**Aviation Management (2023)**

**Checklist #10**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 4 | Unit aviation plan |
| 5 | State/unit aircrew orientation briefing package |
| 8, 9, 10 | Documents referenced |
| 11 | Training documents |
| 21 | MOUs |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Management (agency administrator, unit fire staff, etc.) supports the unit aviation program and ensures 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.  *[NAP 2.5]* |  |  |
| 2 | Unit aviation management responsibilities and duties are clearly delineated and assigned in the management structure.  *[NAP 2.5]* |  |  |
| 3 | Field offices (district/center/zones) must designate a UAM, either full time or collateral duty, to provide program oversight at the local level.  *[NAP 2.5]* |  |  |
| 4 | Unit aviation plan (including all supplemental aviation operational plans) is maintained and updated annually and approved by the district/field office manager.  *[NAP 3.3]* |  |  |
| 5 | State/unit aircrew/pilot orientation briefing package is complete, current, and available.  *[NAP 3.4]* |  |  |
| 6 | All aviation projects and missions are coordinated through the unit aviation manager who should have a delegation of authority for each area of responsibility.  *[NAP 2.5]* |  |  |
| 7 | Safety Management System (SMS) materials are current, posted and utilized in daily unit operations.  *[NAP 4.3]* |  |  |
| 8 | Applicable SAFECOMs are posted/available. Utilization of the SAFECOM system as it relates to briefings and SMS is understood.  *[NAP 4.5.2]* |  |  |
| 9 | The following plans, guides, manuals, and handbooks are current and accessible:  *(This reference material can be available in hardcopy or electronic formats kept within the office and not requiring the web for access.)*  *[RB Ch 16; NAP 1.6]* |  |  |
|  | 1. CFR 14 (FARs/AIMs) |  |  |
|  | 1. Departmental manuals (DMs 350-354, 9400 Manual, OPMs) |  |  |
|  | 1. BLM National Aviation Plan |  |  |
|  | 1. BLM State Aviation Plan |  |  |
|  | 1. *NWCG Standards for Airspace Coordination* |  |  |
|  | 1. *NWCG Standards for Aerial Supervision* |  |  |
|  | 1. *NWCG Standards for Helicopter Operations* |  |  |
|  | 1. *Interagency Standards for Fire and Fire Aviation Operations* (Red Book) |  |  |
|  | 1. *NWCG Standards for Airtanker Base Operations* |  |  |
|  | 1. [*DOI Occupational Safety and Health Program - Field Manual*](https://doimspp.sharepoint.com/sites/blm-wo-700/safetyhealthandemergency/Documents/Occupational%20safety%20and%20health%20program%20-%20field%20manual.pdf) |  |  |
|  | 1. *Aviation Life Support Equipment Handbook (ALSE)* |  |  |
|  | 1. National and geographic mobilization guides |  |  |
|  | 1. *NWCG Standards for Fire Unmanned Aircraft Systems Operations* |  |  |
| 10 | The following plans, guides, manuals, and handbooks are current and accessible as appropriate for the unit being reviewed:  (*This reference material can be available in hardcopy or electronic formats kept within the office and not requiring the web for access.)*  *[RB Ch 16; NAP 1.6]* |  |  |
|  | 1. *NWCG Standards for Aerial Ignition* |  |  |
|  | 1. OPM 33 - *Aerial Capture, Eradication and Tagging of Animals (ACETA)* |  |  |
|  | 1. *Aviation Fuel Handling Handbook* |  |  |
|  | 1. *Military Use Handbook* |  |  |
| 11 | Management and supervisors of aviation users are current with their required training (M-3 and A-200)  *[NAP 6.2.1]* |  |  |
| 12 | Preparedness and program evaluation reviews have been completed, documented, and filed in accordance with agency policy (unit and individual reviews).  *[NAP 4.5.3]* |  |  |
| 13 | Current mishap response plan is updated annually, known, and emergency procedures understood and available in all dispatch offices.  (*NWCG Aviation Mishap Response Guide and Checklist* (PMS 503), or equivalent, can be utilized).  *[NAP 5.12]* |  |  |
| 14 | Flight following standards are known and documented in the unit aviation plan.  *[NAP 3.3, 5.9]* |  |  |
| 15 | Transportation of hazardous materials must meet requirements set forth in the *NWCG Standards for Aviation Transport of Hazardous Materials* (PMS 513). Required hazardous materials training has been completed and is documented.  *[NAP 5.13]* |  |  |
| 16 | Aviation hazard map are current and posted.  *[RB Ch 16; NAP 7.2]* |  |  |
| 17 | Risk assessment and mission analysis is occurring between pilot and flight managers prior to fire flights (utilizing aircraft dispatch form, hazard maps, FAA flight service, IAP, etc.).  *[NAP 4.4, NWCG Standards for Helicopter Operations Ch 3]* |  |  |
| 18 | All unit fire personnel are qualified and current for their aviation missions. Aerial observers must meet training requirements in the *Federal Wildland Fire Qualifications Supplement*.  *[NAP 5.27.2]* |  |  |
| 19 | Personnel using specialized equipment (plastic sphere dispenser, helitorch, etc.) meet all required agency standards.  *[NWCG Standards for Aerial Ignition, Ch 2]* |  |  |
| 20 | Aviation manager ensures that fixed-wing flight managers are designated as required by agency policy.  *[NAP 2.5]* |  |  |
| 21 | Memorandums of understanding (MOUs) for airspace agreements and aviation support from non-agency sources are established and current.  *[NAP 7.10]* |  |  |
| 22 | Personnel designated as a contracting officer’s representative (COR), or alternate COR have attended contract administration training and meet all currency requirements.  *[WO IM-2016-101 – Permanent]* |  |  |
| 23 | Aircraft are ordered using a cost comparison analysis for selection and documented.  *[NAP 3.7; NWCG Standards for Helicopter Operations Ch 3]* |  |  |
| 24 | The unit’s special-use policy and procedures are documented in the aviation plan(s) and in accordance with agency policy.  *[NAP 3.3, 4.3.2]* |  |  |