

Release
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**UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

MANUAL TRANSMITTAL SHEET

Subject **9400 - Aviation Management**

1. Explanation of Materials: This release updates and revises the title and the entire Manual Section 9400 through 9470.
2. Reports Required: None.
3. Material Superseded: The Manual Section superseded by this release is listed under "REMOVE" below.
4. Filing Instructions: After the attached sheets have been filed as directed, this Transmittal Sheet may be discarded.

REMOVE:

All of 9400 (Release 9-328)
All of 9410 (Release 9-329)
All of 9420 (Release 9-330)
All of 9430 (Release 9-331)
All of 9440 (Release 9-332)
All of 9450 (Release 9-333)
All of 9460 (Release 9-334)
All of 9470 (Release 9-335)

(Total: 32 sheets)

INSERT:

9400

(Total: 15 sheets)

Director, Office of Fire and Aviation

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.01 Purpose. This Manual Section sets forth policy governing the Bureau of Land Management (BLM) Aviation Management Program. The provisions contained herein are applicable to aviation operations common to all BLM programs and offices. In the interest of BLM and cooperator standardization, States are generally not authorized to supplement this policy with more restrictive policy or procedures. State or District Aviation Plans which contain more restrictive procedural or fiscal material require the approval of the Director, Office of Fire and Aviation, FA-100, in writing prior to implementation.

.02 Objectives. The Aviation Management Program provides direction to ensure that the use of aircraft supporting the BLM mission is accomplished safely and efficiently. The program promotes the philosophy that sound management practices can reduce risks inherent in aviation, includes high personnel standards, and maintains a commitment to excellence.

.03 Authority. The authority for the Aviation Management Program derives from 43 U.S.C. 2 and 1201 for the Secretary of the Interior, and annual appropriation acts for specific authorizations.

.04 Responsibility.

A. Director, BLM, is responsible for the aviation management program. This responsibility is exercised through the Director (FA-100).

B. The Aviation Program Manager (FA-140) is responsible for program oversight, fleet management, program budget, and compliance with policy and procedure established in support of the Director's goals and the BLM mission.

C. State Directors are responsible for all aviation activities within their respective jurisdiction. Each assigns a State Aviation Manager (SAM) to provide professional staff support on all aviation matters.

D. Managers are responsible for aviation activities within their Units. Each assigns an Aviation Manager to provide oversight and staff assistance on all aviation matters.

E. The Director, National Interagency Fire Center (NIFC), and the Manager, Alaska Fire Service (AFS), are responsible for aviation support operations conducted within the bounds of their organizational responsibility. Their respective staffs are delegated aviation duties appropriate to the support function provided to the field (i.e., logistics, Smokejumper, helicopters, etc.).

F. National and State assignments are made for temporary, priority projects which may take advantage of particular expertise or resources. These assignments should be identified in the Annual Work Plan (AWP) process.

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.05 References.

- A. 14 CFR.
- B. Departmental Manual, Parts 112, 350-354.
- C. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9410-9470.
- D. OAS Operational Procedures Memoranda (OPM's).
- E. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126.
- F. General Services Administration (GSA) Federal Property Management Regulation (FPMR) 101-37
- G. Interagency Aviation Guides.

.06 Policy. The BLM Policy prescribes that, except during life threatening emergencies:

- A. All flight operations using Government owned, contracted, or chartered aircraft will be accomplished with safety as a prime consideration.
- B. Personnel performing aviation functions shall meet the requirements of the Departmental Manual (DM) and Bureau standards.
- C. Individual development, workforce diversity, and employee wellness will be emphasized at all career levels.

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.1 Aviation Organization.

.11 Bureau of Land Management. The BLM aviation management responsibilities are located at the National Aviation Office (NAO), Boise; at the State Offices; at Field Offices, AFS, and NIFC; and at operating bases in the field.

A. Aviation Program Management. The NAO, Aviation Program Staff, is located within the Office of Fire and Aviation, under the Director, Office of Fire and Aviation. The Director, OF&A, is delegated the lead role for aviation management by the Director, BLM. The National Aviation Office staff includes the Aviation Program Manager, Flight Standard Pilots, Fixed Wing Specialist, Aviation Management Specialist, Helicopter Operations Specialist, Fleet Maintenance Specialist and Aviation Safety and Training Specialist.

B. State Offices. The State Aviation Managers are in place in all BLM State Offices. The SAM's have the responsibility to carry out aviation program directives in support of the BLM mission and as appropriate for each State's goals. Several States have additional support staff, aircraft dispatchers, and/or pilots assigned to support aircraft operations and to provide technical expertise. A strategic aviation plan is recommended to specify the functions and organization, as well as outline the long-range goals, of the State's aviation program.

C. Managers. Shall staff their programs as necessary to conduct aviation operations safely.

.12 Department of the Interior (DOI).

A. Office of Aircraft Services (OAS). The OAS is responsible for Departmental functions related to aircraft services and facilities. The OAS is the principal coordinator of aircraft services from the commercial sector and facilitates all procurement, administrative support, and payment for services. OAS reports to the Director, Administration, Office of the Secretary. It is responsible for aviation safety, effective implementation and execution of Departmental policy. Refer to 112 DM 12 for a complete list of functions and responsibilities.

B. Aviation Board of Directors (ABOD). The Interior ABOD promotes coordination of aviation policies and procedures among the eight Bureaus and the OAS. The ABOD is composed of a senior line manager at the Director level from each Interior Bureau. The Aviation Working Group (AWG) is composed of the Chief Pilot or Aviation Program Manager from each Bureau. The BLM representative to the AWG is the Aviation Program Leader.

.13 Federal Aviation Administration (FAA).

A. Federal Aviation Regulations (FAR's). Aircraft operated by or exclusively for the Federal Government are "Public Aircraft." As a policy, DOI will comply with all FAR's in the operation and maintenance of public aircraft with the few exceptions outlined in DM 350-354.

.13B.

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B. Commercial Operators. Operators under contract to DOI/BLM are bound by their respective FAA-approved commercial operator or airline certificate.

C. Deviation from FAR's or Operator Specifications. The BLM may request a deviation from FAA-approved operator specifications through authority granted DOI in certain waivers, exemptions or the public aircraft rules and consistent with the procurement contract or agreement. (See Manual 9400.43.)

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.2 General Administration.

.21 Purpose. The General Administration section establishes management responsibilities, policies, and procedures for the administration of the aviation program in BLM.

.22 Aircraft Acquisition/Disposition, Requests for Services, and Procurement. 353 DM 6 addresses acquisition and disposition of Government aircraft. Requests for OAS-provided services shall be accomplished via Form OAS-13 (contract) or OAS-20 Aircraft Rental Agreement (ARA). State Aviation Plans shall address procedures for requesting services.

.23 Office of Management and Budget (OMB) Circulars. The OMB Circulars A-76, A-126, and A-123 prescribe procedures for acquisition and management of aircraft, and for the elimination of fraud, waste, and abuse in the utilization of aircraft. The BLM shall judiciously follow these procedures as specified by Departmental policy.

A. OMB Circular A-76 Performance of Commercial Activities.

1. The A-76 studies shall be accomplished on all BLM aircraft which are owned/operated, all aircraft leased for exclusive BLM operation, and contract aircraft which are used exclusively by BLM for periods of 90 or more consecutive days.

2. The NAO has the responsibility to determine which aircraft services require an A-76 study, as well as when existing studies will require revision.

3. States, AFS, and NIFC have the responsibility to provide teams for the conduct of such studies.

B. OMB Circular A-126, Improving the Management and Use of Government Aircraft. The Bureau shall comply with the requirements of OMB Circular A-126.

C. OMB Circular A-123, Internal Control Systems. The OMB Circular A-123 defines policies and procedures to prevent fraud, waste, and abuse in Government. Aviation is listed as a high risk activity. Internal controls within the BLM aviation program will address aviation activities in this context.

.24 Reports. The NAO (FA-140) shall prepare and submit an annual aviation report to the Director and the States no later than December 15 each year. The report will summarize flight activities, expenditures and accident/incident occurrence for the preceding fiscal year.

A. Statistical data for aircraft use is reported to OAS by field offices via Forms OAS-2 or OAS-23 and summarized automatically for the Bureau.

.24B.

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B. Through submission of a SafeCom Report (Form OAS-34) the reporting system provides safety information on hazardous and unsafe conditions or events. Refer to Manual Section 9400.8.

C. Documentation of executive travel is required by OMB Circular A-126 and biannual reports are forwarded by States to the NAO, then to OAS.

D. Facility inspections will be documented per formats identified in applicable handbooks or guides (e.g., *Interagency Helicopter Operations Guide*, *Interagency Air Tanker Base Guide*). The State shall maintain one copy for audit, and forward one copy to the NAO.

.25 Review and Evaluation.

A. Review of State Offices. The NAO, on a rotating basis, will plan and conduct Aviation Evaluations in two or more State aviation programs each fiscal year. Reviews will be scheduled in the Annual Work Plan.

B. Review of Centers/ Field Offices. State Offices shall plan and conduct administrative review of aviation programs to complete a cycle of all Field/Centers Offices in their jurisdiction every two years. The Evaluation may be used either formally or as a guideline.

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.3 Directives.

.31 Purpose. This chapter describes the policy and procedural directives which apply to the BLM aviation management program.

.32 Departmental Manual (DM). The DM, published in DM Parts 350-354, contains Departmental policy and outlines agency responsibilities regarding the aviation management program.

A. Handbooks. Handbooks detail technical and procedural material.

B. Operational Procedure Memoranda (OPM's). The OPM's are temporary or interim directives which allow distribution of new policy or procedures. OPM's are renewed annually or incorporated into the DM's.

C. Operational Guides (OG's). The OG's are detailed procedures published by OAS which describe preferred procedures, but which are not mandatory.

D. Other. Other information of a time sensitive nature is published in the form of Safety Alerts and Information Bulletins.

.33 BLM Manual Section 9400, Aviation Management. Manual Section 9400 series, Aviation Management, specifies national aviation management policy. Subsequent policy and procedural information is distributed by Instruction Memorandum (IM) or Information Bulletin (IB). Interim policy so published will be reviewed annually by the NAO, and when applicable, incorporated in the Manual. States and Centers/Field Offices supplement national policies and procedures only as specified below.

A. Handbooks. BLM published Handbooks detail technical and procedural material.

B. Operational Guides. The OG's are detailed procedures published by BLM which describe preferred procedures, but which are not mandatory.

_____C. Interagency Guides. Interagency Guides will reflect BLM procedure if so designated by FA-100. (See Appendix 1 for a listing of Interagency Guides adopted by BLM.)

D. State Aviation Plans. Each State shall publish an Aviation Plan that implements national policy by detailing internal procedures.

E. Unit Aviation Plans. Units (districts/areas/centers, etc) are required to maintain aviation plans which implement national and state policy. The SAM's shall establish the content and format of District Office plans appropriate to the state's needs and level of activity in the program.

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.4 Aviation Operations.

.41 General-Use Flight. Flights which are not by definition "Special-Use" are considered "General-Use." While point-to-point flights may include specific observations enroute, the original flight plan must include any intended changes from a direct route. Except in an emergency, prior to deviating from any flight plan, the agency representative aboard the aircraft shall immediately report the amended flight plan to a designated point of contact.

.42 Special-Use Flight. Special-Use flights (as defined in 350 DM 1.4) require an approved Special Use Plan. One-time special use missions may use the reverse side of the Form 9400-1a for this purpose.

.43 Exemptions/Waivers. Exemptions/waivers to Federal Aviation Regulations and DOI regulations must be requested in writing through the Aviation Program Manager to the Director, OAS.

.44 Dispatch. All flights supporting BLM missions, other than scheduled commercial air carrier flights or those exempted for undercover law enforcement use, will be approved by one management level above those traveling or by delegation of authority.

A. Preflight Actions/Flight Plans.

1. All BLM flights shall be authorized and documented prior to takeoff.
2. All BLM flights shall use approved Pilots and aircraft as directed by DM.
3. All persons aboard special-use flights shall be pre-approved.
4. All BLM passengers shall be given a Preflight safety briefing by the pilot.

B. Flight Following. Flight following is the knowledge of the aircraft location and condition with a reasonable degree of certainty such that, in the event of mishap, the survivors may be rescued.

1. The planned flight following procedures will be documented on Form 9400-1a. Flight following shall be performed via one or more of the following methods:

- a. An Instrument Flight Rules (IFR) flight plan.
- b. A Visual Flight Rules (VFR) flight plan with radio check into an FAA facility or agency Dispatch Office in accordance with Manual Section 9400.44.B2.

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c. An agency flight plan maintaining radio contacts at intervals specified in the flight plan, but not to exceed agency minimums; or,

d. Satellite systems whose reporting intervals meet agency minimums.

2. The BLM flight following minimums (check-ins) shall occur at designated intervals between 15 and 60 minutes, depending upon mission and degree of risk. Authorization to exceed the 60-minute interval requires State Director or National Aviation Office approval.

3. Flight following is the responsibility of the scheduling office and will remain so until transferred through positive hand-off to another facility or office. This hand-off shall be documented.

4. Flight following reports from the aircraft are the responsibility of the Pilot-in-Command (PIC) in accordance with 14 CFR.

5. Violation of flight following standards requires submission of SAFECOM per the DM.

C. Resource Tracking. In order to facilitate cost-effective use of aircraft and planning of resources, scheduling offices and ordering offices may request pilots or the government representative on board an aircraft (i.e., Fixed-Wing Manager) to relay flight status information at designated intervals. These notifications are performed to coordinate changes in assignments or update time frames for mission completion. They may be performed via radio or phone calls to dispatch offices. The need for, and method of, resource tracking will be planned and documented on the Flight Request/Plan. The use of aircraft radios for resource tracking is at the discretion of the PIC and shall not interfere with air traffic control or the safe operation of the aircraft.

D. Airspace Coordination. Coordination, especially in congested airspace or in military training areas, is critical to safe flight. The policies and procedures found in the Interagency Airspace Coordination Guide are adopted for BLM use and implementation. In addition to coordinating airspace between agencies, the BLM is responsible for air traffic coordination over an incident or complex aerial project (e.g., fire or a law enforcement operation) whenever a temporary flight restriction is in effect.

E. Temporary Flight Restrictions. The Interagency Airspace Coordination Guide provides specific procedures for the request of Temporary Flight Restrictions (TFR's).

.45 Transportation of Hazardous Materials. Training is required every three years to assure proper handling of hazardous materials by pilot and crew members who load or unload hazardous materials on aircraft, as required in the *Interagency Aviation Transport of Hazardous Materials Handbook*. Commercial operations must comply with 49 CFR 175.

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.46 Aviation Life Support Equipment (ALSE) and Personal Protective Equipment (PPE). The ALSE and PPE requirements as specified in 351 DM shall be met.

.47 Fueling. Each State Office shall assure that personnel assigned as fuellers and BLM pilots will be trained in fuel handling procedures described in 351 DM 1, *OAS Aviation Fuel Handling Handbook*. The *Interagency Helicopter Operations* and *Interagency Airtanker Base Operations Guides* provide additional guidance.

.48 Helicopter/Short-Haul. Each State Office shall assure that all Helicopter Short-Haul Operations be approved by the NAO. New program requests shall be forwarded to, and approved by, the Director, Office of Aircraft Services. This request shall include a copy of the NAO approval, and a proposed local Short-haul Operations Plan describing when and how it will be used. States shall follow standards outlined in the *Helicopter Short-haul Operations Handbook*, 351 DM 1.7.

.49 Helicopter Rappel. Each State Office shall assure that all Helicopter Rappel Operations be approved by the NAO. New program requests shall be forwarded to, and approved by, the Director, Office of Aircraft Services. This request shall include a copy of the NAO approval, and a proposed Rappel Plan including an economic analysis based on the Unit Fire Management Plan. States will follow the standards outlined in the *Interagency HeliRappel Operations Guide*.

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.5 Aircraft Fleet Equipment, Maintenance Systems, and Facilities.

.51 Fleet Equipment Standards.

A. Standards. The NAO is responsible for the coordination of aircraft equipment standards with OAS, including all required and optional avionics, satellite tracking, and communications equipment. The BLM aircraft shall use standardized configurations and common radio manufacturers, any deviations will be approved by the NAO.

B. Minimum Equipment List (MEL). The BLM aircraft shall be operated and maintained in airworthy condition. Aircraft having an MEL may be operated with inoperable equipment in accordance with its MEL if a letter of authorization is provided by the Aviation Program Manager, and the inoperable equipment is deactivated and placarded as prescribed in 14 CFR 91. Aircraft not issued an MEL may be operated with inoperable equipment in accordance with 14 CFR 91.213.

.52 Aircraft Maintenance System.

A. Policy. The BLM aircraft shall be maintained in airworthy condition with a neat and professional appearance. Pilots have primary responsibility for the determination of airworthiness and the appearance of aircraft.

B. Maintenance Program. Certificated aircraft shall be maintained under a program approved by the FAA and in compliance with the aircraft manufacturer's recommendations to the standards of 14 CFR 135, Subpart J.

C. Authorized Personnel. Maintenance personnel must have a current Airframe and Powerplant Certificate or work for an OAS-approved FAA Repair Station and must be certificated for the type aircraft being maintained. Preventive maintenance may be performed per FAR Part 43 (limited to Appendix A of FAR Part 43).

D. Unscheduled and Deferred Maintenance. Pilots of aircraft requiring unscheduled maintenance, and/or with inoperable components, shall notify the Maintenance Program Manager. Deferred maintenance shall be accommodated with approval by the Maintenance Program Manager and/or as stipulated by the aircraft Minimum Equipment List.

E. Modifications. Due to the need to maintain continuity and commonality throughout the BLM fleet, modifications shall generally be accomplished at the maintenance base in Boise, Idaho. Authorization for modifications at facilities other than Boise must be obtained from the NAO FA-140.

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F. Maintenance at Commercial Facilities.

1. Pilots who require maintenance services on an aircraft shall contact the Maintenance Program Manager at NAO FA-140, or the authorized OAS maintenance representative, outlining the type of services required, prior to proceeding with repairs/service at a field repair facility.

G. Parts Management.

1. Inventory and Security. Aviation Maintenance shall be responsible for the inventory of all spare parts. Security is the responsibility of storage facility management. Responsibility may be delegated, as necessary.

2. Acquisition of Spare Parts by Field Locations. A BLM Form 1510-18, Purchase Requisition/Oral Order shall be submitted prior to parts shipment to field locations. One copy shall be forwarded to the NAO, Flight Operations Supervisor.

3. Universal Parts and Consumable Parts. These may be secured and stocked by field pilots or maintenance personnel for locations where aircraft are based. Procurement shall be by OAS Blanket Purchase Order, OAS VISA card, or OAS maintenance contract.

H. Payment. Aircraft maintenance costs shall be borne by the OAS working capital fund only under the following conditions:

1. The vendor's invoice must have been authorized by the Maintenance Program Manager, NAO, prior to OAS payment.

2. The cost must have been incurred at an OAS-approved facility or with an authorized individual.

3. A proper invoice/work order must be signed by a BLM pilot or Aviation Manager indicating all services and/or supplies were received.

.53 Facilities. States are individually responsible for the development, maintenance, funding and operation of their facilities.

A. Inspections. The SAM's shall assure that facilities used to support aviation operations are inspected annually for hazards, safety equipment and suitability for operations.

B. New Installations. The installation of any new facility shall follow 351 DM 1.8.

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.6 Aviation Personnel.

.61 National Aviation Program Staff. The NAO, under the direction of the Aviation Program Manager, is responsible for the aviation management program in BLM including:

A. Flight Operations. This function controls the maintenance system supporting fleet aircraft operating in the states. It also oversees the pilot and maintenance standards of the fleet, including agency-owned aircraft, contracts and contract aircraft staffed by government pilots.

B. Administration. Maintains the program's directives system to assure responsive and cohesive support to resource programs; to incorporate requirements in annual work plans and directives; and to ensure that policy and directives reflect Department and BLM goals and that they are in concert with Federal Aviation Regulations.

C. Safety. Provides leadership and technical expertise for aviation safety systems, risk management programs and accident prevention programs. Safety systems rely heavily on BLM field participation.

D. Training. Is responsible for coordination with subject matter experts for the development of curriculum, training cadre, instructor certification and course materials.

.62 State Aviation Manager. The SAM serves as the principal aviation professional for the State Director and is responsible for all aviation matters in the State.

.63 Aviation Manager. (District/Center/Field Office) The Aviation Manager serves as the principal local aviation professional and is responsible for aviation operations.

.64 Pilots. State Directors are responsible for determining the need for, and hiring of, pilot positions within their respective States. The NAO Aviation Program Manager has a review and advisory role in all pilot hiring to assure that standards are met and proficiency is maintained.

A. Professional. Professional pilots (GS 2181 series) may be employed to provide those essential skills not reliably available on the open market. (See 351 DM 3.2A.)

B. Dual Function. Dual function pilots are employed when the position description requires other duties in addition to flying duties. (See 351 DM 3.2B.)

C. Incidental. Incidental pilot authority may be assigned to qualified individuals whose positions do not require flying duties but whose pilotage skills may benefit the Bureau. (See 351 DM 3.2B.)

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D. Flight Instructor/Check Pilot.

1. Flight instruction provided to, or by, BLM employees, will require that the instructor possess a valid and current FAA Flight Instructor Certificate (CFI) in the category, class, and type of aircraft being used.

2. Provisions of FAR 61.169, Instruction in Air Transportation Service, do not apply, since BLM does not meet the definition or intent of this FAR.

3. Orientation of a qualified pilot on mission procedures, such as Smokejumper patterns or animal gathering techniques, does not require that the person providing the orientation hold a CFI.

E. Aircrew Member. Aircrew members perform an active mission function during the flight and as such are not considered to be passengers. Aircrew members include, but are not limited to, designated observers, spotters, Air Attack Group Supervisor, Air Tactical Officer, Smokejumper, helitack crew, loadmasters, and flight attendants.

.65 Dispatcher. Dispatchers are those persons who have been trained in the completion of flight cost analyses, selection of aircraft for particular missions, scheduling and flight following of aircraft in accordance with DOI and Bureau direction.

.66 Passengers.

A. Fixed-wing Manager. The Government representative who is usually on board the flight, though he/she may be on the ground in certain instances. The Fixed-wing Manager works jointly with the Pilot-in-Command (PIC) and passengers to ensure safe, efficient flight management. On agency-owned aircraft flights, the agency pilot may serve as the Fixed-wing Manager. (NOTE: Chief of Party is not used by BLM as it is not exclusive to aviation activities.)

B. Helicopter Manager. The Helicopter Manager is responsible for coordinating, managing, and supervising operations involving helicopters. The manager will meet Bureau qualification standards for the level of mission assigned.

C. Volunteers. Volunteers, when traveling on official business, are official passengers, within the terms of 350 DM 1.7A and must have applicable safety training. Volunteers are not permitted to operate or serve as aircrew member on any DOI aircraft; be aboard a BLM aircraft during any Special-Use mission; be reimbursed for the operation of personal aircraft while on official business nor will they transport any BLM employee in a personal aircraft.

D. Unauthorized Passenger. Unauthorized passengers will not be transported in any DOI aircraft. For Official, Unofficial and Unauthorized definitions, see 350 DM 1.7B.

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.7 Cooperative Programs.

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

.72 Cooperator, Military, and Other-Government Agency Aircraft. Bureau employees riding on military and other-government agency aircraft will meet DOI policy. Written approval through the NAO and OAS Director is required for the use of military aircraft, as outlined in 351 DM 4.3 and 351 DM 4.4 for Other-Government Aircraft.

.73 Civil Air Patrol (CAP). A DOI Memorandum Of Understanding allows the use of CAP aircraft and pilots for specific missions. No BLM employees shall fly on CAP aircraft. Missions are restricted to reconnaissance/observation flights under visual meteorological conditions. Flight rates shall be agreed to in writing prior to each flight.

.74 Service/End Product Contracts. RESERVED.

.75 Interagency Coordination. The following interagency organizations have been established on a long-term basis. Bureau representatives participate to achieve the objectives stated in .71.

A. Interagency Committee on Aviation Policy (ICAP). The General Services Administration established the ICAP to standardize the operation and utilization of aircraft by Executive government agencies. The DOI representative is the Director of Management Services for the Assistant Secretary-Policy, Management and Budget. Bureau attendance and participation is voluntary.

B. Aviation Management Council (AMC). The AMC is composed of aviation managers from the Forest Service, DOI agencies and OAS responsible for managing combined aviation services support functions as a coordinated and cooperative effort.

C. Interagency Air Tanker Board (IATB). The IATB is an organization composed of government and industry leaders responsible for oversight, coordination, and authorization of the aircraft used to drop water and fire retarding chemicals on grass, brush, and forest fires. The NAO FA-140 will provide a representative for the Bureau on the IATB.

D. Smokejumper Aircraft Screening and Evaluation Board (SASEB). The SASEB is a group composed of USDA-FS, BLM, and OAS. They are responsible for screening, testing, evaluating, and approving aircraft used in smoke jumping and cargo dropping activities. A designated Smokejumper and the NAO Flight Standard Pilots will represent the BLM on the SASEB.

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E. USDI/USDA-FS National Airspace Committee. The USDI/USDA-FS National Airspace Committee is a group consisting of individuals from Interior Bureaus, USDA-Forest Service, and OAS. The committee is responsible for coordinating with military airspace specialists, other government agencies (e.g., FAA), and airspace users in an effort to reduce or eliminate the threat of mid-air collision.

F. Technical Advisory Groups. These groups are convened under the authority of an official sponsor to recommend policy and/or procedures to their respective agencies. Technical advisory groups are limited by charter in scope and duration.

G. Interagency Helicopter Operations Steering Committee (IHOPS). An interagency group formed to solicit and report concerns of field managers with helicopters operations, personnel, qualifications, performance, safety and equipment problems to agency directors.

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.8 Aviation Safety.

.81 Aircraft Accident Prevention. The Bureau Safety Program comprises the BLM aviation directives system, aircraft accident prevention plans, risk management procedures, the SAFECOM, distribution of accident/incident reports and information, and aviation safety education and training.

A. Each Unit shall maintain records of employee training and qualifications.

B. District/Area/Center Offices shall maintain an *Aviation Incident/Accident Response Guide* for each operating base. These plans shall be updated annually.

.82 Mishap Reporting. Aviation mishap reporting and procedures differ from other types of reportable incidents. All BLM offices shall comply with the provisions of 352 DM 6 and the *SAFECOM Reporting Handbook* when reporting aircraft accidents and incidents.

A. Aircraft Accident. Any employee involved in, or witness to, an aircraft accident, or incident involving injuries, shall, if able, perform these duties in the following order:

1. Take necessary action to rescue the survivors.
2. Take necessary action to secure the mishap site.
3. Notify the OAS by the most expeditious means.
4. Initiate required administrative notifications.

B. Aircraft Incident, Hazard or Maintenance Deficiency. Any employee involved in, or witness to, an aircraft incident, hazard or maintenance deficiency shall, if able:

1. Remove all persons from immediate danger who may be injured or jeopardized by the situation.
2. Stop work in progress or request a supervisor stop work until the situation is corrected.
3. Report the situation to the SAM and OAS using the SAFECOM (Form 34) .

C. Imminent Danger. Whenever an individual concludes that unsafe acts, conditions or practices exist in aviation activities which could be expected to cause death or serious injury, he/she shall immediately inform a supervisor. The supervisor shall immediately remove all affected persons from the danger and stop work until the situation is rectified. In the event a supervisor is unavailable, any aviation manager shall exercise this authority.

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.83 SAFECOM Reporting. (See 352 DM 6.) Information obtained from SAFECOM reports or other sources which may be useful for accident prevention purposes shall be analyzed and disseminated to all field offices. Information reported in accident/incident/hazard reports is for the purpose of accident prevention and shall not be used for disciplinary action.

A. Confidentiality. The individual(s) reporting an accident shall use discretion in providing information involving the accident. Accident information must be given only to responsible authorities. No one, without proper authority, may provide information, especially the names of victims of serious injuries or death, to anyone other than responsible authorities. Such information is to be considered absolutely confidential pending proper notification of next of kin.

B. Disclosure of Information. Aircraft accident and incident reports may contain information which is sensitive and not subject to discovery within the provisions of the Freedom of Information Act. The OAS is the only office of the DOI with responsibility and authority to release information from these reports. No person may release accident/incident information to the public without the concurrence of the OAS.

C. Reporting Criteria.

1. All aircraft accidents shall be reported in accordance with 352 DM 6.
2. Immediate notification will first be made to OAS by the most expeditious means. The OAS maintains 24-hour telephone service and an investigator on standby. This telephone number shall be kept current in the *Aviation Crash, Search and Rescue Guide*.
3. Immediate notification shall also be made to the BLM NAO.
4. Incidents involving any unintended, unplanned, or irresponsible occurrence which results in, or could result in, property damage, work interference, liability claim or any combination of these, shall be reported using the SAFECOM format.
5. The SAFECOM Reporting shall be submitted using either electronic or hard copy. A copy shall be submitted to the OAS Safety Office and one to the State Aviation Manager. The reporting individual is encouraged to sign the form however, it may be submitted anonymously.
- ___6. The DI-134 shall be submitted in accordance with Bureau Manual Handbook 1112.2, 6.5 or Departmental Manual 485 DM 5, except, when reporting an aircraft mishap. Report of accident/incidents shall be completed and submitted. The narrative description and corrective action portions of the DI-134 form (Blocks 24 & 25) should be left blank for aircraft accidents and only the words "Aircraft mishap" should be entered.

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.84 Accident/Incident Investigation. Accidents involving aircraft owned, operated, or exclusively used in support of BLM programs require investigation or review. The responsibility for conducting investigations of aircraft accidents and incidents rests with the Director, OAS (See 352 DM 6.6.) and The National Transportation Safety Board (NTSB). Aircraft mishaps involving Service (End-Product) Contracts are the investigative responsibility of the NTSB or Federal Aviation Administration (FAA), not OAS. Administrative investigations to support Boards of Inquiry are the responsibility of the Bureau.

A. The Director, OAS, conducts aircraft accident and incident technical investigations in one or more of the following ways:

1. Reviewing and analyzing records and documents.
2. Establishing an Aircraft Accident Investigation Board.
3. Requesting investigation by the NTSB.

B. Multi-Agency Investigations. Any aircraft/incident which involves a Bureau employee or aircraft may be investigated by BLM, regardless of whether the flight was conducted by a cooperating agency. The BLM may accept the reports of the agency conducting the investigation in lieu of conducting a separate investigation.

.85 Aircraft Security. To prevent loss from occurrences such as vandalism, sabotage, theft, terrorism, negligence, or natural causes, SAM's shall identify known security risks within the Project Aviation Plan to assist the contractor in meeting their responsibility for aircraft security.

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.9 Training and Education. Training is a key to safe and efficient aviation operations. It is essential that the training and education of users, pilots, and managers are all inclusive to establish fundamental knowledge of aviation business principles, safety, and operations. No person may travel on a Bureau aircraft, supervise an aviation project, or assume an aviation management position without basic prerequisite training and experience.

____.91 Aviation Management Training. The SAM's are responsible for the implementation of instructor certification, training standards, individual qualification and training records to meet the type aviation missions being flown within their state.

.92 Pilot Training and Proficiency. The States have the responsibility to provide management direction and assure pilot standards are met. It is the National Aviation Office responsibility to approve and provide states with oversight for pilot qualifications, proficiency and training.

A. Proficiency flying is mandatory and shall be funded by the sponsoring activity. Flight proficiency requirements are established for each type of aircraft operated by the Bureau.

B. Pilots required to fly in instrument conditions shall attend an instrument proficiency school every two years. Any OAS or USFS instrument refresher school, or a Flight Safety (or equivalent commercial course) for the type aircraft being flown will meet this requirement.

C. Tactical training for special use missions shall be required prior to any initial pilot assignment, and subsequent annual refresher with an instructor is mandatory.

D. The Pilot Training and Currency standards are found in 351 DM.

.93 Vendors and Cooperators. The BLM aviation management is responsible for assuring that vendors and cooperators are provided thorough orientations of mission requirements, standards and procedures. These orientations may take the form of discussions at pre-work conferences or during vendor visits, presentations, pre-flight briefings, map reconnaissance, or in-flight familiarization.

A. Special-use missions shall include a briefing of hazards, flight following and reporting procedures.

B. Vendors and cooperators shall be briefed on the purposes and procedures of the SafeCom.

C. Aviation managers shall encourage vendors and cooperators to use the SAFECOM as a safety tool and shall provide ready access to the necessary forms.

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Appendix 1 - BLM Aviation Management Directives System

Guides

Interagency Helicopter Operations Guide(1998) (NFES# 1885)
Interagency Air Tactical Group Supervisor (1997) (NFES# 1393)
Interagency Aviation Technical Assistance Directory (1998) (NFES# 2512)
Interagency Aviation Users Pocket Guide (1997) (NFES# 1373)
Interagency Retardant Base Planning Guide: Fixed and Rotor Wing (1995) (NFES# 1259)
Interagency Single Engine Airtanker Operations Guide (1999) (NFES# 1844)
Interagency Leadplane Operations Guide (1998)
Interagency Smokejumper Pilots Operations Guide (1997)
Interagency Airspace Coordination Guide
Interagency Airtanker Base Directory (1998) (NFES# 2537)
Interagency Airtanker Base Operations Guide(1993) (NFES# 2271)
Interagency HeliRappel Operations Guide (1998)
Interagency Aerial Ignition Guide (1998) (NFES# 1080)
Interagency Aviation Transport of Hazardous Materials Handbook (1999) (NFES# 1068)
BLM WH&B Aviation Guide
Standards For Fire Operations (1999)
Heliport Installation Handbook
Aviation Incident/Accident Response Guide

Aviation Management Aids

Aircraft Identification Guide (1994) (NFES# 2393)
Basic Aviation Safety Student Guide (1997) (NFES# 2097)
Military Use Handbook
Five Steps to a Safe Flight (1997) (NFES# 1399)
Foam vs. Fire: Aerial Applications (1995) (NFES# 1845)
Helicopter Hand Signals (1989) (NFES# 0530)
Helosafe (Helicopter Operation Safety) (1988) (NFES# 2090)