



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release

9-381

Date

11/14/2008

Subject

9400 – Aviation Management

1. **Explanation of Materials:** This release updates and revises the entire Manual Section 9400.
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 **Material Superseded:** The Manual Section superseded by this release is listed under “Remove” below.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 9-350)

(Total: 15 sheets)

**INSERT:**

9400 (Rel 9-381)

(Total: 11 sheets)

/s/

**Jim Douglas**  
Assistant Director for  
Fire and Aviation

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.01

.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 not pre-authorized to supplement this policy with more restrictive or less restrictive policy or procedures. State or Unit Aviation Plans, which must contain more restrictive procedural or fiscal material, require a request to the National Aviation Office for the approval of the Assistant Director, Fire and Aviation Directorate WO-400, in writing prior to implementation.

.02 Objectives. The Aviation Management Program provides direction to promote the safe and efficient use of aircraft supporting the BLM mission. The program advances 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. The BLM Director is responsible for the aviation management program. This responsibility is exercised through the Assistant Director for Fire and Aviation (WO-400).

B. The Assistant Director, Fire and Aviation Directorate (WO-400) is responsible for aviation policy and program oversight. This responsibility is delegated and accomplished through the Chief, Division of Aviation (FA-500).

C. The Chief, Division of Aviation (FA-500) 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.

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

E. District, Field Office and Alaska Fire Service Managers are responsible for aviation activities within their Units. Each assigns a Unit Aviation Manager to provide oversight and staff assistance on all aviation matters.

.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. AMD Operational Procedures Memoranda (OPM's).
- E. Office of Management and Budget (OMB) Circulars A-11, A-123, A-126.
- F. General Services Administration (GSA) Federal Property Management Regulation (FPMR) 101-37
- G. Aviation Plans, Handbooks and Operational Guides (See Appendix 1).

.06 Policy. The BLM Aviation Policy prescribes that:

- A. All flight operations using Federal government owned, contracted, or chartered aircraft will be accomplished with safety as the 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.

.07 File and Records Maintenance. Each office will maintain an aviation reference library and aviation file(s). Documents shall be retained for at least three years. The designated aviation manager at the unit, state and national levels shall be responsible for maintaining and updating all aviation related references, files, and records.

.1

.1 Aviation Organization.

.11 Bureau of Land Management. BLM aviation management responsibilities are located at every level of the organization, to include:.

A. National Aviation Office. Staff includes: Chief, Division of Aviation, Aviation Operations Officer (Deputy Chief), Airtanker/SEAT Program Manager, Helicopter Program Manager, Aerial Supervision Program Manager, Flight Standards Pilot/Security/Airspace Coordination Specialist, Aviation Safety Specialist, Aviation Training Specialist, and Administrative Assistant.

B. State Office. The aviation staff is comprised of a State Aviation Manager and may include additional staff to provide operational support and technical expertise.

C. Field Offices (District/Center/Zones) shall designate a Unit Aviation Manager to provide program oversight at the local level. This may be a stand alone position, depending on aviation complexity.

.12 Department of the Interior (DOI).

A. NBC Aviation Management Directorate (AMD). The AMD is responsible for Departmental functions related to aircraft services. Refer to 350 DM 1 for a complete list of functions and responsibilities.

B. Aviation Board of Directors (ABOD). The ABOD is responsible for providing executive level bureau involvement in the formulation of aviation policy. The ABOD Working Group is an advisory group for the ABOD. The BLM representative to the Working Group is the Chief, Division of Aviation.

.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, BLM will comply with all FAR's in the operation and maintenance of public aircraft with the few exceptions outlined in DM 350-354.

B. Commercial Operators. Operators under contract to DOI/BLM are bound by that contract to conduct operations in accordance with their FAA-approved commercial operator or airline certificate specifications, unless otherwise authorized by the Contracting Officer.

C. Deviation from FAR's or Operator Specifications. The BLM may request a deviation from A. or B. above, utilizing the aviation exemption process. (See Manual 9400.43.)

.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 Federal government aircraft. Requests for AMD-provided services shall be accomplished via Form AMD-13 (contract) or AMD-20 Aircraft Rental Agreement (ARA). The BLM National Aviation Plan and State Aviation Plans shall address procedures for requesting services.

.23 Office of Management and Budget (OMB) Circulars. The OMB Circulars A-11, 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 follow these procedures as specified by Departmental policy.

A. Performance of Commercial Activities and OMB Circular A-11, Part 7 Planning, Budgeting, Acquisition and Management of Capital Assets - Exhibit 300.

1. The A-11 studies shall be accomplished on all DOI/BLM aircraft secured through either purchase; transfer (excess); lease (for 90 days or more); or loan. Aircraft secured on a fully vendor-operated basis are excluded.

2. Only the NAO has the authority to initiate an A-11 study for BLM, the responsibility to determine which aircraft services require an A-11 study and when existing studies will require revision.

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 Federal 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-500) is responsible for providing oversight for the following:.

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

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

C. Approval and documentation of senior executive travel in agency and agency-procured aircraft is required by OMB Circular A-126. States shall forward biannual reports to the NAO, who will forward to AMD.



.24D

D. Facility inspections will be accomplished through the Fire Preparedness Review process or other method as necessary. Facility inspections will be documented.

.25 Aviation Program Evaluation.

A. National Aviation Office. AMD will evaluate the NAO on a periodic basis for compliance with policy, effectiveness of organization, communication and service to the field.

B. State Offices. The NAO, on a rotating basis and in conjunction with AMD, will plan and conduct evaluations of BLM State aviation programs. Reviews will be scheduled in the National Aviation Plan.

C. District/Field Offices. The State Office, on a rotating basis, will plan and conduct evaluations of District/Field Office aviation programs.

.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 provide detailed procedures and requirements of policy established in the applicable chapter of the DM.

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). Guides communicate preferred procedures for a specific aspect of aviation operations are not mandatory in nature at the Department level, but may be adopted by the Bureau as policy.

D. Other. Other information of a time sensitive nature is published in the form of Safety Alerts and Information Bulletins (IB's).

.33 BLM Manual Section 9400, Aviation Management. Manual Section 9400 series, Aviation Management, specifies national aviation management policy. State and District/Field Offices supplement national policies and procedures only as specified below.

A. National Aviation Plan (NAP). Provides comprehensive information regarding BLM aviation organization, responsibilities, administrative procedures and policy. The NAP will be updated and issued annually by the National Aviation Office.

B. Handbooks. BLM published Handbooks detail procedures and requirements of policy for specific BLM operations or activities established in BLM Manual 9400.

C. Instruction Memorandum (IM). Instruction Memoranda issued by Fire and Aviation (WO-400) establishes new policy or procedural information. Interim policy, so published, will be reviewed annually by the NAO and, when applicable, incorporated into the National Aviation Plan.

D. Operational Guides (OG). BLM and interagency operational guides provide technical information and specific operational procedures and requirements. Operational guides constitute BLM aviation policy if so designated in the National Aviation Plan or BLM Manual 9400, Appendix 1.

E. State Aviation Plans. Each State shall publish an Aviation Plan that implements national policy and describes protocols specific to each State's aviation program. State Aviation Plans shall be updated annually.

.33F

F. Unit Aviation Plans. Units (Districts/Field Offices/Zones) are required to maintain and update unit aviation plans annually, which implement national and state policy and establish local procedures and protocol.

G. Operational Plans. Operational Plans will be developed and updated annually to address recurring fire aircraft operations (Helitack, SEAT, Airtanker Base, etc.).

H. Project Aviation Safety Plans (PASP). PASP will be developed as required for specific non-fire Special Use projects. The PASP must be approved by the appropriate line manager. See the National Aviation Plan.

.4 Aviation Operations.

.41 General-Use Flight. General Use is the direct point-to-point flight for the sole purpose of transporting passengers or cargo between a developed airport or established helibase direct to another developed airport or established helibase.

.42 Special-Use Flight. Non-Fire Special-Use Flights (as defined in 351 DM 1.7) require an approved Project Aviation Safety Plan. Non-complex, one-time special use missions may use the reverse side of Form 9400-1a to fulfill this requirement.

.43 Exemptions/Waivers. Exemptions/waivers to Federal Aviation Regulations and DOI regulations must be requested in writing through the BLM Chief, Division of Aviation to the Director, AMD.

.44 New Program Requests. New program requests involving aerial assets, not already approved by established DOI or Bureau policy, shall be routed through the State Director to the Division Chief, Aviation, for approval.

.45 Flight Scheduling/Operations. All flights (other than scheduled commercial air carrier flights) will be arranged by qualified aviation dispatchers and/or appropriate aviation manager and approved at the appropriate management level.

A. Preflight Actions.

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 the DM.
3. All persons onboard all flights shall be pre-approved.
4. All BLM passengers shall be given a preflight safety briefing by the pilot or qualified aircrew member as per 351 DM 1.5B.

B. Flight Plans. Unless exempted by 351 DM 1.4, all flights will be conducted with an approved flight plan.

1. Agency flight plans shall be prepared for all non “point-to-point” flights. The 9400-1a, Aircraft Resource Order or similar written format may be used.
2. VFR or IFR (as approved) flight plans shall be filed with the appropriate FAA facility for all point-to-point flights.

C. Flight Following.

1. Flight following procedures will be in accordance with 351.DM 1.4.

.45C2

2. If utilizing an agency flight plan, the BLM flight following check-in intervals shall be 15 minutes, unless otherwise approved.

a. Authorization to exceed the 15-minute interval policy requires State Aviation Manager approval.

b. Satellite/automated systems with reporting intervals meeting agency minimums may be used in lieu of radio flight following when all requirements outlined in the National Aviation Plan and National Mobilization Guide are met and when authorized by Unit and State Aviation Managers.

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 is the responsibility of the Pilot-in-Command (PIC) or the flight manager

5. Violation of flight following standards requires submission of a SAFECOM. Refer to BLM Manual 94001, Item.83.

D. Airspace Coordination. The policies and procedures found in the Interagency Airspace Coordination Guide are adopted for BLM use and implementation. The Guide provides specific procedures for the request of Temporary Flight Restrictions (TFR's).

.46 Transportation of Hazardous Materials. Training is required every three years to assure proper handling of hazardous materials by pilot and aircrew members that load or unload hazardous materials on aircraft, as required in the *Interagency Aviation Transport of Hazardous Materials Handbook*.

.47 Aviation Life Support Equipment (ALSE) and Personal Protective Equipment (PPE). The ALSE and PPE requirements as specified in 351 DM 1 shall be met.

A. All helicopter flights require the use of full aviation PPE. One exception is listed in the Interagency Helicopter Operations Guide.

.48 Aircraft Fueling. All BLM government pilots and fuelers will be familiar with fuel handling procedures described 351 DM 1, Aviation Fuel Handling Handbook. Contracted pilots and fuelers must comply with the provisions in their specific contract.

.49 Helicopter Special Activity Programs

A. 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, AMD. This request shall include a copy of the NAO approval, and a proposed local Short-Haul Operations Plan. BLM program management and operations shall follow standards outlined in the *Helicopter Short-Haul Operations Handbook*, 351 DM 1.

B. 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, AMD. This request shall include a copy of the NAO approval, and a proposed Rappel Operations Plan. BLM program management and operations shall follow the standards outlined in the *Interagency Helicopter Rappel Guide*.

C. Helicopter Cargo Letdown. Each State Office shall assure that all helicopter cargo letdown operations be approved by the NAO. New program requests shall be forwarded to, and approved by, the Chief Aviation Division. BLM cargo letdown program management and operations shall follow the standards outlined in the *National Aviation Plan*.

.5

.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 AMD, including all required and optional avionics, satellite tracking, and communications equipment. BLM fleet 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 Chief, Division of Aviation 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. BLM fleet 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. The AMD Aircraft Fleet Maintenance Specialist manages the maintenance program for all BLM fleet aircraft. 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 Maintenance Personnel. Maintenance personnel must have a current Airframe and Powerplant Certificate or work for an AMD 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 fleet aircraft requiring unscheduled maintenance, and/or with inoperable components, shall notify the AMD Aircraft Fleet Maintenance Specialist. Deferred maintenance shall be accommodated with approval by the AMD Aircraft Fleet Maintenance Specialist and/or as stipulated by the aircraft Minimum Equipment List.

E. Aircraft Modifications. Due to the need to maintain continuity and commonality throughout the BLM fleet, modifications shall generally be accomplished in Boise, Idaho. Authorization for modifications at facilities other than Boise must be obtained from the AMD Aircraft Fleet Maintenance Specialist.

F. Maintenance at Commercial Facilities. BLM Pilots who require maintenance services on a fleet aircraft shall contact the AMD Aircraft Fleet Maintenance Specialist outlining the type of services required, prior to proceeding with repairs/service at a field repair facility (as outlined in the BLM Fixed Wing Aviation SOP).

G. Parts Management.

1. Inventory and Security. NAO 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. 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.

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 AMD Blanket Purchase Order, AMD VISA card, or AMD maintenance contract.

H. Payment. Aircraft maintenance costs shall be borne by the AMD Working Capital Fund only under the following conditions:

1. The vendor's invoice must have been authorized by the AMD Aircraft Fleet Maintenance Specialist prior to AMD payment.

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

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

.53 Facilities. The NAO and BLM States are individually responsible for the development, maintenance, funding and operation of aviation facilities within their jurisdiction.

A. Inspections. The NAO and SAMs shall assure that BLM aviation facilities are inspected annually for hazards, safety equipment, aircraft security and suitability for operations.

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



.6

.6 Aviation Personnel.

.61 National Aviation Office (NAO). The NAO, under the direction of the Chief, Division of Aviation, is responsible for the BLM aviation management program including:

A. Flight Operations. This function establishes the operating standards of all BLM fleet aircraft, contract aircraft staffed by government pilots, contract and rental aircraft and all BLM pilots.

B. Administration. Develops and maintains BLM aviation program policy within DOI and FAA regulations in the form of BLM Manual, National Aviation Plan, Instruction Memoranda, handbooks and operational guides. Provides direction regarding aircraft acquisition, contract administration, aviation budget, aviation operations, aviation security, etc.–

C. Safety. The NAO 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. The NAO is responsible for the development of national BLM and interagency aviation curriculum, training cadre, instructor certification, and course materials.

.62 State Aviation Manager (SAM). The SAM serves as the principal aviation professional for the State Director and is responsible for providing aviation program management and oversight within the State.

.63 Unit Aviation Manager (UAM). (District /Field Office) The Unit Aviation Manager serves as the principal local aviation professional and is responsible for managing the aviation program for the unit.

.64 Pilots. NAO and the states are responsible for establishing and managing all pilot positions within their respective offices to ensure that standards are met and proficiency is maintained.

A. Professional. Professional pilots (GS-2181 series) must meet the requirements listed in 351 DM 3.2.

B. Dual Function. Dual function pilots are employed when the position description requires other duties in addition to flying duties and must meet the requirements listed in 351 DM 3.2.

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. Incidental pilot requirements are list in 351 DM 3.2.

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

3. There are additional Instructor and Check Pilot requirements for special use mission training. Refer to the requirements listed in the Interagency Smokejumper Pilot Operations Guide and the Interagency Aerial Supervision Guide.

.65 Flight Manager. A government employee that is responsible for coordinating, managing and supervising flight operations. The flight manager will meet Bureau qualification standards for the level of mission assigned as set forth in OPM-04.

.66 Aircrew Members. 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 Tactical Group Supervisor, smokejumper, helitack crew, loadmasters, and flight attendants.

.67 Passengers. Any person on board an aircraft who does not perform the function of a flight crew member or aircrew member.

A. Volunteers. Volunteers, when traveling on official business, are official passengers, within the terms of 350 DM 1.8A and must have applicable safety briefing. Volunteers are not permitted to operate aircraft or serve as air crewmember on any DOI aircraft. Volunteers aboard DOI aircraft performing Special Use Missions must be pre-approved by the appropriate BLM line manager. See BLM 1114 Manual for additional policy on volunteers.

B. Unauthorized Passenger. Unauthorized passengers will not be transported in any DOI aircraft. For Official, Unofficial, and Unauthorized definitions, see 350 DM 1.8B

.68 Aircraft Dispatcher. Aircraft 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.

.7

.7 Cooperative Programs.

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

.72 Cooperator Aircraft. Use of cooperator, affiliate, military, and other-government agency aircraft must comply with 352 DM 4, applicable Operational Procedures Memoranda (OPM) and the BLM National Aviation Plan.

.73 Service/End Product Contracts. BLM administered contracts to obtain an “end product” or “service” where the contractor is paid per units of accomplishment are considered as End Product. These are not flight service contracts and they are not administered through AMD. Refer to the BLM National Aviation Plan.

.74 Interagency Coordination. The BLM shall participate in interagency aviation groups and committees to achieve agency aviation objectives.

.8 Aviation Safety.

.81 Aircraft Accident Prevention. The BLM Aviation Safety Program is comprised of the BLM aviation directives system, risk management procedures, System Safety, SAFECOM management, distribution of accident/incident reports and information, and aviation safety education and training.

.82 Mishap/Accident Reporting. All aircraft accidents shall be reported in accordance with 352 DM 6.

A. Immediate primary notification will be made to AMD by the most expeditious means. The interagency 24-hour Accident Reporting Hotline number is 1-888-464-7427.

B. Immediate secondary notification shall be made to the BLM NAO.

C. 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.

D. Disclosure of Information. Aircraft accident and incident reports may contain information that is sensitive and not subject to discovery within the provisions of the Freedom of Information Act (FOIA). AMD is the only office 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 AMD.

.83 Aviation Mishap Response Plan. District/Field Offices shall maintain an Aviation Mishap Response Plan at each dispatch office and operating base. These plans shall be updated annually. It is critical that the response plan is implemented, followed, and documented throughout the duration of the event.

.84 SAFECOM Reporting. Refer to 352 DM 1.10 and the BLM National Aviation Plan. 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. .

A. The SAFECOM system is utilized to report any condition, observation, act, maintenance problem, or circumstance with personnel, or the aircraft that has the potential to cause an aviation related mishap. The SAFECOM system is not intended for initiating punitive actions.

B. The SAFECOM Report shall be submitted electronically (preferred) or hard copy. A copy shall be submitted to the AMD Safety Office and the State Aviation Manager. The form may be submitted anonymously.

.85

.85 Accident/Incident Investigation. Generally, accidents involving aircraft under the operational control of BLM will be chargeable to BLM (Refer to 352 DM 6.6).

A. AMD is responsible for DOI aircraft accident investigations, when delegated that responsibility by NTSB. NAO will assign a BLM liaison to teams investigating BLM accidents.

B. Multi-Agency Investigations. Any aircraft/incident that involves a Bureau employee or aircraft may be investigated by AMD/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.

.86 Aviation Security. The aviation security policies and procedures established in 352 DM 10 will apply to all BLM aircraft and facilities owned or controlled by BLM. NAO is responsible for establishing BLM aircraft and facility security requirements and procedures. Refer to BLM National Aviation Plan.

.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 is all inclusive to establish fundamental knowledge of aviation business principles, safety, and operations. No person may be on board a Bureau aircraft, supervise an aviation project, or assume an aviation management position without meeting aviation training and experience requirements.

.91 Aviation Management Training. The NAO is responsible for establishing BLM aviation training standards, disseminating information and coordinating aviation training projects at the national level. SAMs and Unit Aviation Managers are responsible for coordinating training sessions, ensuring that aviation users and aviation training instructors are qualified and maintaining training records at the State and Field offices, respectively. Refer to OPM-04 and the National Aviation Plan for BLM aviation training requirements.

.92 BLM Pilot Training and Proficiency. It is the NAO responsibility to provide states with oversight for BLM pilot qualifications, proficiency and training. Training and currency requirements are provided in 351 DM 3, BLM Fixed Wing Aviation Standard Operating Procedures, Interagency Aerial Supervision Guide, and the Interagency Smokejumper Pilot Operations Guide.

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

### Appendix 1 - BLM Aviation Management Directives System

A multitude of Guides and Handbooks are available to assist the aviation user. The DOI Manuals, Aviation Management Directorate Operational Procedures Memorandums, and Handbooks prevail when any other document conflicts or is less restrictive.

The current versions of the following handbooks contain key aviation policy:

#### Aviation Handbooks

*Interagency Aviation Transport of Hazardous Materials Handbook*  
*BLM Wild Horse & Burro Aviation Operations Handbook*  
*Military Use Handbook*  
*Animal Capture, Eradication and Tagging of Animals (ACETA) Handbook*  
*Aviation Life Support Equipment Handbook*

In addition to DOI policy, the current version of the following Guides and Plans are adopted by BLM as policy:

#### Aviation Plans

*BLM National Aviation Plan*  
*BLM State Aviation Plans*  
*District/Unit Aviation Plans*

#### Aviation Guides

*Interagency Helicopter Operations Guide*  
*Interagency Single Engine Airtanker Operations Guide*  
*Interagency Smokejumper Pilots Operations Guide*  
*Interagency Airspace Coordination Guide*  
*Interagency Airtanker Base Operations Guide*  
*Interagency Helicopter Rappel Guide*  
*Interagency Aerial Ignition Guide*  
*Interagency Aerial Supervision Guide*  
*Standards for Fire and Fire Aviation Operations*  
*Interagency System Safety Aviation Guide*