

# *Interagency Aviation Training*



- ✓ **Education**
- ✓ **Qualification**
- ✓ **Currency**

Aviation Use and Management  
Qualifications Guide

# **INTERAGENCY AVIATION TRAINING**

**A NATIONAL INTERAGENCY SYSTEM**

## **AVIATION USE AND MANAGEMENT QUALIFICATION GUIDE**

**Prepared by**

**Aviation Training and Qualification Working Team  
Under the Leadership of the Aviation Management Council**

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## **PART 1**

### **EDUCATION, QUALIFICATION, AND CURRENCY SYSTEM**

#### **A. INTRODUCTION**

Most agencies utilize aircraft in the support or accomplishment of many of their programs and projects. These aircraft users are as many and varied as the types of aircraft used. An interagency-wide goal is to accomplish safe, efficient, and effective utilization of aviation resources. Increasing employee awareness of agency policy, procedures, and safe practices must receive high priority. Aviation training, whether basic safety, specialized, or management, is a method to increase this awareness and a key to meeting this goal.

The Interagency Aviation Training Education, Qualification, and Currency System was developed under the direction of the Aviation Management Council for the establishment of aviation training standards for Natural Resource Agency personnel. Personnel meeting these standards are qualified to perform a variety of aviation related tasks.

This system is designed to:

- 1) Establish minimum training, skills, knowledge, and currency requirements for agency personnel who work with aircraft or have aviation duties in order to accomplish resource (non-fire) missions.
- 2) Provide a forum for interagency coordination in the development and implementation of aviation education, training, and qualification standards.
- 3) Maintain a high level of currency in education and training methods and techniques, as well as audio-visual technology, within the budgetary constraints of each individual bureau/agency.
- 4) Establish an interagency aviation qualification, certification, and documentation system.
- 5) Establish qualifications and currency standards for interagency aviation trainers (IATs).
- 6) Utilize a systematic process to assure application of state-of-the-art instructional technology to course planning and development.

#### **B. DESCRIPTION OF THE SYSTEM**

The Interagency Aviation Training System is a "training based" system. In this system, the primary criterion for qualification is an individual's ability to complete the training modules with a passing score on an examination.

This system is not designed to supplement or take the place of the National Wildland Coordinating Group's "Wildland Fire Qualification System" (310-1). All Wildland Fire positions should remain under the 310-1 system. However, some 310-1 training courses will supplement or serve as creditable substitutes for training required under the Interagency Aviation Training System.

This system is not designed to supplement or take the place of requirements for agencies that follow the *Interagency Helicopter Operations Guide's* Position Training Qualifications (Chapter 2).

Training requirements include completion of all required training modules prior to functioning in a specific aviation-related position. The aviation training subject matter is designed to be progressive and build upon past training. In some instances, lower level modules will be required before students progress to higher level modules in the same subject matter area (i.e., an aircrew member may need Aviation Policy & Regulations I, while a unit aviation manager may need Aviation Policy & Regulations I, II, and III.)

### **Training Modules**

This system is made up of 36 modules of specific aviation-related subject matter. Each subject module is designed to stand alone or can be combined with other modules to create a course-like approach. Any module may be presented in an instructor-led classroom setting regardless of format. This allows agency employees to take only those subjects necessary to do their job. Some modules are very basic, such as "Aviation Mishap Reporting," which demonstrates how to fill out and submit a SAFECOM and can be completed through computer-based training (WBT) or one-on-one in just a few minutes. Other modules such as "Human Factors in Aviation" are more complex and may require a classroom, instructor-led training session.

Also included in this system are 10 currency modules, which may be WBT or presented in a workshop setting. These modules are designed for specific job functions and include multiple subjects/topics. They will be updated on a periodic basis to facilitate employees' currency in aviation training and issues. The refresher modules are designed to maintain currency while having the least impact on agency budget and employee time.

### **Agency Certification**

The education and training of personnel at all organizational levels is the responsibility of management. Aviation users, supervisors, and managers must be knowledgeable of the inherent hazards of aviation operations. Training is essential for employees whose operations are performed in the high-risk environments typically encountered in agency programs and projects.

Two levels of training have been identified. The first level, Required Training, is mandatory as specified for each aviation position. Modules in the second level, Additional Requirements, will be specified by individual DOI bureau/Forest Service policy.

Forest Service and DOI bureau aviation managers are authorized to initially certify Interagency Aviation Training qualifications of existing employees who meet the current certification standards for aviation positions within their organizations (grandfathering). The three-year currency cycle for employee refresher training is not affected by this grandfathering certification.

Agencies will be responsible for certification of personnel based upon the requirements of this guide. This responsibility includes evaluation of personnel for recertification in cases where position qualifications have been lost as a result of a lack of currency. As an option, to facilitate an individual's training documentation, agencies may use the Interagency Aviation Training Individual Training Record and the Interagency Aviation Training Currency Training Record forms (see Appendix).

### **Currency Requirements**

Unless otherwise noted, the maximum time allowed for maintaining currency is three (3) years. Currency will be maintained by either completing a WBT refresher module that covers specific positions or, in the case of advanced technical positions, attending a position-specific refresher workshop.

### **Aviation Positions**

These positions require a level of specific skills and knowledge to perform aviation duties and ensure safety. Personnel should be assigned only to positions in which they have been successfully trained. It is up to the Forest Service and each DOI bureau to determine positions based on organizational needs and mission objectives.

1. Administrative Staff
2. Agency Administrator
3. Aircrew Member
4. Aviation Dispatcher
5. Aviation Management/Technical Specialist
6. Contracting Officer's Representative (COR)/Project Inspector (PI)
7. Fixed-Wing Manager
8. Fixed-Wing Manager (Special Use)
9. Flight Crewmember
10. Helicopter Manager
11. Mission Specialist
12. Passenger
13. Project Aviation Manager
14. Regional/State/National Aviation Manager
15. Supervisor
16. Unit Aviation Manager

## **Modules (Subject Matter)**

### Basic Aviation Skills Training

- A-101 Aviation Safety
- A-102 Fixed-Wing Safety
- A-103 Helicopter Safety
- A-104 Overview of Aircraft Capabilities & Limitations
- A-105 Aviation Life Support Equipment
- A-106 Aviation Mishap Reporting
- A-107 Aviation Policy and Regulations I
- A-108 Preflight Checklist & Briefing/Debriefing
- A-109 Aviation Radio Use
- A-110 Aviation Transportation of Hazardous Materials
- A-111 Flight Payment Document
- A-112 Mission Planning & Flight Request Process
- A-113 Crash Survival

### Intermediate Aviation Skills Training

- A-201 Overview of Safety & Accident Prevention Programs
- A-202 Interagency Aviation Organizations
- A-203 Airspace Management & Coordination
- A-204 Aircraft Capabilities & Limitations
- A-205 Risk Awareness
- A-206 Aviation Acquisition/Procurement I
- A-207 Aviation Dispatching
- A-208 Aircraft Pre-Use Inspection
- A-209 Helicopter Operations
- A-210 Helicopter Field Exercise
- A-211 Aviation Planning

### Advanced Aviation Skills Training

- A-301 Implementing Aviation Safety & Accident Prevention
- A-302 Personal Responsibility & Liability
- A-303 Human Factors in Aviation
- A-304 Aircraft Maintenance
- A-305 Risk Management
- A-306 Aviation Acquisition/Procurement II
- A-307 Aviation Policy & Regulations II
- A-308 Aviation Policy & Regulations III
- A-309 Helicopter Flight Manuals
- A-310 Crew Resource Management
- A-311 Aviation Program Overview for Agency Administrators
- A-312 Water Ditching and Survival

### Refresher Training Modules and Workshops

- A-401 Aviation Dispatcher Refresher Training (WBT)
- A-402 Aircrew Member Refresher Training (WBT)
- A-403 Fixed-Wing Manager Refresher Training (WBT)
- A-404 Fixed-Wing Manager (Special-Use) Refresher Training (WBT)
- A-405 Aviation Transportation of Hazardous Materials (WBT)
- A-406 Helicopter Manager Refresher Workshop
- A-407 Project Aviation Manager Refresher Workshop
- A-408 Supervisor Refresher Training (Agency Specific)
- A-409 Unit Aviation Manager Refresher Workshop
- A-410 Aviation Management/Tech Specialist Refresher

## PART 2

### POSITION DESCRIPTIONS AND REQUIRED MODULES

#### 1. ADMINISTRATIVE STAFF

An individual at the unit level responsible for processing Aircraft Use Reports.

<b>Required Training</b>	Flight Payment Document
<b>Currency</b>	Per Agency Policy

#### 2. AGENCY ADMINISTRATOR

Line officers who are responsible and accountable for using aviation resources to accomplish agency programs, i.e., park superintendent, agency superintendent, regional director, state director, area director, district manager, refuge manager, forest supervisor, chief scientist.

<b>Required Training</b>	Aviation Program Overview for Agency Administrators
<b>Currency</b>	3 years

#### 3. AIRCREW MEMBER

A person required to work in or around aircraft to ensure the successful outcome of the mission, i.e., resource specialist on aerial reconnaissance mission. This person may function under the direction of the fixed-wing manager or helicopter manager.

##### Required Training

Aviation Life Support Equipment	Crash Survival
Aviation Mishap Reporting	Fixed-Wing Safety
Aviation Safety	Helicopter Safety
Aviation Transportation of Hazardous	Overview of Aircraft
Materials (if involved in the transport of	Capabilities & Limitations
hazardous materials)	Preflight Checklist &
	Briefing/Debriefing

##### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Aviation Policy and Regulations I	Mission Specific Training (as
Aviation Radio Use	required by agency)
Crew Resource Management	Personal Responsibility & Liability
Helicopter Field Exercises*	Risk Awareness
Helicopter Operations*	Water Ditching and Survival
Human Factors in Aviation	

\*Required for helicopter aircrew members only.

<b>Currency</b>	Aircrew Member Refresher Training (WBT) (3 years)
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#### 4. AVIATION DISPATCHER

A dispatcher who may receive, process, and place orders for aircraft, provide flight following and other aviation support services.

##### **Required Training**

Aircraft Capabilities & Limitations	Aviation Transportation of Hazardous
Airspace Management & Coordination	Materials (if involved in transport of
Aviation Acquisition/Procurement I	hazardous materials)
Aviation Dispatching	Flight Payment Document
Aviation Mishap Reporting	Human Factors in Aviation
Aviation Policy & Regulations I	Interagency Aviation Organizations
Aviation Policy & Regulations II	Mission Planning and Flight Request Process
Aviation Radio Use	Personal Responsibility & Liability
	Risk Management

##### **Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy**

Crew Resource Management

##### **Currency**

Aviation Dispatcher Refresher Training-(3 years)

#### 5. AVIATION MANAGEMENT/TECHNICAL SPECIALIST

Supports the aviation management and safety programs of their respective agencies/units/areas, i.e., technical inspector, aviation safety officer, helicopter operations specialist, and aviation management program specialist.

##### **Required Training**

Aircraft Capabilities & Limitations	Aviation Transportation of Hazardous
Airspace Management & Coordination	Materials (if involved in the transport
Aviation Acquisition/ Procurement I	of hazardous materials)
Aviation Dispatching	Crash Survival
Aviation Life Support Equipment	Crew Resource Management
Aviation Mishap Reporting	Flight Payment Document
Aviation Planning	Human Factors in Aviation
Aviation Policy & Regulations I	Implementing Aviation Safety &
Aviation Policy & Regulations II	Accident Prevention
Aviation Policy & Regulations III	Interagency Aviation Organizations
Aviation Radio Use	Mission Planning & Flight Request Process
Aviation Safety	Personal Responsibility & Liability
	Preflight Checklist & Briefing/Debriefing
	Risk Management

##### **Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy**

Mission Specific Training (as required by agency)

**Currency** Aviation Management/Technical Specialist Refresher Workshop (3 years)

## 6. CONTRACTING OFFICER'S REPRESENTATIVE/PROJECT INSPECTOR

An employee who is responsible for compliance with all aircraft contract provisions and specifications; issues work orders/notices of noncompliance as needed; and has the authority to initiate and sign correspondence and other contract administration documents as delegated by an aircraft contracting officer.

### Required Training

Aircraft Maintenance	Aviation Mishap Reporting
Aircraft Pre-Use Inspection	Flight Payment Document
Aviation Acquisition/Procurement I	Personal Responsibility and
Aviation Acquisition/Procurement II	Liability

**Currency** Agency-Specific Currency Workshop/Conference

## 7. FIXED-WING MANAGER

Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management. Some agencies refer to this position as "chief of party." This position does not include special-use operations.

### Required Training

Aviation Life Support Equipment	Fixed-Wing Safety
Aviation Mishap Reporting	Flight Payment Document
Aviation Safety	Mission Planning & Flight
Aviation Transportation of Hazardous	Request Process
Materials (if involved in the	Preflight Checklist &
transport of hazardous materials)	Briefing/Debriefing

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

- Aircraft Capabilities and Limitations
- Aviation Policy and Regulations I
- Crash Survival
- Risk Awareness

**Currency** Fixed-Wing Manager Refresher Training (WBT) (3 years)

## 8. FIXED-WING MANAGER - SPECIAL USE

Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management of missions other than point to point flying, i.e., reconnaissance below 500 feet, infrared, aerial photo, and other missions requiring special training and/or equipment.

### Required Training

Aircraft Capabilities & Limitations	Fixed-Wing Safety
Aviation Life Support Equipment	Flight Payment Document
Aviation Mishap Reporting	Mission Planning & Flight Request Process
Aviation Safety	Personal Responsibility & Liability
Aviation Transportation of Hazardous Materials (if involved in the transport of hazardous materials)	Preflight Checklist & Briefing/Debriefing
Crash Survival	Risk Awareness

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Airspace Management & Coordination	Implementing Aviation Safety & Accident Prevention
Aviation Acquisition/Procurement I	Mission Specific Training (as required by agency)
Aviation Policy and Regulations I	Risk Management
Aviation Policy and Regulations II	Water Ditching and Survival
Aviation Radio Use	
Crew Resource Management	
Human Factors in Aviation	

**Currency** Fixed-Wing Manager-Special Use Refresher Training (3 Years)

## 9. FLIGHT CREWMEMBER

A pilot, flight engineer, or flight navigator assigned to duty in an aircraft during flight time who holds a valid FAA Airman's Certificate and Airman's Medical Certificate.

### Required Training

Airspace Management & Coordination	Crew Resource Management
Aviation Life Support Equipment	Flight Payment Document
Aviation Mishap Reporting	Human Factors in Aviation
Aviation Policy & Regulations I	Interagency Aviation Organizations
Aviation Policy & Regulations II	Mission Planning and Flight Request Process
Aviation Safety	Overview of Safety & Accident Prevention Programs
Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)	Personal Responsibility & Liability
Crash Survival	Risk Management

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Aviation Dispatching

**Currency** Per Agency Policy

## 10. HELICOPTER MANAGER

Responsible for coordinating, scheduling, managing, and supervising operations involving helicopters. (Agencies who follow the *Interagency Helicopter Operations Guide* need to adhere to IHOG training and qualifications standards in Chapter 2.)

### Required Training

Aircraft Capabilities & Limitations	Crash Survival
Aviation Acquisition/Procurement I	Flight Payment Document
Aviation Life Support Equipment	Helicopter Operations
Aviation Mishap Reporting	Helicopter Safety
Aviation Policy & Regulations I	Mission Planning & Flight Request Process
Aviation Safety	Overview of Safety & Accident Prevention Programs
Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)	Personal Responsibility & Liability
	Preflight Checklist & Briefing/Debriefing
	Risk Awareness

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Aircraft Maintenance	Helicopter Field Exercises
Aircraft Pre-Use Inspections	Helicopter Flight Manuals
Airspace Management & Coordination	Human Factors in Aviation
Aviation Acquisition/Procurement II	Implementing Aviation Safety & Accident Prevention
Aviation Dispatching	Interagency Aviation Organizations
Aviation Planning	Mission Specific Training (as required by agency)
Aviation Policy & Regulations II	Risk Management
Aviation Radio Use	Water Ditching and Survival
Crew Resource Management	

**Currency** Helicopter Manager Refresher Workshop (as required by agency)

## 11. MISSION SPECIALIST

Employees who perform special missions using aircraft where specialized skills are necessary to accomplish the mission, i.e., ACETA operations, aerial ignition, rappelling, short-haul, search and rescue, and law enforcement.

### Required Training

Aircraft Capabilities & Limitations	Crash Survival
Aviation Life Support Equipment	Fixed-Wing Safety (as appropriate)
Aviation Mishap Reporting	Helicopter Safety (as appropriate)
Aviation Safety	Preflight Checklist and Briefing/Debriefing

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Aviation Policy & Regulations I	Mission Specific Training (as required by agency)
Aviation Radio Use	Personal Responsibility & Liability
Crew Resource Management	Risk Awareness
Human Factors in Aviation	

**Currency** Per Agency Policy for Mission Specialty  
Aircrew Member Refresher Training (WBT) (3 years)

## 12. PASSENGER

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

**Required Training**      Passenger Safety Briefing to include Aviation Pocket Users Guide (NFES 1373)

**Currency**                Every Flight

## 13. PROJECT AVIATION MANAGER

An individual who plans, organizes, and manages the aviation operations of a project utilizing more than one aircraft simultaneously. The Project Aviation Manager may or may not be at the site.

### Required Training

Aircraft Capabilities & Limitations	Flight Payment Document
Aviation Acquisition/Procurement I	Helicopter Safety (as appropriate)
Aviation Life Support Equipment	Implementing Aviation Safety & Accident Prevention
Aviation Mishap Reporting	Mission Planning and Flight Request Process
Aviation Planning	Overview of Safety and Accident Prevention Programs
Aviation Policy & Regulations I	Personal Responsibility & Liability
Aviation Safety	Preflight Checklist and Briefing/Debriefing
Aviation Transportation of Hazardous Materials (if involved in the transport of hazardous materials)	Risk Management
Crash Survival	
Fixed-Wing Safety (as appropriate)	

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Aircraft Pre-Use Inspection	Crew Resource Management
Airspace Management & Coordination	Human Factors in Aviation
Aviation Dispatching	Interagency Aviation Organizations
Aviation Policy & Regulations II	Mission Specific Training (as required by agency)
Aviation Policy & Regulations III	
Aviation Radio Use	

**Currency**      Project Aviation Manager Refresher Workshop (as required by agency)

## 14. REGIONAL/STATE/NATIONAL AVIATION MANAGER

Individual responsible for aviation operations within a geographical area as defined by the agency.

### Required Training

Aircraft Capabilities and Limitations	Aviation Safety
Airspace Management & Coordination	Crash Survival
Aviation Acquisition/Procurement I	Human Factors in Aviation
Aviation Acquisition/Procurement II	Implementing Aviation Safety & Accident Prevention
Aviation Life Support Equipment	Interagency Aviation Organizations
Aviation Mishap Reporting	Mission Planning and Flight Request Process
Aviation Planning	Personal Responsibility & Liability
Aviation Policy & Regulations I	Risk Management
Aviation Policy & Regulations II	
Aviation Policy & Regulations III	

### Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy

Aviation Dispatching	Flight Payment Document
Aviation Transportation of Hazardous Materials (if involved in the transport of hazardous materials)	Mission Specific Training (as required by agency)
Crew Resource Management	Preflight Checklist & Briefing/Debriefing

**Currency** Agency Specific Currency Workshop/Conference

## 15. SUPERVISOR

Those who supervise employees who use aircraft to accomplish agency programs (first- and second-line supervisors as determined by the agency).

### Requirements Specified by DOI or Forest Service Policy

Aviation Policy & Regulations I  
Aviation Policy & Regulations II  
Human Factors in Aviation  
Overview of Safety & Accident Prevention Programs  
Personal Responsibility & Liability  
Risk Management

**Currency** Supervisor Refresher Training (agency specific)

## 16. UNIT AVIATION MANAGER

Individual with aviation management responsibilities for a local unit or forest level and serves as the focal point for aviation services and management, such as USFS Forest Aviation Officer (FAO), NPS Park Aviation Manager, BIA Agency Aviation Officer.

### **Required Training**

Aircraft Capabilities and Limitations  
Airspace Management and Coordination  
Aviation Acquisition/Procurement I  
Aviation Life Support Equipment  
Aviation Mishap Reporting  
Aviation Planning  
Aviation Policy and Regulations I  
Aviation Policy and Regulations II  
Aviation Radio Use  
Aviation Safety  
Aviation Transportation of Hazardous Materials  
(if involved in the transport of hazardous materials)  
Crash Survival  
Fixed-Wing Safety  
Flight Payment Document  
Helicopter Safety  
Human Factors in Aviation  
Implementing Aviation Safety and Accident Prevention  
Interagency Aviation Organizations  
Mission Planning and Flight Request Process  
Overview of Safety and Accident Prevention Programs  
Personal Responsibility and Liability  
Risk Management

### **Additional Requirements When Specified by Individual DOI Bureau/Forest Service Policy**

Aviation Policy and Regulations III  
Crew Resource Management  
Mission Specific Training (as required by agency)  
Preflight Checklist and Briefing/Debriefing

**Currency** Unit Aviation Manager Refresher Workshop (as required by agency)

# INTERAGENCY AVIATION TRAINING

## Requirements Matrix

No.	Modules	Media/Hours*	Positions															
			Passenger**	Aircrew Member	Flight Crewmember	Fixed-Wing Manager	Fixed-Wing Manager-Special Use	Helicopter Manager	Mission Specialist	Dispatcher	Project Aviation Manager	Unit Aviation Manager	Aviation Management/Technical Specialist	Regional/State/National Aviation Manager	Administrative Staff	Supervisor	Agency Administrator	Contracting Officer's Rep/Protect Inspector
	Media: <b>C</b> lassroom Hours (required)		0	0	3	0	0	2	0	7	3	5	13	11	0	0	1	2
	Media: <b>W</b> eb- <b>B</b> ased <b>T</b> raining (required)		0	4.5	12.25	5	7.5	9.5	3.5	9.25	9.5	12.75	13	8.25	1	0	0	5.75
A-204	Aircraft Capabilities & Limitations	<b>WBT 0.5</b>				AS	X	X	X	X	X	X	X	X				
A-304	Aircraft Maintenance	<b>WBT2</b>						AS										X
A-208	Aircraft Pre-Use Inspection	<b>WBT1</b>						AS			AS							X
A-203	Airspace Management & Coordination	<b>C3/WBT3</b>			X		AS	AS		X	AS	X	X	X				
A-206	Aviation Acquisition/Procurement-I	<b>WBT 0.5</b>					AS	X		X	X	X	X	X				X
A-306	Aviation Acquisition/Procurement-II	<b>C2</b>						AS						X				X
A-207	Aviation Dispatching	<b>C4/WBT4</b>			AS			AS		X	AS		X	AS				
A-105	Aviation Life Support Equipment	<b>WBT 0.5</b>	X	X	X	X	X	X		X	X	X	X	X				
A-106	Aviation Mishap Reporting	<b>WBT .25</b>	X	X	X	X	X	X	X	X	X	X	X	X				X
A-211	Aviation Planning	<b>C1</b>						AS			X	X	X	X				
A-107	Aviation Policy & Regulations-I	<b>WBT 0.5</b>	AS	X	AS	AS	X	AS	X	X	X	X	X	X		AS		
A-307	Aviation Policy and Regulations-II	<b>C2</b>		X		AS	AS		X	AS	X	X	X	X		AS		
A-308	Aviation Policy and Regulations-III	<b>C4</b>								AS	AS	X	X					
A-311	Aviation Prog Overview for Agency Admins.	<b>C1</b>															X	
A-109	Aviation Radio Use	<b>WBT 0.5</b>	AS				AS	AS	AS	X	AS	X	X					
A-101	Aviation Safety (all aircraft)	<b>WBT 0.5</b>	X	X	X	X	X	X		X	X	X	X	X				
A-110	Aviation Trans of HAZMAT(if involved)	<b>WBT1</b>	X	X	X	X	X		X	X	X	X	AS					
A-113	Crash Survival	<b>WBT 0.5</b>	X	X	AS	X	X	X		X	X	X	X					
A-310	Crew Resource Management	<b>C2</b>	AS	X		AS	AS	AS	AS	AS	AS	X	AS					
A-102	Fixed-Wing Safety	<b>WBT 0.5</b>	X		X	X		X		X	X							
A-111	Flight Payment Document	<b>C1</b>			X	X	X	X		X	X	X	X	AS	X			X
A-210	Helicopter Field Exercises (*Helicopter Aircrew Members only)	<b>8</b>	AS	*				AS										
A-309	Helicopter Flight Manuals	<b>C/WBT2</b>						AS										
A-209	Helicopter Operations (*Helicopter Aircrew Members only)	<b>C3</b>	AS	*				X										
A-103	Helicopter Safety	<b>WBT 0.5</b>	X				X	X		X	X							
A-303	Human Factors in Aviation	<b>WBT1</b>	AS	X		AS	AS	AS	X	AS	X	X	X		AS			
A-301	Implementing Av. Safety & Accident Prevent	<b>C1</b>				AS	AS			X	X	X	X					
A-202	Interagency Aviation Organizations	<b>WBT1</b>			X			AS		X	AS	X	X	X				
A-112	Mission Planning & Flight Request Process	<b>WBT1</b>			X	X	X	X		X	X	X	X	X				
	Mission-Specific Training as Required by Agency		AS				AS	AS	AS		AS	AS	AS					
A-104	Overview of A/C Capabilities& Limitations	<b>WBT.25</b>	X															
A-201	Overview of Safety & Accident Prev Prog	<b>WBT1</b>			X			X			X	X					AS	
A-302	Personal Responsibility & Liability	<b>C1</b>	AS	X		X	X	AS	X	X	X	X	X		AS			X
A-108	Preflight Checklist & Briefing/Debriefing	<b>WBT .25</b>	X		X	X	X	X		X	AS	X	AS					
A-205	Risk Awareness	<b>WBT 0.5</b>	AS		AS	X	X	AS										
A-305	Risk Management	<b>C1</b>			X		AS	AS		X	X	X	X	X		AS		
A-312	Water Ditching and Survival***	<b>C5</b>	AS				AS	AS										

\*Media/hours example: C1=1 hour classroom  
 \*\*Aviation Pocket Users Guide (NFES 1373)

X=Required AS=When Specified by DOI Bureaus or Forest Service  
 \*\*\*For those who fly beyond power of gliding distance from shore.



# INTERAGENCY AVIATION TRAINING

## Currency Matrix\*

Course No.	Positions Currency	Positions															
		Passenger	Air Crewmember	Flight Crewmember	Fixed-Wing Manager	Fixed-Wing Manager-Special Use	Helicopter Manager	Mission Specialist	Dispatcher	Project Aviation Manager	Unit Aviation Manager	Aviation Management/Technical Specialist	Regional/State/National Aviation Manager	Administrative Staff	Supervisor	Agency Administrator	Contracting Officer's Rep/Project Inspector
	Agency-Specific Currency Workshop/Conference												X				X
A-402	Aircrew Member Refresher Training (CBT)/Currency		3					3									
A-401	Aviation Dispatcher Refresher Training (CBT)/Currency								3								
A-410	Aviation Management/Technical Specialist Refresher Workshop/Currency										3						
A-405	Aviation Transportation of Hazardous Materials/Currency		X	X	X	X	X		X	X	X	X					
A-403	Fixed-Wing Manager Refresher Training (CBT)/Currency				3												
A-404	Fixed-Wing Manager-Special Use Refresher Training (CBT)/ Currency					3											
A-406	Helicopter Manager Refresher Workshop as Required by Agency							X									
	Passenger Safety Briefing/Every Flight**	X															
	Per Agency Policy for Mission Specialty							X									
	Per Agency Policy			X										X			
A-407	Project Aviation Manager Refresher Workshop as Required by Agency									X							
A-408	Supervisor Refresher Training (Agency Specific)														X		
A-409	Unit Aviation Manager Refresher Workshop as Required by Agency										X						

\*The number of years is listed in the matrix or an X which refers to the currency in Part 2.

\*\*Passenger Briefing includes the Aviation Pocket Users Guide (NFES 1373).

**NATIONAL WILDLAND COORDINATING GROUP'S  
COURSE EQUIVALENCY FOR  
INTERAGENCY AVIATION TRAINING MODULES**

**NWCG COURSES**

<b>Module</b>	<b>S-217</b>	<b>S-270</b>	<b>S-370</b>	<b>S-371</b>	<b>J-375</b>	<b>S-378</b>	<b>S-470</b>
A-101	X	X	X	X	X	X	X
A-102			X		X	X	X
A-103	X	X	X	X	X	X	
A-104		X	X			X	
A-105	X	X					
A-106	X	X		X	X		
A-107	X				X		
A-108	X						
A-109	X					X	
A-110	X						
A-111							
A-112				X		X	X
A-113	X						
A-201							
A-202							X
A-203			X		X	X	X
A-204	X					X	
A-205	X					X	X
A-206							
A-207							
A-208							
A-209	X			X			
A-210	X			X			
A-211							
A-301							
A-302	X						
A-303	X						
A-304							
A-305							X
A-306							
A-307							
A-308							
A-309							
A-310	X						
A-311							

**Notes:**

Cells with an "X" indicate that the NWCG course gets credit for equivalency training for the Interagency Aviation Training module in the corresponding row.

**NWCG course names** are: S-217=Interagency Helicopter Training Guide; S-270=Intermediate Air Operations; S-370=Advanced Air Operations; S-371=Helibase Manager; J-375=Air Support Group Supervisor; S-378=Air Tactical Group Supervisor; S-470=Air Operations Branch Director.

## PART 3

### MODULE CATALOG

#### **A-101 AVIATION SAFETY (all aircraft)**

*Media:* WBT

*Approximate time:* 30 minutes

Covers employee safety while working around helicopter and airplane operations. Topics include passenger responsibilities, ground safety, air safety, "five steps to a safe flight," and flight following.

#### **A-102 FIXED-WING SAFETY**

*Media:* WBT

*Approximate time:* 30 minutes

Covers operational safety aspects specific to fixed-wing aircraft. Topics include loading and unloading, hazards, briefing, fire extinguisher locations, and securing cargo.

#### **A-103 HELICOPTER SAFETY**

*Media:* WBT

*Approximate time:* 30 minutes

Covers operational safety aspects specific to helicopters. Topics include loading and unloading, hazards, briefing, fire extinguisher locations, and securing cargo

#### **A-104 OVERVIEW OF AIRCRAFT CAPABILITIES AND LIMITATIONS (helicopters/fixed-wing)**

*Media:* WBT

*Approximate time:* 15 minutes

A condensed version of the aircraft capabilities and limitations module that gives supervisors a basic understanding of commonly used aircraft and their mission capabilities.

#### **A-105 AVIATION LIFE SUPPORT EQUIPMENT**

*Media:* WBT

*Approximate time:* 30 minutes

Provides information on equipment and procedures for protecting aircrews, passengers, and support personnel engaged in aviation activities especially during mishap and survival situations. While the emphasis is on special use activities, other mission-specific equipment such as fire extinguishers, first aid kits, restraint systems, personal protective equipment (PPE), and over-water equipment are also covered.

#### **A-106 AVIATION MISHAP REPORTING**

*Media:* WBT

*Approximate time:* 15 minutes

Covers basic agency policy on procedures for reporting aircraft accidents, incidents with potential and incidents; how to use the SAFECOM reporting system; procedures for responding to aircraft mishaps; and procedures for overdue or missing aircraft.

### **A-107 AVIATION POLICY AND REGULATIONS I**

*Media:* WBT

*Approximate time:* 30 minutes

A basic overview of agency aviation policy and standards and where to find them. Covers agency and interagency manuals, handbooks and guides as well as a brief summary of the Federal Aviation Regulations (FARs).

### **A-108 PREFLIGHT CHECKLIST AND BRIEFING /DEBRIEFING**

*Media:* WBT

*Approximate time:* 15 minutes

Covers the step-by-step process to assure a safe and efficient flight. Topics include preflight inspections, airplane compliance with FARs, contracts and agency policy. In addition, covers what to look for when checking agency pilot and aircraft cards and items to be covered in a pilot briefing as well as a debriefing.

### **A-109 AVIATION RADIO USE**

*Media:* WBT

*Approximate time:* 30 minutes

Provides a basic understanding on the operation of aircraft radios including: VHF-AM, multichannel, programmable, handheld, pigtail adapter, and agency radios. Covers communication requirements, radio tones and their use, and communication systems within aircraft. Also includes the use of Air Guard, frequency management, and radio discipline.

### **A-110 AVIATION TRANSPORTATION OF HAZARDOUS MATERIALS**

*Media:* WBT

*Approximate time:* 1 hour

This training complies with U.S. Department of Transportation Regulations 49 CFR 171.8 whereby agency employees who transport hazardous materials by air must receive training on the requirements and conditions of the exemption to 49 CFR 175.5 (a) (2). Topics include handling procedures, policy requirements, mishap notification, packaging, identifying hazardous materials, and safety requirements.

### **A-111 FLIGHT PAYMENT DOCUMENT**

*Media:* Classroom

*Approximate time:* 1 hour

The module covers procedures for completing and processing aircraft use reports. Includes: USDI OAS-23 Aircraft Use Report and USDA-FS 6500-122 Flight Use Record, as well as daily logs.

### **A-112 MISSION PLANNING AND FLIGHT REQUEST PROCESS**

*Media:* WBT

*Approximate time:* 1 hour

Covers the basic duties and responsibilities required when ordering and coordinating flights. Topics include how to plan for a flight, information required to order a flight, flight manager responsibilities, flight following requirements, pilot flight and duty limitations, and pilot and aircraft approval.

### **A-113 CRASH SURVIVAL**

*Media:* WBT

*Approximate time:* 30 minutes

This module is an overview of critical actions required to increase survivability in the event of an aircraft accident. Emphasis is on pre-accident preparedness, postcrash survival, physiological and psychological factors, survival equipment, desert or summer survival, and mountain or winter survival.

### **A-201 OVERVIEW OF SAFETY AND ACCIDENT PREVENTION PROGRAMS**

*Media:* WBT

*Approximate time:* 1 hour

Designed to provide condensed training on aviation safety and accident prevention programs. Topics include summaries of safety policy, agency aviation accident prevention plans, and accident, incident with potential and incident reporting systems and trend analysis.

### **A-202 INTERAGENCY AVIATION ORGANIZATIONS**

*Media:* WBT

*Approximate time:* 1 hour

An overview of the different aviation management organizations within the Federal, state, and local land management agencies. Students get a good working knowledge of where to get aviation technical assistance, what the different aviation functional groups can provide, and what their duties consist of. Also covered is the interagency uniqueness within the aviation community and how these organizations work together.

### **A-203 AIRSPACE MANAGEMENT AND COORDINATION**

*Media:* Classroom/WBT

*Approximate time:* 3 hours

Technical training in airspace management with emphasis on flight and operating rules of the national airspace system. Covers coordinated use of the National Airspace System including topics such as notices to airmen (NOTAMs), temporary flight restrictions, Federal Aviation Regulations, deconfliction of airspace, restricted areas, military training routes, airspace intrusion, and the use of temporary towers.

### **A-204 AIRCRAFT CAPABILITIES AND LIMITATIONS (helicopters/fixed-wing)**

*Media:* WBT

*Approximate time:* 30 minutes

Covers the identification and basic capabilities of helicopters and airplanes. Module is structured to include aircraft commonly encountered or utilized by the trainee audience. Module identifies to what extent aircraft performance decreases through limitations and how exceeding limitations may result in failure. Covers the four basic forces that effect flight and the basic principles of flight. Stresses the fundamentals of aircraft performance planning to include weight, balance, and density altitude.

### **A-205 RISK AWARENESS**

*Media:* WBT

*Approximate time:* 30 minutes

The module presents techniques that may be utilized to identify, analyze, and manage many of the risks of aviation operations. Information presented is geared toward users.

### **A-206 AVIATION ACQUISITION/PROCUREMENT I**

*Media:* WBT

*Approximate time:* 30 minutes

An overview of how agencies procure aircraft using simplified acquisition, commercial item, formal negotiation, and sealed bid procedures for rental agreements, call-when-needed, and exclusive-use contracts. Ethics and conduct specific to acquisition. Contract authorities. Daily activity and claims documentation.

### **A-207 AVIATION DISPATCHING**

*Media:* classroom/WBT

*Approximate time:* 4 hours

Covers basic principles to prepare the trainee to process aircraft orders and forms, determine proper aircraft, schedule flights, keep track of aircraft costs, order aircraft services, conduct briefings with "flight managers," utilize resource tracking systems, initiate search and rescue, flight planning and flight following, and ensure proper aircraft utilization.

### **A-208 AIRCRAFT PRE-USE INSPECTION**

*Media:* WBT

*Approximate time:* 1 hour

Covers the step-by-step process to ensure that all the items necessary for safe and efficient aircraft operations are accomplished. Includes preflight inspections, maintenance and air worthiness issues, contracts, and agency policy regarding aircraft equipment and condition requirements as well as operating handbooks and minimum equipment lists (MEL). Covers what to look for when checking agency aircraft cards.

### **A-209 HELICOPTER OPERATIONS**

*Media:* classroom

*Approximate time:* 3 hours

Technical training on how to work with helicopters in a natural resource environment. Includes information on operational planning, load calculations, take off and landing areas, personnel and cargo transportation, fueling, and specialized missions.

### **A-210 HELICOPTER FIELD EXERCISE**

*Media:* field exercise

*Approximate time:* 8 hours

A field exercise with hands-on helicopter training including load calculations, manifesting, passenger transportation, cargo transportation, sling loads, hover hook up, hand signals, and radio communication.

### **A-211 AVIATION PLANNING**

*Media:* classroom

*Approximate time:* 1 hour

Covers aviation planning requirements and procedures to prepare and carry out an aviation plan at all levels of an organization. Includes Regional/Unit, Forest, and Project Aviation Planning. Also covers how to analyze, coordinate, and administer aviation activities with aviation plan. Includes organizations, aircraft use, operations, business management, personnel requirements, equipment needs, communications, flight plans, and safety procedures.

### **A-301 IMPLEMENTING AVIATION SAFETY AND ACCIDENT PREVENTION**

*Media:* classroom

*Approximate time:* 1 hour

Covers system safety management principles and safety techniques. This module will provide the student with sufficient knowledge to apply aviation safety principles to agency missions. Topics include safety program marketing, accident prevention techniques, monitoring accident trends, implementing prevention action, and preparing and implementing an Aviation Accident Prevention Plan program.

### **A-302 PERSONAL RESPONSIBILITY AND LIABILITY**

*Media:* classroom

*Approximate time:* 1 hour

The module is designed to develop an understanding of personal and organizational responsibility and liability in aviation program operations. Topics include scope of employment as applies to liability, investigation for litigation, FAA/NTSB regulations, damages, legal considerations, product liability and government regulations, judicial options, and insurance and punitive damages and remedies.

### **A-303 HUMAN FACTORS IN AVIATION**

*Media:* WBT

*Approximate time:* 1 hour

Covers principles of behavioral science relevant to aviation safety. The module describes the interaction between people, mission, machine, and medium (environment); and it will provide students with a working knowledge of hazard control techniques. Topics include physiology/biomedicine, psychology, human engineering, and communication.

### **A-304 AIRCRAFT MAINTENANCE**

*Media:* WBT

*Approximate time:* 2 hours

An overview of what aviation managers should look for to assure that proper aircraft maintenance is being performed. Topics include maintenance specialists' duties, the pilot's role in maintenance, pilots functioning as mechanics, mechanic approval, scheduled maintenance, daily preflight check, turbine engine power checks, test flights, airworthiness directive and service bulletin compliance, and approved aircraft inspection programs.

### **A-305 RISK MANAGEMENT**

*Media:* classroom

*Approximate time:* 1 hour

The module provides technical training in applying risk management with focus on field users. Topics covered include risk management principles, hazard identification, making risk decisions, implementing controls, and responsibility. Studies risk factors and how to avoid them.

### **A-306 AVIATION ACQUISITION/PROCUREMENT II**

*Media:* classroom

*Approximate time:* 2 hours

An in-depth study of aviation contracting procedures including: preplanning and initiation of procurement, development of negotiation evaluation criteria, solicitation, negotiation, and award. Developing partnerships between government and contractor. Dealing with claims and dispute resolution. Discuss case studies representing historical problem areas.

### **A-307 AVIATION POLICY AND REGULATIONS II**

*Media:* classroom

*Approximate time:* 2 hours

Designed to provide training on the aviation directive system within each agency while giving the trainee a working knowledge of policy and procedures for the management and use of government aircraft. Topics include agency aviation management manual structures and applicable Office of Management and Budget circulars and bulletins and Federal Aviation Regulations (FARs). Additionally, covers aircraft use justification and cost accounting for general and special travel approvals and reporting requirements specifically directed towards senior officials traveling on government aircraft. Also, provides information on "space available" travel. Provides participants with an understanding of the term "public aircraft" and its effect on agency aviation policy.

### **A-308 AVIATION POLICY AND REGULATIONS III**

*Media:* classroom

*Approximate time:* 4 hours

A comprehensive study of how agencies develop and implement aviation policy. Topics include: manuals, handbooks, and guides as well as preparing "Grants of Exemption," OMB A-76 Performance of Commercial Activities, A-126 Improving the Management and Use of Government Aircraft Circulars, A-123 Internal Control Systems, and GSA Federal Property Management Regulation (FPMR) 101-137 Government Aviation Administration and Coordination. Also covers the Code of Federal Regulations that apply to aviation management and how government agencies apply to Federal Aviation Regulations (FARs). In addition, the module contains a briefing to provide managers with a broad understanding of the Interagency Committee on Aviation Policy (ICAP) and how this group interacts with agency aviation management.



### **A-309 HELICOPTER FLIGHT MANUALS**

*Media:* classroom/WBT

*Approximate time:* 2 hours

Technical training on helicopter performance planning. Topics include performance capabilities, weight & balance calculations, limitations, and system descriptions.

### **A-310 CREW RESOURCE MANAGEMENT**

*Media:* classroom

*Approximate time:* 2 hours

This training provides information on the roles and responsibilities of flight and aircrew members in aviation operations. Emphasis is placed on communication needs to ensure a safe flight during routine operations and during an emergency. It covers leadership and communication skills, which will create an environment that encourages crewmember involvement leading to safe aviation operations.

### **A-311 AVIATION PROGRAM OVERVIEW FOR AGENCY ADMINISTRATORS**

*Media:* classroom

*Approximate time:* 1 hour

A synopsis of aviation policy, safety and accident prevention, training and qualification requirements of employees, liability, procurement, and aviation organizations as they relate to line officer responsibilities.

### **A-312 WATER DITCHING AND SURVIVAL**

*Media:* classroom

*Approximate time:* 5 hours

The Water Ditching and Survival module teaches the student the proper procedures to follow in the event of aircraft ditching. The module gives the student the skills needed to safely egress and reach the surface of the water. The module includes the use and familiarization of personal flotation devices (PFDs). Life raft and water survival techniques are stressed. The module is divided into two segments: academic and hands-on in-water exercises. The student will experience a water dunker that puts them in a simulation of a ditched aircraft.

## **REFRESHER TRAINING**

The following training is available through a computer-based format. Employees with aviation duties are able to stay current by taking this refresher training off the Internet. This process allows managers to keep employees current with little impact to budgets and time. Currency training is kept up-to-date with policy changes and information. On an average, training takes around two hours to complete. Employees are given random questions after going through a series of exercises. This training is a pass, and takers will need a 90 percent or better to pass. Records will be kept on a central database.

- A-401** Aviation Dispatcher Refresher Training
- A-402** Aircrew Member Refresher Training
- A-403** Fixed-Wing Manager (Special Use) Refresher Training
- A-404** Fixed-Wing Manager Refresher Training
- A-405** Aviation Transportation Of Hazardous Material

## **REFRESHER TRAINING WORKSHOPS**

The following workshops are available and conducted as a minimum every three years. These workshops are targeted for mid- to upper-level managers in aviation. They are designed to keep employees current and to allow for an exchange of information.

- A-406** Helicopter Manager Refresher Workshop
- A-407** Project Aviation Manager Refresher Workshop
- A-408** Supervisor Refresher Training (Agency Specific)
- A-409** Unit Aviation Manager Refresher Workshop
- A-410** Aviation Management Technical Specialist Refresher Workshop (Agency and Job-Title Specific)

## **PART 4**

# **INTERAGENCY AVIATION INSTRUCTOR REQUIREMENTS**

### **OBJECTIVE**

This appendix identifies minimum aviation management training requirements for instructors of materials within the Interagency Aviation Training Program. Because of the complexity and/or technicality of aviation skills needed to perform aviation missions, instructors need to possess certain skill levels to assure information is being presented as effective as possible.

Three levels of instruction have been developed to ensure that national interagency standards are met.

### **CERTIFICATION**

Agencies have the responsibility for certification of aviation trainers and should maintain a list of certified instructors as appropriate.

### **LEVEL I INSTRUCTION**

This level is for basic aviation skills training. This includes all the A-100 modules. Unit aviation managers will be responsible for certification to instruct at this level. To be approved to instruct at this level an individual must:

1. Demonstrate competencies in adult learning understanding, audiovisual skills, instructor skills, and presentation/platform skills.
2. Demonstrate a working knowledge of the subject matter/concept for which they are going to instruct.
3. Demonstrate an ability to deal effectively with the everyday situations that develop in a given area of responsibility.

#### **A-100 Modules (Level I Instruction)**

A-101 Aviation Safety	A-108 Preflight Checklist & Briefing/Debriefing
A-102 Fixed Wing Safety	A-109 Aviation Radio Use
A-103 Helicopter Safety	A-110 Aviation Transportation of Hazardous Materials
A-104 Overview of Aircraft Capabilities & Limitations	A-111 Flight Payment Document
A-105 Aviation Life Support Equipment	A-112 Mission Planning & Flight Request Process
A-106 Aviation Mishap Reporting	A-113 Crash Survival
A-107 Aviation Policy & Regulations I	

## LEVEL II INSTRUCTION

This level is for intermediate aviation skills training. This includes all the A-200 level modules. Regional/state aviation managers will be responsible for certification to instruct at this level. To be approved to instruct at this level an individual must:

1. Demonstrate all the competencies in Level I.
2. Complete (satisfactorily) a certified instructor training class, i.e., Instructor 1A or 1B (usually offered at junior colleges), or the NWCG Train-the-Trainer program as a lead instructor, or a certified instructor approved through the OAS Interagency Aviation Trainer (IAT) program, or comparable teaching experience.
3. Complete a Train-the-Trainer refresher for any module that they have not instructed in 5 years.

### A-200 Modules (Level II Instruction)

A-201 Overview of Safety & Accident Prevention Programs	A-205 Risk Awareness
A-202 Interagency Aviation Organizations	A-206 Aviation Acquisition/Procurement I
A-203 Airspace Management & Coordination	A-207 Aviation Dispatching
A-204 Aircraft Capabilities & Limitations	A-208 Aircraft Pre-Use Inspection
	A-209 Helicopter Operations
	A-210 Helicopter Field Exercise
	A-211 Aviation Planning

## LEVEL III INSTRUCTION

This level of instruction requires the highest level of expertise. This includes all the A-300 level modules. National level aviation training specialists will be responsible for certification to instruct at this level. To be approved to instruct at this level an individual must:

1. Demonstrate all the competencies of Levels II and II.
2. Be current with the subject matter and have aviation management as one of their primary duties.
3. Is a subject matter expert at the working level or be an expert level instructor based on criteria assigned by each agency.
4. Complete a formal Train-the-Trainer course for each specific module (an individual Train-the-Trainer course may cover more than one Level III module).
5. Complete a Train-the-Trainer refresher for any module that they have not instructed in 5 years.

### A-300 Modules (Level III Instruction)

A-301 Implementing Aviation Safety & Accident Prevention	A-307 Aviation Policy & Regulations II
A-302 Personal Responsibility & Liability	A-308 Aviation Policy & Regulations III
A-303 Human Factors in Aviation	A-309 Helicopter Flight Manuals
A-304 Aircraft Maintenance	A-310 Crew Resource Management
A-305 Risk Management	A-311 Aviation Program Overview for Agency Administrators
A-306 Aviation Acquisition/Procurement II	A-312 Water Ditching and Survival

# APPENDIX

**INTERAGENCY AVIATION TRAINING**  
**Individual Training Record**

**NAME** \_\_\_\_\_

COURSE NO.	MODULES	MEDIA/HOURS	DATE	LOCATION	CERTIFIER		
					NAME	AGENCY	INITIALS
A-101	Aviation Safety (all aircraft)	CBT 0.5					
A-102	Fixed-Wing Safety	CBT 0.5					
A-103	Helicopter Safety	CBT 0.5					
A-104	Overview of Aircraft Capabilities and Limitations	CBT .25					
A-105	Aviation Life Support Equipment	V 0.5					
A-106	Aviation Mishap Reporting	CBT .25					
A-107	Aviation Policy and Regulations--I	CBT 0.5					
A-108	Preflight Checklist and Briefing/Debriefing	CBT .25					
A-109	Aviation Radio Use	CBT/V .5					
A-110	Aviation Transport of HAZ MAT (if involved)	CBT1					
A-111	Flight Payment Document	CBT1					
A-112	Mission Planning and Flight Request Process	CBT1					
A-113	Crash Survival	V 0.5					
A-201	Overview of Safety & Accident Prevention Programs	CBT1					
A-202	Interagency Aviation Organizations	CBT1					
A-203	Airspace Management & Coordination	CBT1					
A-204	Aircraft Capabilities & Limitations	V 0.5					
A-205	Risk Awareness	V 0.5					
A-206	Aviation Acquisition/Procurement--I	V 0.5					

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**INTERAGENCY AVIATION TRAINING**  
**Individual Training Record**

**NAME** \_\_\_\_\_

COURSE NO.	MODULES	MEDIA/HOURS	DATE	LOCATION	CERTIFIER		
					NAME	AGENCY	INITIALS
A-207	Aviation Dispatching	C4					
A-208	Aircraft Pre-Use Inspection	V1					
A-209	Helicopter Operations (*Heli. Aircrew Members only)	C3					
A-210	Helicopter Field Exercises (*Heli. Aircrew Members only)	8					
A-211	Aviation Planning	C1					
A-301	Implementing Aviation Safety and Accident Prevention	C1					
A-302	Personal Responsibility and Liability	CBT1					
A-303	Human Factors in Aviation	V1					
A-304	Aircraft Maintenance	CBT2					
A-305	Risk Management	C1					
A-306	Aviation Acquisition/Procurement--II	C2					
A-307	Aviation Policy and Regulations--II	C2					
A-308	Aviation Policy and Regulations--III	C4					
A-309	Helicopter Flight Manuals	C/V2					
A-310	Crew Resource Management	CBT2					
A-311	Aviation Program Overview for Agency Administrators	C1					
A-312	Water Ditching and Survival	C5					
	Mission-Specific Training as Required by Agency						

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**INTERAGENCY AVIATION TRAINING**  
**Individual Training Record**

**NAME** \_\_\_\_\_

COURSE NO.	MODULES	MEDIA/HOURS	DATE	LOCATION	CERTIFIER		
					NAME	AGENCY	INITIALS
A-101	Aviation Safety (all aircraft)	CBT 0.5					
A-102	Fixed-Wing Safety	CBT 0.5					
A-103	Helicopter Safety	CBT 0.5					
A-104	Overview of Aircraft Capabilities and Limitations	CBT .25					
A-105	Aviation Life Support Equipment	V 0.5					
A-106	Aviation Mishap Reporting	CBT .25					
A-107	Aviation Policy and Regulations--I	CBT 0.5					
A-108	Preflight Checklist and Briefing/Debriefing	CBT .25					
A-109	Aviation Radio Use	CBT/V.5					
A-110	Aviation Transport of HAZ MAT (if involved)	CBT1					
A-111	Flight Payment Document	CBT1					
A-112	Mission Planning and Flight Request Process	CBT1					
A-113	Crash Survival	V 0.5					
A-201	Overview of Safety & Accident Prevention Programs	CBT1					
A-202	Interagency Aviation Organizations	CBT1					
A-203	Airspace Management & Coordination	CBT1					
A-204	Aircraft Capabilities & Limitations	V 0.5					
A-205	Risk Awareness	V 0.5					
A-206	Aviation Acquisition/Procurement--I	V 0.5					
A-207	Aviation Dispatching	C4					
A-208	Aircraft Pre-Use Inspection	V1					
A-209	Helicopter Operations (*Heli. Air Crewmembers only)	C3					
A-210	Helicopter Field Exercises (*Heli. Air Crewmembers only)	8					
A-211	Aviation Planning	C1					
A-301	Implementing Aviation Safety and Accident Prevention	C1					
A-302	Personal Responsibility and Liability	CBT1					
A-303	Human Factors in Aviation	V1					
A-304	Aircraft Maintenance	CBT2					
A-305	Risk Management	C1					
A-306	Aviation Acquisition/Procurement--II	C2					
A-307	Aviation Policy and Regulations--II	C2					
A-308	Aviation Policy and Regulations--III	C4					
A-309	Helicopter Flight Manuals	C/V2					
A-310	Crew Resource Management	CBT2					
A-311	Aviation Program Overview for Agency Administrators	C1					
A-312	Water Ditching and Survival	C5					
	Mission-Specific Training as Required by Agency						



## Interagency Aviation Training

**NAME** \_\_\_\_\_

### Currency Training Record

COURSE NO.	REFRESHER TRAINING	DATE	LOCATION	CERTIFIER		
				NAME	AGENCY	INITIALS
A-401	Aviation Dispatcher Refresher Training (CBT)/Currency					
A-402	Aircrew Member Refresher Training (CBT)/Currency					
A-403	Fixed-Wing Manager-Special Use Refresher (CBT)					
A-404	Fixed-Wing Manager Refresher Training (CBT)/ Currency					
A-405	Aviation Transportation of Hazardous Materials (CBT)					
A-406	Helicopter Manager Refresher Required by Agency					
A-407	Project Aviation Manager Refresher Required by Agency					
A-408	Supervisor Refresher Training (Agency Specific)					
A-409	Unit Aviation Manager Refresher Required by Agency					
A-410	Aviation Management/Technical Specialist Refresher					
	Agency-Specific Currency Workshop/Conference					