantity on board.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Elevations at takeoff and landing sites.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• In-ground or out-of-ground landing sites.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Density altitude.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Verify that helicopter is maintained to agency contract standards:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Review aircraft logbook entries to ensure that scheduled maintenance inspections are completed at required intervals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contact agency maintenance specialist during un-scheduled maintenance or major component replacement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facilitate return-to-contract availability process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inform supervisor/UAM/COR of current or future helicopter maintenance/unavailability.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Ensure that turbine power assurance checks are conducted and documented as required by the procurement document.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contact agency maintenance specialist if trend analysis indicates sub-par engine performance.</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Ensure helicopter safety policies are adhered to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Confirm that actual helicopter payloads do not exceed the calculated allowable payload.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appropriate personal protective equipment (PPE) is utilized for all missions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensure crash rescue/response procedures and equipment are established and communicated to all helicopter personnel.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Comply with all requirements in the NWCG Standards for Aviation Transport of Hazardous Materials and exemption.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Follow all special mission agency safety requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Receive demobilization instructions. Brief participants, and flight following personnel on demobilization procedures and responsibilities. Ensure that Project and agency demobilization procedures are followed.</td>
<td>P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>#1</th>
<th>Evaluator's name: Project/office title &amp; agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evaluator's home unit address &amp; phone:</td>
</tr>
<tr>
<td>Name and Location of Project or Simulation (agency &amp; area)</td>
<td>Project Kind (Animal survey, search &amp; rescue, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___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:__________________

<table>
<thead>
<tr>
<th>#2</th>
<th>Evaluator's name: Project/office title &amp; agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evaluator's home unit address &amp; phone:</td>
</tr>
<tr>
<td>Name and Location of Project or Simulation (agency &amp; area)</td>
<td>Project Kind (Animal survey, search &amp; rescue, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___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:__________________
Evaluation Record

(Continuation Sheet)

**TRAINEE NAME/ TRAINEE POSITION**

<table>
<thead>
<tr>
<th>#3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluator's name: Project/office title &amp; agency:</td>
<td></td>
</tr>
<tr>
<td>Evaluator's home unit address &amp; phone:</td>
<td></td>
</tr>
<tr>
<td>Name and Location of Project or Simulation (agency &amp; area)</td>
<td>Project Kind (Animal survey, search &amp; rescue, etc.)</td>
</tr>
<tr>
<td>To</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___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:__________________
Appendix 11 – BLM Aviation Enhancement Application Form

The following template applies to aviation enhancement requests for programs such as rappel, short-haul and cargo let-down, RADS. 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 which require careful scrutiny to ensure the operational gain is worth the risk and that identified hazards are mitigated where possible.

**REVIEW AND APPROVALS**

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aviation Manager Review:</td>
<td>Date:</td>
</tr>
<tr>
<td>District Manager/Line Management, Approval:</td>
<td>Date:</td>
</tr>
<tr>
<td>State Director, Approval:</td>
<td>Date:</td>
</tr>
<tr>
<td>National Aviation Office Program Manager Review::</td>
<td>Date:</td>
</tr>
<tr>
<td>Division Chief Aviation, Approval:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**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 BLM 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 the enhancement?

**Justification:** What benefit accrues to the BLM or the District 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 use and non-use of the enhancement to BLM policy.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Risks</th>
<th>Consequences for BLM Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

Limitations and Controls: Provide a description of any barriers that would affect the use 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 accept 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 would make them viable options.
## Appendix 12 – Acting vs Point of Contact

<table>
<thead>
<tr>
<th>Acting: Authority by position to make and implement decisions directly related to aviation operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Signs documents at the appropriate level.</td>
</tr>
<tr>
<td>• Clear direction is given during in-brief on COR roles, if qualified to perform COR duties or as a PI as delegated by the COR.</td>
</tr>
<tr>
<td>• Will be provided copies/access to State/Unit Aviation Plans, contacts and related documents.</td>
</tr>
<tr>
<td>• Brief aviation crews and Incident Management Teams as applicable.</td>
</tr>
<tr>
<td>• Must receive a briefing from SAM or UAM.</td>
</tr>
<tr>
<td>• Working knowledge of Aviation Policy and operations.</td>
</tr>
</tbody>
</table>

### Longer Term Detail:

- Must have "Manage" access to edit Safecoms and make public for their state
- Letter of Delegation as per state aviation plan on Project Aviation Safety Plan (PASP) signature levels

Qualifications: At a minimum meets currency for **Aviation Manager** (OPM-04) and COR or PI roles if applicable.

<table>
<thead>
<tr>
<th>Point of Contact (POC): aka “Messenger”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forwards/refers aviation information and questions to a qualified UAM, SAM or Duty Officer as per chain-of-command. Does not give direction, sign or authorize flight or Project Aviation Safety Plans (PASPs).</td>
</tr>
</tbody>
</table>

Ultimately, the POC “messages” information to the identified next in chain-of-command (AFMO, FMO, Duty Officer, Dispatch) who has the authority and qualifications to make aviation decisions.

- Will be provided a copy/access to State/Unit Aviation Plans and related aviation documents.
- Must receive a briefing from SAM or UAM.
- General working knowledge of Aviation Policy and operations.

Qualifications: At a minimum, have at least **one aviation related red-card qualification** (HECM, HMGB, SEMG, ATGS etc.) or **IAT aircrew member currency** or a **Duty Officer**.

---

**SAM & UAM responsibilities** Reference [BLM NAP 2.5](#) BLM State/District/Field Office Organizations
### Appendix 13 - Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>310-1</td>
<td>Wildland Fire Incident Management System</td>
</tr>
<tr>
<td>9400-1a</td>
<td>BLM Flight Request Form</td>
</tr>
<tr>
<td>AAF</td>
<td>Aviation Airport Facilities</td>
</tr>
<tr>
<td>ABC</td>
<td>BLM Airbase Committee</td>
</tr>
<tr>
<td>ABOD</td>
<td>Aviation Board of Directors</td>
</tr>
<tr>
<td>ABS</td>
<td>Forest Service Aviation Business System</td>
</tr>
<tr>
<td>ACETA</td>
<td>Aerial Capture Eradication and Tagging of Animals</td>
</tr>
<tr>
<td>ACMIS</td>
<td>Acquisition Career Management Information System</td>
</tr>
<tr>
<td>ACOR</td>
<td>Alternate COR</td>
</tr>
<tr>
<td>AD</td>
<td>Administratively Determined</td>
</tr>
<tr>
<td>AFF</td>
<td>Automated Flight Following</td>
</tr>
<tr>
<td>AFS</td>
<td>BLM Alaska Fire Service</td>
</tr>
<tr>
<td>AGL</td>
<td>Above Ground Level</td>
</tr>
<tr>
<td>AIRS</td>
<td>Aviation Information Reporting Support</td>
</tr>
<tr>
<td>ALSE</td>
<td>Aviation Life Support Equipment Handbook</td>
</tr>
<tr>
<td>AMD-23</td>
<td>Aircraft Use Report Form</td>
</tr>
<tr>
<td>AMG</td>
<td>BLM Aviation Management Group</td>
</tr>
<tr>
<td>AMOC</td>
<td>Air Marine Operations Center - US Border Patrol</td>
</tr>
<tr>
<td>AMS</td>
<td>IBC Aviation Management Systems</td>
</tr>
<tr>
<td>AOA</td>
<td>Aircraft Operations Area (AOA)</td>
</tr>
<tr>
<td>AOD</td>
<td>Acquisition Services Directorate</td>
</tr>
<tr>
<td>AQD-13</td>
<td>Request for Contract Services</td>
</tr>
<tr>
<td>AQD-16</td>
<td>Contract Award/Renewal Recommendation and Funding Availability Certification</td>
</tr>
<tr>
<td>AQD-19</td>
<td>Notice to Proceed</td>
</tr>
<tr>
<td>AQD-20</td>
<td>Request for Rental Services</td>
</tr>
<tr>
<td>AQD-91</td>
<td>Flight Services Request Form</td>
</tr>
<tr>
<td>ARA</td>
<td>Aircraft Rental Agreement</td>
</tr>
<tr>
<td>ARTCC</td>
<td>Air Route Traffic Control</td>
</tr>
<tr>
<td>ASAT</td>
<td>Aviation Safety Assistance Team</td>
</tr>
<tr>
<td>ASM</td>
<td>Aerial Supervision Module</td>
</tr>
<tr>
<td>ATC</td>
<td>Air Traffic Control</td>
</tr>
<tr>
<td>ATGS</td>
<td>Air Tactical Group Supervisor</td>
</tr>
<tr>
<td>ATP</td>
<td>Air Tactical Pilot</td>
</tr>
<tr>
<td>AITS</td>
<td>Air Tactical Supervisor</td>
</tr>
<tr>
<td>AURM</td>
<td>Aircraft Use Report Manager (Fleet)</td>
</tr>
<tr>
<td>AV</td>
<td>Exclusive Use Contract Availability</td>
</tr>
<tr>
<td>BLM</td>
<td>Bureau of Land Management</td>
</tr>
<tr>
<td>BPA</td>
<td>Blanket Purchase Agreement</td>
</tr>
<tr>
<td>BVC</td>
<td>Best Value Comparison (Part of AQD-91)</td>
</tr>
<tr>
<td>CO</td>
<td>Contracting Officer</td>
</tr>
<tr>
<td>COA</td>
<td>Certificate of Authorizations</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officer's Representative</td>
</tr>
<tr>
<td>COTR</td>
<td>Contracting Officer Technical Representative</td>
</tr>
<tr>
<td>CFA</td>
<td>Controlled Firing Areas</td>
</tr>
<tr>
<td>CWN</td>
<td>Call When Needed</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DINS</td>
<td>Internet NOTAM Service - DOD</td>
</tr>
<tr>
<td>DM</td>
<td>Departmental Manual</td>
</tr>
</tbody>
</table>
LPIL Leadplane Pilot
LOA Letter of Authorization
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 BLM National Aviation Office
NAP BLM National Aviation Plan
NIAC National Interagency Aviation Committee
NIAIS National Interagency Airspace Information System
NICC National Interagency Coordination Center
NM Nautical Mile
NMAC National Multi-Agency Coordinating Group
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 Fleet Use Report
OPM Operational Procedures Memorandums
OSHA Occupational Safety and Health Administration
PASP Project Aviation Safety Plan
PI Project Inspector
PPE Personal Protective Equipment
PRISM Procurement Information System for Management
QPL Qualified Products List
RADS Rope Assisted Deployment
Redbook Interagency Standards for Fire and Fire Aviation Operations
RMP Resource Management Plans
ROSS Resource Ordering and Status System
SAM BLM State Aviation Manager
SAP FBMS related Systems, Applications, and Products data processing software
SAR Search and Rescue
SASES Smokejumper Aircraft Screening Equipment & Evaluation Subcommittee
SEAT Single Engine Airtanker
SECO SEAT Coordinator
SEMG Single Engine Airtanker Manager
SES Senior Executive Service
SFMO State Fire Management Officer
SME Subject Matter Expert
SMS Safety Management System
SR's Slow Routes
SUA Special Use Airspace
TFR Temporary Flight Restriction
TSA Transportation Security Administration
UAM Unit Aviation Manager

187

Attachment I-187
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAO</td>
<td>Unit Aviation Officer</td>
<td></td>
</tr>
<tr>
<td>UAS</td>
<td>Unmanned Aircraft Systems</td>
<td></td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
<td></td>
</tr>
<tr>
<td>USFS</td>
<td>United States Forest Service</td>
<td></td>
</tr>
<tr>
<td>VFR</td>
<td>Visual Flight Rules</td>
<td></td>
</tr>
<tr>
<td>VLAT</td>
<td>Very Large Airtanker</td>
<td></td>
</tr>
<tr>
<td>WFCS</td>
<td>Wildland Fire Chemical Systems</td>
<td></td>
</tr>
<tr>
<td>WH&amp;B</td>
<td>Wild Horse and Burro</td>
<td></td>
</tr>
</tbody>
</table>
2018 BLM Utah
Unmanned Aircraft Systems
Supplement

V1.0
This document is a supplement to the 2019 BLM Utah State Aviation Plan and is incorporated by reference as policy for BLM Utah. It will be updated yearly along with the BLM Utah State Aviation Plan. Suggested changes to the document can be sent at any time to the BLM Utah State Aviation Manager.

This document has been designed as an easy to read reference guide for Unmanned Aircraft Systems users in the Bureau of Land Management Utah who have the need to operate UAS for the purposes of currency, training, and other low complexity projects.

References are incorporated to include policy from other documents (i.e., OPM-11, National Aviation Plan, etc.). Most of the references are hyperlinked to provide ease of access to the original document.
# TABLE OF CONTENTS

1.0 BLM UTAH UNMANNED AIRCRAFT SYSTEMS (UAS) SUPPLEMENT ........................................................................................................ 195

1.1 INTRODUCTION ........................................................................................................................................................................ 195

1.2 PURPOSE .................................................................................................................................................................................... 195

2.0 UAS ORGANIZATIONS ................................................................................................................................................................. 197

2.1 MANAGEMENT POSITIONS .................................................................................................................................................... 197

2.2 AVIATION POSITION DEFINITIONS ........................................................................................................................................ 197

3.0 UAS OPERATIONS ........................................................................................................................................................................ 199

3.1 UAS OPERATIONS ................................................................................................................................................................... 199

3.2 EMERGENCY EXCEPTION TO POLICY .................................................................................................................................. 199

3.3 FLIGHT FOLLOWING ............................................................................................................................................................. 199

3.4 SEARCH AND RESCUE (SAR) FLIGHTS ............................................................................................................................... 199

3.5 WILDLAND FIRE FLIGHTS ................................................................................................................................................. 200

3.6 RESOURCE FLIGHTS .................................................................................................................................................. 200

3.7 TRAINING AND CURRICULUM FLIGHTS .......................................................................................................................... 201

3.8 COOPERATOR FLIGHTS .............................................................................................................................................. 201

3.9 END PRODUCT ........................................................................................................................................................................ 202

3.10 COMMERCIAL FLIGHTS ................................................................................................................................................ 202

3.11 MEDIA .................................................................................................................................................................................. 202

4.0 UAS SAFETY .................................................................................................................................................................................. 203

4.1 AVIATION LIFE SUPPORT EQUIPMENT (ALSE) .................................................................................................................. 203

4.2 PROJECT AVIATION SAFETY PLANNING ............................................................................................................................. 203

4.3 DOI UAS OPERATIONS IN THE NATIONAL AIRSPACE SYSTEM (NAS) ................................................................................ 204

5.0 UAS TRAINING ............................................................................................................................................................................ 205

5.1 INTERAGENCY AVIATION TRAINING (IAT) ......................................................................................................................... 205

5.2 ADDITIONAL AVIATION TRAINING .................................................................................................................................... 205

5.3 REFRIGERATED AND REFRESHER TRAINING ................................................................................................................... 206

6.0 UAS PROCUREMENT .................................................................................................................................................................. 207

6.1 DOCUMENTATION ............................................................................................................................................................... 207

REFERENCES AND EXHIBITS .......................................................................................................................................................... 209
1.0 BLM Utah Unmanned Aircraft Systems (UAS) Supplement

Introduction

The Bureau of Land Management (BLM) Office of Fire and Aviation supports BLM Utah resources management within Utah and provides guidance for aviation activities that occur on BLM lands. Due to the nature of UAS operations, lead time for project planning often is not always sufficient to meet normal BLM Utah aviation project planning and approval standards as described in the BLM Utah State Aviation Plan. Typically, these situations occur when UAS are utilized by emergency personnel on wildland fires, search and rescue, or time critical resource flights. This supplement will provide operational direction that meets with Department of Interior (DOI) and BLM National policy when utilizing UAS for unplanned events. This supplement will also serve as an operational guide for qualified remote pilots to maintain currency and complete training.

Purpose

The purpose of this document is to enhance the safety of BLM Utah UAS remote pilots and to set up operational procedures that improve the efficiency of project planning, approval, and field operations while ensuring compliance with DOI, BLM, and Federal Aviation Administration (FAA) policy.

The objectives of this supplement are to provide direction for BLM Utah employees regarding the UAS program and activities. This supplement will serve as the Project Aviation Safety Plan (PASP) in combination with the BLM Utah UAS Mission Plan for routine low complexity UAS operations conducted under 14 CFR Part 107. A web based version of the BLM Utah UAS Mission Plan can be utilized in combination with this supplement for flights defined in this document.

UAS operations covered by this supplement are limited to:

- Pilot Currency and Proficiency.
- Pilot Training.
- Low complexity, single day; single location projects flight.
- Fire Investigation/Cause Determination Documentation.
- Fire Intelligence/Mapping.
- Prescribed Fire Intelligence/Mapping.
- A BLM Utah UAS Mission Plan may be used in conjunction with a PASP for projects that occur periodically over a season or year. In this situation a PASP is prepared to cover all similar flights in a given time period. The BLM Utah UAS Mission Plan will be required for each subsequent flight associated with the one time PASP. When using the form in conjunction with a PASP, approval decisions should be made at the lowest appropriate level and no additional signatures are required.

This supplement is similar to BLM Fire and Aviation base operating plans (i.e. Helitack, Air Tanker Base) that allow those functions to conduct identified routine field operations without the formal PASP development and approval process. However, in place of the PASP a BLM Utah UAS Mission Plan must be completed. (See pg. 4)
UAS Organizations

Management Positions

State Director - The State Director (SD) has overall responsibility for the aviation program, which is delegated to the State Fire Management Officer (SFMO).

State Aviation Manager - The State Aviation Manager (SAM) serves as the focal point for the aviation program and provides technical and management expertise regarding the use of aviation resources (including UAS).

District Manager - The District Manager (DM) has overall responsibility for aviation activities conducted within the district. Aviation management and operational authorities and responsibilities may be delegated to the District FMO, Unit Aviation Manager (UAM) and Dispatch Center Manager.

Unit Aviation Manager - The District UAM serves as the focal point for the district aviation program.

Aviation Position Definitions

Remote Pilot in Command (PIC) - A person who holds a remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of a UAS operation.

Visual Observer (VO) - A person acting as a flight crewmember who assists the UAS remote PIC to see and avoid other air traffic or objects aloft or on the ground.
UAS Operations

As a bureau, 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 properly planned and approved by management. It is important to utilize the correct equipment and properly trained and qualified personnel to minimize risk.

UAS Operations

Personnel involved in any UAS operation will adhere to FAA, DOI, and bureau aviation policy. The BLM State Aviation Manager must be notified prior to all planned UAS flights. The State Aviation Manager will review all PASPs and/or BLM Utah UAS Mission Plans prior to commencing operations. The SAM will notify local UAM’s when a UAS flight is being conducted within their districts; Line officers shall be informed of UAS activities within their area of responsibility by the local UAM.

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. The following provisions and follow-up actions apply:

- Personnel involved are expected to use good judgment.
- Personnel involved in the decision making associated with deviating from policy must weigh the risks verses benefit.
- Any deviations shall be documented on a SAFECOM.

Flight Following

Aircraft will remain within visual (eye sight) range of the pilot or observer at all times. Pilots and Observers will maintain communications with each other during flight operations.

Communications –

Corresponding dispatch centers will be notified before flight operations commence, and again when flight operations cease. Appropriate radio frequencies must be monitored at all times during UAS operations to ensure that UAS users can be contacted by dispatch, other aircraft, etc.

Visual Observer –

A visual observer may be utilized to supplement situational awareness and maintain visual line of sight (VLOS). A visual observer may NOT be used to extend the range of the PIC.

Search and Rescue (SAR) Flights

The use of BLM aircraft and aviation personnel for SAR operations are not considered normally planned BLM operations. SAR is typically the responsibility of the Sheriff’s Office. BLM does not budget for SAR operations. However, each situation and request is different and will be authorized based on the specific details and need for each event. It is important to obtain approval at the appropriate level prior to using BLM UAS for SAR operations. Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time
Wildland Fire Flights

Guidance for DOI Remote Pilots and DOI UAS used in support of wildland fire management comes from the BLM National Aviation Office. Protocols have been established to promote safe and effective use of agency UAS on interagency wildland fire incidents.

Operational Requirements

- Remote pilots shall be certified by the FAA in accordance with 14 CFR Part 107.
- Remote pilots will be trained and certified in accordance with interagency policy.
- The Advanced UAS Workshop is required to operate UAS in support of wildland fire management.
- Remote pilots must possess a Red Card for fire line operations.
- Interagency certification cards are required to be in the possession of remote pilots while on an incident.
- UAS aircraft will be certified in accordance with interagency policy. FAA registration cards are required to be with the aircraft while on an incident.
- UAS Remote Pilots will:
  - Obtain approval from the agency administrator or designee and the incident commander or designee prior to conducting incident assignments/missions.
  - Obtain the appropriate level of airspace authorization prior to conducting incident missions (Part 107, ECOA, etc.).
  - Confirm airspace deconfliction with dispatch or the TFR controlling authority (when applicable) prior to conducting incident missions.
  - Coordinate and receive clearance for mission flights with aerial supervisors when they are on scene (ATGS, ASM, HLCO, LEAD) prior to conducting incident missions.
  - Coordinate mission flights with participating aircraft when aerial supervision is not on scene.
  - Make a blind call on the assigned air to ground frequency when no aircraft are reported to be on scene.
  - Respond to blind radio calls from incoming aircraft when the UAS is the only aircraft on scene.
  - Give way to all manned aircraft.
  - Have the capability of setting an altimeter and meeting operational altitude requirements.
  - Monitor assigned AM/FM frequencies.
  - Ensure that landowner notifications are attempted prior to flights over private land.
  - Coordinate missions and attend briefings with multiple incident management team (IMT) positions (ATGS, AOBD, etc.) depending on complexity.

Call Signs –

UAS Remote Pilots will follow established incident communications protocols and will make radio calls with the following information:
- Unmanned Aircraft.
2018 Unmanned Aircraft System Supplement

- Configuration (fixed or rotor-wing).
- Type.
- Incident placeholder (x of # UAS assigned to incident).
  - Example: Unmanned R42 (Rotor Wing, Type 4, 2nd UAS assigned to incident).


Resource Flights

Resource project flights can be conducted under the provisions of this supplement if:

- UAS operations conducted under 14 CFR Part 107 and;
- BLM Utah UAS Mission Plan has been completed and;
- Proper notifications have been made and;
- Proper authorization has been given.

**Flight by Notification**

Low complexity single location, single day projects conducted under 14 CFR Part 107 may utilize the BLM Utah UAS Mission Plan in place of a formal PASP when used in conjunction with this supplement. This form will document the necessary components of an aviation safety plan.

**Flight by Notification in conjunction with a Blanket PASP**

A BLM Utah UAS Mission Plan will be used in conjunction with a PASP for projects that occur periodically over a season or fiscal year. In this situation a PASP is prepared to cover all similar flights in a given time period. The BLM Utah UAS Mission Plan form will be required for each subsequent flight associated with that one time PASP. When using the form in conjunction with a PASP, approval decisions should be made at the lowest appropriate level and no additional signatures are required.

**BLM UAS Mission Plan Elements (See Exhibit 3):**

1. Submitter’s Email Address:
2. Project Name:
3. Crew Leader Name:
4. Crew Leader Phone Number:
5. Pilot Name(s):
6. Visual Observer Name(s):
7. Flight Date:
8. Flight Type (Circle one):
9. Associated PASP Name:
10. Project Location (Circle one):
11. Descriptive Location of the Project:
12. Latitude (DD MM.MM):
13. Longitude (DD MM.MM):
14. Is the project located in class G Airspace:
15. Have Hazards been Identified and Mitigated:
16. Unit Aviation Manager (Circle One):
17. Dispatch Center (Circle One):
18. UAS Make and Model:
2018 Unmanned Aircraft System Supplement

19. UAS Call Sign:

20. Are Pilot and UAS Carded:

21. Notifications/Approvals Completed?

22. I will complete a hard copy version of the Go/No Go Checklist in the field prior to flight.
   a. Yes

All complex or multiple location (more than one location reported to Dispatch) projects require completing a PASP for approval.

Training and Currency Flights

For all training, proficiency, and currency flights conducted under this supplement. UAS Pilots will:

- Adhere to all policies established by 14 CFR Part 107.
- Complete a BLM Utah UAS Mission Plan form.
- Make all required notifications before flight operations commence.
- Notify dispatch before flight operations commence and when they cease.

Cooperator Flights

All UAS operated under DOI operational control, including cooperator/affiliate aircraft, must have a current OAS-36U DOI UAS Data Card or letter of authorization issued by OAS.

Cooperator/Affiliate Missions (DOI Operational Control): Requests for approval of cooperator/affilate UAS flights under the operational control of DOI should follow the process outlined in 351 DM 4. UAS Cooperator Approval Letters will be issued by the OAS UAS Division Chief.

Any other federal agency operating UAS within BLM jurisdiction will coordinate with the Line Officer and UAM prior to project commencement/UAS flight.

End Product

End Product Contracts are not aircraft flight service contracts. They are used to acquire a product for the Department (i.e., 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 (including UAS) 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 by the bureau procurement units.

These contracts must 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 operated as a civil aircraft and the aviation management principles normally required for aircraft under DOI operational control do not apply.

For further guidance on End Product Contracts, see NAP section 3.9

Commercial Flights

These operations are permitted with the following authorizations:

- The operator has a current FAA Part 107 certificate.
- The operator obtains a land use permit approved by the Line Officer.
UAS Safety

The BLM Aviation Safety program is modeled after the aviation industry and FAA Safety Management Systems (SMS). Each BLM 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. Both employees and contractors have the responsibility to speak up when unsafe operations are observed.

Aviation Life Support Equipment (ALSE)

All personnel engaged in aviation activities must wear appropriate Personal Protective Equipment (PPE), depending on the mission. The ALSE Handbook is policy and must be followed unless a waiver is authorized. All waivers will be in writing, specific, and signed by authorized authority.

Personal Protective Equipment (PPE) –

UAS crew members will utilize PPE required by their crew position.

Project Aviation Safety Planning

All UAS flights require project planning prior to implementation. The level of planning and approval depends on complexity, scale of the project, and level of associated risk.

Project Aviation Safety Plan (PASP) –

A PASP is required prior to all UAS flights. The size and detail of the PASP should be proportionate with the complexity of the project. For templates and guidance on completing a PASP, contact the SAM, UAS coordinator, or UAM on the district that the flight will occur. The following components must be included in the plan:

- Project name and objectives.
- Justification.
- Project date.
- Location.
- Projected cost of aviation resources.
- Aircraft.
- Pilot.
- Flight manager, aircrew, passengers, participants.
- Communication Plan, Flight following, and emergency search and rescue plan.
- Aerial Hazard Analysis (w/ attached map).
- Protective clothing and equipment.
- Weight and Balance / Load Calculations.
- Risk assessment utilizing appropriate format.
- Unit Aviation Managers review/signature.
- Supervisory approval signature (at appropriate level).
2018 Unmanned Aircraft System Supplement

BLM UAS Mission Plan Form (Flight by Notification) –

Low complexity projects, training, currency, and proficiency flights may utilize the BLM Utah UAS Mission Plan form in place of a formal PASP when used in conjunction with this supplement. This form will document the necessary components of an aviation safety plan.

Additionally, the BLM Utah UAS Mission Plan form will be used in conjunction with a PASP for projects that occur periodically over a season or year. In this situation a PASP is prepared to cover all similar flights in a given time period. The BLM Utah Mission Plan form will be required for each periodic flight associated with that one time PASP. When using the form in conjunction with a PASP, approval decisions should be made at the lowest appropriate level and no additional signatures are required.

The BLM Utah UAS Mission Plan form is equivalent to form 9400-1a and provides the same functions.

DOI UAS Operations in the National Airspace System (NAS)

DOI has the authority to conduct operations in the NAS under the requirements of OPM-11 and 14 CFR Part 107. When operating UAS under the provisions of this supplement, flights outside of 14 CFR Part 107 rules are not authorized; with the exception of Beyond Visual Line of Sight (BVLOS) flights when conducted under an emergency COA (ECOA) and within a Temporary Flight Restriction (TFR).

- Under the terms of the FAA/DOI MOA regarding Beyond Visual Line of Sight operations of UAS in support of emergency assistance within an active TFR.

Airspace Planning

- Flights must be conducted in Class G airspace as defined by 14 CFR Part 107 (unless operating within a TFR).
- Flights conducted under 14 CFR Part 107 do not require a NOTAM.
- Beyond Visual Line Of Sight (BVLOS) must be conducted with an FAA Part 107 Waiver or under the terms of the DOI/FAA MOA for flights within a TFR.
- Flights within a TFR must be conducted under the direction of the official in charge of the on-scene emergency response activity.
- Flights will be planned to avoid sustained/repeated overflight of heavily trafficked roads or highways but may briefly cross over active roads as necessary.
- B4UFLY application (or equivalent) will be utilized to check airspace, nearby airports, NOTAMs, etc. for possible conflicts.
- Dispatch will be notified before every flight so appropriate deconfliction can be made if necessary.
UAS Training

Aviation training is essential to ensure that BLM 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 have been provided the necessary skills and training to be successful conducting aviation operations.

Interagency Aviation Training (IAT)

The Office of Aviation Services (OAS) is responsible for all DOI aviation training. Training is conducted and managed through the use of a web based online system (https://www.iat.gov). All aviation users and their supervisors should have an account on this system. Required training for employees is based on aviation roles and is as follows:

**Line Managers**

Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line managers must complete the **M-3 Aviation Management for Supervisors** or complete the **M-2 Aviation Management Line Managers Briefing** course every 3 years.

**Supervisor**

DOI personnel that supervise employees who use aircraft to accomplish bureau programs must complete aviation training. It is the responsibility of the supervisor to ensure that employees who use aircraft are doing so in a safe and appropriate manner. Supervisors must attend the following training and maintain currency per DOI Policy (OPM-04):

- **M-3 Aviation Management for Supervisors** (every 3 years).
- **A-200 Mishap Review** (every 3 years).

**Aircrew Member**

Employee working in and around aircraft and is essential to ensuring the safety and successful outcome of the mission. Aircrew members must complete the following training and maintain currency per DOI Policy (OPM-04):

- **A-100 Basic Aviation Safety** (every 3 years).
- **A-200 Mishap Review** (every 3 years).

**DOI Remote Pilot**

A person who holds a remote pilot certificate with a sUAS rating and has the final authority and responsibility for the operation and safety of a sUAS operation.

Qualification for this position requires:

- **Must possess a current FAA remote pilot certificate.**
- **Must possess a DOI remote pilot certificate.**
- **Must meet training requirements for Aircrew Member as outlined in OPM-04.**

Individuals holding a current qualification under IQCS are also qualified to perform equivalent non-fire aviation positions under IAT guidelines (See next section).

Additional Aviation Training
Fire and Aviation training is conducted under the authority of the National Wildfire Coordination Group (NWCG) and is tracked in the Incident Qualification and Certification System (IQCS). Many aviation qualifications under this system are recognized as equivalent training and qualification to DOI IAT requirements. For a complete list of equivalent qualifications and training, you can reference those in the Interagency Aviation Training Guide under the position and training crosswalk matrices.

- The **UAS Mapping Workshop** will provide instruction and practical experience to mission plan, launch and data capture with UAS, and process data for delivery. This workshop is for resource (non-incident) oriented personnel.
- The **S-373, UAS Incident Operations** course meets the performance needs of the UAS Remote Pilot (UASP), UAS Manager (UASM), UAS Module Leader (UASL), and UAS Data Specialist (UASD). The course combines lectures, facilitated discussions, individual/group exercises, and simulations. This course has a tracked curriculum. UASP, UASL and UASM combine into one track that focuses on incident flight operations, communication, and coordination. The UASD track focuses on data product development and delivery.

**Currency and Refresher Training**

**Currency Requirements**
Remote pilots must demonstrate three takeoffs (launch) and landings (recovery) with the UAS they are approved to operate within the preceding 90 days. If currency is lost prior to a mission, the Remote Pilot must regain currency by:

- **Performing the flight maneuvers and emergency procedures for the specific make and model, either in the simulator or during a proficiency flight or conduct their mission flight under the observation of a current UAS pilot.**
- **Remote pilots are required to fly each of the aircraft for which they are carded at least once every 12 months. Remote Pilots failing to meet this requirement shall fly under the supervision of a carded and current Remote Pilot and perform the flight maneuvers and emergency procedures for that aircraft.**

**DOI UAS Refresher Training**
DOI Remote Pilots must complete UAS refresher training (A-452R) or approved equivalent every 24 months following the issuance of their OAS-30U. Current DOI Remote pilots participating in either A-450 or A-452R, as a student or instructor, will receive credit for refresher training. This training can be completed 30 days in advance or 30 days after the date of expiration on the OAS-30U. Remote Pilots operating the low complexity UAS will be able to complete this requirement via distance learning opportunities. Pilots operating more complex aircraft may be required to attend a refresher in person.
All purchases of commercially available systems by DOI personnel shall be routed through OAS and the Interior Business Center, Acquisitions Services Directorate (IBC-AQD). Specifications for UAS used by DOI will be developed collaboratively between the bureaus and OAS. Acquisition activities including requests for information, quotation, or proposal will be coordinated through the National Aviation Manager (NAM).

UAS purchase requests (OAS-13U) are routed to the UAS Program Manager via the SAMs. State leadership should be notified of UAS purchases. The Program Manager will consolidate all requests and forward them to the OAS fleet manager.

All IT Hardware and Software purchases for the purpose of supporting UAS operations must be coordinated with the Utah State Office IT, and approved prior to purchase.

Documentation

Fleet Aircraft
- Record UAS flight time using the OAS-2U form. Remote Pilots shall submit an OAS-2U daily or when geographic location of flight changes.
- A Remote Pilot in Command (PIC) must be designated for each flight and recorded on the form OAS-2U.
- DOI Remote Pilots must record malfunctions, damage or repairs to UAS, or component replacement on the OAS-2U form. Repair of damage beyond normal wear shall be coordinated with the DOI UAS Fleet Manager.
- Remote Pilots will ensure their equipment has been inspected within the timeframe (annually) specified on the aircraft data card (OAS-36U). The annual inspection form can be found here.

Flight Service Contracts
- Flight use reporting will follow the reporting process outlined in the contract.
References and Exhibits

Policy References and Other Information:
Federal Aviation Administration AA Advisory Circular 107-2 Small Unmanned Aircraft Systems
Departmental Manual, Parts 350-354
DOI Operational Procedures Memorandum (OPM) – 11 DOI Use of Unmanned Aircraft Systems
DOI Operational Procedures Memorandum (OPM) – 4 Aviation User Training Program OPM-4
DOI UAS Agreements (COA/MOA/MOU)
Interagency Fire Unmanned Aircraft Systems Operations Guide
OAS-2U UAS Flight Recording Form
BLM National Aviation Plan
BLM National UAS Operations Plan: TBD
BLM Utah State Aviation Plan
BLM Utah UAS Mission Plan

Useful Websites:
DOI UAS Program Website
BLM UAS Program Website
## Risk Assessment

### Exhibit B

#### Assessment and Mitigation of: Unmanned Aircraft Systems (UAS)

<table>
<thead>
<tr>
<th>UAS</th>
<th>Flight Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre Mitigation</strong></td>
<td><strong>Post Mitigation</strong></td>
</tr>
<tr>
<td><strong>Sub-system</strong></td>
<td><strong>Hazards</strong></td>
</tr>
<tr>
<td><strong>In Flight Emergencies</strong></td>
<td>UAS mechanical failure resulting in loss of power or control</td>
</tr>
<tr>
<td></td>
<td>Bird strike resulting in UAS uncontrollability</td>
</tr>
<tr>
<td></td>
<td>Loss of link between ground control station and UAV</td>
</tr>
</tbody>
</table>

Attachment 1-211
## Risk Assessment

### Exhibit B

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Frequency</th>
<th>Likelihood</th>
<th>Impact</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-participating aircraft enters flight operations area</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
<td>Ensure NOTAMS have been filed. Be vigilant of scanning operations airspace. Proactive see and avoid. Utilize a VHF radio.</td>
</tr>
<tr>
<td>Crew exceeds flight and duty limitations</td>
<td>Remote</td>
<td>Marginal</td>
<td>Medium</td>
<td>Understand flight and duty limitations before starting the operational period. Suspend flight and duty of crew if policy will be violated. Manage crew to optimize duty by briefing optimum data gathering hours and days.</td>
</tr>
<tr>
<td>Mix of agency manned and unmanned aircraft in the same airspace resulting in a midair collision</td>
<td>Occasional</td>
<td>Catastrophic</td>
<td>High</td>
<td>UAS Operations will be made known to all participating aircraft. Follow established aircraft separation procedures. Ensure positive communication between all aircraft.</td>
</tr>
<tr>
<td>UAS flight plan and aircraft flight parameters are programmed incorrectly</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Follow aircraft flight manual, double check flight plans before launch.</td>
</tr>
<tr>
<td>Incorrect altitude flown while operating in the FTA</td>
<td>Remote</td>
<td>Catastrophic</td>
<td>Serious</td>
<td>Ensure UAS operator has thorough knowledge of FTA policy. Follow established aircraft separation procedures.</td>
</tr>
</tbody>
</table>
## Risk Assessment
### Exhibit B

<table>
<thead>
<tr>
<th>Incorrect altimeter setting</th>
<th>Remote</th>
<th>Catastrophic</th>
<th>Serious</th>
<th>Ensure correct altimeter setting is established through communication with aerial supervisor.</th>
<th>Improbable</th>
<th>Catastrophic</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAS Pilot has loses situational awareness</td>
<td>Occasional</td>
<td>Catastrophic</td>
<td>High</td>
<td>Only approved pilots will be used to fly UAS. Adhere to established work/rest guidelines. Land as soon as practical. Use the return to launch function if needed. Stay in contact with incident aircraft and personnel.</td>
<td>Improbable</td>
<td>Catastrophic</td>
<td>Medium</td>
</tr>
<tr>
<td>Operators lose visual contact with UAS (if required)</td>
<td>Probable</td>
<td>Catastrophic</td>
<td>High</td>
<td>Use observers to maintain visual contract with aircraft. Move Ground Control Station (GCS) closer to area of interest.</td>
<td>Improbable</td>
<td>Catastrophic</td>
<td>Medium</td>
</tr>
<tr>
<td>Stationary aerial hazards (wires, trees, towers, vegetation, rock outcroppings)</td>
<td>Probable</td>
<td>Critical</td>
<td>High</td>
<td>Utilize local aerial hazard map for reference. Perform site survey prior to flying. Utilize personnel familiar with the geographic area to share knowledge of known hazards.</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
</tr>
<tr>
<td>Low level flight profile—below 500', Special Use, animal herding</td>
<td>Frequent</td>
<td>Catastrophic</td>
<td>High</td>
<td>Thorough PASP completed to include risk assessment/performance planning is completed and signed at the appropriate level. Ensure load calculations are completed. Minimize exposure time. Ensure that the appropriate PPE/ALSE is used and that the flight is limited to essential flight crew members. Ensure aircraft and pilot are carded for the mission. Conduct high level recon prior to working below 500’ AGL.</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
</tr>
<tr>
<td>Event Description</td>
<td>Probability</td>
<td>Severity</td>
<td>Likelihood</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>----------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UAS sharing same flight path/route with other participating aircraft from same departure and arrival points.</td>
<td>Probable</td>
<td>Critical</td>
<td>High</td>
<td>Ensure separation of aircraft by establishing routes and patterns for all participant aircraft. Separate by establishing horizontal and vertical flight paths. Schedule flight times, routes and altitudes to avoid conflict during heavy use periods. Include CRM Training.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple initial attack incidents in same area cause confusion.</td>
<td>Occasional</td>
<td>Catastrophic</td>
<td>High</td>
<td>Follow established protocols for use of UAS on fires. Maintain visual line of sight of UAS. Consider landing UAS immediately if an aircraft enters the area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight is planned in Special Use Airspace, Military Training Route, etc.</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Contact Dispatch and initiate deconfliction procedures for flight.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flights over non-participating personnel</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
<td>Avoid flights over non-participating personnel unless authorized or necessary for emergency response.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mistaken identification of UAS when multiple UAS operations are occurring simultaneously</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
<td>Have UAS painted with high visibility paint scheme and identifiable markings. Install conspicuity lighting if applicable per UAS flight manual. Communication between UAS pilots must be established. Follow established aircraft separation procedures.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

214

Attachment 1-214
## Risk Assessment

### Exhibit B

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Occasional</th>
<th>Critical</th>
<th>Serious</th>
<th>Remote</th>
<th>Critical</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor visibility due to smoke/inversion</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
</tr>
<tr>
<td>Ensure line of sight operations comply with established visibility regulations. Ensure beyond visual line of sight operations comply with established policy. Follow established aircraft separations procedures. Wait for visibility to improve before flight.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High density altitude (DA), decreased performance</td>
<td>Probable</td>
<td>Marginal</td>
<td>Serious</td>
<td>Occasional</td>
<td>Marginal</td>
<td>Medium</td>
</tr>
<tr>
<td>Ensure aircraft performance is reviewed as a part of preflight planning. Monitor DA throughout the day. Fly within aircraft performance capabilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strong winds, thunderstorms, change in weather</td>
<td>Probable</td>
<td>Critical</td>
<td>High</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
</tr>
<tr>
<td>As part of preflight planning and Operational Risk Management (ORM) check and monitor weather, be cognizant of time of day and diurnal wind patterns. Operate within aircraft capabilities and manufacturers recommendations. Move mission to alternate environment or defer until conditions improve.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lost or destroyed aircraft over water operations</td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
<td>Remote</td>
<td>Marginal</td>
<td>Medium</td>
</tr>
<tr>
<td>Avoid overflying large bodies of water unless necessary for the mission.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-system</td>
<td>Hazards</td>
<td>Pre Mitigation</td>
<td>Post Mitigation</td>
<td>Mitigation Achieved?</td>
<td>Additional Local Mitigation</td>
<td>Post Mitigation Value</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Training</td>
<td>Training compromised for time and/or money constraints</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Management approval in advance identifying training as part of the program. Operations does not take place without qualified personnel. Provide adequate resources to ensure qualified personnel to meet mission.</td>
<td>Occasional</td>
</tr>
<tr>
<td></td>
<td>Basic Training program does not include adequate mission experience for agency operations</td>
<td>Probable</td>
<td>Critical</td>
<td>High</td>
<td>Follow policy requirements for training qualification and currency.</td>
<td>Remote</td>
</tr>
<tr>
<td></td>
<td>UAS not properly assembled due to inadequate training</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Ensure personnel are trained to manufacturer’s procedures.</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

Risk Assessment
Exhibit B
## Risk Assessment

### Exhibit B

<table>
<thead>
<tr>
<th>UAS improperly maintained due to lack of training</th>
<th>Occasional</th>
<th>Critical</th>
<th>Serious</th>
<th>Incorporate appropriate maintenance procedures into approved training.</th>
<th>Remote</th>
<th>Critical</th>
<th>Medium</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unqualified personnel operating UAS</th>
<th>Remote</th>
<th>Critical</th>
<th>Medium</th>
<th>All personnel operating UAS will be qualified in accordance with policy.</th>
<th>Improbable</th>
<th>Critical</th>
<th>Medium</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Not conducting post maintenance flight checks</th>
<th>Occasional</th>
<th>Critical</th>
<th>Serious</th>
<th>Require post maintenance test flights in contract and fleet policy. Include as part of student training curriculum.</th>
<th>Remote</th>
<th>Critical</th>
<th>Medium</th>
</tr>
</thead>
</table>

### UAS

<table>
<thead>
<tr>
<th>Aircraft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Mitigation</td>
</tr>
<tr>
<td>Sub-system</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Payload</td>
</tr>
</tbody>
</table>

217

Attachment 1-217
<table>
<thead>
<tr>
<th>Aircraft out of Weight &amp; balance</th>
<th>Occasional</th>
<th>Critical</th>
<th>Serious</th>
<th>Follow the weight and balance procedures outlined in the aircraft flight manual.</th>
<th>Remote</th>
<th>Critical</th>
<th>Medium</th>
</tr>
</thead>
</table>
## Risk Assessment

### Exhibit B

<table>
<thead>
<tr>
<th>Sub-system</th>
<th>Hazards</th>
<th>Pre Mitigation</th>
<th>Post Mitigation</th>
<th>Mitigation Achieved?</th>
<th>Additional Local Mitigation</th>
<th>Post Mitigation Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Likelihood</td>
<td>Severity</td>
<td>Outcome</td>
<td>Likelihood</td>
<td>Severity</td>
</tr>
<tr>
<td><strong>UAS C2</strong></td>
<td><strong>Loss of link due to terrain</strong></td>
<td>Remote</td>
<td>Critical</td>
<td>Medium</td>
<td>Improbable</td>
<td>Critical</td>
</tr>
<tr>
<td></td>
<td><strong>Loss of link due to hardware failure</strong></td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Improbable</td>
<td>Critical</td>
</tr>
<tr>
<td></td>
<td><strong>Loss of link due to distance between UAS and control transmitter</strong></td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Improbable</td>
<td>Critical</td>
</tr>
</tbody>
</table>
## Risk Assessment

### Exhibit B

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Frequency</th>
<th>Severity</th>
<th>Mitigation</th>
<th>Likelihood</th>
<th>Impact</th>
<th>Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of link due to software failure</td>
<td>Remote</td>
<td>Critical</td>
<td>Serious</td>
<td>Improbable</td>
<td>Critical</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Load all software updates that the manufacturer issues and test UAS before flight. Maintain a current log of all software updates for the UAS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-COTS payload interferes with UAS (e.g. a repeater)</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Improbable</td>
<td>Critical</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Use only approved and flight tested aircraft and payloads.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manned aircraft cannot electronically detect UAS</td>
<td>Frequent</td>
<td>Catastrophic</td>
<td>High</td>
<td>Improbable</td>
<td>Critical</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Require large UAS to have a transponder. Have a visual observer constantly monitor operating area when no other known aircraft are in the UAS operation area. Contract language states a mode C transponder must be installed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Risk Assessment

**Exhibit B**

<table>
<thead>
<tr>
<th>UAS Sub-system</th>
<th>Maintenance</th>
<th>Pre Mitigation</th>
<th>Post Mitigation</th>
<th>Mitigation Achieved?</th>
<th>Additional Local Mitigation</th>
<th>Post Mitigation Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Likelihood</td>
<td>Severity</td>
<td>Outcome</td>
<td>Likelihood</td>
<td>Severity</td>
</tr>
<tr>
<td>Aging Aircraft</td>
<td></td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Follow manufacturer’s recommendations and create a tracking system to document failures.</td>
<td>Remote</td>
</tr>
<tr>
<td>Inspection Compliance</td>
<td>Inspections not complied with at proper intervals</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Follow flight manual recommendations for inspection and maintenance. Ensure aircraft is current agency approved card.</td>
<td>Remote</td>
</tr>
<tr>
<td>Major repair or alteration</td>
<td>Lack of policy for what constitutes a major repair or alteration on a UAS</td>
<td>Occasional</td>
<td>Critical</td>
<td>Serious</td>
<td>Follow contract requirement or policy for reporting damage and/or repairs. Develop a list of what constitutes a major repair for filed operators.</td>
<td>Remote</td>
</tr>
</tbody>
</table>

**Final Assessment Value:**

**Prepared By:**

**Operation Approved by:**

**Date:**

**Title:**

**Date:**

---

221

Attachment 1-221
BLM Utah UAS Mission Plan and Go/No Go Checklist

Exhibit C

BLM Utah UAS Mission Plan

1. Submitter’s Email Address:
2. Project Name:
3. Crew Leader Name:
4. Crew Leader Phone Number:
5. Pilot Name(s):
6. Visual Observer Name(s):
7. Flight Date:
8. Flight Type (Circle one):
   a. Pilot Currency or Proficiency
   b. Pilot Training
   c. Low Complexity Project Flight (single day in a single location)
   d. Fire Investigation/Cause Determination
   e. Fire Intelligence/Mapping
   f. Law Enforcement (Low Complexity /Unplanned Mission)
   g. Prescribed Fire Intelligence/Mapping
   h. Project Associated with a Project Aviation Safety Plan (PASP)
9. Associated PASP Name:
10. Project Location (Circle one):
    a. Grand Staircase Escalante National Monument
    b. Cedar City Field Office
    c. Richfield Field Office
    d. St. George Field Office
    e. Kanab Field Office
    f. Vernal Field Office
    g. Price Field Office
    h. Salt Lake Field Office
    i. Fillmore Field Office
    j. Moab Field Office
    k. Monticello Field Office
11. Descriptive Location of the Project:
12. Latitude (DD MM.MM):
13. Longitude (DD MM.MM):
14. Is the project located in class G Airspace:
    a. Yes
    b. No (B, C, D, and E require ATC permission)
15. Have Hazards been Identified and Mitigated:
    a. Yes
    b. No
16. Unit Aviation Manager (Circle One):
    a. West Desert District: Vacant TBD
    b. Green River District: Chris Deets (435)630-5929
    c. Canyon Country District: Clark Maughan (435) 259-1881

Attachment 1-222
d. Color Country District Glenn Dietz (435) 590-4686

17. Dispatch Center (Circle One):
   a. Color Country Interagency Fire Center (435) 865-4600
   b. Moab Interagency Fire Center (435) 259-1850
   c. Northern Utah Interagency Fire Center (801) 495-7600
   d. Richfield Interagency Fire Center (435) 896-8404
   e. Uintah Basin Interagency Fire Center (435) 789-7021

18. UAS Make and Model:

19. UAS Call Sign:

20. Are Pilot and UAS Carded:

21. Notifications/Approvals completed?
   a. Yes
   b. No

22. I will complete a hard copy version of the Go/No Go Checklist in the field prior to flight.
   a. Yes
UAS Mission Go/No Go Checklist

1. Is this flight Necessary and the safest method to complete the mission?
   a. Yes
   b. No

2. Is your PASP or UAS Supplement approved?
   a. Yes
   b. No

3. Has dispatch been notified and flight following established?
   a. Yes
   b. No

4. Has a communication plan been established and verified?
   a. Yes
   b. No

5. Are the pilot and aircraft carded and approved?
   a. Yes
   b. No

6. Does the aircraft have the capability to perform the mission based on expected conditions? (Altitude, temperature, wind, etc.)
   a. Yes
   b. No

7. Have aerial hazards been identified and briefed?
   a. Yes
   b. No

8. Have you checked for Temporary Flight Restrictions at project site?
   a. Yes
   b. No

9. Have aviation Sectional Charts been reviewed and airspace deconflicted if needed?
   a. Yes
   b. No

10. Has land status been verified?
    a. Yes
    b. No

11. Are landing areas adequate for the mission?
    a. Yes
    b. No

12. Have roles and responsibilities been identified and made known to all participants?
    a. Yes
    b. No

13. Are all personnel qualified for the mission?
    a. Yes
    b. No

14. Do all personnel have required PPE?
    a. Yes
    b. No
15. Have all personnel been briefed on emergency procedures?
   a. Yes
   b. No

16. Have all personnel been briefed on the mission?
   a. Yes
   b. No

17. UAS Crew Leader signature