Interagency Aviation Training

✔ **Education**
✔ **Qualification**
✔ **Currency**

Aviation Use and Management
Qualifications Guide

Interagency Aviation Training

A National Interagency System

Aviation Use and Management
Qualifications 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 and Regulations I, while a unit aviation manager may need Aviation Policy and Regulations I, II, and III.)

Training Modules

This system is made up of 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 ten 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 employee 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 3-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 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 Crew/Pilot
10. Helicopter Manager
11. Mission Specialist
12. Passenger
13. Project Aviation Manager
14. Regional/State/National Aviation Manager
15. Supervisor
16. Unit Aviation Manager
17. Vendor Pilot

Modules (Subject Matter)

Basic Aviation Skills Training

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

Intermediate Aviation Skills Training

A-200 Annual Mishap Review
A-201 Overview of Safety and Accident Prevention Programs
A-202 Interagency Aviation Organizations
A-203 Basic Airspace
A-204 Aircraft Capabilities and Limitations
A-205 Risk Awareness
A-206 Aviation Acquisition and Procurement
A-207 Aviation Dispatching
A-208 Aircraft Pre-Use Inspection
A-209 Helicopter Operations
A-210 Helicopter Field Exercise
A-211 Aviation Planning
A-212 Aircraft Rental Agreement/Blanket Purchase Agreement

Advanced Aviation Skills Training

A-300 Aviation Lessons Learned
A-301 Implementing Aviation Safety and Accident Prevention
A-302 Personal Responsibility and Liability
A-303 Human Factors in Aviation
A-304 Aircraft Maintenance
A-305 Risk Management
A-306 Aviation Contract Administration Parts I and II
A-307 Aviation Policy and Regulations II
A-308 Aviation Policy and Regulations III
A-309 Helicopter Flight Manuals
A-310 Overview of Overview of Crew Resource Management
A-311 Aviation Program Overview for Agency Administrators
A-312 Water Ditching and Survival
A-313 Aviation Security (proposed)

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

Administrative Staff	
An individual at the unit level responsible for processing Aircraft Use Reports.	
Currency	• Per agency policy
Required Training	• A-111: Flight Payment Document

Agency Administrator	
A line officer who is 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.	
Currency	• 3 years
Required Training	• A-311: Aviation Program Overview for Agency Administrators

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.	
Currency	• 3 years
Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-113	Crash Survival
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-200	Aviation Mishap Review
A-205	Risk Awareness
A-209	Helicopter Operations (for helicopter aircrew members only)
A-210	Helicopter Field Exercises (for helicopter aircrew members only)
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-310	Overview of Crew Resource Management
A-312	Water Ditching and Survival
	Mission Specific Training (as required by agency)

Aviation Dispatcher	
A dispatcher who may receive, process, and place orders for aircraft, provide flight following and other aviation support services.	
Currency	• 3 years
Additional requirements when specified by individual DOI bureau/Forest Service policy: A-200: Aviation Mishap Review A-302: Personal Responsibility and Liability A-310: Overview of Crew Resource Management	
Required Training	
A-103	FAA NOTAM System

A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness
A-206	Aviation Acquisition and Procurement
A-207	Aviation Dispatching
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-303	Human Factors in Aviation
A-305	Risk Management
A-307	Aviation Policy and Regulations II

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.

Currency	• 3 years

Additional requirements when specified by individual DOI bureau/Forest Service policy:
A-200: Aviation Mishap Review
Mission-Specific Training (as required by agency)

Required Training	
A-101	Aviation Safety
A-103	FAA NOTAM System
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-108	Preflight Checklist and Briefing/Debriefing
A-109	Aviation Radio Use
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness
A-206	Aviation Acquisition and Procurement
A-207	Aviation Dispatching
A-208	Aircraft Pre-Use Inspection
A-211	Aviation Planning
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-301	Implementing Aviation Safety and Accident Prevention
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-305	Risk Management
A-307	Aviation Policy and Regulations II
A-308	Aviation Policy and Regulations III
A-310	Overview of Crew Resource Management
A-313	Aviation Security (proposed)

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.

Currency	• Agency-Specific Currency Workshop/Conference

Requirements when specified by individual DOI bureau/Forest Service policy: A-200: Aviation Mishap Review

Required Training	
A-106	Aviation Mishap Reporting
A-111	Flight Payment Document
A-206	Aviation Acquisition and Procurement
A-208	Aircraft Pre-Use Inspection
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-302	Personal Responsibility and Liability
A-304	Aviation Maintenance
A-306	Aviation Contract Administration Parts I and II

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.

Currency	• 3 years

Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-200	Aviation Mishap Review

Additional requirements when specified by individual DOI bureau/Forest Service policy:

A-107	Aviation Policy and Regulations I
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness

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.

Currency	• 3 years

Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness

A-302	Personal Responsibility and Liability
A-310	Overview of Crew Resource Management
A-313	Aviation Security (proposed)
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-200	Aviation Mishap Review
A-203	Basic Airspace
A-206	Aviation Acquisition and Procurement
A-301	Implementing Aviation Safety and Accident Prevention
A-303	Human Factors in Aviation
A-305	Risk Management
A-307	Aviation Policy and Regulations II
A-312	Water Ditching and Survival
	Mission Specific Training (as required by agency)

Flight Crew/Pilot	
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.	
Currency	• Per agency policy
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
	A-200: Aviation Mishap Review
	A-207: Aviation Dispatching
	A-302: Personal Responsibility and Liability
	A-304: Aircraft Maintenance
Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-201	Overview of Safety and Accident Prevention Programs
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-205	Risk Awareness
A-300	Aviation Lessons Learned
A-303	Human Factors in Aviation
A-305	Risk Management
A-307	Aviation Policy and Regulations II
A-310	Overview of Crew Resource Management
A-312	Water Ditching and Survival
A-313	Aviation Security (proposed)

Helicopter Manager (also see Contracting Officer's Representative/Project Inspector)	
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.)	
Currency	• As required by agency
Required Training	
A-101	Aviation Safety

A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-200	Aviation Mishap Review
A-201	Overview of Safety and Accident Prevention Programs
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness
A-206	Aviation Acquisition and Procurement
A-209	Helicopter Operations
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-300	Aviation Lessons Learned
A-302	Personal Responsibility and Liability
A-310	Overview of Crew Resource Management
A-313	Aviation Security (proposed)
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-109	Aviation Radio Use
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-207	Aviation Dispatching
A-208	Aircraft Pre-Use Inspection
A-210	Helicopter Field Exercise
A-211	Aviation Planning
A-301	Implementing Aviation Safety and Accident Prevention
A-303	Human Factors in Aviation
A-304	Aircraft Maintenance
A-305	Risk Management
A-306	Aviation Contract Administration Parts I and II
A-307	Aviation Policy and Regulations II
A-309	Helicopter Flight Manual
A-312	Water Ditching and Survival
	Mission Specific Training (as required by agency)

Mission Specialist	
Employee who performs 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.	
Currency	• Per agency policy for mission specialty • 3 years
Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-113	Crash Survival
A-204	Aircraft Capabilities and Limitations
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use

A-200	Annual Mishap Review
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-310	Overview of Crew Resource Management
	Mission Specific Training (as required by agency)

Passenger	
Any person on board an aircraft who does not perform the function of a flight crewmember or aircrew member.	
Currency	• Every flight
Required Training	• Passenger safety briefing to include Aviation Pocket Users Guide (NFES 1373)

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.	
Currency	• As required by agency
Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-201	Overview of Safety and Accident Prevention Programs
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness
A-206	Aviation Acquisition and Procurement
A-211	Aviation Planning
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-301	Implementing Aviation Safety and Accident Prevention
A-302	Personal Responsibility and Liability
A-305	Risk Management
A-313	Aviation Security (proposed)
Additional requirements when specified by individual DOI bureau/Forest Services policy:	
A-109	Aviation Radio Use
A-200	Annual Mishap Review
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-207	Aircraft Dispatching
A-208	Aircraft Pre-Use Inspection
A-303	Human Factors in Aviation
A-307	Aviation Policy and Regulations II
A-308	Aviation Policy and Regulations III
A-310	Overview of Crew Resource Management
	Mission Specific Training (as required by agency)

Regional/State/National Aviation Manager	
Individual responsible for aviation operations within a geographical area are as defined by the agency.	
Currency	• Agency-specific currency workshop/conference
Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness
A-206	Aviation Acquisition and Procurement
A-211	Aviation Planning
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-300	Aviation Lessons Learned
A-301	Implementing Aviation Safety and Accident Prevention
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-305	Risk Management
A-306	Aviation Contract Administration Parts I and II
A-307	Aviation Policy and Regulations II
A-308	Aviation Policy and Regulations III
A-313	Aviation Security (proposed)
Additional requirements when specified by individual DOI bureau/Forest services policy:	
A-108	Preflight Checklist and Briefing/Debriefing
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-200	Annual Mishap Review
A-207	Aircraft Dispatching
A-310	Overview of Crew Resource Management
	Mission Specific Training (as required by agency)

Supervisor	
Those who supervise employees who use aircraft to accomplish agency programs (first- and second-line supervisors as determined by the agency).	
Currency	• Supervisor Refresher Training (agency specific)
Required Training	
A-107	Aviation Policy and Regulations I
A-201	Overview of Safety and Accident Prevention Programs
A-205	Risk Awareness
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-305	Risk Management
A-307	Aviation Policy and Regulations II
Additional requirements when specified by individual DOI bureau/Forest services policy: A-200: Annual Mishap Review	

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.	
Currency	• As required by agency
Required Training	
A-101	Aviation Safety
A-103	FAA NOTAM System
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-112	Mission Planning and Flight Request Process
A-113	Crash Survival
A-200	Annual Mishap Review
A-201	Overview of Safety and Accident Prevention Programs
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-204	Aircraft Capabilities and Limitations
A-205	Risk Awareness
A-206	Aviation Acquisition and Procurement
A-208	Aircraft Pre-Use Inspection
A-211	Aviation Planning
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-300	Aviation Lessons Learned
A-301	Implementing Aviation Safety and Accident Prevention
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-305	Risk Management
A-307	Aviation Policy and Regulations II
A-313	Aviation Security (proposed)
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-108	Preflight Checklist and Briefing/Debriefing
A-308	Aviation Policy and Regulations III
A-310	Overview of Crew Resource Management
	Mission-Specific Training (as required by agency)

Vendor Pilot	
A pilot, flight engineer, or navigator under an exclusive use or call-when-needed contract who holds a valid FAA airman's certificate and airman's medical certificate and is assigned to duty in an aircraft.	
Currency	• Per agency policy
Optional Training	
A-101	Basic Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111	Flight Payment Document
A-113	Crash Survival
A-200	Aviation Mishap Review
A-201	Overview of Safety and Accident Prevention Programs

Interagency Aviation Training
Requirements Matrix
March 1, 2004

No.	Modules	Passenger*	Aircrew Member	Flight Crew/Pilot	Fixed-Wing Manager	Fixed-Wing Manager-Special Use	Helicopter Manager (+see COR)	Mission Specialist	Aviation Dispatcher	Project Aviation Manager	Unit Aviation Manager	Aviation Management/Technical Specialist	Regional/State/National Aviation Manager	Administrative Staff	Supervisor	Agency Administrator	Contracting Offcr's Rep/Project Inspector	Vendor Pilot
A-101	Aviation Safety (all aircraft)		X	X	X	X	X	X		X	X	X	X					O
A-103	FAA NOTAM System								X		X	X						
A-104	Overview of Aircraft Capabilities & Limitations																	
A-105	Aviation Life Support Equipment		X	X	X	X	X	X		X	X	X	X					O
A-106	Aviation Mishap Reporting		X	X	X	X	X	X	X	X	X	X	X				X	O
A-107	Aviation Policy & Regulations-I		AS	X	AS	AS	X	AS	X	X	X	X	X		X			O
A-108	Preflight Checklist & Briefing/Debriefing		X		X	X	X	X		X	AS	X	AS					
A-109	Aviation Radio Use		AS			AS	AS	AS	X	AS	X	X						O
A-110	Aviation Transportation of HAZMAT (if involved)		X	X	X	X	X	X	X	X	X	X	AS					O
A-111	Flight Payment Document			X	X	X	X			X	X	X	AS	X			X	O
A-112	Mission Planning & Flight Request Process			X	X	X	X			X	X	X	X					
A-113	Crash Survival		X	X	X	X	X	X		X	X	X	X					O
A-200	Annual Mishap Review		X	AS	X	AS	X	AS	AS	AS	X	AS	AS	AS	AS	AS	AS	O
A-201	Overview of Safety & Accident Prevention Program			X			X			X	X				X			O
A-202	Interagency Aviation Organizations			X			AS		X	AS	X	X	X					
A-203	Basic Airspace			X		AS	AS		X	AS	X	X	X					
A-204	Aircraft Capabilities & Limitations				AS	X	X	X	X	X	X	X	X					
A-205	Risk Awareness ***		AS	X	AS	X	X		X	X	X	X	X		X			
A-206	Aviation Acquisition and Procurement					AS	X		X	X	X	X	X				X	
A-207	Aviation Dispatching			AS			AS		X	AS		X	AS					
A-208	Aircraft Pre-Use Inspection						AS			AS	X	X					X	
A-209	Helicopter Operations (+helo aircrew only)		AS+				X											
A-210	Helicopter Field Exercises (+helo aircrew only)		AS+				AS											
A-211	Aviation Planning						AS			X	X	X	X					
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement						X		X	X	X	X	X				X	
A-300	Aviation Lessons Learned			X			X				X		X					
A-301	Implementing Aviation Safety & Accident Prevention					AS	AS			X	X	X	X					
A-302	Personal Responsibility & Liability		AS	AS		X	X	AS	AS	X	X	X	X		X		X	
A-303	Human Factors in Aviation		AS	X		AS	AS	AS	X	AS	X	X	X		X			
A-304	Aircraft Maintenance			AS			AS										X	
A-305	Risk Management			X		AS	AS		X	X	X	X	X		X			
A-306	Aviation Contract Administration Parts I & II						AS						X				X	
A-307	Aviation Policy and Regulations-II			X		AS	AS		X	AS	X	X	X		X			
A-308	Aviation Policy and Regulations-III									AS	AS	X	X					
A-309	Helicopter Flight Manuals ***						AS											
A-310	Overview of Crew Resource Management ***		AS	X		X	X	AS	AS	AS	AS	X	AS					
A-311	Aviation Program Overview for Agency Administrators															X		
A-312	Water Ditching and Survival**		AS	X		AS	AS											
A-313	Aviation Security (proposed)			X		X	X			X	X	X	X					
	Mission-Specific Training as Required by Agency		AS			AS	AS	AS		AS	AS	AS	AS					

*Interagency Aviation User Pocket Guide (NFES 1373)
**For those who fly beyond power-off gliding distance from shore
***Under development

X=Required
AS=When specified by DOI bureaus or U.S. Forest Service
O=Optional training

Interagency Aviation Training

Currency Matrix*

Course No.	Currency	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	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).

Part 3

Module Catalog

A-101 Aviation Safety (All Aircraft)

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-103 FAA NOTAM System

This class will focus on the FAA NOTAM system explaining the difference between the eight types of FDC NOTAMS and Advisory NOTAMS, what NOTAM is appropriate for various missions, and how to coordinate complex TFRs.
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A-104 Overview Of Aircraft Capabilities and Limitations (Helicopters/Fixed-Wing)

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

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

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

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

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

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

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

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

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

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-200 Annual Mishap Review

This module provides in-depth information from the Department of the Interior and USDA Forest Service aviation accident investigations. Students will receive information on the previous year's accidents and lessons to be learned from each accident.

A-201 Overview of Safety and Accident Prevention Programs

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

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 Basic Airspace

Covers the basics about the National Airspace System covering Class A-G airspace, special use airspace, military training routes, cruise missile routes, slow routes, and LATNs. Instruction will include how to read and plot on an aeronautical sectional and a DOD AP1/B flight information publication book and charts. Class focuses on mapping skills including how to plot a latitude and longitude and convert it to a bearing and distance. Exercises involve map reading and risk management analysis of airspace.

A-204 Aircraft Capabilities and Limitations (Helicopters/Fixed-Wing)

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

The module presents basic awareness techniques that may be utilized to identify hazards and assess risks in natural resource aviation operations. Information presented is geared toward users and supervisors.

A-206 Aviation Acquisition and Procurement

Overview of Departmental policy that governs the acquisition of aircraft and aviation services. Topics include policy exceptions, request procedures, contract types, OAS use of commercial solicitation method, and where to obtain a copy of a solicitation. Contractual relationships, who's who and their contract authorities, ethics, and contractor/Government expectations. One-time attendance is required except for those interested in a periodic refresher. Target attendees are aviation field users and individuals in management who oversee or provide guidance to DOI aviation field users.

A-207 Aviation Dispatching

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

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

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

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

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-212 Aircraft Rental Agreement/Blanket Purchase Agreement

This module covers the roles and responsibilities of agency representatives utilizing the aircraft rental agreement for intermittent, short-term point-to-point or special use flights. Topics include contract specifications, ordering flights, aircraft approval, and payments.

A-300 Aviation Lessons Learned

This module presents "lessons learned" from selected aviation accidents from the previous fiscal year. Information presented will assist students in incorporating the "lessons learned" into their unit accident prevention program. It is suggested that students take the A-200 online class prior to attending the A-300.

A-301 Implementing Aviation Safety and Accident Prevention

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

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

Covers the basic principles of human behavior relevant to general aviation accident prevention. The module describes human physiological and psychological factors that affect crew performance in flight. Topics include interactions between people, mission, machine, and environment.

A-304 Aircraft Maintenance

An overview of what aviation managers should look for to ensure that proper aircraft maintenance is being performed. Topics include maintenance specialist 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

Presents a four-step process that may be utilized to analyze and manage identified risks in aviation operations. Information is geared toward project supervisors and program managers.

A-306 Aviation Contract Administration Parts I and II

Part I includes the contractor selection process, contract award, inspection process, performance periods, and prework meeting. What does the contract really say about these items, what forms are involved, and who completes them? Topics will focus on your issues, areas of concern, and questions. Part II is an overview of administrative contract performance matters such as COR/manager/COTR, interrelationships, authority to ensure compliance with contract technical requirements, OAS technical contract support, safety, accident prevention and reporting requirements, substitute/replacement equipment and personnel, billing and invoice submission, modification, documentation, claims and disputes, labor issues, and contractor evaluation. Topics will focus on your issues, areas of concern, and questions.

A-307 Aviation Policy and Regulations II

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

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

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

A-310 Crew Resource Management

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

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

This 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.

A-313 Aviation Security (Proposed)

The Office of Homeland Security has identified that a threat of theft and/or sabotage exists to aviation resources; this course will be offered to identify procedures that go beyond a basic safety plan. This module will be designed to provide personnel with guidance, direction, and established protocols to mitigate threats or incidents that place people or facilities at risk to terrorist activities. This module is intended to provide a foundation that will allow the local unit to tailor aviation plans, as necessary, to meet the potential threat(s) that may exist on an individual unit or project.

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 2 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 ensure 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 and
A-103	FAA NOTAM System		Briefing/Debriefing
A-104	Overview of Aircraft	A-109	Aviation Radio Use
	Capabilities and Limitations	A-110	Aviation Transportation of
A-105	Aviation Life Support		Hazardous Materials
	Equipment	A-111	Flight Payment Document
A-106	Aviation Mishap Reporting	A-112	Mission Planning and Flight
A-107	Aviation Policy and		Request Process
	Regulations I	A-113	Crash Survival

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-200	Annual Mishap Review		
A-201	Overview of Safety and Accident Prevention Programs	A-206	Aviation Acquisition and Procurement
A-202	Interagency Aviation Organizations	A-207	Aviation Dispatching
		A-208	Aircraft Pre-Use Inspection
A-203	Basic Airspace	A-209	Helicopter Operations
A-204	Aircraft Capabilities and Limitations	A-210	Helicopter Field Exercise
		A-211	Aviation Planning
A-205	Risk Awareness	A-212	Aircraft Rental Agreement/ Blanket Purchase Agreement

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 I 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-300	Aviation Lessons Learned	A-307	Aviation Policy and Regulations II
A-301	Implementing Aviation Safety and Accident Prevention	A-308	Aviation Policy and Regulations III
		A-309	Helicopter Flight Manuals
A-302	Personal Responsibility and Liability	A-310	Overview of Crew Resource Management
A-303	Human Factors in Aviation		
A-304	Aircraft Maintenance	A-311	Aviation Program Overview for Agency Administrators
A-305	Risk Management		
A-306	Aviation Contract Administration Parts I and II	A-312	Water Ditching and Survival
		A-313	Aviation Security (Proposed)

Appendix

Interagency Aviation Training
Individual Training Record

COURSE NO.	MODULES	DATE	LOCATION	CERTIFIER		
				NAME	AGENCY	INITIALS
A-101	Aviation Safety (all aircraft)					
A-103	FAA NOTAM System					
A-104	Overview of Aircraft Capabilities and Limitations					
A-105	Aviation Life Support Equipment					
A-106	Aviation Mishap Reporting					
A-107	Aviation Policy and Regulations--I					
A-108	Preflight Checklist and Briefing/Debriefing					
A-109	Aviation Radio Use					
A-110	Aviation Transportation of HAZ MAT (if involved)					
A-111	Flight Payment Document					
A-112	Mission Planning and Flight Request Process					
A-113	Crash Survival					
A-200	Annual Mishap Review					
A-201	Overview of Safety & Accident Prevention Programs					
A-202	Basic Airspace					
A-203	Airspace Management & Coordination					
A-204	Aircraft Capabilities & Limitations					
A-205	Risk Awareness					
A-206	Aviation Acquisition/Procurement					

COURSE NO.	MODULES	DATE	LOCATION	CERTIFIER		
				NAME	AGENCY	INITIALS
A-207	Aviation Dispatching					
A-208	Aircraft Pre-Use Inspection					
A-209	Helicopter Operations (*Aircrew members only)					
A-210	Helicopter Field Exercises (*Aircrew members only)					
A-211	Aviation Planning					
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement					
A-300	Aviation Lessons Learned					
A-301	Implementing Aviation Safety and Accident Prevention					
A-302	Personal Responsibility and Liability					
A-303	Human Factors in Aviation					
A-304	Aircraft Maintenance					
A-305	Risk Management					
A-306	Aviation Contract Administration I & II					
A-307	Aviation Policy and Regulations--II					
A-308	Aviation Policy and Regulations--III					
A-309	Helicopter Flight Manuals					
A-310	Overview of Crew Resource Management					
A-311	Aviation Program Overview for Agency Administrators					
A-312	Water Ditching and Survival					
A-313	Aviation Security					
	Mission-Specific Training as Required by Agency					

Interagency Aviation Training
Individual Training Record

No.	Modules	Date	Location	Certifier	Agency	Initials
A-101	Aviation Safety (all aircraft)					
A-103	FAA NOTAM System					
A-104	Overview of Aircraft Capabilities and Limitations					
A-105	Aviation Life Support Equipment					
A-106	Aviation Mishap Reporting					
A-107	Aviation Policy and Regulations--I					
A-108	Preflight Checklist and Briefing/Debriefing					
A-109	Aviation Radio Use					
A-110	Aviation Transportation of HAZ MAT (if involved)					
A-111	Flight Payment Document					
A-112	Mission Planning and Flight Request Process					
A-113	Crash Survival					
A-200	Annual Mishap Review					
A-201	Overview of Safety & Accident Prevention Programs					
A-202	Interagency Aviation Organizations					
A-203	Basic Airspace					
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 (*Aircrew members only)					
A-210	Helicopter Field Exercises (*Aircrew members only)					
A-211	Aviation Planning					
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement					
A-300	Aviation Lessons Learned					
A-301	Implementing Aviation Safety and Accident Prevention					
A-302	Personal Responsibility and Liability					
A-303	Human Factors in Aviation					
A-304	Aircraft Maintenance					
A-305	Risk Management					
A-306	Aviation Contract Administration I & II					
A-307	Aviation Policy and Regulations--II					
A-308	Aviation Policy and 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					
A-313	Aviation Security (proposed)					
	Mission-Specific Training as Required by Agency					

Interagency Aviation Training

Currency Training Record

Name_____

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					