

M-3

Aviation Management Training for Supervisors

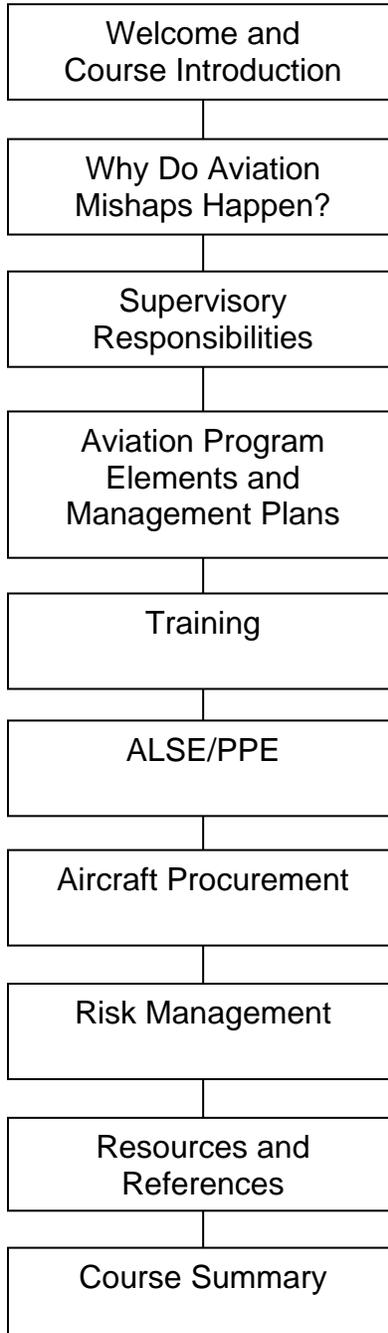


Participant Workbook

Revised February 28, 2011

M3 Aviation Management Training for Supervisors

Course Map



How to Interact with the Instructor

We encourage you to ask questions and share your comments with the instructors throughout this course.

If you were physically in the classroom with the instructor, you would raise your hand to let him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that “protocol” for asking questions or making comments.

With Interactive courses there is also a “protocol” to follow to ensure you can easily ask questions and others can participate as well. It may seem a little strange at first asking a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more ITV courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it.

As part of the distance learning equipment at your location, there are several push to talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

When you have a question, get about 10-12 inches from the microphone and press the “Push to Talk” button and say:

*“Excuse me [instructor’s first name],
this is [your first name]at [your location].
I have a question (or I have a comment).”*

*Release the button. Wait for the instructor to acknowledge you.
(You must release the button in order to hear the instructor.)*

Stating your name and location not only helps the instructor, but also helps other students who are participating at different locations to get to know their classmates.



Get to Know Your Classmates

Be prepared to share:

- Your name?
- Your position?
- How long have you supervised people involved in aviation operations?
- What are some of the ways you use aviation support to accomplish your mission?

Objectives

At the conclusion of this course, you should be able to:

1. Define the term contributing factor as it relates to aircraft mishaps.
2. Explain how supervisors can break the chain of events that result in an aircraft mishap.
3. List three documents that provide aviation policy for their bureau.
4. Describe five key responsibilities of those who supervise aviation operations.
5. List three consequences of working outside a scope of employment.
6. Identify areas for improvement in your organization's written aviation management plan; aviation project safety plan and mishap response plan.
7. Identify aviation training you and your employees must complete. Explain how to monitor training compliance and individual proficiency.
8. List resources available to determine required ALSE your employees must use for aviation missions.
9. Define the term End Product Contract in relation to aviation procurement.
10. List the principles of risk management.
11. Explain how to apply the 5 step risk management process.
12. Given an aviation scenario, demonstrate how to identify and mitigate risk using a risk assessment matrix.
13. List resources available to assist you in fulfilling your responsibilities.

Why Do Aviation Mishaps Happen?

Notes

Put Yourself in This Situation –

Imagine you are on leave and the local dispatch operator calls you. She tells you that two of your employees have been involved in an aircraft accident.

Aircraft mishaps are the result of a chain of diverse, yet interconnecting links (events) that together produce unintended yet ***predictable*** consequences.

These links are expressed in terms of “contributing factors.” In aircraft mishaps, a contributing factor:

- is identified as a deviation from expected norms that comprise established safeguards and risk mitigations; and
- brings the pilot-aircraft system closer to a mishap

Preventing an aircraft mishap requires that only one link (contributing factor) in the mishap chain be broken.

As supervisors, we have the opportunity to become the “chain breaker” that breaks the chain of events.

Without intending to, we may become “chain makers” when we deviate or allow our employees to deviate from established safeguards.

Supervisory Responsibilities

Notes

Where do you find aviation policy and requirements?

- Public Law (CFR's, FAR's)
- Departmental Policy
(DM 350 -354, OPM's, Handbooks)
- Field Reference Guide for Aviation Users

Where do you find bureau specific policy and requirements?

- BIA BIAM 59
- BLM BLM 9400
- BOR 114S-37
- BOEMRE MMS Manual Part 485.5
- FWS Parts 330-339 (FWS)
- NPS RM-60
- OSM ADS14
- USGS SM 445-2-H Chapter 27

350 DM 1.1***General Administration – Purpose***

“DOI is responsible for air crewmembers and passengers on-board aircraft under its operational control, the provisions of Departmental Manual Series 350-354, OAS Operational Procedures Memoranda (OPMs) and appropriate handbooks are applicable to Interior employees, individuals or groups providing volunteer services without compensation, or any other persons supervised by Departmental employees.”

Supervisory Responsibilities

Notes

What are Your Key Responsibilities?

- *Required written plans are in place*
- *ALL personnel are properly trained*
- *Personnel use required ALSE/PPE*
- *Pilot(s) and aircraft are approved*
- *Personnel follow Departmental and Bureau policies/guidance*
- *Personnel consult Bureau and/or AMD aviation specialists when needed*

Personal Liability – Code of Federal Regulations (CFRs) states that an employee cannot be held liable for their actions if that employee was “performing within the scope of their employment.”

Scope of Employment – Doing what you were hired to do, at the time and place you were supposed to be doing it. With the motivation to serve the employer, and act reasonably.

Professional Liability Insurance – DOI can reimburse employees holding certain Law Enforcement and Supervisor/Manager positions up to 50% of the premium for liability insurance.



“How Are We Doing?”

Take a few minutes to assess your organization’s aviation program on a scale of 1-10, with 1 being “Poor” and 10 being “Excellent” for each of the following responsibilities.

1. _____ *Required written plans are in place*
2. _____ *ALL personnel are properly trained*
3. _____ *Personnel use required ALSE/PPE*
4. _____ *Pilot(s) and aircraft are approved*
5. _____ *Personnel follow Departmental and Bureau policies/guidance*
6. _____ *Personnel consult Bureau and/or AMD aviation specialists when needed*

Aviation Program Elements

Notes

***“Bureau Directors are responsible for the implementation of an aviation safety program within their organizations.”
(352 DM 1.6C)***

Aviation Program Elements – Bureau Level

- *Aviation Safety Program Responsibilities*
- *Aircraft Mishap Prevention Program*
- *Aviation Review Program*
- *Aviation Safety Awards Program*
- *Aircraft Mishap Investigation*
- *Aircraft Safety Education & Training*

Aviation Management Plan

- *Establishes roles and responsibilities at the local level*
- *Specific guidance for your unit*
- *May be more restrictive than next higher level*
- *Includes unit risk management process*
- *“Who gets to make the decision?”*

Opportunities for improvement may include

- *Needs to be revised/updated*
- *Management needs to review and sign*
- *“Best kept secret” syndrome*
 - *Distribute to employees*
 - *Do they understand it?*

Aviation Program Elements

Notes

Aviation Project Safety Plan

- *Specific to individual projects or missions*
- *Contains detailed information*
- *Risk assessment for the specific project*
- *Key information that must be briefed to ALL personnel participating*

Opportunities for improvement may include

- *Need to be updated as project evolves*
- *Risk assessment should not be “boilerplate”*
- *Management must review and sign*
- *“Second best kept secret”*
- *Share with ALL personnel*

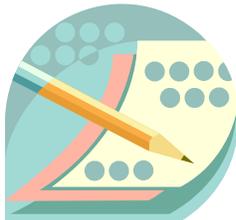
Aviation Mishap Response Plan

- *Identifies roles and actions*
- *Medical services contact information*
- *Chain of contact for bureau and DOI management*

Available at theAMD web site

Opportunities for Improvement

- *Needs to be specific to local area*
- *Needs to be reviewed annually*
- *Appropriate personnel should practice a mock response*



“What’s the Plan?”

Take 4-5 minutes to identify opportunities you have to improve your
Aviation Management Plan
Aviation Project Safety Plan
Mishap Response Plan

Write those things down and be prepared to share the opportunities you identified.

Training

Notes

***“The education and training of Interior personnel at all organizational levels is the responsibility of management.”
(352 DM 1.5B)***

Aviation Training Requirements (OPM-4)

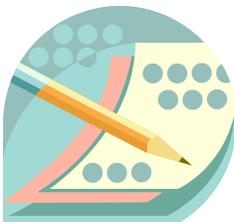
- Aircrew Members
- Passengers
- Flight Crew Members
- Supervisory Personnel
- Line Managers

Completing Training vs. Being Properly Trained

- Synthesis and application to your unit
- Assess knowledge and skills of those we supervise
- Provide employees opportunities to practice and demonstrate skills

Monitoring Training Compliance

- Individual has responsibility to keep documentation
- IAT website
- Email AMD training division with names :
Christine_Huether@nbc.gov

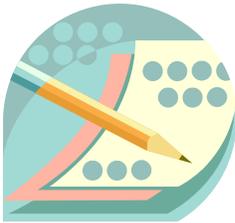
***“Are They Properly Trained?”***

Take a few minutes to answer the following questions:

1. Who do I supervise that must be trained?
2. What training is required?
3. Have they completed the training?
4. Have you given them opportunities to demonstrate their knowledge and skills?

Aviation Life Support Equipment (ALSE)*Notes****Where Do I Find ALSE Requirements?***

- ALSE Handbook
- Department and bureau policy
- Document exemptions granted
 - “If it ain’t in writing, it didn’t happen!”

**Today’s Top Ten List**

Take 2-3 minutes and come up with a list of the “Top Ten Reasons Employees Don’t Use Required ALSE/PPE”
Be prepared to share your list with other classmates.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Aircraft Procurement

Notes

All Flight Services Shall Be Acquired Through DOI Aviation Management Except:

- Seat Fare on Flights With Scheduled Air Carrier (353 DM 1)
- End-Product Contracts (OPM-35)
- DOI Use of USFS Procured Aircraft (OPM-39)

End Product Contract

- Aircraft and/or crew specification will **not** be identified in contract
- **No** aircraft or pilot approval will be specified
- DOI does **not** have operational control of aircraft
- **No** DOI personnel are aboard the aircraft

The following table provides some guidance to identify end product/service or flight service procurement. If the answer is YES in any block under a project, you have a flight service that must be procured through DOI AM (OPM-35)

PROJECT

	Aerial photo remote sensing	Aerial application (spray/seed)	Aerial ignition	Animal inventory	Animal capture (net gun, dart, paintball, etc.)	Animal herding/gathering	Your project
Set pilot standards							
Direct aircraft maintenance							
Dispatch aircraft							
Helibase manager							
Aircraft manager							
Use of PPE							
DOI personnel on board							
Public aircraft							
Other aircraft and pilot requirements							

Aircraft Procurement

Notes

Ratification

- *Unauthorized commitments subject to ratification. Will cost bureau \$1000.*
- *Utmost importance due to legal complications created and adverse safety implications.*
- *Failure to assure aircraft and pilot approved could expose passengers to unnecessary risk.*

Cooperator Aircraft

- *Affiliate Aircraft*
- *Military Aircraft*
- *Other Government Aircraft*

Risk Management

Notes

Risk is Inherent to Aviation –

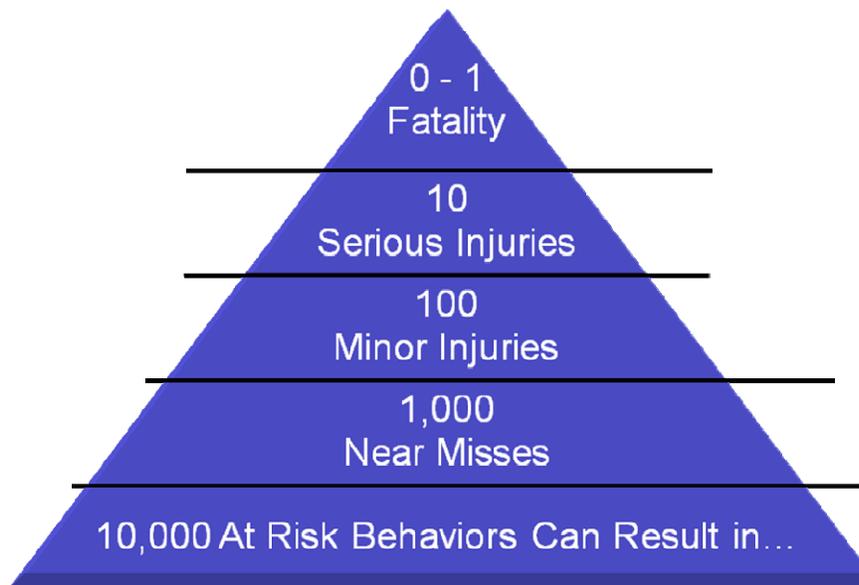
The primary objective of safety programs is the elimination of unnecessary or unacceptable risks **(352 DM 1.1)**.

Aviation can increase the overall safety of an operation

Examples:

- A medical evacuation where ground transport is not available or too far to meet critical needs.
- A remote bridge project that would entail moving large amount of cargo through narrow, steep trails via pack animals when one single load via helicopter longline could accomplish the mission.

William Heinrich researched industrial accidents in the early 1900's. His findings have led to the following diagram.



Risk Management (continued)*Notes***Risk must be managed at all levels**

- Executive Leadership
- Senior Supervisors
- Local Managers
- Pilots and Operators

Principles of Risk Management

- Anticipate and manage risks by disciplined prior planning.
- Accept no unnecessary risk.
- Accept risk when the benefits outweigh the costs.
- Make risk decisions at the right (supervisory) level.

A variety of tools are available to systematically assess risks associated with a specific aviation project or mission.

The 5 step process is one example of a tool you can use to manage risks.

1. Identify hazards to the mission
2. Assess what could go wrong
3. Develop risk controls
4. Implement plans
5. Supervise & Evaluate

Risk Management (continued)

Risk Assessment Matrix

		HAZARD PROBABILITY				
		Frequent	Likely	Occasional	Seldom	Unlikely
		A	B	C	D	E
EFFECT	Catastrophic I	Extremely High				
	Critical II		High			
	Moderate III			Medium		Low
	Negligible IV					

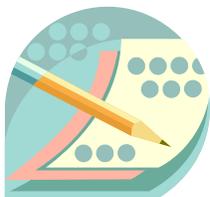
Matrix Guidelines

Effect –

- Catastrophic – Results in fatalities and/or loss of the system
- Critical – Sever injury and/or major system damage
- Moderate – Minor injury and/or minor system damage
- Negligible – Less than minor injury and/or less than minor system damage

Hazard Probability –

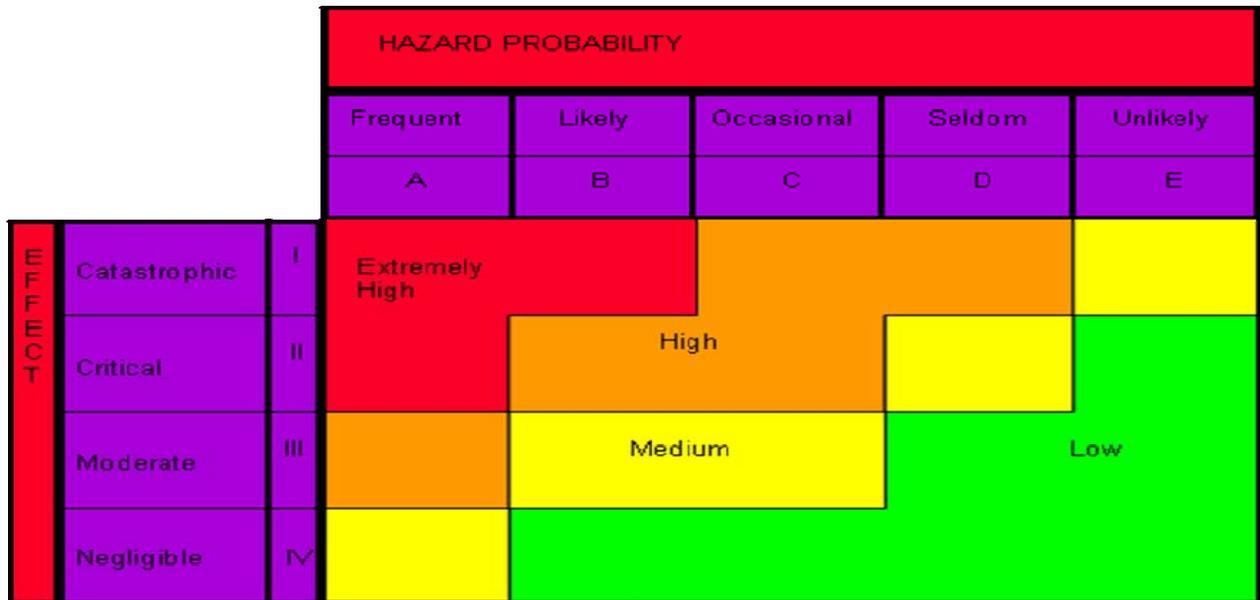
- Frequent – May be continuously or often encountered during each mission
- Likely – May be encountered several times during the course of many missions
- Occasional – May be encountered sporadically during course of many missions
- Seldom – May be encountered infrequently, but chances are remote
- Unlikely – May be encountered only rarely; chances are possible, but improbable



“How Would You Rate the Risk?”

1. Select an upcoming aviation project or mission involving employees you supervise. (or a scenario from Appendix)
2. Record hazards on the Risk Assessment Worksheet
3. Discuss and record a mitigation control for each identified hazard, on the Risk Assessment Worksheet
4. Use the Risk Matrix to assign a level of risk with each of the identified hazards both pre mitigation and post mitigation.

Risk Assessment Worksheet			
Describe Hazard: Pre-Mitigation hazards rate out as:	Probability (A-E)	Effect (I-IV)	Risk Level
Mitigation Controls: Post-Mitigation hazards rate out as:	Probability (A-E)	Effect (I-IV)	Risk Level



Resources and References

Notes

Resources available to you as a Supervisor / Manager**Publications -**

- *DM 350 – 354 & OPMs*
- *Bureau Specific Aviation Plan*
- *Unit Specific Aviation Plan*
- *Field Reference Guide for Aviation Users*
- *Aviation Life Support Equipment (handbook)*
- *Interagency Helicopter Operations Guide (IHOG)*
- *Interagency Aviation Users Pocket Guide*
- *Aviation Technical Assistance Directory*
- *Five Steps To A Safe Flight (orange card)*
- *Twelve Standard Aviation Questions That Shout “Watch Out!” (blue card)*

Online Resources –

- <http://www.nbc.gov/amd>
- <http://www.safecom.gov>
- <http://www.doi.gov>
- <http://www.fs.fed.us/fire/>
- www.iat.gov

People –

- Bureau Aviation Managers
- AMD Staff
- Peers

Appendix A – Risk Management Scenarios (Page 1 of 3)

Scenario 1

Project: Transport of Work Equipment, Materials and Personnel (Helicopter)

Scenario Summary:

Transport work equipment and materials to worksite utilizing an exclusive use contracted helicopter and pilot in conjunction with agency personnel on the ground. The helicopter will be utilized to transport work crews from an established Helibase to the remote trail location. It will also be necessary to transport work equipment which includes hand tools, chainsaws, and chop saws with associated hardware. Many of the materials being transported to the remote location must be externally flown using a 100' long line. The materials will be placed at strategic locations which have been pre-identified. Some of these locations are within wooded surroundings and narrow mountain valleys. The building materials consist of 8 foot juniper poles, 4 foot sections of 1 inch rebar, and several 55 gallon Blivets of water. The Helibase is located at 3,000 feet MSL at a maintenance yard which is not open to the public. The destination of the loads will be scattered across a 2 mile section of trail located at 6,500 feet MSL approximately 8 miles from the Helibase by direct flight.

The project must be conducted following June 15th due to nesting birds in the area. However, the project must be completed prior to the end of July in anticipation of historical weather patterns and the arrival of monsoons. This requires that the project be completed during the height of visitor season. The trail crew has been asked to complete the project without shutting down the trail system to the general public.

The agency personnel performing this mission are a mixed group from the exclusive Helitack crew and the seasonal trail crew staff. Most of the trail crew are not qualified or experienced in working around aircraft. The exclusive contract helicopter pilot and aircraft are both carded for conducting all aspects of the project. Furthermore, the pilot has worked in the area for several years and is very familiar with the local terrain and weather patterns.

There are nearly 10,000 pounds of materials being transported. The helicopter is a light aircraft with minimal lifting capabilities. The Helicopter Manager has estimated that it will take nearly 3 days to transport all equipment and materials into the project work location. There are no roads into the area, and the size of the materials prohibits any other method of transporting the materials.

Appendix A – Risk Management Scenarios (Page 3 of 3)

Scenario 2

Project: Aerial Survey for Multi-Year Species Population Study (Aircraft)

Scenario Summary:

An employee you supervise informs you she has been asked to participate in an aerial population survey that is part of a multi-year study. There are three DOI employees who will be conducting the survey – your employee, a DOI pilot and a bureau biologist.

The geographic area to be surveyed covers several hundred miles. Much of the survey will be conducted below 500 feet above ground level (AGL). The planned route includes flight over several rivers and small lakes. The survey does not overfly any large cities but there are several small communities bordering or within the survey area.

The pilot who flew the route in past years is not available to support the survey this year. Your employee tells you that the new pilot told her that they are fortunate to be using a new DOI aircraft that has the latest advances in navigation and safety technologies.

Appendix A – Risk Management Scenarios (Page 3 of 3)

Scenario 3

Project: Wild Horse Round Up (Helicopter)

Scenario Summary:

Project: round up of wild horses utilizing contracted helicopter and pilot in conjunction with agency personnel on the ground. The helicopter will be utilized to spot the horses which are located across a 15 square mile area of grassland plains. A government employee will be required on board to assist in locating the horses. Once located the horses will be driven by the helicopter towards a series of holding pins located within the area. The helicopter will need to push the horses into the first of several holding stalls, where the agency wranglers will then finish driving the horses into the narrowing stalls towards the final holding pins.

The project will be conducted in October prior to the first snow storms in the area.

The agency personnel performing this mission have all been exposed to similar missions in the past. The contracted helicopter and pilot are also carded for the mission and the pilot has many years of flying similar missions under his belt.

There are some communication towers in the area, however they have been well scouted and marked on aerial hazard maps. The vegetation in the area is predominately grass. The terrain is mild rolling hills. The only other identified hazards in the area are the many fence lines that mark grazing allotments in the area and the final holding cells which are made up of 10 foot high fences.

Appendix B – Bureau Aviation Managers

BLM			<u>Office</u>	<u>Mobile</u>
BAM	Kevin Hamilton	Kevin_hamilton@blm.gov	208-387-5448	
AK	Chip Houde	chip_house@blm.gov	907-356-5523	907-388-2872
AZ	Darren Mathis	Darren_mathis@blm.gov	602-417-9308	435-680-0816
CA	Ken Hood	Kenneth_hood@blm.gov	509-258-4566	916-215-9706
CO	Jason Baldwin	Jason_baldwin@blm.gov	307-775-6256	607-630-0070
ID	Steve Banks	steven_banks@blm.gov	208-373-3853	208-631-1624
MT	Allen Edmonds	aemons@blm.gov	406-896-2912	406-855-3885
NV	Danny Arnold	danny_arnold@blm.gov	775-861-6535	
NM	John Selkirk	john_selkirk@blm.gov	505-438-7431	505-660-5927
UT	Cameron Dingman	Cameron_dingman@blm.gov	801-539-4241	801-550-9857
WY	Jason Baldwin	Jason_baldwin@blm.gov	307-775-6256	607-630-0070
OR/WA	Kurt Kleiner	Kurt_Kleiner@blm.gov	503-808-6593	971-338-3091

USFWS

BAM	Glenn Cullingford (Acting) *see below			
R1/R8	Bob Van Buskirk	robert_vanbuskirk@fws.gov	503-231-2347	503-781-9443
R2	Jim Bredy	jim_bredy@fws.gov	505-248-6630	505-250-0808
R3	Brian Lubinski	brian_lubinski@fws.gov	612-713-5442	612-616-5978
R4	Glenn Cullingford	glenn_cullingford@fws.gov		321-431-9352
R5	Mark Koneff	mark_koneff@fws.gov	301-497-5648	301-980-0125
R6	Shawn Bayless	shawn_bayless@fws.gov	701-442-5474	701-426-9140
R7	Kevin Fox	Kevin_fox@fws.gov	907-786-3433	907-382-8404

NPS

BAM	Jon Rollens	jon_rollens@nps.gov	208-387-5227	208-484-5186
AK	Ken Barnes	ken_barnes@nps.gov	907-644-3407	907-355-2756
ER	Meg Gallagher	meg_gallagher@nps.gov	404-507-5643	770-598-2359
IMR	Jay Lusher (acting)	Jeremy_lusher@nps.gov	928-638-7821	928-606-3452
PWR	Shad Sitz	shad_sitz@nps.gov	208-387-5227	208-949-8265
MWR	Jim McMahill	jim_mcmahill@nps.gov	402-661-1754	402-630-0685



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 09-04

Subject: Aviation User Training Program

Effective Date: October 22, 2009

Supersedes: OPM 06-04 dated January 1, 2006

Distribution: A, B, & C

Expiration Date: December 31, 2009

.1 Purpose. This OPM establishes the Interior Aviation User Training Program as called for in Departmental Manual 112 DM 12.2.I. Emphasis is placed on increasing employee knowledge of DOI aviation and accident prevention policy, procedures, and safe operating practices. This document identifies minimum aviation management and user training requirements for United States Department of the Interior (DOI) and other personnel participating in aviation activities conducted by DOI. A complete description of the DOI aviation training courses in this document can be found in the *Interagency Aviation Training Guide*.

.2 Introduction. Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc. The safe, efficient, and effective utilization of aviation resources is a Departmental objective. Increasing aviation awareness through educational and training program efforts is one method of obtaining this objective. Individuals holding a current qualification under the Incident Qualification Certification System (a performance-based system) are also qualified to perform equivalent nonfire and/or resource aviation positions under Interagency Aviation Training guidelines and do not require additional Interagency Aviation Training. Some National Wildfire Coordinating Group (NWCG) courses are equivalent to and fulfill the required aviation training identified within this document. Those equivalencies can be found in the *Interagency Aviation Training Guide*.

.3 Authority. Authority is authorized under Departmental Manual 112 DM 12, 352 DM 1, and 485 DM 1 and Secretarial Order 3250 dated September 30, 2003.

.4 Responsibilities. The education, training, and qualification of DOI personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI Aviation Management and bureau management.

A. Bureau Responsibilities. Bureaus are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed is the minimum for promoting aircraft accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs shall be accomplished as required.

(1) Managers shall provide adequate resources and time for employees and those over whom they have operational control to effectively perform their jobs not only in a safe manner, but with a high degree of professionalism and appreciation of the economic impact aviation has upon project operations:

- (a) Ensure employees have received required DOI aviation training.
- (b) Manage bureau participation in the Interagency Aviation Trainer program.
- (c) Provide DOI Aviation Management with required documentation for reporting aviation training. This includes providing DOI Aviation Management Headquarters with a course training schedule via the Interagency Aviation Training website (<http://www.iat.gov>) or notification to AMD Regional offices.
- (d) Enter student course completion information on the Interagency Aviation Training website or submit the AMD-106, Aviation Course Presentation Record, to AMD Regional offices immediately after training classes have been presented.
- (e) Coordinate the Interagency Aviation Trainer program and other required training activities with DOI Aviation Management Regional offices. Provide information on other aviation training courses to DOI Aviation Management Regional offices.

B. DOI Aviation Management Responsibilities. DOI Aviation Management is responsible for developing, implementing, and maintaining an aviation-training program to meet Department-wide and bureau-specific needs.

(1) DOI Aviation Management Headquarters Training Office. The DOI Aviation Management Training Office has national responsibility for:

- (a) Developing, managing, and maintaining the aviation training curriculums to meet Departmental aviation user training needs through coordination with bureaus and DOI Aviation Management Regional customers.
- (b) Providing module and instructor standardization for the DOI Aviation User Training Program.
- (c) Administrating the DOI aviation training schedule on the Interagency Aviation Training website.
- (d) Coordinating, facilitating, and presenting national level training.
- (e) Supporting DOI Aviation Management Regional aviation training needs.
- (f) Developing, overseeing, and maintaining the Interagency Aviation Training program standards and curriculums.
- (g) Administrative oversight of an electronic database of DOI Aviation Management and Interagency Aviation Training course presentation accomplishments including training courses presented by title, instructor, date, and location of training and number of trainees by bureau.

(2) DOI Aviation Management Regional Offices. DOI Aviation Management Regional offices are responsible for the following functions within their geographic area of responsibility:

- (a) Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.

(b) Identifying with the bureau the need for Interagency Aviation Trainers (IATs) and selecting, qualifying, scheduling, evaluating, and certifying the IATs within their geographic area of responsibility. Providing DOI Aviation Management Headquarters with a list of current IATs by September 30 annually.

(c) Providing input to DOI Aviation Management Training Office regarding the development and maintenance of training courses and/or materials coordinated with bureau and interagency customers.

(d) Providing headquarters with an electronic database of course presentation accomplishments by September 30 annually.

.5 Required Aviation Safety Training for Persons Involved in DOI Nonfire Aviation Operations or Flight Activities. Required, recommended, and alternative training and currency requirements for each position can be found in the *Interagency Aviation Training Guide*. A matrix outlining these training requirements can be found in the appendix.

A. Mandatory Training for Flight Activities.

(1) Aircrew Member. Person working in and around aircraft and essential to ensure the safety and successful outcome of the mission. Aircrew members are required (1) to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs, (2) to attend to external loads, and (3) to ensure that passengers have received a safety briefing prior to all special use missions.

Objective. Provide a minimum level of aviation safety training prior to being allowed to participate in non-point to point flight activities. This training consists of the knowledge and awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public and the responsibility for the safety of passengers. Aircrew members are required to complete mandatory training every 3 years.

Requirement. Mandatory (minimum) modules of basic aviation safety training (B-3) include:

A-101 Aviation Safety
A-105 Aviation Life Support Equipment
A-106 Aviation Mishap Reporting
A-108 Preflight Checklist and Briefing/Debriefing (on-line only)
A-113 Crash Survival
and
A-110 Aviation Transportation of HAZMAT (if involved)
A-200 Mishap Review

(2) Passenger. Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by an aircrew member for all special use missions. Additionally, an aircrew member is required to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs to ensure the safety of the passengers for all special use missions. This includes individuals who must participate in special use flight activities on very short notice, on an irregular basis, and without having attended basic aviation safety training. These are rare situations where (1) the flight must remain in the special use category due to mission parameters and (2) it is not possible or practical to provide the required basic aviation safety training to participating personnel prior to the flight. Examples of individuals who may fit this category might include senior line managers conducting an observation, reconnaissance or orientation flight, cooperators, other Government agency personnel, or members of Congress. Passengers participating in point-to-point or non-special use missions must, at a minimum, receive a safety briefing by the flight crew/pilot.

Objective. Provide a minimum level of knowledge for passengers. A safety-of-flight briefing shall be performed on every flight. The mandatory elements of this safety-of-flight briefing shall include: (See 14 CFR Part 135.117 for additional requirements.)

Requirement.

- Guide* (NFES 1373).
- (a) Passenger safety briefing to include the *Interagency Aviation User Pocket Guide* (NFES 1373).
 - (b) Location and means for opening the passenger entry door and emergency exit procedures.
 - (c) If the flight involves extended overwater operation, ditching procedures and the use of required flotation equipment.
 - (d) If the flight involves operations above 12,000 feet MSL, the normal and emergency use of oxygen.
 - (e) Placement of seat backs.
 - (f) Use of personal protective equipment and aviation life support equipment.
- (3) **Flight Crew/Pilot.** Individuals functioning as GS 2181, dual-function, or incidental pilots.

Objective. Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well as aviation mishap analysis and aircraft accident prevention techniques. See OPM-22 for training requirements.

- (4) **Interagency Aviation Trainers (IATs).** Individuals certified to instruct the Interagency Aviation Training program curriculum. IATs will be certified to instruct "A" courses at three levels: basic, intermediate, and advanced. Additional certification is required for those instructing the water ditching and survival training.

Objective. Knowledge required includes Departmental policies and procedures as well as Interagency Aviation Training program curriculum and presentation skills.

Requirement. Interagency Aviation Trainers must complete the course A-220, DOI Aviation Management Train-The-Trainer (or M-410 Facilitative Instructor), and/or successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer, DOI Aviation Management Program Specialist, or designee ("designees" are identified on a case-by-case basis) for initial certification at the basic instructional level.

Interagency Aviation Trainers must be qualified at the basic instructional level and complete the course Train-the-Trainer for Supervisor Training (M5A) and/or successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer, DOI Aviation Management Program Specialist, or designee for initial certification at the intermediate instructional level.

Interagency Aviation Trainers at all levels must attend the course A-222, Interagency Aviation Trainer Currency, or instruct under the supervision of a DOI Aviation Management Program Specialist every 3 years to maintain their certification.

- (5) **Water Ditching and Survival Instructors.** Individuals certified to instruct the course A-312, Water Ditching and Survival. Instructors must meet the minimum standards listed in paragraphs a through g below.

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises. This will be accomplished during the course A-223, Water Ditching and Survival Train-The-Trainer, with followup onsite visits if necessary.

Requirement.

- (a) Successfully complete the A-312 course as a student.
- (b) Hold a current CPR and basic first aid certificate.
- (c) Must be certified in one of the following: scuba diver (PADI or AMD-approved equivalent), basic water rescue, or lifeguard (Red Cross or AMD-approved equivalent).
- (d) Must attend the course A-223, Water Ditching and Survival Train-The-Trainer, provided by DOI AM. Basic water rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based. During the mentoring process, the instructor trainee will be required to:
 - (i) Observe/assist the qualifying instructor presenting the entire course.
 - (ii) Solo instruct under the supervision of the qualified instructor.
 - (iii) Demonstrate thorough knowledge of emergency procedures.
- (e) Must maintain the currency listed below:
 - (i) Instruct the classroom portion of A-312 a minimum of once every 2 years.
 - (ii) Instruct the pool portion of A-312 a minimum of once every 2 years.
 - (iii) **Aviation Management instructors only:** Attend a commercial water egress program at least once every 3 years (for example, the U.S. Navy facility at Pensacola, FL, or MSTC in Lafayette, LA). Information regarding new techniques and technologies will be transferred to bureau instructors.
- (f) Instructors whose qualifications have lapsed must meet the following requirements:
 - (i) Demonstrate proficiency under the supervision of an AMD instructor.
 - (ii) Demonstrate thorough knowledge of emergency procedures.
- (g) In support of customer missions requiring underwater breathing apparatus (i.e., Helicopter Emergency Egress Device (HEEDS)), complete the requirements listed below:
 - (i) Basic level scuba (PADI or equivalent).
 - (ii) Commercial or military underwater aircraft egress training center course.
 - (iii) Emergency spare air training (HEEDS or equivalent).

B. Mandatory Training for Personnel with Aviation Management Responsibilities.

Those individuals having management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this broad category. Individuals who have aviation duties and/or responsibilities that are identified in more than one position in the matrix (i.e., Supervisor and Aviation Manager) must take the required training for all positions that apply.

(1) Supervisory Personnel. Those who supervise employees who use aircraft to accomplish bureau programs.

Objective. Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Supervisors must attend the M-3 training or the following Interagency Aviation Training program modules every 3 years:

- A-107 Aviation Policy & Regulations I
- A-205 Risk Awareness
- A-302 Personal Responsibility & Liability
- A-303 Human Factors in Aviation
- A-305 Risk Management
- A-307 Aviation Policy & Regulations II

In addition, supervisors must complete the following module:

- A-200 Mishap Review (every 3 years)

(2) Line Managers. Those who are responsible and accountable for using aviation resources to accomplish bureau programs.

Objective. Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line Managers must either complete the DOI Aviation Management, Aviation Management Training for Supervisors (M-3) training course or attend the DOI Aviation Management Line Managers Briefing (M-2) course every 3 years.



Associate Director

IAT Requirements Matrix
January 2009

No.	Modules (Bold = available online.)	Positions								
		Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
A-101	Aviation Safety (all aircraft)	3	3	3	3	3				
A-103	FAA NOTAM System						X		X	
A-104	Overview of Aircraft Capabilities & Limitations	AS	AS	AS	AS		X	AS		
A-105	Aviation Life Support Equipment	3	3	3	3	3	3	X	X	
A-106	Aviation Mishap Reporting	3	3	3	3	3	3	X	X	
A-107	Aviation Policy & Regulations-I	AS	AS	AS	AS	X	X	X	X	3
A-108	Preflight Checklist & Briefing/Debriefing	3	3	3	3	3	3	X	X	
A-109	Aviation Radio Use	AS		AS	AS	AS	X	AS		
A-110	Aviation Transportation of HAZMAT (if involved)	3	3	3	3	3	3	3	3	
A-111	Flight Payment Document		3	3	X	X	X	X	X	
A-112	Mission Planning & Flight Request Process		3	3	X	X	X	X	X	
A-113	Crash Survival	3	3	3	3	3	3	X	X	
A-115	Automated Flight Following		AS	X	X	X	X	AS	X	AS
A-116	General Awareness Security Training	X	X	X	X	X		X	X	
A-200	Mishap Review	3	3	3	3	3	3	3	3	3
A-202	Interagency Aviation Organizations					AS	X	AS	X	
A-203	Basic Airspace			AS	AS	AS	X	AS	X	
A-204	Aircraft Capabilities & Limitations		AS	X	X	X	X	X	X	
A-205	Risk Management-I	AS	AS	X	X	X	X	X	X	3
A-206	Aviation Acquisition and Procurement			AS		X	X	X	X	
A-207	Aircraft Flight Scheduling					AS	X	AS	AS	
A-208	Aircraft and Pilot Approval							AS	X	
A-209	Helicopter Operations (+helo aircrew only)	AS+			X	X				
A-210	Helicopter Field Exercise (+helo aircrew only)	AS+			AS	AS				
A-216	Aircraft Operations Security				X			X		
A-218	Aircraft Pre-Use Inspection			X		X	AS	AS	X	
A-219	Helicopter Transport of External Cargo (if involved)	AS				AS				
A-220	Train-The-Trainer	See Part 4 of the IAT program document.								
A-221	Advanced Trainer Competency	See Part 4 of the IAT program document.								
A-222	Interagency Aviation Trainer Currency	See Part 4 of the IAT program document.								
A-223	Water Ditching and Survival Train-The-Trainer	See Part 4 of the IAT program document.								
A-301	Implementing Aviation Safety & Accident Prevention			AS				AS	AS	
A-302	Personal Responsibility & Liability	AS		X		R3	AS	X	X	3
A-303	Human Factors in Aviation	AS		X		R3	X	AS	X	3
A-304	Aircraft Maintenance					X				
A-305	Risk Management-II			AS	AS	X	X	X	X	3
A-306	Aviation Contract Administration Parts I & II					AS			X	
A-307	Aviation Policy and Regulations-II			AS		R3	X	X	X	3
A-309	Helicopter Flight Manuals					R3				
A-310	Overview of Crew Resource Management	AS		X	AS	R3	AS	X	AS	
A-311	Aviation Planning					X		X	X	
A-312	Water Ditching and Survival* (beyond power-off gliding)	AS		AS	AS	AS				
A-314	Aviation Program Overview/FS Agency Administrators									
A-316	Aviation Facility Security Training								X	
A-401	Management of Aviation Safety Programs						AS	AS	AS	
A-403	Human Factors for Aviation Managers			AS		AS	AS	AS	AS	
	Mission-Specific Training as Required by Agency	AS		AS		AS		AS	AS	

X=requires completion once.

3=Requires completion every 3 years.

R3=Required refresher triennial training.

*For those who fly beyond power-off gliding distance from shore.

AS=When specified by DOI bureaus or U.S. Forest Service.

Interagency Aviation Training Course Evaluation Form

Course Code: M3 - DOI Aviation Management Training for Supervisors							
Date: March 03, 2011							
Please shade the bubble							
1. How well did you know the course material before beginning the course?	Not well at all	①	②	③	④	⑤	Very well
2. How much more did you learn about the course topic?	Nothing at all	①	②	③	④	⑤	A lot
3. How often do you expect to apply this knowledge in the next 60 days?	Not at all	①	②	③	④	⑤	A lot
4. Have you had any previous training in the course topic?	Yes	Ⓨ	No	Ⓝ			
Please assign a rating on a scale from 1 to 5, where 1 represents "Poor" and 5 represents "Excellent", to each of the following areas:							
	Poor						Excellent
Registration Process		①	②	③	④	⑤	
Participant Guide (Handouts, materials, etc)		①	②	③	④	⑤	
Quality of visual aids (PPT, Video, etc)		①	②	③	④	⑤	
Accomplishment of Course Objectives		①	②	③	④	⑤	
Relevance of course to your job duties		①	②	③	④	⑤	
Overall effectiveness of instruction		①	②	③	④	⑤	
Classroom physical environment (temp, light, etc)		①	②	③	④	⑤	
Convenience of location		①	②	③	④	⑤	
Instructor #1 name:	Rick Gividen						
		Poor					Excellent
Knowledge of subject matter		①	②	③	④	⑤	
Use of helpful examples and references		①	②	③	④	⑤	
Opportunity to ask instructor questions		①	②	③	④	⑤	
Instructor responsiveness to questions		①	②	③	④	⑤	
Instructor #2 Name :	Michael Reid						
		Poor					Excellent
Knowledge of subject matter		①	②	③	④	⑤	
Use of helpful examples and references		①	②	③	④	⑤	
Opportunity to ask instructor questions		①	②	③	④	⑤	
Instructor responsiveness to questions		①	②	③	④	⑤	

Continues on other side

Class ID:



6469



M3

What parts of the course did you find most helpful?(Optional)

What recommendations do you have for improving the course? (Optional)

