



Department of the Interior



Bureau of Land Management - Alaska

2013 ALASKA State Aviation Plan

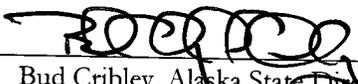
A COMMITMENT TO AVIATION SAFETY

BLM ALASKA STATE AVIATION OFFICE

Bureau of Land Management
Division of Fire and Aviation
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Reviewed By  Date 4-1-13
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United States Department of the Interior



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APR 01 2013

Memorandum

To: BLM-Alaska State Director

From: Kent Slaughter
Manager, Alaska Fire Service

Subject: 2013 Alaska State Aviation Plan

Enclosed with this memorandum is the 2013 Alaska State Aviation Plan that requires your signature. Also enclosed is a list outlining the changes from the 2012 State Aviation Plan.

If you have any questions, please contact Gary Baumgartner at (907) 356-5523

2 Enclosures

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1.0 BLM-ALASKA AVIATION PLAN

1.1 PURPOSE

This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for BLM Alaska. The purpose is to clarify and standardize aviation management procedures and operations for BLM employees in all Alaska District/Field Offices, Alaska State Office, Office of Pipeline Monitoring, and Alaska Fire Service.

1.2 MISSION STATEMENT

The Office of the State Aviation Manager is responsible for providing safe, cost-effective aviation support to BLM-Alaska and its interagency partners. We will be guided in accomplishing this mission by rigorous adherence to Departmental aviation policy and safe aviation practices, sound mission planning, risk management, ongoing safety training with technical and contractual support from Office of Aviation Services (OAS). Continuous evaluation and critique of mission performance and customer satisfaction will be used to measure our success.

1.3 BLM ALASKA AVIATION PHILOSOPHY

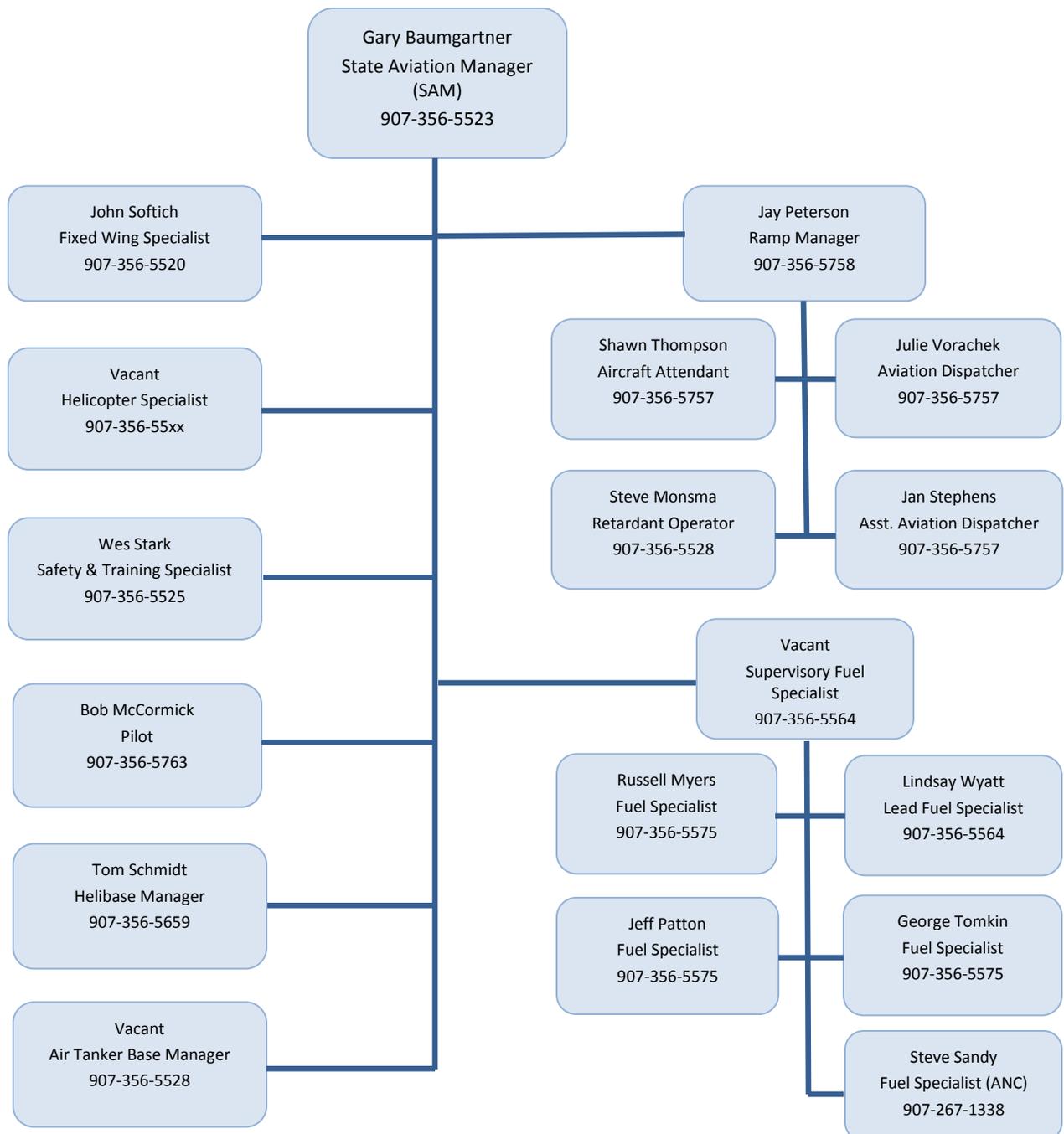
The complex nature of the BLM aviation program, combined with the demanding flight environment of Alaska, requires the guidance of a philosophy reflecting the basic tenets of operation. Our goal is to provide safe and efficient aviation support for the BLM mission, while conducting our actions in accordance with this philosophical and regulatory guidance.

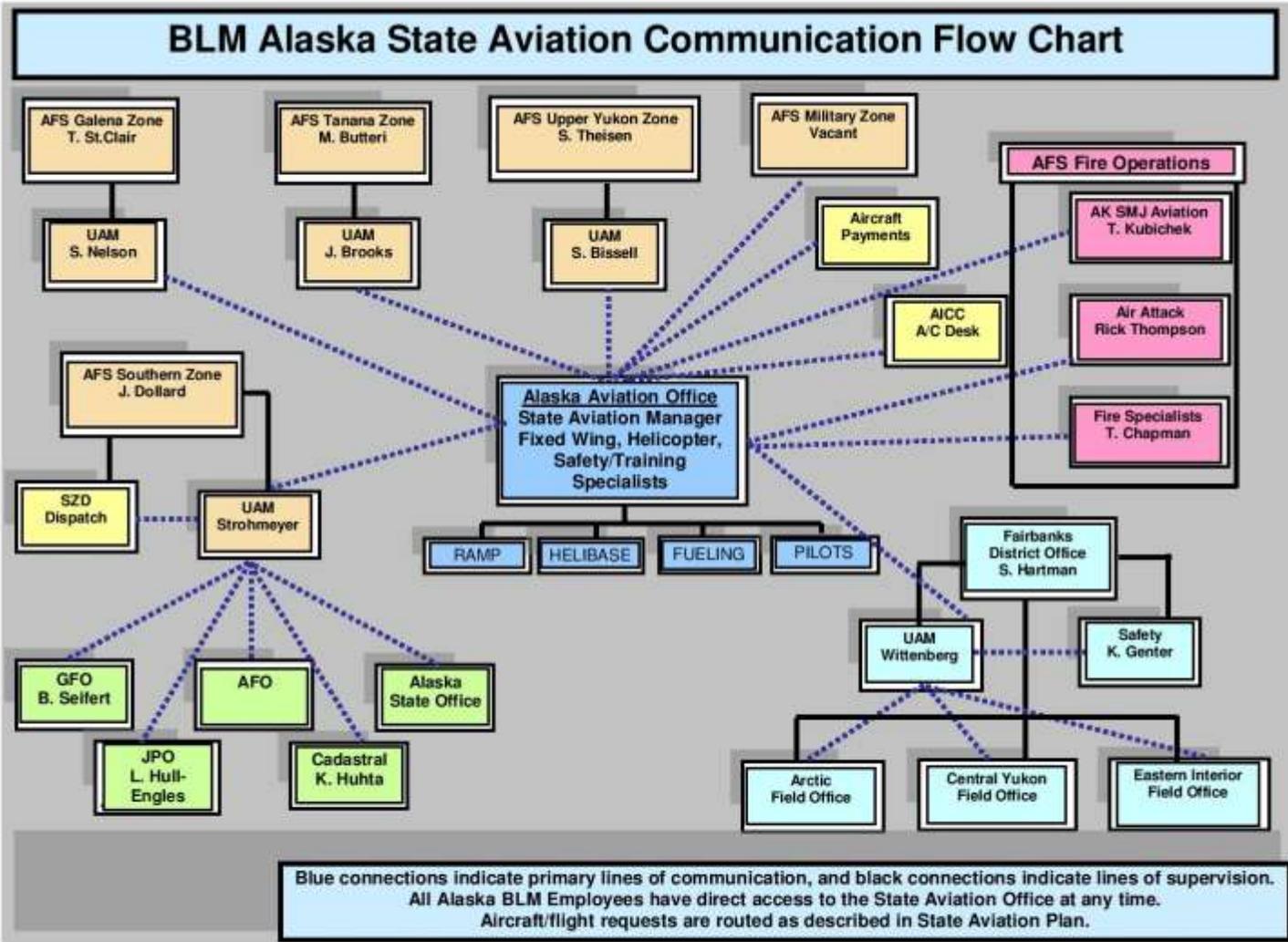
- An active and aggressive Accident Prevention Program intended to protect our most precious assets, the people utilizing our services. All participants in the BLM Aviation program will remain proactive in Aviation Safety Management.
- We must be proactive in Safety Management.
- Risk Management will remain incorporated into all aviation operations.
- Managers are responsible for all aircraft missions.
- Aviation provides a service for a customer.
- There must be pre-planning for flight operations including but not limited to: 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.
- The aviation organization will be maintained at the most efficient level commensurate with the BLM mission.
- Management has the responsibility to maintain the commitment to aviation safety and efficiency.
- Field offices are empowered to accomplish their mission without undue restriction, regulation, or oversight.
- State and Field Office's local policy and procedure can not be less restrictive, different, or conflict with National Aviation Office (NAO) and/or Departmental policy.

1.4 REFERENCES

- A. [Title 14 CFR](#)
- B. Departmental Manual, Parts 112, [350-354](#)
- C. [OAS Operational Procedures Memoranda \(OPM\)](#)
- D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 210, [9400-9470](#)
- E. Office of Management and Budget (OMB) Circulars [A-76](#), [A-123](#), [A-126](#)
- F. [GSA Federal Property Management Regulation \(FMR\) 101-37](#)
- G. [Interagency Aviation Operational Guides/Handbooks](#)

2.0 ORGANIZATION – AK9F600





3.0 ROLES AND RESPONSIBILITIES

3.1 OFFICE OF AVIATION SERVICES (OAS)

Office of Aviation Services is responsible for all Department of Interior aviation policy and performs aircraft and pilot inspections, aviation safety evaluations, and training. Provides Technical Specialists, Training Specialists, and fleet services to DOI agencies.

3.2 ACQUISITIONS SERVICES DIRECTORATE (AQD)

Acquisitions Services Directorate is responsible for all Department of Interior aviation services contracting, procurement and payments. AQD, Division IV is a branch within the Interior Business Center. AQD provides Contracting Officers, Procurement Specialists and Technicians in support of DOI agencies.

3.3 BLM NATIONAL AVIATION OFFICE (NAO)

The National Aviation Office is responsible for providing BLM leadership and expertise in all areas of aviation management. Promote aviation safety, standardization and efficiency in support of fire and non-fire management activities. Provide representation in the development of aviation policy, acquisition plans, and operational procedures.

3.4 STATE DIRECTOR

The State Director has overall responsibility for the State Aviation Program, which is delegated to the State Aviation Manager through the manager of the Alaska Fire Service.

3.5 STATE AVIATION MANAGER (SAM)

The State Aviation Manager serves as the principal aviation professional for the State Director and is responsible for providing aviation program management, oversight and support district/field office aviation programs within Alaska.

- Develops and implements the State Aviation Plan, and establishes aircraft safety and accident prevention measures.
- Reviews all Project Aviation Safety Plans (PASP) with a Final Risk Rating of “High” or above prior to implementation.
- Designates the Fixed Wing and Helicopter Specialists as the Contracting Officer’s Representatives (COR) on all BLM aviation exclusive use and or variable term contracts assigned to the state.
- Nominates candidates to the Contracting Officer for potential appointment as project inspectors (PI) and Alternate CORs for all BLM exclusive use aviation contracts in their state.
- Authorized to order aircraft; 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.
- Responsible for reporting statewide aircraft use for all aircraft under their operational control to the NAO on a daily basis.

- Coordinates with the NAO specialists regarding aviation issues.
- Coordinates with other interagency partners on regional and state levels.
- Designates and assigns an alternate SAM when needed.
- Reviews all potential End Product contracts that could conceivably utilize aircraft.
- Will submit annually to the NAO the BLM Law Enforcement Aviation Statistics form for all law enforcement aviation operations within their state (reference BLM National Aviation Plan 5.28).

3.6 FIXED WING SPECIALIST

The Fixed Wing Specialist is a member of the State Aviation Staff and works directly for, and as Assistant to, the State Aviation Manager. This position supports state and national initiatives aimed toward enhancement and standardization of the BLM-Alaska Fixed Wing Program. Primary focus of the position is safety and efficiency of fixed wing operations.

- Provides technical guidance and serves as principal technical advisor for fixed wing operations.
- Develops and maintains BLM field and state aircraft programs.
- Provides leadership to BLM personnel and cooperating agencies for planning, developing, and maintaining fixed wing programs.
- Provides input on aircraft technical requirements, specifications and procedures for interagency agreements, PASPs, mutual aid and operating plans.
- Performs inspections and site visits and identifies need for Aviation Safety and Assistance Teams.
- Conducts field tests and evaluates aircraft related equipment and accessories.
- Reviews and manages SAFECOMs and may serve as member of incident/accident investigation teams.
- Serves and Contracting Officer's Representative for all contract fixed wing aircraft and Alternate COR for helicopter, fueling and other aviation related contracts.

3.7 HELICOPTER SPECIALIST

The Helicopter Specialist is a member of the State Aviation Staff and works directly for, and as Assistant to, the State Aviation Manager. This position supports state and national initiatives aimed toward enhancement and standardization of the BLM-Alaska Helicopter Program. Primary focus of the position is safety and efficiency of helicopter operations.

- Provides technical guidance and serves as principal technical advisor for helicopter operations.
- Develops and maintains BLM field and state aircraft programs.
- Provides leadership to BLM personnel and cooperating agencies for planning, developing, and maintaining helicopter programs.
- Provides input on aircraft technical requirements, specifications and procedures for interagency agreements, PASPs, mutual aid and operating plans.
- Performs inspections and site visits and identifies need for Aviation Safety and Assistance Teams.
- Conducts field tests and evaluates aircraft related equipment and accessories.
- Reviews and manages SAFECOMs and may serve as member of incident/accident investigation teams.
- Serves and Contracting Officer's Representative for all contract helicopters and Alternate COR for fixed wing and other aviation related contracts.

3.8 SAFETY & TRAINING SPECIALIST

The Aviation Safety & Training Specialist is a member of the State Aviation Staff and works directly for, and as Assistant to, the State Aviation Manager. This position supports state and national initiatives aimed toward enhancement and standardization of aviation safety systems as well as training initiatives. Primary focus of the position is safety and training for BLM-AK aviation programs.

- Provides technical guidance and serves as principal technical advisor for aviation safety and training.
- Develops and maintains BLM field and state safety and training programs.
- Provides leadership to BLM personnel and cooperating agencies for planning, developing, and maintaining aviation safety and training programs.
- Provides input on fleet and non-fleet aircraft programs, interagency agreements, PASPs, mutual aid and operating plans.

- Primary position responsible for performing inspections and site visits and identifies need for Aviation Safety and Assistance Teams.
- Conducts field tests and evaluates aircraft related equipment and accessories, when requested.
- Primary position responsible for and managing SAFECOMs and may serve as member of incident/accident investigation teams.
- Develops and maintains aviation related training programs.

3.9 FIELD OFFICE MANAGERS

The Field Office Manager has overall responsibility for the Field Office aviation activities. This responsibility can be delegated to a subsequent position.

3.10 UNIT AVIATION MANAGER (UAM)

The Unit Aviation Manager serves as the focal point for the unit aviation program by providing technical and management direction of aviation resources to support fire and non-fire programs. They have functional responsibilities in the following areas:

- Ensures district/unit flight compliance with DOI/BLM/state and district policies and regulations.
- Confirms that a qualified flight manager is assigned to all project/non-fire flights.
- Ensures that visiting aircrews, pilots, incident management teams receive a Unit aviation briefing.
- Develops and implements the District/Unit aviation management plan, as well as specific operating plans for other aviation programs (helitack, SEAT, airbase, and air tactical).
- May serve as the Alternate COR (ACOR) or PI on BLM exclusive use aircraft.
- Authorized to order approved aircraft utilizing agency procurement documents and processes.
- Assists district/unit project leaders in development of PASP's.
- Ensures that airspace 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 Redbook Chapter 16, IHOG Chapter 3)
- Reviews unit SAFECOM reports and facilitates corrective actions.
- Ensure units' Interagency Aviation Mishap Response Guide and Checklist is updated by April 15, and functional. Ensure that a Dispatch Center simulation is conducted annually.
- Facilitates, 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.
- 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 assigns an alternate UAM when needed.
- 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 National Aviation Plan 5.28).

3.11 AIRCRAFT DISPATCHER

Aircraft Dispatchers are trained in aviation operations, policies, and procedures fulfill aircraft dispatching duties. Duties include:

- Confirms that BLM Flight Request Form (9400-1a) is utilized, completed for BLM operationally controlled non fire flights (point-to-point and mission flights).
- Provides flight following and coordinates with other agencies when air operations cross jurisdictional boundaries.

- Maintains an up to date Interagency Aviation Mishap Response Guide and Checklist and initiates emergency search-and-rescue procedures for overdue, missing, or downed aircraft.
- Follows the procedures established in the Geographic and National Mobilization Guides.
- Utilizes required boundary plan checklist (reference Interagency Airspace Coordination Guide 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 OAS 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.

3.12 PILOT

The Pilot is in command of the aircraft and has ultimate responsibility under FAA and Departmental regulations and requirements for the safety of the aircraft and persons on board. Other responsibilities include the following:

- Operates the aircraft in accordance with applicable FARs and USDI/BLM policy and procedure.
- Develops, activates, and closes FAA or agency flight plans.
- Wears personal protective equipment when required.
- Does not deviate from the filed Flight Plan or mission profile unless prior authorization is received.
- Performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance with 351 DM 1.5.
- Completes load calculations or weight and balance computations prior to flight.
- Completes flight invoices for services rendered.
- **The pilot may terminate a flight at any time for safety reasons.**

3.13 AIRCRAFT MANAGER

Aircraft Managers include Non-fire and Fire Helicopter Managers, Air Tanker Base Managers, Air Tactical Group Supervisors, Smokejumper Spotters, and Detection personnel. Each manager complies with their appropriate Interagency Operations Guide and is responsible for the following:

- Plans, coordinates, and supervises aircraft operations according to DOI/BLM policy.
- Serves as Project Inspector to administer Exclusive-Use, Call When Needed (CWN), On-Call, or Aircraft Rental Agreement (ARA) aviation contracts in the field.
- Directs pilots and crews and provides operational and safety briefings to aircrews, project leaders, and passengers.
- Conducts risk and hazard analysis, completes flight invoices, daily diaries, cost summaries and all related documentation.
- Consults with Unit Aviation Manager or State Aviation Manager on any aviation issue.

3.13.1 NON-FIRE HELICOPTER MANAGER

A non-fire 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.

- Reference IHOG chapter 2 for specific duties.
- As of 01 January 2012, all Non-fire Helicopter Managers will be responsible for meeting specific BLM training requirements as well as the Non-fire Helicopter Manager Position Task Sheet (PTS). Training requirements are S-271 and S-372 (or IAT equivalent) with a successful training assignment(s) under the supervision of a fully qualified helicopter manager. Triennial attendance at RT-372 and experience operating in the position every three years is also required for all new and currently qualified Non-fire Helicopter Managers.
- The individual tasks required for completion of the PTS must be evaluated by a qualified helicopter manager. If the PTS is not completed in three years from the date of the PTS initiation (or first task being evaluated) the PTS will no longer be valid. A new PTS may be initiated, but all current qualification standards will then apply.

- Currently Qualified: Employees who were qualified prior to 01 January 2012 as a Non-fire Helicopter Manager will maintain their qualifications but will need to meet the triennial RT372 attendance requirement.
- New Trainees: Complete the training S-271 & S-372 and the Non-fire Helicopter Manager PTS within three years.
- 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.

3.14 **FLIGHT MANAGER (FIXED WING AND HELICOPTER)**

The Flight Manager is the government representative who ensures compliance with contract or Aircraft Rental Agreement (ARA) requirements and is responsible for coordinating the given flight or project. They must have received OAS Flight Manager training within the last three years. Other duties include:

- Briefs pilots on missions, frequencies, flight routes, hazards, flight following, passenger briefing requirements, and any other related information required.
- Checks the pilots' qualification cards and aircraft data cards for approval and currency. Distinguish the difference between Point to Point versus Mission Specific Qualification Card.
- Ensures that flights are safely conducted and do not deviate from filed Flight Plans or Mission Profiles without prior authorization.
- Initials (or provides final signature if delegated the authority to do so) the flight invoices and routes them according to procedures specified in the contract.

3.15 **AIR CREW**

Air Crew members are authorized individuals other than the Flight Crew who are essential to the success of the mission (e.g. Loadmaster, Helitack, Observer).

3.16 **PASSENGER**

A person aboard an aircraft who does not perform the function of a flight crewmember or air crewmember is a passenger. Only essential and "official" passengers are authorized on DOI owned/procured aircraft; the government must derive some benefit from the transport of official passengers.

Official passengers include:

- Employees of the Federal Government traveling on official business.
- Members of Congress and employees of Congressional Committee staffs whose work relates to DOI programs.
- Non-federal personnel engaged in missions which enhance accomplishment of a departmental program.

4.0 ADMINISTRATION

4.1 GENERAL

Except for ticketed commercial airline flights, all aircraft will be scheduled through the Alaska Interagency Coordination Center (AICC), Southern Zone Dispatch Office (SZD), or other AFS Dispatch Office. The State Aviation Manager, AICC and the SZD may authorize other offices to schedule directly with local vendors, but it remains their responsibility to ensure that flight-following and other aviation regulations are observed. Flights on scheduled commercial airlines are initiated through the local office administrative staff and/or travel agency which include seat fares on scheduled 14 CFR 135 air carriers ([OPM-15](#)).

4.2 CONTRACTS-EXCLUSIVE USE AIRCRAFT/ON-CALL

Aircraft services identified in the Annual Work Plan (AWP) to be accomplished within a specified timeframe and in excess of \$25,000 require a formal aviation contract. Requests for exclusive use and on-call contract services require the submission of form [AMD-13](#) and [AMD-13A](#) or [AMD-13H](#) and are made to the State Aviation Manager (SAM). OAS will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The Fixed Wing and Helicopter Specialists are the Contracting Officer's Representative (COR) and delegate field administration of the contract to one or more Alternate COR/Project Inspectors. Reference the [BLM National Aviation Plan](#) 3.7.1 (Non-fire) and 3.7.2 (Fire) and 3.7.3 (On-Call) for specific policy/procedures.

4.3 CONTRACTS-AIRCRAFT RENTAL AGREEMENTS AND CHARTERS

Procurement of aircraft for administrative and aviation projects less than \$25,000 is accomplished through the OAS [Aircraft Rental Agreement](#) (ARA). These agreements are used when airlines, contract aircraft, and ground transportation are unavailable, unfeasible, or not cost effective. Requests from District/Field Offices and the State Office are made through the local Aviation Manager or the local Dispatch Office.

- Available aircraft and crews can be found online via Aircraft and Pilot Source List.
- If hired for less than 24 hours, Standby Time may apply. If hired greater than 24 hours, minimum Guarantee Time may apply.
- A Best Value Comparison ([OAS-91](#), tab 2) form must be completed and retained on file locally if the hire is anticipated to exceed \$2,500.
- Requests to add new vendors must be initiated on a Request for Rental Services (AMD-20) form. These will be routed through the SAM to the NAO for approval.
- Procedures for use are outlined in [BLM National Aviation Plan](#) 3.7.4.

No employee under any circumstances (other than noted in 4.1) may schedule or procure Aviation Services. This is facilitated by Aviation Managers or qualified dispatch office personnel. Any employee who is asked to accompany personnel from another agency on any type of flight must consult with their respective Aviation Manager.

4.3.1 COST ANALYSIS-BEST VALUE COMPARISON

Flight requests in excess of the micro-purchase limit of \$2500 for chartered aircraft services utilizing the [ARA](#) Source List shall include an approved Best Value Comparison ([OAS-91](#)) tab 2, which clearly demonstrates the

best value of the flight. The flight requestor or first line supervisor coordinates with the Aviation Dispatcher to complete a cost analysis that is kept on file for three years.

4.4 **CONTRACTS-END PRODUCT**

All End Product Contracts are contracts to acquire an end product established on a per-acre, per-unit, or per-area basis. These contracts will be conducted in accordance [OPM-35](#) and are administered at the state level or NOC if the anticipated value exceeds \$100,000. The SAM must be consulted to ensure that end product contract specifications and language to not unintentionally imply or determine aircraft operational control. Further guidance is found in [National Aviation Plan](#) 3.8.

4.5 **CONTRACTS-CONTRACTOR EVALUATIONS**

Contractor evaluations are essential to effective contract management. The designated Project Inspectors will complete the evaluations, submit to the COR and provide a copy to the UAM, if applicable. The PI should discuss the evaluation with the contractor's representative before submission. Upon receipt of the Evaluation Report on Contractor Performance ([OAS-136](#)), the COR will initiate the online Contractor Performance Assessment Reporting System ([CPARS](#)) evaluation.

4.6 **COOPERATOR AIRCRAFT**

The use of cooperator aircraft is encouraged for the purpose of efficiency and standardization in procedure. However, the use of state/local, government, military or other federal agency aircraft by BLM-AK employees may require prior inspection and approval by AMD, usually in the form of a Letter of Authorization. Proposed use of these aircraft must be requested through the local Unit Aviation Manager to the State Aviation Manager. Reference [351 DM 4](#) and [OPM-39](#) for operations involving USFS aircraft.

4.7 **FLIGHT REQUESTS**

For all flights, the user must ensure there is appropriate funding for the mission and that supervisory approval has been granted (See BLM-AK Aircraft Acquisition Guide Appendix 11). For Special Use Flights the project manager must complete the back of the [9400-1a](#), a [Project Aviation Safety Plan](#) (PASP) and [Risk Assessment](#) (Appendix 6 and 7). The reverse side of the form 9400-1a may be used as a [PASP](#) for low complexity, one-time special use missions. The approved and completed [PASP](#) and [Risk Assessment](#) will be submitted to the appropriate dispatch center and Unit Aviation Manager. Fire Missions are exempt from the [9400-1a](#) requirement. See [BLM National Aviation Plan](#) 4.3.2 for additional guidance on Project Aviation Safety Plans.

4.8 **SPECIAL USE ACTIVITIES**

Special Use flight operations are operations that involve the utilization of airplanes and helicopters which are not point-to-point flight activities and which require special control measures due to their inherently higher risk. This may require deviation from normal operating practices where authorized by OAS. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to minimize risk to personnel and property. These activities include:

Low level flight (within 500' of the surface)	Vessel Landings
Mountain Flying (helicopter)	Water Landings-floats or hull
Resource Reconnaissance	Wheel Operations on Unprepared Areas
Fire Reconnaissance	Animal Darting
Air Tactical Group Supervision	Animal Eradication
Toe-in, Single-skid, and Step-out Landing	Animal Gathering/Capture
Cargo Letdown	Net Gunning
External Load \leq 50' line (helicopter)	Aerial Ignition
External Load $>$ 50' line (helicopter)	Night Vision Goggles
Rappel	Smokejumping/Paracargo
Short-haul	Water/Retardant Application
Offshore Platform Landings (helicopter)	

Note: Future flight activities may be developed which should also be identified as special use. If a question exists, the applicable BLM State Aviation staff or Unit Aviation Manager should be consulted.

4.9 SENIOR EXECUTIVE SERVICE (SES) FLIGHTS

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. These flights are ordered through the Aviation Dispatcher or Unit Aviation Manager. 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. The requirements and procedures are outlined in OMB Circular A-126 and [OPM-7](#). Requests for Senior Executive Service (SES) Flights will be submitted at least ten (10) working days prior to the flight. This will allow Aircraft Dispatchers and the Solicitor's office enough time to perform cost analysis ([OAS-110](#)), review and approve the flight. All SES flight requests will be routed through the AICC Aircraft Desk.

4.10 DISTRICT/ZONE AVIATION PLANS

State Office, District Offices, and Zones will prepare annual aviation operating plans that implement national and state policy and establish local procedures and protocol. Unit aviation plans are approved by the District/Field Manager. Operations adhere to and are not less restrictive than the national standard, unless exception has been granted in writing by the BLM National Aviation Office. District Office and Fire Zone Plans are updated prior to May 1 annually. Copies of all annual updates should be sent to the State Aviation Manager for State Office filing. [BLM National Aviation plan](#) 3.3 addresses plan content.

4.11 AIRCRAFT ACQUISITION GUIDE

See Appendix 11 for detailed acquisition protocols.

4.12 AVIATION MANAGEMENT SYSTEM (AMS)

AMS is an IBC web-based system utilized for generating and processing flight use invoices (AMD-23e and AMD-2).

AMS Training: <https://www.iaf.gov/ams/>

AMS: <https://ams.nbc.gov/maximo/webclient/login/login.jsp>

4.13 INVOICE PROCESSING PLATFORM (IPP)

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 Treasury's Financial Management Service. IPP centralizes transaction processing in the order-to-payment notification cycle, including purchase orders, invoices and payments, in one easy to use, web-based portal. <https://www.ipp.gov/>

4.14 DOCUMENTATION REQUIREMENTS

Documentation requirements for aviation activities are maintained in their respective field office for a period of three years and documents are subject to review by the State Aviation Office.

4.15 ISSUE RESOLUTION

Issue resolution is accomplished through the chain of authority established by Alaska BLM. See Aviation Communication Flow Chart (Page 4).

4.16 AVIATION PROGRAM REVIEWS

Aviation program reviews occur at several levels as follows:

BLM Fire Preparedness Reviews: National review every three (3) years, state or local to occur annually.

OAS Aviation Review: Every six (6) years (Alaska-2016).

5.0 AVIATION USE STANDARDS

5.1 PUBLIC/CIVIL AIRCRAFT OPERATIONS

Aircraft activities within BLM Alaska include both public and civil operations. All civil operations must comply with 14 CFR in both the operation and maintenance of aircraft with a few exceptions outlined in DM 350-354 or the individual aircraft contract. Aircraft contractors to BLM are bound by their contract to conduct operations in accordance with FAA-approved commercial or airline operations specifications. Special use activities will be conducted under 14 CFR 91 or waivers/exemptions as they apply to the specific operation.

5.2 CATEGORIES OF FLIGHT

The following terminology is used throughout this section and adheres to DOI/BLM standards. Specific procedures may follow the definitions when applicable.

5.2.1 POINT TO POINT FLIGHT

A ‘Point to Point’ flight is one that originates at one developed airport or helibase and flies to another developed airport or helibase with the sole purpose of transporting personnel or cargo (terminology does not apply to scheduled air carriers on a seat fare basis). A developed airport is one that is listed in the FAA Sectional or [FAA Alaska Supplement](#). These flights may be referred to as ‘administrative’ or general-use’.

- Aircraft and pilots to be carded for point to point flight.
- Flights will be conducted higher than 500 feet above ground level.
- A [9400-1a](#) will be completed by requestor, flight manager or designee and submitted to appropriate dispatch center.
- Dispatch will complete the OAS-91 page 2 (BVC) and OAS-110, if SES involved. Dispatch will complete [OAS-91](#) block 3 and forward [OAS-91](#) to requestor.
- Requestor will complete [OAS-91](#) blocks 1, 2, and 4 and submit completed form to amd91@nbc.gov

Note: The requestor may complete [OAS-91](#) blocks 1, 2 and 4 and submit with the [9400-1a](#) to the dispatch center. However, after the dispatch center completes the [OAS-91](#) block 3, the [OAS-91](#) will be returned to the requestor for submission to amd91@nbc.gov

5.2.2 SPECIAL-USE FLIGHT

Special-Use activities are the utilization of aircraft in support of programs that require special techniques, procedures, and considerations. These operations are listed in [OPM-29](#) and meet the following requirements:

- Aircraft and pilots must be approved for Special-Use activity prior to use.
- All Special Use flights or missions except fire missions must have an approved [9400-1a](#) or [Project Aviation Safety Plan](#) and [Risk Assessment](#) reviewed by the Unit Aviation Manager or State Aviation Office (complexity of ‘High’ risk or greater) and approved by the Field Office Manager or as delegated. The reverse side of the form [9400-1a](#) may be used as a [PASP](#) for low complexity, one-time special use missions.
- Passengers on a Special-Use flight must be considered to be essential to the mission.
- Employees engaged in Special-Use activities must be qualified through required training (see [OPM-04](#)).

- A [9400-1a](#) and/or a [PASP](#) with [Risk Assessment](#) will be completed by requestor, flight manager or designee and submitted to appropriate dispatch center.
- Dispatch will complete the [OAS-91](#) page 2 (BVC) and OAS-110, if SES involved. Dispatch will complete [OAS-91](#) block 3 and forward [OAS-91](#) to requestor.
- Requestor will complete [OAS-91](#) blocks 1, 2, and 4 and submit completed form to amd91@nbc.gov

Note: The requestor may complete [OAS-91](#) blocks 1, 2 and 4 and submit with the [9400-1a](#) to the dispatch center. However, after the dispatch center completes the [OAS-91](#) block 3, the [OAS-91](#) will be returned to the requestor for submission to amd91@nbc.gov

5.3 TRAINING

All Bureau personnel must meet training and experience requirements commensurate with their assigned aviation responsibilities as listed in OPM-04, [Interagency Aviation Training Guide](#), and/or NWCG 310-1.

5.4 AIRCRAFT AND PILOT REQUIREMENTS

The aircraft ([351 DM 2](#)) and pilot ([351 DM 3](#)) must be approved and current for the specific mission. For training requirements, see [OPM-22](#).

5.5 VOLUNTEERS

Volunteers, when traveling on official business, are official passengers, within the terms of [350 DM 1.8](#) and [BLM 9400.67A](#). Volunteers are not permitted to operate aircraft or serve as an aircrew member on any BLM aircraft. Volunteers aboard BLM 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 of the local line officer is the appropriate level of approval. A [Volunteer Agreement](#) will be completed before flights occur.

5.6 EXEMPTIONS/WAIVERS

Exemptions/waivers to federal aviation regulations and DOI/BLM policies must be requested in writing to the BLM aviation division chief. Depending on the policy in question, final approval may reside at the BLM Assistant Director or Office of Aviation Services Associate Director level. Some examples include:

- Boot Waiver
- Smokejumper ride-along

5.7 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 ([350 DM 1.2](#)). 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 versus the benefits.
- Any deviation will be documented on a SAFECOM and communicated to the local Unit Aviation Manager.

6.0 OPERATIONAL POLICY

6.1 FLIGHT PLANNING

Pilots shall file and operate:

- a) On a Federal Aviation Administration (FAA) flight plan or
- b) On an International Civil Aviation Organization (ICAO) flight plan; or
- c) In accordance with a bureau approved flight plan program; or
- d) In accordance with an AMD director approved vendor flight program specified in an AMD procurement document.

Flight plans shall be filed prior to takeoff.

Bureau flight plan programs may be used to accommodate specialized bureau missions and must be approved as delegated by the bureau Director. As a minimum, a bureau flight plan program must specify route of flight, estimated time of arrival (ETA), how an aircraft will be tracked during flight, and response procedures should the aircraft experience a mishap or fail to check in.

6.2 FLIGHT FOLLOWING - ALL FLIGHTS REQUIRE DOCUMENTATION

Flight following is a safety and operational requirement of the Department of the Interior ([352 DM 1.9G](#)), Bureau of Land Management National Aviation Plan, and [BLM Manual 9400.45C](#).

Flight following arrangements must be made clear to the dispatch office at the time the aircraft order is placed. Flight Requests and Flight Following logs will be maintained and stored by the dispatch office responsible for the flight. These records will be kept on file for a period of three years.

For those aviation activities occurring at remote field camps, local flight following may be more appropriate. In these cases the flight following method will be documented in the project plan and flight following logs will be maintained daily and kept for three years.

There are four (4) approved standard methods of flight-following; each method has specific requirements to allow flexibility in accommodating mission needs.

The approved standard methods of flight-following are:

- **Automated Flight Following** - AFF is the preferred method for exclusive use contracted and fleet aircraft. The ability to resume radio or satellite phone/texting will be maintained should the AFF system cease to function. Reference [National Mobilization Guide Chapter 20](#) for specific direction.
- **Radio Check-in with Agency Flight Plan** - An agency flight plan filed with a BLM dispatch office, with radio check-ins at least once every 60 minutes with a BLM or State of Alaska Division of Forestry (DOF) dispatch office (air-to-ground frequency for BLM is 127.45; the frequency for DOF is 132.45).
- **Satellite Phone/Texting with Agency Flight Plan** - A flight plan filed with a BLM dispatch office, with radio or satellite phone/text check-ins with BLM or DOF at least once per hour.
- **Instrument Flight Rules** - An IFR flight plan filed with FAA.

The chosen method of flight following must be documented on the Aircraft Flight Request Form ([9400-1a, Project Aviation Safety Plan](#)).

Note: FAA VFR flight plans and agency flight plans must be accompanied by a call to an agency dispatch office immediately prior to departure, and as soon as practical after landing for each leg.

Note: If you are unable to contact your dispatch center via the predetermined flight following method, a call may be placed to an FAA Flight Service Station to relay the information to the appropriate dispatch center. FSS does not provide flight following services.

Local/On-Scene Flight Following

Local flight following by incident or project personnel may be implemented and utilized when certain requirements are met and in place:

- Procedures are outlined in the approved [9400-1a](#) or [PASP](#).
- Procedures and responsibilities have been addressed in pre-flight briefings.
- Flight following methods have been tested including communication between field flight following personnel and dispatch prior to commencing flight operations.
- Positive communication between dispatch and field personnel must be maintained continuously during the operational period.
- A positive hand-off must occur between dispatch and field personnel when local flight following begins and ends.
- Back-up/alternative communication devices are in place, available and tested.
- A reporting interval not to exceed 15 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 all parties involved.

Non-Standard Flight Following

In Alaska, many flights occur in remote areas where radio communications are limited or impossible. In these situations, the requirement for check-ins may not be realistic. In such a case, non-standard flight-following may be approved, this approval will be from the State Aviation Manager and the Dispatch center will be consulted. The non-standard flight following will be described in a Project Aviation Safety Plan. Pilots will follow their flight plans and make position reports in the time interval as agreed. Any change in Flight Plan will be reported to the Dispatch Center. If the one-hour reporting time interval is exceeded, or anticipated to be exceeded, prior approval by the State Aviation Manager is required (351DM 1.4).

Non-standard flight following alternatives that may be used are:

- Establish a time with dispatch when check-ins will occur.
- Establish a round robin (check in-check out) flight plan with Dispatch.
- When operating in remote field camp settings, a prearranged flight-following plan which may include check-ins or round-robin plans filed with the base camp. (See Local/On-Scene Flight Following).

It is critical to understand that Bureau regulations regarding overdue aircraft require specific actions. A radio/communications search and documentation will begin when an aircraft is overdue from a scheduled check-in or an arrival time at a particular destination. Once an aircraft is overdue by one hour or fuel duration has been exceeded, the aircraft is declared missing and a physical search is to begin. The office responsible for the operation of the overdue aircraft will be billed for the costs of the search, including personnel overtime and any aircraft used.

BLM aircraft operations conducted under an agency (not IFR) flight plan will require a dispatcher to be on duty until the aircraft operations are concluded unless other prior to flight initiation arrangements have been identified. For BLM point-to-point flights between two Alaska Fire Service stations, a dispatcher will be on duty at the departure point until the aircraft is en route and communications with the aircraft are handed off to an office en route or to the final destination point. A dispatcher will remain on duty at the destination point until the aircraft has arrived. An agency dispatcher is not required to be on duty if an IFR plan has been filed with FAA.

Dispatcher and fueller overtime for extended BLM projects involving multiple flights and/or overtime hours will be funded by the benefitting BLM office. Overtime incurred for the flight following and fueling of non-

BLM agency aircraft will be billed to that agency through the reimbursable process unless other arrangements have been agreed upon in advance.

6.3 OVERDUE AIRCRAFT

Any aircraft that has not checked in as scheduled according to its flight following plan is overdue. At that time the Aircraft Dispatcher or person responsible for flight following will initiate the actions listed in the [Interagency Mishap Response Plan](#) specific to the responsible dispatch center. Each dispatch center's Interagency Mishap Response Guide shall be updated annually by April 15.

6.4 OPERATIONAL GUIDES AND HANDBOOKS

A multitude of guides and handbooks are available to assist the aviation user. The Departmental Manuals and DOI/OAS Operational Procedures Memorandums (OPM) prevail when any other document conflicts or is less restrictive.

6.5 AVIATION REFERENCES

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

- Departmental Manual, Parts 112, 350-354
- FARs/Aeronautical Information Manual
- Aviation Management Directorate (AMD), Bureau and Interagency Operational Guides
- BLM State Aviation Management Plan
- Aviation Training Materials
- Aircraft Identification/Performance Publications
- Unit Aviation Incident/Accident Response Plan
- FAA Sectional Charts
- Unit Aerial Hazard Maps

6.6 AVIATION DOCUMENTATION

Aviation documentation requirements are described in the Aviation Documentation Matrix. (Attachment 10) The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. All documentation should be retained locally for at three years. Typical files include:

- General Use Flight Plans & Documentation
- Flight Following Logs
- Special Use Flight Plans
- Contract/ARA Administration Files
- Individual Aviation Training and Qualification Records
- Yearly Aviation Statistical Summaries/Reports
- Local Aerial Hazard/Helispot/Airstrip Database
- Aviation Incident/Accident Files
- Aviation Memo/Bulletin/Alert File
- Power Assurance Checks
- Aviation Forms

6.7 OFFICE OF AVIATION SERVICES HANDBOOKS

- <http://oas.doi.gov/library/handbooks.htm>

6.8 INTERAGENCY OPERATIONAL GUIDES

- <http://www.blm.gov/nifc/st/en/prog/fire/Aviation/avlibrary.html>
- http://www.nifc.gov/aviation/av_reference.html



7.0 SAFETY

7.1 SAFETY STANDARDS

All aviation safety standards and requirements identified in the [Federal Aviation Regulations, DM 350-354](#), OAS -OPMs, BLM Manual 9400, State and Field Office Aviation Operational Plans must be followed.

7.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All crew members and passengers must wear the appropriate complement of PPE for Special-Use activities. Requirements are listed in [351 DM 1.7 \(B\)](#) and outlined in the [Aviation Life Support Equipment \(ALSE\) Handbook](#). [Reference Interagency Helicopter Operations Guide, Chapter 9, Chart 9-1](#) for helicopter PPE requirements. Any questions concerning the requirements and procedures for obtaining PPE are directed to the local Aviation Manager or Aircraft Dispatcher.

7.3 AVIATION LIFE SUPPORT EQUIPMENT (ALSE)

Project leaders ensure that appropriate and adequate ALSE, including PPE, is aboard the aircraft or worn by the individual. Detailed information is contained in the ALSE Handbook.

7.4 PILOT QUALIFICATIONS

Only well trained, experienced and FAA certified pilots will be utilized in BLM aviation activities. All pilots flying DOI owned, leased, contracted, rented (ARA) or Cooperator aircraft will meet requirements set forth in [351 DM 3](#). Prior to flight a current OAS or Interagency Pilot Qualification Card or OAS Letter of Approval (LOA) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand. If the card is not current, pilot is not checked off for the mission or some other problem arises, the flight will not commence until the local Aviation Manager is notified and the situation remedied.

7.5 FLIGHT AND DUTY LIMITATIONS

Pilot flight time and duty time limitations are outlined in [351 DM 3.5A](#). Daily and cumulative flight and duty hours will be monitored, tracked, and documented on all DOI fleet, contract and rental pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports will be completed and forwarded on all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty may be further limited at management discretion.

7.6 COMFORT/REST

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

- 7.7 STERILE COCKPIT-(TAKE OFF AND LANDING CONTROLLED AIRSPACE)**
"Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". This means communications with Dispatch, ground personnel and other aircraft concerning mission information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. A sterile cockpit will be maintained within 5 miles radius of controlled and uncontrolled airports. A sterile cockpit will also be maintained during approach and departures at remote helispots and airstrips for a time period specified by the pilot.
- 7.8 TRANSPONDER CODE**
To the extent possible, all aircraft engaged in tactical fire suppression operations will utilize transponder code 1255.
- 7.9 AIRCRAFT CERTIFICATION**
Only aircraft properly equipped, well maintained, and FAA/DOI certified will be utilized for BLM aviation missions. All DOI owned, leased, contracted or rented aircraft will be inspected and certified for intended missions under the appropriate CFR/FAR as outlined in 350-354 DM (this includes flights on Cooperator Aircraft).
- 7.10 INTERAGENCY AIRCRAFT**
Regardless of agency assigned aircraft (i.e. USFS or State of Alaska), both pilot and aircraft must be inspected and approved by either OAS or USFS. BLM employees will not ride on military aircraft without prior special approval.
- 7.11 ARA POINT-TO-POINT/HIGH RECON FLIGHTS**
Aircraft procured from a vendor and operated by said vendor (ARA) conducting only direct flights between airports carrying DOI passengers and/or cargo or conducting high-level reconnaissance (above 500' AGL). The FAA has primary responsibility for inspection of these aircraft and technical oversight of the vendor for compliance under 14 CFR. A written notice issued by OAS or the USFS will be carried aboard the aircraft indicating that the vendor has a current and approved procurement agreement (ARA) with the agency. Although DOI/USFS has not inspected the aircraft, the notice verifies that the vendor is certified under 14 CFR. Aircraft without a current OAS/USFS notice should not be utilized.
- 7.12 SPECIAL USE FLIGHTS**
DOI/USFS aircraft utilized for Special Use missions must have a current Aircraft Data Card onboard issued by OAS or USFS. This card certifies that the aircraft has been inspected and approved by either OAS or USFS and meet all FAA and agency equipment and maintenance requirements. Approvals for the specific intended mission must be indicated. If the aircraft doesn't have a card, the card has expired or is not approved for the intended mission, no flight will occur. Consult local Aviation Manager.
- 7.13 MISSION PLANNING**
All flights will receive a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure, reduce/mitigate risks and prevent accidents/incidents. The following are required:
- 7.13.1 ALL FLIGHTS-RESPONSIBILITIES**
- Only essential flights and passengers approved (**Management**)
 - Approved pilots and aircraft (**Aviation Manager/Flight Manager**)
 - Flight Plans/Flight Following (**Pilot/Flight Manager/Dispatch**)
 - Preflight Inspection/Weight & Balance/Load Calculation completed (**Pilot**)

- Mission briefing to pilot and passengers (**Flight Manager**)
- Passengers manifested/briefed on aircraft safety (**Flight Manager/Pilot**)
- Safety equipment available and utilized (**All**)

7.13.2 SPECIAL USE FLIGHTS (IN ADDITION TO ABOVE)

- Project Aviation Safety Plan/Risk Assessment (**Project Manager/Dispatch/Unit Aviation Manager**)
- PPE used by pilot and passengers (**Flight Manager/Pilot**)
- Hazard analysis/mitigation performed (**Aviation Manager/Dispatch/Pilot**)
- Hazard map developed & referred to (**Aviation Manager/Dispatch/Pilot**)
- Airspace de-confliction performed (**Dispatch/Pilot**)

7.14 ENVIRONMENTAL FACTORS

- **Daylight:** All aircraft are limited to flight during daylight hours except for those certified for IFR with IFR rated pilots. Daylight hours are defined as 30 minutes before official sunrise to 30 minutes after official sunset, or in Alaska during extended twilight hours when terrain features can be readily distinguishable for a distance of at least one mile. Refer to the Civil Twilight chart for your specific area.
- **Weather/Visibility:** The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel/postpone/terminate flights when weather or visibility warrant.
- **Cold Weather:** Flight operations with single-engine aircraft shall not be conducted when surface air temperature is -40°F or colder.
- **Wind:** Helicopter operations will cease whenever wind exceeds limitations in the aircraft flight manual. If no limitations exist, the following will apply:
 - Below 500' AGL
 - Type III: 30 knots or max gust spread of 15 knots
 - Type II: 40 knots or max gust spread of 15 knots
 - Above 500' AGL
 - All types: 50 knot winds

7.15 AVIATION INCIDENT/ACCIDENT RESPONSE PLANS

All aircraft accidents, incidents, mishaps, aviation hazards, or maintenance deficiencies that occur during any BLM flight operation must be reported as soon as possible (see [352 DM 1.10A](#)) to the BLM State Aviation Manager. All such incidents, mishaps, etc. must be reported on a [SAFECOM](#) form. The completed form should be faxed or mailed to the BLM State Aviation Manager. In addition, any accident or incident involving property damage or personal injury must be reported as soon as possible by the quickest possible method. All offices and Dispatchers will develop and maintain current Incident/Accident Response Plans specific to their area of responsibility. An Incident Accident Response Plan specific to each project will be completed and attached to the Project Aviation Plan. Plans will include clear procedures to follow before and after aircraft accidents occur; listing of necessary local, state, and national emergency and agency aviation safety contacts.

7.16 OVERDUE/MISSING AIRCRAFT

Dispatch will make aggressive attempts to contact/track aircraft that are overdue for radio/telephone check-ins or arrivals. If the aircraft has not been contacted or located within 60 minutes of the missed check-in or arrival, Dispatch will initiate search and rescue actions. Specific procedures and notifications will be outlined in the unit Incident/Accident Response Plan. A current Incident/Accident Response Plan must be at each dispatch center or Non-fire Project base where flight following occurs.

7.17 MISHAP REPORTING

All aviation mishaps, hazards, maintenance deficiency, incidents, or accidents will be reported according to [352 DM 3](#).

- **Aircraft Accident/Incidents With Serious Potential**
Must be reported immediately to appropriate dispatch center and OAS by calling 1-888-4MISHAP (1-888-464-7427). Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/OAS will conduct investigation.
- **Aircraft Incidents**
All mishaps/hazards other than described above document on a "SAFECOM". Send copies to OAS Safety and the State Aviation Manager. Follow-up investigation by Air Services Officer or Field Office Aviation Manager, collateral duty, is discretionary. Follow-up by State Aviation Manager may be requested.

7.18 AVIATION TRAINING AND QUALIFICATIONS

All Bureau personnel will meet training, currency and experience requirements commensurate with their assigned aviation responsibilities. (Reference the OPM 04; NWCG 310-1)

- **Instruction**
Aviation training will be conducted by personnel approved as Interagency Aviation Trainers; OAS Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. Higher level aviation training will be requested through the State Aviation Office, OAS or NIFC.
- **Documentation**
All aviation training sessions presented at the local level will be documented on OAS-106 or similar form and retained in local files. Individual employee training, qualification and experience records will be updated annually and copies will be maintained by the employee and their supervisor.

8.0 FLIGHT OPERATIONS

8.0 FLIGHT OPERATIONS

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

8.1 AIRTANKER OPERATIONS

Airtanker dispatch, ordering, and operations are conducted according to AICC and National Mobilization Guides. The Air Tanker Base Manager supervises ground operations in accordance with the [Interagency Air Tanker Base Operations Guide](#).

8.2 AERIAL SUPERVISION MODULE (ASM) OPERATIONS

ASM dispatch and ordering is accomplished in accordance with AICC and National Mobilization Guides. ASM operations are performed according to the [Interagency Aerial Supervision Guide](#), and the policies and procedures prescribed in the [Interagency Standards for Fire and Fire Aviation Operations Handbook](#).

8.3 AIR TACTICAL OPERATIONS

Air Tactical operations are performed in compliance with the [Interagency Aerial Supervision Guide](#), and the policies and procedures prescribed in the [Interagency Standard for Fire and Fire Aviation Operations Handbook](#).

8.4 HELICOPTER OPERATIONS

Helicopter operations, both fire and non-fire, are performed in compliance with the Interagency Helicopter Operations Guide. Any proposed utilization of the Robinson R-44 helicopter must be accompanied by a briefing from the local UAM and will include [DOI AM Information Bulletin 05-02](#).

8.5 AERIAL IGNITION OPERATIONS

Aerial ignition operations and projects are conducted in compliance with the [Interagency Aerial Ignition Guide](#).

8.6 TRANSPORTATION OF HAZARDOUS MATERIALS

Any transportation of hazardous material must meet the requirements of the [Aviation Transport of Hazardous Materials Handbook](#) (351 DM 1).

8.7 AIRCRAFT TRANSPONDER CODE (FIRE FIGHTING)

As directed by [OAS Information Bulletin NO.97-5](#), transponder code 1255 must be utilized by aircraft responding to and operating over fire suppression operations. It is not to be used for repositioning or during cross-country flights.

8.8 SMOKEJUMPER OPERATIONS (PILOT)

Smokejumper dispatch and ordering are accomplished in accordance with the National Mobilization Guide. Operations are performed according to the [Smokejumper Pilot Operations Guide](#) and policies and procedures prescribed in the Interagency Standards for Fire and Fire Aviation Operations Handbook.

8.9 LAW ENFORCEMENT OPERATIONS

BLM Law Enforcement personnel often cooperate with other law enforcement agencies in their mission. This sometimes involves the use of State, local, military, and other federal aircraft. Use of Cooperator Aircraft for law enforcement missions is authorized only when specific Memorandum of Understanding (MOU) and/or Letters of Approval (LOA) between the cooperating agencies and OAS are in place. Check with local aviation management to ensure that planned activities are covered by existing MOU's/LOA's. Reference the BLM National Aviation Plan 5.28.

8.10 NON-FIRE HELICOPTER MANAGER PROGRAM

A Project Helicopter Manager position is established within Alaska Fire Service Southern Zone to strengthen the non-fire aviation program with a similar position to be added at the Fairbanks District Office. Potential catastrophic events indicate a continuing need for education and on site supervision by experienced helicopter managers. It is not the intent of the aviation program to "take up a seat" during the mission. The list of responsibilities of the position is not intended to be all inclusive, but a starting point for managers and non-fire specialists to consider as they accomplish their mission.

- Assist managers in the planning, development and completion of the Project Aviation Plan and Risk Assessment per the BLM Alaska State Aviation Plan
- Assist via on the job field safety and awareness training to employees that use aviation resources in accomplishing the BLM mission in Alaska.
- Train field personnel in setting up flight following procedures, external load work, transport of Hazmat, helispot management, & load calculations.
- Assist in developing the field skills of employees whom have completed the Helicopter Manager class an assist in task sheet completion.
- Ensure that field aviation operations are being conducted in a safe manner and correcting unsafe practices on the spot.
- Work with Project Managers to ensure that the AMD-23e is completed properly and routed to the appropriate office as a completed and correct document.
- Perform the duties of Project Helicopter Manager whenever there is an identified need.
- Perform the duties of Helicopter Manager for VIP/SES flights.

8.11 UNMANNED AIRCRAFT SYSTEMS (UAS)

Interest and possible use of Unmanned Aerial Systems (UAS), formerly Unmanned Aerial Vehicles (UAV), are increasing. The FAA is in the process of final rule making regarding UAS operations. Operations of UAS under FAA Advisory Circular AC 91-57 (Radio Controlled Aircraft) are intended for hobbyists and not government or commercial operators. Certificate of Authorizations (COA) for all UAS operations are required.

The FAA has requested that there be one representative from each agency (i.e. DOI, USFS, US, NAVY etc.) in the Unmanned Aircraft System Group. The FAA has designated OAS as the representative for the DOI in the COA process

http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/systemops/aaim/organization/s/uas/coa/. All requests to utilize UAS must be routed through the BLM-Alaska State Aviation Manager to the National Aviation Office. Reference the [OPM-11](#).

9.0 PROJECT PLANNING

9.1 AVIATION PROJECT PLANNING:

When planning individual aviation projects every effort should be made to employ “best practices” that ensure the safety of each person and the equipment associated with each flight. Flights may deviate neither from plans nor from Department policy and procedures, except for safety of flight considerations.

Project planning includes, as a minimum, the following:

Point to Point Flights

- Review and complete Flight Request Checklist (Appendix 4).
- Provide Aviation Dispatcher form 9400-1a Aircraft Flight Request (Appendix 5), after review by the local Aviation Manager. Flight Requests should be submitted minimum 3 days prior to the planned flight.
- Contact dispatch office to confirm aircraft requests and requirements.

Special Use Flights (Fire Missions are Exempt)

- Review and complete Flight Request Checklist (Appendix 4).
- Provide Aviation Dispatcher form 9400-1a Aircraft Flight Request (Appendix 5) after review by the local Aviation Manager.
- Completion of Project Aviation Safety Plan and Project Risk Assessment. (Appendices 6 and 7) This worksheet should be completed by the Project Manager. (Coordination with Unit or State Level Aviation Management is encouraged.) The worksheet should then be reviewed by the local Aviation Manager and the Field Office Manager or delegate, who can make appropriate Project Plan and Risk Management approval decisions based on the available information. The reverse side of the form 9400-1a may be used as a PASP for low complexity, one-time special use missions.
- Copies of the approved Project Aviation Safety Plan and Project Risk Assessment shall be forwarded to the appropriate Dispatch Office, Unit Aviation Manager, and State Aviation Office (if final risk assessment is at “High” or above) prior to the flight. This should be done at least 3 days prior to commencement of project flights.
- Passengers on a Special-Use flight must be essential to the mission.
- Contact Dispatch office to confirm aircraft requests and requirements.

10.0 AVIATION FACILITIES

10.1 OPERATIONAL BASES

Operational bases are facilities that are permanent installations and are used on a continuous or seasonal basis for aviation operations, including heliports, retardant bases, and airport facilities. These include aviation facilities on BLM property and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance, and oversight.

10.1.1 CONSTRUCTION AND MAINTENANCE

The size and extent of aviation installations are commensurate with the expected aircraft use at any given site. Design criteria provide for operational safety as well as adequate work/rest environment for aircrew and personnel assigned. Facilities are constructed and maintained according to BLM Manual 9400 and 9111. Field Offices are responsible for the safety and security of personnel and equipment, purchase/lease, construction, maintenance, and utilities relating to aviation facilities.

10.1.2 SAFETY

State Office Divisions, Field Offices, and Fire Management Zones shall ensure that Aviation facilities comply with safety regulations outlined in Departmental manuals, guides, handbooks, and the Occupational Safety and Health Act (OSHA). Building, equipment, and landing surfaces will be inspected by local Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs are made prior to the operational season. The State Aviation Manager inspects aviation facilities at least once every two years.

10.2 TEMPORARY BASES

Temporary bases are sites used on a temporary or intermittent basis. (i.e., helispot 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.

10.3 ZONE/FIELD OFFICE SOP

Each Fire Management Zone and Field Office with management responsibility for an Aviation facility will produce a SOP that addresses the day-to-day operational procedures, security, and safety practices. This document should be updated annually and kept on site and be clearly accessible to all personnel and contractors.

10.4 BLM-OWNED AIRSTRIPS

See Appendix 2 for a list of BLM-owned airstrips within Alaska.

11.0 APPENDICES

1. Alaska Aviation Contacts
2. BLM-Owned Airstrips
3. Flight Planning Decision Matrix
4. Flight Request Checklist
5. 9400-1a Aircraft Flight Request Form
6. Project Aviation Safety Plan
7. Risk Management Analysis
8. Aviation Documentation Matrix
9. SAFECOM form
10. Aviation Watch Out Situations
11. Aircraft Acquisition Guide

Appendix 1

BLM-Alaska Aviation Contacts

Position	Name	Office	Cell
State Aviation Manager	Gary Baumgartner	907.356.5523	907.388.0104
Fixed Wing Specialist	John Softich	907.356.5520	907.388.0141
Helicopter Specialist	Vacant		
Safety & Training Specialist	Wes Stark	907.356.5525	907.388.7142
South Zone Unit Aviation Manager	Nic Strohmeier	907.267.1378	907.223.1349
South Zone Assistant UAM/Helicopter Manager	Dave Doucet	907.267.1357	907.223.6506
FDO Unit Aviation Manager	Angela Wittenberg	907.474.2342	907.378.7602
AFS/GAL Unit Aviation Manager	Sandy Nelson	907.356.5617	
AFS/TAL Unit Aviation Manager	Jason Brooks	907.356.5562	907.360.4452
AFS/UYD Unit Aviation Manager	Susan Bissell	907.356.5559	907.378.4609
AFS Ramp Manager	Jay Peterson	907.356.5758	907.388.3086
AFS Helibase Manager	Tom Schmidt	907.356.5659	907.750.1795
AFS Air Tanker Base Manager	Vacant	907.356.5528	
FSS-Aviation	Tony Chapman	907.356.5653	
SMJ-Lead Spotter	Tom Kubichek	907.356.5515	907.388.9582
AFS Air Tactical Program Manager	Rick Thompson	907.356.5535	907.750.1800
AICC Lead Aircraft Dispatcher	Vacant	907.356.5681	
SZD Lead Dispatcher	Rob Davis	907.267.1251	907.738.1475
Galena Dispatch Center	800.237.3644	907.356.5629	
Upper Yukon/Tanana Dispatch Center	800.237.3652	907.356.5551	
South Zone Dispatch Center		907.267.1360	

Appendix 2

BLM-Owned Airstrips

Black Rapids (5BK)

N63 32.11 W145 51.65 Private
RWY 14-32 2250' x 40' Elev.2125 Gravel-Dirt

Remarks—Private, unattended, not maintained. Runway runs parallel to highway. Wind generator damaged, not reliable for wind direction indicator. Occasional military helicopter use. N 1100' of runway unusable overgrown with 4' to 6' brush. Rocks to 5", weeds 10 1.5', ruts and potholes on runway surface. Contact BLM Aviation Manager, 907-267-1378 prior to use.

Weather Data Sources—WX Cam

Communications—CTAF 122.9, RCO 122.4, SUAIS 125.3

Campbell (CSR)

N61 09.52 W149 46.84 Private
RWY 02-20 5000' x 150' Elev.286 Gravel

Remarks—Private, attended Mon-Fri 1630-0100Z, not maintained in winter. Occasional military aircraft, parachute jumping. All traffic patterns southeast of field. Runway 02 right traffic pattern. RWY 02-20 marked with distance to go signs. Contact BLM Aviation Manager, 907-267-1378 prior to intended use.

Weather Data Sources—WX Cam

Communications—CTAF 127.45

Inigok (4AK1)

N70 00.23 W153 04.66 Private
RWY 02-20 5000' x 150' Elev.192 Gravel

Remarks—Private, unattended, not maintained. Runway 02 multiple soft spots last 2000'. 25' antenna 650' northwest of Runway 02. Contact BLM Manager 907-474-2368 prior to intended use.

Weather Data Sources—None

Communications—CTAF 122.8

Nixon Fork Mine (AK40)

N63 13.75 W154 45.62 Private
RWY 16-34 4200' x 100' Elev.1510 Gravel

Remarks—Private, attended continuously, maintained. Runway 16-34 marked with fluorescent cones marking end and approach. Runway 16 and runway 34 right traffic. Contact BLM Aviation Manager, 907-267-1378 prior to intended use.

Weather Data Sources—None

Communications—Tie in FSS Kenai

Port Moller (1AK3)

N56 00.36 W160 33.65 Private
RWY 01-19 3500' x 100' Elev.20 Gravel

Remarks—Private, unattended, not maintained. No service available. Recommend visual inspection prior to landing. Contact BLM Aviation Manager 907-267-1378 prior to intended use.

Weather Data Sources—None

Communications—Tie in FSS Cold Bay

Talkeetna (AK44)

N62 19.14 W150 06.97 Private
RWY 16-24 1600' x 30' Elev.346 Gravel

Remarks—Private, unattended, not maintained. North one third runway has sawbucks and manhole covers recessed from sewer construction.

Weather Data Sources—None

Communications—CTAF

Tanacross (TSG)

N63 22.46 W143 20.13 Open to public

RWY 06-24 5100' x 150' Elev.1549 Asphalt

RWY 12-30 5000' x 150' Elev.1549 Asphalt

Remarks—Public, unattended, not maintained. Fire crews and air operations during summer months. Runway 06-24 not maintained during winter. Runway 12-30 not maintained during winter. Runway 06-24 surface cracked, vegetation growing through asphalt, Runway 12-30 surface cracked, vegetation growing through asphalt. Runway 30 apch-280' wide swath cut through trees. Runway 24 approach-300' wide swath cut through trees. Contact BLM Aviation Manager 907-474-2342 for additional info.

Weather Data Sources—WX Cam

Communications—CTAF 122.8, SUAIS 125.3

Tatitna (8KA)

N62 17.60 W153 21.72 Open to public

RWY 09-24 1200' x 12' Elev.1490 Gravel

Remarks—Public, unattended, not maintained. CAUTION: Wind shear and/or directional wind change due to proximity of two passes. Rocks on surface 3 to 4". Uneven grade and dips in rwy. Airstrip used as Iditarod checkpoint. Heavy use late February to March. Runway 06 18' wood tower 40' from runway end 30' left of centerline. Airport also known as Rhone River and Short Cut Strip. Contact BLM Aviation Manager, 907-267-1378, for additional info.

Weather Data Sources—WX Cam

Communications—CTAF 122.9

Ugashik Bay (UGB)

N57 25.52 W157 44.39 Open to public

RWY 12-30 5280' x 125' Elev.132 Gravel

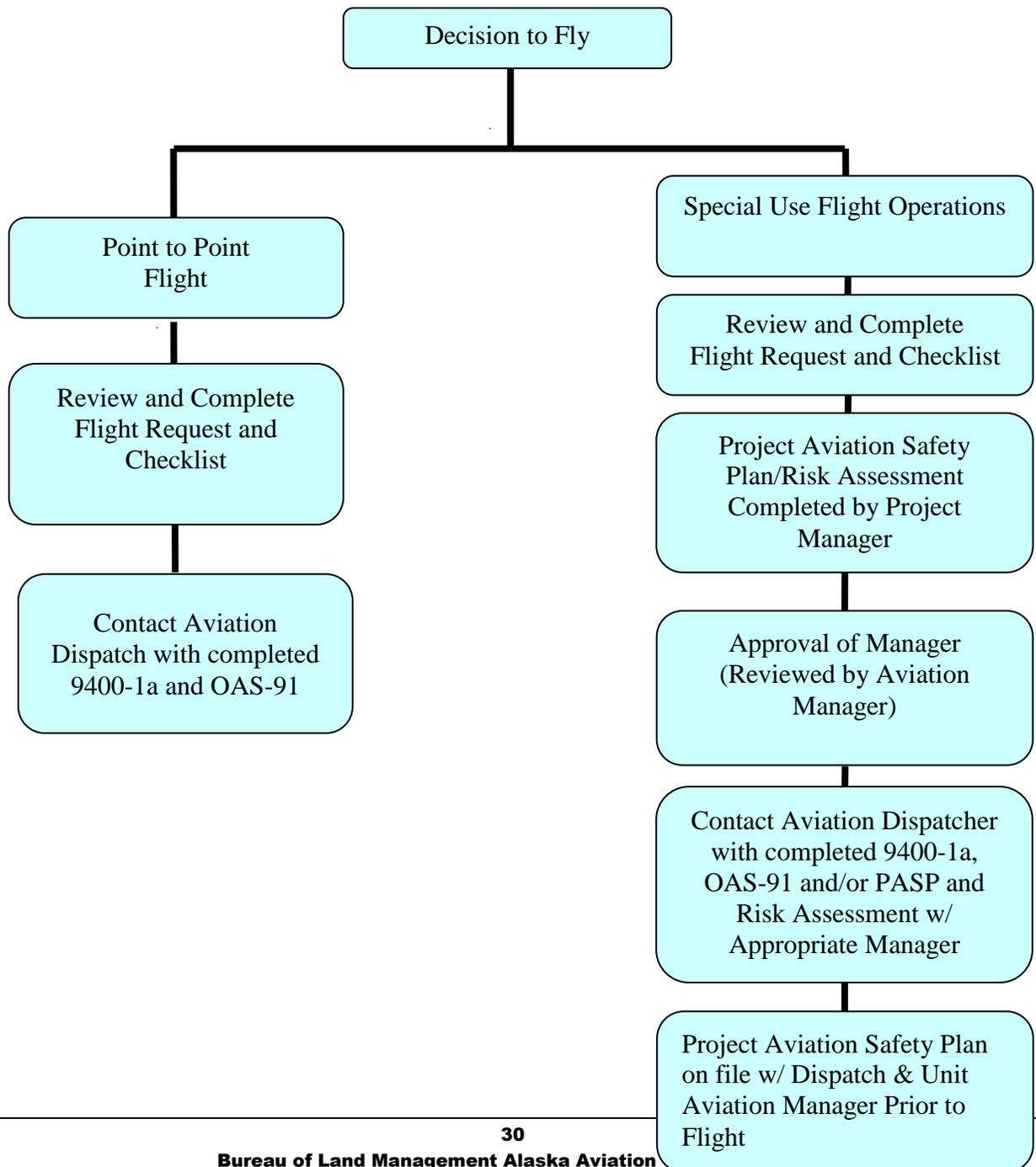
Remarks—Public, unattended, not maintained. Runway not suitable for tricycle landing gear aircraft. Runway 12-30 surface rough. Rock to 12" entire length of runway. No compaction. Grass, weeds, and brush on runway surface entire length up to 24" tall. Contact BLM Aviation Manager, 907-267-1378 for additional info.

Weather Data Sources—WX Cam

Communications—CTAF 122.9

Appendix 3

Flight Planning Decision Matrix



Appendix 4

FLIGHT REQUEST CHECKLIST

There are a number of pieces of information you need to relay to the vendor or the appropriate dispatch office at this time. These include:

1. The date and time of the flight.
2. The itinerary (routing) of the flight.
3. The number of insured passenger seats needed.
4. The weight and bulk of any cargo to be hauled. Describe any cargo with unusual dimensions and any hazmat.
5. Any unusual flying activities (e. g. gravel bar landings) or special-use requirements. If the flight will be special-use, ensure that the special-use plan has been approved.
6. Any need for a copilot or a second flight crew.
7. The BLM charge code and the AMD billee code for the flight.
8. The type of charter needed: whether wet or dry and whether point-to-point or guarantee.
9. Whether BLM or the vendor is providing the pilot's subsistence (for guarantee-rate flights only).
10. Where to report for duty at the start of the mission.
11. The procedures you plan to use for flight-following.
12. The name of the Flight Manager.
13. Any need for special fuel caches along the flight route.
14. If the aircraft is a helicopter being hired for fire work, it must be equipped with a 9600 radio (and usually should be wired for a water bucket).

AICC Aircraft Desk (907-356-5681, 907-356-5682 or 800-237-3646)

South Zone Dispatch (907-267-1360, 907-267-1251)

Appendix 5

AIRCRAFT FLIGHT REQUEST FORM 9400-1a (Next Page)

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<p>1. MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:</p>		
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factor: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE _____ SUNSET _____ <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights: MAX LANDING ELEV (MSL) _____ MIN FLIGHT ALTITUDE AGL _____ <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other: Employee working in wet conditions. Rubber boots approved per waiver 9400 (FA-140) dated 5/23/97.
<p>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</p>		<p>III. APPROVALS</p>
<input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor, carding meets requirements <input type="checkbox"/> OR Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety training <input type="checkbox"/> OR Aviation manager will present detailed safety briefing prior to departure <input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with Chief-of Party/Pilot checklist and is aware of its use	<input type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions <input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks:	<p>NOTE: Reference Handbook 9420 for approval(s) required.</p> <p>A. MISSION FLIGHT: Hazard Analysis Performed By: _____ (Chief-of-Party Signature)</p> <p>B. MISSION FLIGHTS: Hazard Analysis Reviewed By: _____ (Dispatcher or Aviation Manager Signature Required)</p> <p>C. IF Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**: _____ (Line Manager Signature) _____ (Date)</p> <p>D. This Flight is Approved By: _____ (Authorized Signature) _____ (Date)</p> <p>**For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.</p>

Appendix 6

PROJECT AVIATION SAFETY PLAN INSTRUCTIONS

PROJECT NAME AND OBJECTIVES: Provide a brief description of the project and its objectives. Identify the project supervisor.

JUSTIFICATION: Indicate why the project will require the use of aircraft in Special Use Flight conditions/environments and list the most practical alternatives for completion of the project.

PROJECT DATE(S): Dates project will begin and end. These may be approximate.

LOCATION: Enter descriptive location and include a map clearly showing areas where flights will be made; aerial hazards must be clearly indicated. List the latitude/longitude and elevation of the project area.

PROJECTED COST OF AVIATION RESOURCES: Enter cost coding, projected flight hours with cost, projected misc. expenses (overnight charges including pilot and mechanic, aircraft fuel, car rental, etc.) and total cost of project.

AIRCRAFT: If known, identify vendors that own aircraft anticipated to be used, registration number, aircraft type, and missions for which aircraft is approved.

PILOT: If known, identify pilot(s), and the missions they are qualified for or skills desired. An example of this is: carded for mountain flying or carded for low level flight.

FUELING: Determine fueling needs. Identify remote fuel sites and necessary permits.

PARTICIPANTS: List individuals involved in flights, their qualifications (Helicopter Manager, Project Flight Manager, Passenger, etc.), and include individuals' project responsibilities. Attach organizational chart if applicable.

FLIGHT FOLLOWING: Identify the procedures to be used and the individuals that will be responsible for the flight following. List the Dispatch office that will be used. List the satellite telephone numbers and frequencies that will be used on the project for flight following. Indicate if additional local on-scene project flight following will be instituted. Attach communications plan with assigned frequencies if applicable.

AERIAL HAZARD ANALYSIS: The project Aviation Manager develops an aerial hazard analysis with attached map. Flights made in confined areas (e.g. deep, narrow canyons) required that a prior ground and/or aerial survey of hazards be made. A copy of the hazard map shall be provided to the pilot prior to any project flights.

PROTECTIVE CLOTHING/EQUIPMENT: Identify the protective equipment and clothing necessary for the operation. Survival equipment (extra water, floatation devices, sleeping bags, etc.) beyond the normal PPE complement may be required.

LOAD CALCULATIONS AND WEIGHT AND BALANCE: The pilot is responsible for the accurate completion of all load calculations. Trained aviation personnel shall ensure that aircraft scheduled are capable of performing the mission(s) safely and within the capabilities of the aircraft selected. For helicopter operations, expected conditions of altitude, temperature and weight will be included. The helicopter manager will ensure load calculations are completed properly. The Flight Manager will ensure that passenger manifests are completed.

RISK ASSESSMENT: Project Manager will complete the "Risk Analysis Worksheet" and attach to the Flight Safety Plan. Enter Risk Level **here**.

AIRSPACE COORDINATION: Identify if projected flight paths/project area involves military Special Use Airspace and/or Military Training Routes (MTR's), or Low Altitude Tactical Navigational Areas (LATN). Mission planning involving Military Airspace shall include "Risk Management Considerations."

UNIMPROVED LANDING SITES: If landing at unimproved sites, identify land ownership and landing site condition.

STANDARD OPERATING PROCEDURES: Identify how the aircraft will be used on the project. Explain specific procedures for the aircraft and crew. All use will be in accordance with 350 – 354 Departmental Manual, 9400 BLM Aviation Policy, and Interagency Helicopter Operations Guide (IHOG).

PRE-WORK MEETING/PRE-OPERATIONAL SAFETY BRIEFING: Identify participants, location and time(s) of the meeting.

Signatures

Prepared by: _____ Date: _____
Project Leader

I reviewed the contents of this Project Aviation Safety Plan and Risk Analysis and find that it conforms to existing BLM policies and identifies the necessary precautions that flight operations of this nature must address.

Reviewed by: _____ Date: _____
Aviation Manager

The Risk analysis has identified that **there is no hazard greater** than a **Medium Risk** to Employees involved in this project.

Approved by: _____ Date: _____
Line Supervisor

Approved by: _____ Date: _____
Field Manager (not needed if Low Risk only)

The Risk Analysis has identified that there is a **High Risk** to Employees involved in this Project.

Reviewed by: _____ Date: _____
State Aviation Manager

Approved by: _____ Date: _____
Line Supervisor

Approved by: _____ Date: _____
Field Manager

Approved by: _____ Date: _____
District Manager

The Risk Analysis has identified that there is an **Extremely High Risk** to Employees involved in this project.

Reviewed by: _____ Date: _____
State Aviation Manager

Approved by: _____ Date: _____
Line Supervisor

Approved by: _____ Date: _____
Field Manager

Approved by: _____ Date: _____
District Manager

Approved by: _____ Date: _____
State Director/Associate State Director

PROJECT AVIATION SAFETY PLAN **TEMPLATE**

(To be completed by Project Manager)

PROJECT NAME & OBJECTIVES:

JUSTIFICATION:

PROJECT DATE(S):

LOCATION:

PROJECTED COST OF AVIATION RESOURCES:

Cost Code: _____

Desired AIRCRAFT:

DESIRED PILOT QUALIFICATIONS:

PARTICIPANTS:

METHOD OF FLIGHT FOLLOWING:

Radio Frequencies			
Simplex FM	Receive:	Transmit:	Tone:
Repeat FM	Receive:	Transmit:	Tone:
Air-to-Ground – FM	Receive:	Transmit:	Tone:
Air-to-Ground – (Secondary) – FM	Receive:	Transmit:	Tone:
Long Distance Flight Following – FM	Receive:	Transmit:	Tone:
Local Flight Following – AM	Receive:	Transmit:	Tone:
Air-to-Air – AM	Receive:	Transmit:	Tone:
Flight Following and Tracking	By Phone	Radio:	Request #
FAA VFR with 60 Minute Check In	FAA IFR:	Agency:	Flight#
Scheduling Dispatch Phone:	Contact::		
	Notes:		
Destination Dispatch Phone:	Contact:		
	Notes:		
Aircraft Home Base Location:			
Ferry Start Time:	Ferry Ending Time:		
Ferry Flight Following:	Agency:	FAA:	

AERIAL HAZARD ANALYSIS:

PROTECTIVE CLOTHING/ EQUIPMENT:

LOAD CALCULATIONS AND WEIGHT AND BALANCE:

RISK ANALYSIS:

AIRSPACE COORDINATION:

UNIMPROVED LANDING SITES:

STANDARD OPERATING PROCEDURES:

PREWORK MEETING/PRE-OPERATIONAL SAFETY BRIEFING:

Signatures

Prepared by: _____ Date: _____
Project Leader

I reviewed the contents of this Project Aviation Safety Plan and Risk Analysis and find that it conforms to existing BLM policies and identifies the necessary precautions that flight operations of this nature must address.

Reviewed by: _____ Date: _____
Aviation Manager

The Risk analysis has identified that there is no hazard greater than a Medium Risk to Employees involved in this project.

Approved by: _____ Date: _____
Line Supervisor

Approved by: _____ Date: _____
Field Manager (not needed if Low Risk only)

The Risk Analysis has identified that there is a High Risk to Employees involved in this Project.

Reviewed by: _____ Date: _____
State Aviation Manager

Approved by: _____ Date: _____
Line Supervisor

Approved by: _____ Date: _____
Field Manager

Approved by: _____ Date: _____
District Manager

The Risk Analysis has identified that there is an Extremely High Risk to Employees involved in this project.

Reviewed by: _____ Date: _____
State Aviation Manager

Approved by: _____ Date: _____
Line Supervisor

Approved by: _____ Date: _____
Field Manager

Approved by: _____ Date: _____
District Manager

Approved by: _____ Date: _____
State Director/Associate State Director

Appendix 7

RISK MANAGEMENT ANALYSIS

			HAZARD PROBABILITY				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
SEVERITY	Catastrophic	I	Extremely				
	Critical	II	High	HIGH			
	Marginal	III		Medium		Low	
	Negligible	IV					
Severity		Effect					
I. CATASTROPHIC		Death or permanent disability, system loss, major property damage					
II. CRITICAL		Permanent partial disability, temporary total disability in excess of 3 months major system damage, significant property damage					
III. MARGINAL		Minor injury, lost workday accident, compensable injury/illness, minor system damage, minor property damage					
IV. NEGLIGIBLE		First aid or minor medical treatment, minor system damage					
Hazard Probability							
A. FREQUENT							
Individual worker/Item			--Occurs often in career/equipment service life				
All employees exposed or item inventory			--Continuously experienced				
B. LIKELY							
Individual worker/Item			--Occurs several times in career/equipment service life				
All employees exposed or item inventory			--Occurs frequently				
C. OCCASIONAL							
Individual worker/Item			--Occurs several times in career/equipment service life				
All employees exposed or item inventory			--Occurs sporadically; expect to occur several times in inventory service life				
D. SELDOM							
Individual worker/Item			--Possibility of occurrence in career/equipment service life				
All employees exposed or item inventory			--Remote chance of occurrence; expect to occur sometime in inventory service life				
E. UNLIKELY							
Individual worker/Item			--Can assume will not occur in career/equipment service life				
All employees exposed or item inventor			--Possible, but not probable; expect to occur only very rarely				
NOTE: Experience and exposure affects probability of occurrence							
Management Acceptance of Risk Levels							
EXTREMELY HIGH RISK			State Director/Associate State Director				
HIGH RISK			Field Office Manager				
MEDIUM RISK			Branch Chief				
LOW RISK			Line Supervisor				

Risk Management Work Sheet

A. Mission or Task:		B. Date/Time Group Begin: End:			C. Date Prepared:	
D. Prepared By: (Rank, Last Name, Duty Position)						
E. Identify Hazard	F. Initial Risk	G. Develop Controls	H. Residual Risk	I. How To Implement Controls	J. How To Supervise	
<p>K. Determine overall mission/task risk level after controls are implemented (Circle One)</p> <p style="text-align: center;"> LOW (L) MODERATE (M) HIGH (H) EXTREMELY HIGH (E) </p> <p> Crew Leader: Crew Leader: Incident Commander: Reduce Risks </p>						

Appendix 8

Aviation Documentation Matrix

AVIATION DOCUMENTATION MATRIX

DOCUMENT	PURPOSE	RESPONSIBLE	FREQ	ACTION/REMARKS
9400-1a Flight Request/Schedule	-Initiates all flights -Documents aircraft, pilot and vendor info, itinerary, charge code, passengers and weights, etc.	-Requesting individual initiates form -Supervisor of requestor approves flight with signature -Aviation Manager or Dispatcher completes form; procures aircraft	-At least 3 days prior to any flight -Dispatch may be able to process in less than three days depending on work load and availability of aircraft -Aircraft Resource Order may be used for Fire flights	-Copy given to Flight Manager and/or receiving or en route dispatch -Retain copy in local file for three years
Project Aviation Safety Plan (PASP)	-Identify aviation hazards for Special Use flights -Perform risk assessment and analysis; pre-plan Special Use flights to mitigate risks -Approve essential passengers	-Project Manager completes -FO Line Manager and State Aviation Manager approves with signature	-At least 3 days (if possible one week) prior to Special Use Flight.	-Plan reviewed with pilot, passengers and ground crew -Reverse of 9400-1a may be used on simple, one-time Special Use flights. -Retain copy in local file for three years
AMD-110 Travel Cost Analysis	-Determine most cost effective mode of transportation for administrative/non-fire flights -Required for SES flights to satisfy OMB Circular A-126	-Local Aviation Manager or Dispatcher	-At least 10 days prior to flight -Every SES flight (except "required use" or "mission" flights with SES pax)	-Fax to DOI Solicitor Office for SES flight approval -Retain copy in local files for three years
GSA 3641 Senior Federal Travel Report	-Report all Senior Federal employee (SES) travel in Government aircraft -Required by OMB A-126	-AICC Aircraft Desk	-Every SES flight -Consolidate and report every 6 months for semi-annual periods:	-SAM consolidates, submits to NAO -Retain copies at local level
AMD-106 Aviation Course Presentation Record	-Document each Aviation training session presented; date, time, location, instructors and trainees	-Local Aviation Manager or Course Coordinator	-Course completion	-Send to AMD if IAT instructed -Retain copy in files

DOCUMENT	PURPOSE	RESPONSIBLE	FREQ	ACTION/REMARKS
Aviation Training and Qualification Record	-Document individual employee aviation training completed and aviation position qualifications -Used for review/approval and employee development	-Employee and Supervisors.	-Update as necessary -End of fiscal year or prior to field season	-Local manager or supervisor reviews with employee; approves with signature -Must be supported with training and experience records -Retain copies locally
AMD-34 "SAFECOM" Aviation Incident Report	-Document any aviation hazard, maintenance deficiency, incident or unsafe act -Identify trends, areas of concern, training needs, etc. to management	-Pilots, aircraft managers, passengers, ground personnel, dispatchers, etc. -Anyone who observes aviation hazards, incidents or unsafe practices	-ASAP or within 48 hours of each occurrence	-Local Aviation Managers should follow-up immediately -Submit to AMD Safety by fax or electronic -Submit copy to State Aviation Manager -Retain copy locally
Aviation Management Plan	-Provides a reference for BLM employees, aviation managers and other agency personnel -Outlines State and Field Office aviation organization, procedures, accident prevention measures, etc.	-Field Office Aviation Manager prepares for jurisdictional area -State Aviation Manager prepares statewide plan	-Update annually	-Serves as supplement to BLM 9400 manual -Content, length and level of detail will be commensurate with local aviation activity -Keep as reference
Plan Incident/Accident Response	-Pre-plan emergency procedures and contacts in the event of aircraft mishap, accident or overdue aircraft	-Field Office Aviation Manager and Dispatch prepare for their area of responsibility	-Update as necessary <u>and</u> annually	-Post in Dispatch, front desk and airbase offices
Aerial Hazard Map	-Visually display aerial hazards for flights or aviation projects -MTRs, MOAs, towers, power lines, cables, airstrips, heliports, etc.	-Field Office Aviation Manager and Dispatch prepare for their jurisdictional area -Use information from NOAA Sectionals, APIB, etc.	-Update as needed and annually	-Display in Dispatch and airbase offices -Review with pilots and aircrews prior to flight -Attach "site specific" aerial hazard maps to Special Use Plans

DOCUMENT	PURPOSE	RESPONSIBLE	FREQ	ACTION/REMARKS
Airbase & Hazard Database	-Document location and info database on the following: Airports, airstrips Heliports, helispots Dipsites Refueling sites Aerial Hazards Etc. -In digitized form may be used with GIS to generate hazard maps, etc.	-Developed at Field Office level by Aviation Manager, Dispatchers, Aircraft Managers for their jurisdictional area -State Aviation Manager to consolidate into statewide database	-Update continuously and annually	-Locations of all full-time and temporary operational sites by Lat/Long coordinates -Info on each site: Size, layout, access Elevation Capabilities & limitations Local Hazards Ownership, facilities, etc.
Aviation Statistical Report	-Provide management with operational and cost summary of aviation activity -Categorize activity by: Subactivity Contract/ARA/Cooperator Rotor vs. Fixed Wing	-Field Office Aviation Manager and Dispatch prepare for jurisdictional area -State Aviation Manager prepares State Office report and consolidates with FO reports to compile statewide summary	-Prepare at end of fiscal year for period: Oct 1 - Sept 30 -FO submit to SAM by mid-Nov	-Should include Incident/Accident Summary, Aviation Training Summary and other aviation accomplishments in the FY -SAM compiles statewide report -Retain in historical files
AMD-20 Request for Rental Services	-To request a specific vendor/aircraft to be secured and approved on an AMD Aircraft Rental Agreement (ARA). For recurring needs where cost of each use will be less than \$25K	-Local Aviation Manager identifies a bona fide need. Completes form; sends to State Aviation Manager -SAM reviews; sends to NAO	-When a need is identified and local vendor is available but not secured by current ARA	-National Aviation Office reviews; if approved, sends to AMD for action -AMD inspection/carding may take weeks -Retain copies in local files
AMD-13 Request for Contract Services	-Initiates exclusive use or on-call contracting process when aircraft are needed for a specific period and cost is expected to exceed \$25K. Identifies number of days, designated base, estimated cost, etc. Verifies funding.	-State Aviation Manager prepares with requestor input -AMD uses to develop contract specifications and solicitation	-Submit at least six months prior to time services are needed	-SAM submits to NAO; NAO submits to AMD -Must be accompanied by AMD-13A or 13H
AMD-13A & AMD-13H Request for Contract Services Supplement (Airplane or Helicopter)	-Supplements the AMD-13. Describes aircraft requirements, specifications, equipment and services needed -AMD utilizes to prepare contract specifications and solicitation	-Completed by local Aviation Manager -Reviewed by State Aviation Manager	-Submit at least six months prior to time services are needed	-Field Office prepares and submits to State Aviation Manager. SAM reviews and sends to AMD. -Fire Aircraft requests are sent to NAO/AMD. -Retain copies in local files

DOCUMENT	PURPOSE	RESPONSIBLE	FREQ	ACTION/REMARKS
Contract Daily Diary	-Document daily activities and facts concerning contracted aircraft: Vendor & agency personnel assigned Flight activities & equipment use Maintenance or non-compliance Significant events	-Contract Project Inspectors (PI)/Aircraft Managers	-Complete daily during contract period -Submit copies to SAM/COR every two weeks	-May be used if contract disputes or litigation occurs -May be used for ARA or on-call aircraft for duration of project -Retain copies in local contract files
AMD-23e Aircraft Use Report	-Serves as flight invoice; documents aircraft use, pay items, charge codes and authorization -Used for ARA, CWN, Contract and some cooperator flights -Aircraft vendors are paid from this form	-Pilots, Flight Managers and/or Aircraft Managers complete this form together -Reviewed and signed by locally authorized approver -AMD reviews and processes; makes payment to vendors	-Complete daily -Submit at time of release or every two weeks for ARA and CWN -Submit at least every two weeks for Exclusive Use Contract	-Original to Vendor for electronic submission. -Copies retained as required for local unit files
Daily Cost/Use Summary	-Summarizes cost and use statistics for a specific aircraft for one operational period (day). Used by Incident or local management or users to track costs and analyze use.	-Aircraft Managers/Project Inspectors	-Complete daily	-Aircraft Managers/PI submit to Incident Airbase Manager/Air Ops personnel or to local FMO. -Retain copies in local contract, project or flight files
AMD-72 Evaluation Report on Contract Performance	-Comprehensive evaluation of contractor personnel, aircraft and equipment for the exclusive use period -Evaluation should be supported by Daily Diaries, AMD-23s and other documentation -May be used in awarding future contracts	-Aircraft Managers, Project Inspectors (PI) at the field level; State Aviation Manager (COR) provides input	-At the end of each exclusive use period (yearly)	-PI sends evaluation to State Aviation Manager (COR); COR submits to Contracting Officer (CO; AMD) -Retain copies in local contract files

Appendix 9

SAFECOM Form Safety Communiqué Form



REPORTED BY: (optional)

Name:
E-Mail:
Phone:
Cell Phone:
Pager:
Organization:
Organization Other:
Date Submitted:

EVENT

Date: mm/dd/yyyy

Local Time: hhmm

Injuries: Y/N

Damage: Y/N

State:

Location:

(Airport, City, Lat/Long or Fire Name)

Operational Control:

Agency:

Region:

Unit:

MISSION (*see look-up tables)

Type: *

Other:

Procurement: *

Other:

Persons Onboard:

Special Use: Y/N

Hazardous Materials: Y/N

Departure Point:

Destination

AIRCRAFT (*see look-up tables)

Type: *

Tail #

Manufacturer: *

Model:

Owner/Operator:

Pilot:

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)

(a) **SAFECOM FORM INSTRUCTIONS**

The **Aviation Safety Communique (SAFECOM) database** fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of Interior agencies and the US Forest Service. Categories of reports include incidents, hazards, maintenance, and airspace. The system uses the SAFECOM Form OAS-34/FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or aircraft that has the potential to cause an aviation-related mishap. The SAFECOM system is **not** intended for initiating punitive actions. 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. A SAFECOM **does not** replace the requirement for initiating an accident or incident report.

These instructions and helpful hints are intended to make the process of submitting a SAFECOM as easy as possible. If you need assistance, please don't hesitate to call the Forest Service at (208) 387-5285 or the Aviation Management Directorate, Aviation Safety (formerly OAS) at (208) 433-5070. After the completion and submission of your SAFECOM, your data will be stored in a central database that is shared on an interagency basis. Therefore, you only have to submit one SAFECOM per event.

The **REPORTED BY** section is associated with the person submitting the SAFECOM. All of these fields are optional. However, this contact information is extremely helpful if it becomes necessary to follow-up with the submitter on a particular issue. This section asks for the name of the person reporting the event, their contact information and the organization they work for. If you choose to submit your name or any other information in this section, it will not appear on the SAFECOM that is available to the general public.

The **EVENT** section asks for the "when" and "where" in addition to damage or injuries. Enter the **Date** in the **mm/dd/yyyy** format, and then enter the **Time** using the 24-hour time format **hhmm**. Note that the date is a required field and both the date and time fields will only accept numeric characters. Were there any **Injuries**? **Yes** or **No**. If you select **Yes**, please explain in the narrative. Was there any **Damage**? **Yes** or **No**. If you select **Yes**, please explain in the narrative. The next field in this section is the **State**, which applies to the state where the event occurred. Note that the **State** field is a required entry. In the **Location** field enter the airport, name of the fire or lat and long. The next three selections identify the Agency, Region or State for USDI and the Unit that had operational control of the mission at the time of the event. These selections determine which organization(s) will receive initial notification that a SAFECOM has been entered into the database. From the look-up table select the **Agency**. From the next look-up table select the **Region** for USFS or **State** for USDI. Next, select the **Unit** from the look-up table if it applies. See examples below:

Agency: Bureau of Land Mgt **Region:** Alaska State Office **Unit:** Glenallen FO
Agency: Forest Service **Region:** Region 2 **Unit:** San Juan NF

The **MISSION** section asks for information that describes the mission at the time of the event. In the **Type** field, use the look-up table to make a selection that best describes the mission that was being performed. Use the **Other** field if you need to further identify the mission or if nothing is available from the look-up table that actually describes the mission. In the **Procurement** Field, enter how the aircraft you were utilizing was procured from the look-up table. Use the **Other** field to further identify procurement if necessary. Under **Persons Onboard**, enter the total number of people on the aircraft, which includes the pilot(s), all flight crew personnel and passengers. Was the mission **Special Use**, **Yes** or **No**? Many of our missions are special use. In fact, almost all fire missions are considered special use as well as animal counting, herding, eradication, etc. Were there **Hazardous Materials** onboard, **Yes** or **No**? In **Departure Point**, enter where you departed from, an airport or helibase for example and under **Destination**, enter the intended destination, which could be an airport, fire name or helispot.

The **AIRCRAFT** Section generally applies to the aircraft you are utilizing. However, in the event of an airspace intrusion, conflict or near mid-air, enter as much information as possible about the other aircraft. If there are multiple aircraft involved, list the other aircraft in the narrative section. In the **Type** field, enter the aircraft type from the look-up table. In the **Tail #** field enter the tail number of the aircraft beginning with **N** for US Registered and **C** for Canadian Registered aircraft. Please do not enter the Tanker, Jumper or Helicopter number unless that is all you have. In the **Manufacturer** field, select the manufacturer from the look-up table. In the **Model** field, enter the model number without any spaces or hyphens for example, 206L3, DC6, PB4Y2. In the **Owner/Operator field**, enter the name of the agency if the aircraft is an agency fleet aircraft (ie USFS, USDI, etc) or the name of the vendor operating the aircraft if it is contracted. In the **Pilot** field enter the pilot's name, first name then last name.

In the **NARRATIVE** section give a brief description of the event with the facts and outcome of the event. Elaborate on any previous blocks above as necessary.

In the **CORRECTIVE ACTION** section give a brief description of the corrective action that was taken in an effort to prevent the event from reoccurring. Remember, submitting a SAFECOM is not a substitute for resolving the problem and taking on the spot corrective action. SAFECOMS are for tracking and trending purposes.

Accidents and Incidents-With-Potential (IWP) must be reported immediately via the most expeditious method in accordance with the Interagency Aviation Mishap Response Plan. A SAFECOM should be completed later, but it is not to be used as an initial notification method.

The SAFECOM should be routed through the local unit aviation officer or can be faxed to Aviation Management Directorate, Aviation Safety at (208) 433-5007 or USFS at (208) 387-5735 ATTN: SAFETY or entered directly on the internet at www.safecom.gov

Appendix 10

AVIATION “WATCH OUT” SITUATIONS

As part of risk management each aviation manager and employee should be asking questions.

- Is the flight necessary?
- Who is in charge?
- Are all hazards identified and have you made them known?
- Should the operation or the flight be stopped due to a change in conditions? Consider the following:
 - Communications
 - Confusion
 - Personnel
 - Weather
 - Turbulence
 - Conflicting priorities
- Is there a better way to do it?
- Are you driven by the task and sense of urgency?
- Can you justify your actions?
- Are there other aircraft in the area?
- Will the pilot accept the mission?
- Are any guidelines being ignored or policies being broken?
- Are communications getting tense?
- Are you deviating from the assigned operation or flight?

Appendix 11

FY 2012 PROTOCOL GUIDANCE

ALASKA NON-FIRE

CONTRACT FLIGHT USAGE

Version 1.0

POINT OF CONTACTS

Development of New Interagency Agreements (IAA)	Contract Specialist Nicole Noyles (907-271-4440) or Procurement Analyst Alissa Varrati (907-271-3439)
Dispatch & BVC Questions	AICC, SZD, UYT or GAD dispatch offices
Management of Existing IAA	(AQD) (208) 433-5075 or your bureau contracting office (depends upon your question)
Linking flights with specific task orders	Government AC Manager/Contractor
Difficulty locating the order in AMS	(AQD) (208) 433-5035
Payment status	(IBC Finance) (303)-969-5658 or (IBC Finance) (303) 969-5658
Billing Questions	(IBC Finance) (303) 969-5416
AMD-91 Questions	(AQD) (208) 433-5038
General AMS assistance	(AQD) (208) 433-5042
Contract questions	The Acquisition Boise Contracting Officer (AQD)
Auditing/Budget	AFS Budget (907) 356-5783, (907) 356-5591 BLM_AK_AFS_AMDBUDGET@BLM.GOV

Listing of Acronyms as used throughout this Document

AMD	Aviation Management Directorate
AMS	Aviation Management System
AP	Accounts Payable (National Business Center)
AQD	Acquisition Branch, Boise (Department of the Interior, National Business Center)
ARA	Aircraft Rental Agreement
AUR	Aircraft Use Report
CO	Contracting Officer
COR	Contracting Officer Representative
DOI	Department of the Interior
FAQ	Frequently Asked Questions
FAIRS	Federal Aviation Interactive Reporting system
FBMS	Federal Business Management System (Department of the Interior)
FY	Fiscal Year
IAA	Interagency Agreement
IBC	Interior Business Center
IPAC	Intra-governmental Payment and Collection System
IPP	Internet Payment Platform (Department of the Treasury's Financial Management Service)
MIPR	Military Interdepartmental Purchase Request
OAS	Office of Aviation Services
SES/GR	Service Entry Sheet/Goods Receipt
USDA/FS	Department of Agriculture, U.S. Forest Service

NON-FIRE AVIATION REQUIREMENTS

Work Flow Process

On Call Contracts/ARAs/CWN Medium & Heavy Helicopters

(May be applicable to non-fire use under an exclusive use contract)

Aviation user identifies a need for aviation services.
Aviation user submits PR worksheet and IAA package (only required for new acquisitions) to BLM procurement. Aviation user and Administrative Support personnel enter PR into FBMS
Procurement drafts the IAA or IAA Modification in FBMS
Procurement submits IAA package for preparation of solicitor memo from the State Director (Applies only to IAAs in excess of \$500K, modifications to IAAs that have already been approved by the solicitor do not require re-approval).
Procurement submits IAA package to solicitor for signature (Applies only to IAAs in excess of \$500K, modifications to IAAs that have already been approved by the solicitor do not require re-approval).
Procurement submits IAA package to AMD (Jackie Guthrie & Erin Horsburgh) for signature (If solicitor approval is required it must be obtained first)
Procurement releases IAA in FBMS after signed by AMD. Funds are obligated
Aviation user & Contracting Officer provides funding for aviation services requirement to Jackie Guthrie & Erin Horsburgh [Acquisition Boise (AQD) Boise] via an interagency agreement or ensures that the estimated costs associated is included in the statewide non-fire IAA . This process is accomplished via the IAA process through procurement
Aviation user electronically creates and submits a completed /signed Form 9400-1a and a Flight Services Request Form (OAS-91) with Block 1 & 2 completed to Dispatch
Dispatch completes the OAS-91 Best Value Comparison (pages 2-3), procures aircraft and returns the OAS-91 to the Aviation user or designee.
Aviation user electronically submits OAS-91 form including cost comparison to amd91@nbc.gov Boise (OAS-91 (pages 1-3)
AQD Boise receives OAS-91, examines IAA funding availability, creates purchase request and provides to AQD Boise CO
AQD Boise CO creates task order based upon OAS-91 and purchase request information and value which is subsequently transmitted to the Department of the Treasury’s Financial Management Service Internet Payment Platform (IPP). AQD Boise CO provides hard copy to the Contractor and aviation user
Contractor will receive notification from (IPP) that an order has been issued and that means they can invoice for services provided and input into Aviation Management System (AMS) if contract cycle invoicing date has arrived
Contractor with an established contractual agreement with DOI to provide aviation services ordered and within the specified contract terms
Aviation user and Contractor to document provided services sufficiently on OAS-23/23E forms and both sign in order that Contractor can input use into AMS. AMS information and scanned OAS-23/23E forms 1) provide detail of use to AQD Boise CO, 2) collects DOI aircraft use required for reporting purposes-, and 3) confirms receipt of services.
Aviation user emails scanned copies (BLM_AK_AFS_AMDBUDGET@BLM.GOV) or mails signed OAS-23E to Alaska Fire Service (AFS) Budget (LLAK9F3000) for auditing and validation.
Contractor inputs services provided into AMS at no later than every 2 week cycles or order release and adds AMS assigned Aircraft Use Report (AUR) # to paper OAS-23/23E forms then uploads/attaches as attachment to AMS assigned AUR #
AFS Budget will Validate AMD-23Es in AMS.
Contractor will submit invoice request through IPP (attach signed OAS-23/23E forms with AMS AUR #) which is transmitted to the Financial and Business Management System (FBMS) ensuring information required by contract has been included with the invoice. Invoiced amount cannot exceed amount of the order issued for the work by the AQD Boise CO
Purchase order identified COR receives notification to complete Service Entry Sheet/Goods Receipt (SES/GR)
COR must ‘click complete’ within 7 days of receipt of invoice or prompt payment aspects concerning interest may be triggered. Clicking complete transmits invoice to Accounts Payable (AP).
ational Business Center (NBC) Accounts Payable (AP) will certify payment or reject if found insufficient. Certifying also triggers notification to Intra-governmental Payment and Collection System (IPAC) system for billing purpose
Once certified, invoice is scheduled for payment and transmitted to the Treasury Department for payment – large businesses not paid until 30 days as cued by system – small businesses likely to be sooner – scheduled payment is then transmitted to the Treasury Department for payment to Contractor
Contractor and AQD Boise CO can access IPP to track payment progress
AFS Budget will generate Balance Voucher (BV) to correct the charge code.
AFS Budget will generate fiscal year end accruals for BLM Alaska and send to Divisions, Districts and Field Offices for approval.
AFS Budget will submit fiscal year end accruals to BLM Alaska Budget for further submission to NIFC.

NON-FIRE AVIATION REQUIREMENTS

On Call Contracts/ARAs/CWN Medium & Heavy Helicopters

(May be applicable to non-fire use under an exclusive use contract)

Work Flow Process Steps By Roles

AVIATION USER

-**Aviation user identifies** a need for aviation services.

-**Aviation user submits** a completed PR package (BLM PR request form, IAA terms and conditions, and IAA budget) to administrative personnel for entry into FBMS. IAA terms and conditions are only required for initiation of a new IAA.

-**Aviation user submits** a completed 9400-1a and OAS-91 to Dispatch. Dispatch completes OAS-91 Block 3 and returns form to Aviation user.

- **Aviation user & Contracting Officer** provides funding for aviation services requirement to Jackie Guthrie & Erin Horsburgh [Acquisition Boise (AQD) Boise] via an interagency agreement or ensures that the estimated costs associated is included in the statewide non-fire IAA . This process is accomplished via the IAA process through procurement.

-**Aviation user electronically creates and submits** OAS-91 including cost comparison (pages 1-3) **to AQD Boise.**

-**Aviation user** in conjunction with Contractor to document provided services sufficiently on OAS-23/23E forms and both sign in order that Contractor can input use into Aviation Management System (AMS). AMS information and scanned OAS-23/23E forms 1) provide detail of use to CO, 2) collects DOI aircraft use required for reporting purposes, and 3) confirms receipt of services.

-**Aviation user emails scanned copies (BLM_AK_AFS_AMDBUDGET@BLM.GOV) or mail signed OAS-23E to AFS Budget (LLAK9F3000) for auditing and validation.**

PROCUREMENT

Procurement drafts the IAA or IAA Modification in FBMS

Procurement submits IAA package for preparation of solicitor memo from the State Director (Applies only to IAAs in excess of \$500K, modifications to IAAs that have already been approved by the solicitor do not require re-approval).

Procurement submits IAA package to solicitor for signature (Applies only to IAAs in excess of \$500K, modifications to IAAs that have already been approved by the solicitor do not require re-approval).

Procurement submits IAA package to AMD (Jackie Guthrie & Erin Horsburgh) for signature (If solicitor approval is required it must be obtained first)

Procurement releases IAA in FBMS after signed by AMD. Funds are obligated

DISPATCH

Dispatch completes the OAS-91 Best Value Comparison (pages 2-3), procures aircraft and returns the OAS-91 to the Aviation user or designee.

CONTRACTOR

-**Contractor will receive** email notification from IPP that a purchase order has been issued and that means they can invoice for services provided and input into AMS if contract cycle invoicing date has arrived.

-**Contractor** with an established contractual agreement with DOI to **provide** aviation services within the specified contract terms.

Contractor in conjunction with aviation user to document provided services sufficiently on OAS-23/23E forms and both sign in order that Contractor can input use into AMS. AMS information and scanned OAS-23/23E forms 1) provide detail of use to CO, 2) collects DOI aircraft use required for reporting purposes, and 3) confirms receipt of services.

-**Contractor inputs** services provided into AMS at no later than every 2 week cycles or order release and adds AMS assigned Aircraft Use Report (AUR) # to paper OAS-23/23E forms then uploads/attaches as attachment to assigned AUR #.

-**Contractor will submit** invoice request through IPP (attach signed OAS-23/23E forms with AMS AUR #) which is transmitted to the Financial and Business Management System (FBMS) ensuring information required by contract has been included with the invoice. Invoiced amount cannot exceed amount of the purchase order issued for the work.

-**Contractor can access** IPP to track payment progress.

AFS Budget

-AFS Budget will audit and validate AMD-23Es in AMS.

-AFS Budget will generate Balance Voucher (BV) to correct the charge code.

-AFS Budget will generate fiscal year end accruals for BLM Alaska and send to Divisions, Districts and Field Offices for approval.

-AFS Budget will submit fiscal year end accruals to BLM Alaska Budget for further submission to NIFC.

ACQUISITION BOISE (AQD)

- **AQD Boise receives** OAS-91, **examines** IAA funding availability, **creates** purchase request and **provides to AQD Boise CO**.

- **AQD Boise CO creates** order based upon OAS-91 and purchase request information and value which is subsequently transmitted to the Department of the Treasury's Financial Management Service Internet Payment Platform (IPP). **AQD Boise CO provides** hard copy to the Contractor and aviation user.

-**COR must 'click complete'** within 7 days of receipt of invoice or prompt payment aspects concerning interest may be triggered. Clicking complete transmits invoice to IBC Accounts Payable (AP).

-**AQD Boise CO can** access IPP to track payment progress.

IBC FINANCE

-**IBC AP will certify** payment or reject if found insufficient. Certifying also triggers notification to Intra-governmental Payment and Collection System (IPAC) system for billing purpose.

-Once certified, invoice is scheduled for payment – large businesses not paid until 30 days – small businesses likely to be sooner – scheduled payment is then transmitted to the Treasury Department for payment to Contractor.

FREQUENTLY ASKED QUESTIONS (FAQs) – Interagency Agreements and OAS-91 Form (Rev 3/2012)

Your timely and efficient access to safe commercial aviation flight services continues to be a high priority to the Office of Aviation Services (OAS – formerly the Aviation Management Directorate). We understand that emergency operations and many projects rely upon aviation services to complete the mission.

Many of your organization's financial systems have either already converted, or will in the near future convert, to the DOI Financial Business Management System (FBMS). Key aspects of FBMS is rigid financial controls over availability of funds to pay for specific work, financial agreements between agencies, contractual obligation of those funds under specific contracts, and obligation of funds before you use contracted aircraft services. The Department has determined that aviation is not an exception to this rule. Because the funding is held within the bureau we have no funds to pay the contractors you use.

There are new FBMS related tasks/responsibilities held by aviation users, aviation contractors, contracting officers, and financial specialists. Communication is key to our future success, the following set of FAQs will hopefully answer most of your questions.

Question 1) When does this requirement take effect?

Answer 1) The Office of the Secretary fully implemented FBMS **October 1, 2011**. All requirements of FBMS were in effect on that date.

Question 2) What must be done to obligate funds in advance of any flight?

Answer2) The user of the aircraft must ensure that an Interagency Agreement (IAA) has been completed by their agency and accepted by OAS. That document will identify the amount, purpose, period of performance and source of the funding.

Question 3) How does OAS know when the actual work will be done, which IAA will fund the work, which contractor will be used, and which specific aircraft make and model will be ordered?

Answer 3) The OAS-91, Flight Services Request Form (also posted on the OAS website) must be completed by the ordering office/individual **PRIOR TO USE**. The form's first page includes all of the details needed by OAS to complete the written contractual order with the chosen contractor. Page 1 supported by page 2 and 3 which is a cost comparison demonstrating Contractor selection was accomplished through a competitive process by considering three sources, if available. **Note: This form was previously released but has been updated effective 01/12. Please discontinue use of any previous versions.**

Question 4) Is the OAS-91 needed for every flight when the same IAA and funding will be used to pay for all of the use?

Answer 4) A single OAS-91 will suffice (and is strongly encouraged) as long as the planned flight(s) (one or more) will cost less than the amount estimated on the OAS-91, performed by the same contractor, same aircraft make and model, same performance period for all of the planned work, and the same funding source. To the contrary, when any of the above factors change from the original order, a separate OAS-91 Modification submission is required.

Question 5) Is the OAS-91 needed for all agreements and contracts?

Question 5) Yes, the OAS-91 will generate contractual orders by OAS for all ARA, On-Call and may be used under Exclusive Use contracts. (NOTE: The AMD-16 may continue to be used by organizations that are familiar with the form to fund exclusive use contracts.)

Question 6) What are pages 2 and 3 of the OAS-91 for?

Answer 6) This document replaces the Best Value Determination Form (BVD) under the ARA and 'Order' forms required under the SEAT, Small Helicopter, and Air Tactical On-Call contracts. The Best Value Comparison can also be used to better estimate the value of the order. We must establish an estimated value **greater** than the actual use because a short-fall will result in non-payment to the contractor and a bunch of work for both you and the Contracting Officer to fix it. That's why the document is used for both On-Call and Exclusive Use contracts. This documentation will also help the Contracting Officer document that competition was considered (required by the acquisition regulations) before a contractor is selected.

Question 7) What is the purpose of the level of detail found under the Best Value Comparison?

Answer 7) It's important to be as accurate as possible when we compare contractors' pricing, but it's just as important to create a realistic estimate on the OAS-91. Why? Because if we are just one penny short of having enough money to pay the contractor's bill....see question and answer 9!

Question 8) What happens if something changes, such as a switch to a different contractor or I need to increase the estimated cost?

Answer 8) This will occur and we recognize that contractors/government user sometimes need to cancel or change a mission, i.e. a different aircraft is furnished and you accept the change, the performance period changes, or the costs exceed your estimate. The OAS-91 Modification (check the Modification block on the form) MUST be completed by the ordering office/individual. If it isn't, the new contractor, the new aircraft, the changed performance period or the increased costs will not be reflected in AMS or FBMS. **The contractor can't be paid until the original order is modified.** Your attention to these situations is critical.

NOTE: Since October 1, 2011, over 50 percent of all bureau estimates have fallen short of the actual costs. That means we have had to hold up the contractor's payment, contact the bureau user, obtain additional funding, modify the purchase order to add money, and have the contractor submit a new invoice.....please be realistic but not overly conservative!!!!

Question 9) How will emergency funding be made available to OAS by the bureau's/USDA FS?

Answer 9) Multiple sources may be utilized to meet this end. However, a modification to an existing IAA may be required.

Question 10) How do I get an OAS-91 placed before I place a non-fire emergency order for flight?

Answer 10) We recognize that in many cases you cannot pre-fund nor document the order in advance of an emergency flight. We will accept post emergency response IAAs and OAS-91s for these situations through September 30, 2012 unless otherwise notified. But remember, the contractor won't get paid until the paperwork is submitted **as soon as possible** after the use.

Question 11) Does it matter if a Bureau's accounting codes are accurate on the OAS-23/23E?

Answer 11) We have no means to validate the accuracy of your accounting codes on the OAS-23/23E. We charge the Bureau based upon the fund code information found on the IAA and the bureau uses the coding you provide on the OAS-23/23E to internally adjust your budget if it is to be charged precisely. If your information on the 23E is not accurate then your internal accounting won't be accurate either.

We understand that this process change will add to your already busy workload and we appreciate your cooperation as we all better understand how our tradition of unimpeded access to aviation resources is affected by these requirements.

If you have any questions or concerns, please do not hesitate to contact one of the following individuals, dependent upon the scope of your need.

Development of New Interagency Agreements (IAA)	Your Bureau Contracting Office/Grants and Agreements Program
Management of Existing IAA	Jackie Guthrie (AQD) (208) 433-5075 or your bureau contracting office (depends upon your question)
Linking flights with specific task orders	Government AC Manager/Contractor
Difficulty locating the order in AMS	Sherry Lambert (AQD) (208) 433-5035
Payment status	Darcee Simpson (NBC Finance) (303)-969-5658 or Debbie Sanrah (NBC Finance) (303) 969-5658
Billing Questions	Brent Stevenson (NBC Finance) (303) 969-5416
General AMS assistance	Dale Gaston (AQD) (208) 433-5042
Contract questions	The Acquisition Boise Contracting Officer (AQD)
Auditing/Budget	AFS Budget (907) 356-5783, (907) 356-5591 BLM_AK_AFS_AMDBUDGET@BLM.GOV

FLIGHT SERVICES REQUEST FORM

Questions - Contact the NBC Acquisition Boise Contracting Officer (if not known, call 208-433-5026)

The OAS-91 form is a multiple page form that must be completed in its entirety to the maximum extent possible. Failure to do so may result in the return of the form to the requestor for additional information before it can be processed. Complete the radio button and shaded items of page 1 that are applicable and proceed to the OAS-91 best value comparison tab for page 2/3 of the OAS-91 form. Should the identified Total Estimated Amount or Funding Amount(s) shown below be insufficient to cover the 'actual total cost' that is incurred, the requestor will be required to complete a modification to this request before the Contractor can be paid.

1. Complete all items in this section.		CURRENT DATE	02/23/2012
NAME OF REQUESTOR	Joe User	PHONE NUMBER	907-267-XXXX
AGENCY/UNIT	BLM, Anchorage Field Office	EMAIL ADDRESS	BLM_AK_SZD@blm.gov
AIRCRAFT REPORTING	CITY Anchorage	PERIOD OF FLIGHT	START 02/24/2012
LOCATION:	STATE Alaska	PERFORMANCE	END

MISSION REQUIREMENT: I.E. Helicopter or airplane type, recon, point-to-point, initial attack, any other special needs, etc.

Short take off and landing, equipped with skis, pilot required to have experience of the Rhone (8KA) Airstrip.

2. Select either Original or Modification Request - If modification, enter the original CO issued task order # and a reason for the modification request

Original Request

Modification Request to prior OAS-91/Task Order # []
 (All modifications to an OAS-91 must be accompanied by the original OAS-91 or task order)

Reason for Modification Request

- Additional Funding (Identify below in sections 3 and 4)
- Different Contractor (Identify below in section 3)
- Cancellation of Requirement (Partial or Total)
- Different Aircraft (Identify below in section 3)
- Other - Identify []

3. Summarize the proposed selection information from page 2/3 of this form that shows the best value comparison accomplished for this request. (Completion of page 2/3 is required for all original requests in excess of \$2,500.)

Recommended Contractor	Regal Air, Anchorage	Contract/ARA Number	D12XXXXXXX
Select one:	<input type="radio"/> ON CALL	<input type="radio"/> ARA (<\$25,000)	<input type="radio"/> EXCLUSIVE USE
Aircraft Make/Model	Cessna 206	Suggested FAA N Number	N735LS
Contracting Officer		Total Estimated Amount	\$ 1,894.50

4. Identify below the inter/intra-agency agreement number(s) (IAA) or (defense users only) the military interdepartmental purchase request (MIPR) number(s) that apply to this request. Select either FIRE or NON-FIRE and enter the applicable funding amount.

		FIRE	NON-FIRE		
IAA/MIPR #	L12PXXXXXX	<input type="radio"/>	<input type="radio"/>	\$	\$2200.00
IAA/MIPR #		<input type="radio"/>	<input type="radio"/>	\$	
IAA/MIPR #		<input type="radio"/>	<input type="radio"/>	\$	
IAA/MIPR #		<input type="radio"/>	<input type="radio"/>	\$	

SUBMIT TO: amd91@nbc.gov

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