Interagency Aviation Training

Guide

Education
Qualification
Currency

January 2006

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.

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 ensure 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.

The IAT program is a "non-fire" system, distinct from the National Wildland Coordinating Group's (NWCG) Wildland Fire Qualification System (310-1). All wildland fire positions should remain under the 310-1 system. Personnel serving in NWCG positions need only to meet the qualification and currency requirements outlined in the 310-1. However, some 310-1 training courses will supplement or serve as creditable substitutes for training required under the Interagency Aviation Training System and some of the IAT modules will supplement or serve as creditable substitutes for NWCG training requirements. See the equivalency matrix.

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 an 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.

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 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.

Currency Requirements

Modules must be repeated as indicated in the position descriptions and the matrix. Required modules without a frequency number in the position descriptions (marked with an X in the matrix) do not have a currency requirement.

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. Aircrew Member
2. Aviation Dispatcher
3. Aviation Manager
4. Aviation Technical Specialist
5. Contracting Officer's Representative (COR)/Project Inspector (PI)
6. Fixed-Wing Flight Manager
7. Fixed-Wing Flight Manager - Special Use
8. Helicopter Flight Manager
9. Helicopter Manager - Resource
10. Passenger
11. Project Aviation Manager
12. Supervisor

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
A-115 Automated Flight Following
A-116 General Awareness Security Training

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 Management I
A-206 Aviation Acquisition and Procurement
A-207 Aircraft Flight Scheduling
A-208 Aircraft and Pilot Approval
A-209 Helicopter Operations
A-210 Helicopter Field Exercise
A-211 Project Aviation Plans
A-212 Aircraft Rental Agreement/Blanket Purchase Agreement
A-216 Aircraft Operations Security
A-218 Aircraft Pre-Use Inspection
A-219 Helicopter Transport of External Cargo
A-220 Train-The-Trainer
A-221 Advanced Trainer Competency
A-222 Interagency Aviation Trainer Currency
A-223 Water Ditching and Survival Train-The-Trainer

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 II
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 Unit Aviation Planning
A-312 Water Ditching and Survival
A-314 Aviation Program Overview for FS Agency Administrators
A-316 Aviation Facility Security Training

A-401 Management of Aviation Safety Programs
A-403 Human Factors for Aviation Managers
A-410 Crew Resource Management

Part 2
Position Descriptions and Required Modules

Note: The required module must be completed once unless otherwise indicated in parenthesis:
(1) completion every year, (2) completion every 2 years, (3) completion every 3 years,
(R3) required refresher triennial training.

Aircrew Member	
Person working in and around aircraft and is essential to ensure the safety and successful outcome of the mission. Aircrew members are required to either be on board or attend to the loading and unloading of passengers and cargo at all landings and takeoffs, and to ensure that passengers have received a safety briefing prior to all non-point-to-point missions.	
Required Training	
A-101 (3)	Aviation Safety
A-105 (3)	Aviation Life Support Equipment
A-106 (3)	Aviation Mishap Reporting
A-108 (3)	Preflight Checklist and Briefing/Debriefing
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-113 (3)	Crash Survival
A-116	General Awareness Security Training
A-200 (1)	Annual Mishap Review
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-104	Overview of Aircraft Capabilities & Limitations
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-205	Risk Management I
A-209	Helicopter Operations (for helicopter aircrew members only)
A-210	Helicopter Field Exercise (for helicopter aircrew members only)
A-219	Helicopter Transport of External Cargo
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.	
	Additional requirements when specified by individual DOI bureau/Forest Service policy: A-218: Aircraft Pre-Use Inspection A-302: Personal Responsibility and Liability A-310: Overview of Crew Resource Management A-401: Management of Aviation Safety Programs A-410: Crew Resource Management	
	Required Training	
A-101 (3)	Aviation Safety (all aircraft)	
A-103	FAA NOTAM System	
A-104	Overview of Aircraft Capabilities and Limitations	
A-105 (3)	Aviation Life Support Equipment	
A-106 (3)	Aviation Mishap Reporting	
A-107	Aviation Policy and Regulations I	
A-108 (3)	Preflight Checklist & Briefing/Debriefing	
A-109	Aviation Radio Use	
A-110 (3)	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-115	Automated Flight Following	
A-200 (1)	Annual Mishap Review	
A-202	Interagency Aviation Organizations	
A-203	Basic Airspace	
A-204	Aircraft Capabilities and Limitations	
A-205	Risk Management I	
A-206	Aviation Acquisition and Procurement	
A-207	Aircraft Flight Scheduling	
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement	
A-303	Human Factors in Aviation	
A-305	Risk Management II	
A-307	Aviation Policy and Regulations II	

	Aviation Manager	
Individual with aviation management responsibilities for a unit, State, regional, or national level and serves as the focal point for aviation services and management. These include such positions as unit aviation officer (UAO), State, regional and national aviation program managers, and helicopter and fixed-wing operations specialists.		

	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-110 (3)	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-115	Automated Flight Following	
A-116	General Awareness Security Training	
A-200 (1)	Annual Mishap Review	
A-202	Interagency Aviation Organizations	
A-203	Basic Airspace	
A-204	Aircraft Capabilities and Limitations	
A-205	Risk Management I	
A-206	Aviation Acquisition and Procurement	
A-208	Aircraft and Pilot Approval	
A-211	Project Aviation Plans	
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement	
A-218	Aircraft Pre-Use Inspection	
A-300 (3)	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 II	
A-306	Aviation Contract Administration I & II	
A-307	Aviation Policy and Regulations II	
A-308	Aviation Policy and Regulations III	
A-311	Unit Aviation Planning	
A-316	Aviation Facility Security Training	
Additional requirements when specified by individual DOI bureau/Forest Service policy:		
A-207	Aircraft Flight Scheduling	
A-310	Overview of Crew Resource Management	
A-401	Management of Aviation Safety Programs	
A-403	Human Factors for Aviation Managers	
	Mission Specific Training (as required by agency)	

Aviation Technical Specialist

Those employees who are responsible for the inspection and approval of aircraft and equipment.

Requirements when specified by individual DOI bureau/Forest Service policy:

A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-113	Crash Survival
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200	Annual Mishap Review
A-201	Overview of Safety & Accident Prevention
A-202	Interagency Aviation Organizations
A-205	Risk Management I
A-208	Aircraft and Pilot Approval
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-302	Personal Responsibility and Liability
A-312	Water Ditching and Survival
A-316	Aviation Facility Security Training

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

A-106	Aviation Mishap Reporting
A-111	Flight Payment Document
A-200 (1)	Annual Mishap Review
A-206	Aviation Acquisition and Procurement
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-218	Aircraft Pre-Use Inspection
A-302	Personal Responsibility and Liability
A-304	Aviation Maintenance
A-306 (3)	Aviation Contract Administration I & II

Fixed-Wing Flight Manager	
Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management on point-to-point flights. Some agencies previously referred to this position as "chief of party." This position does not include special-use operations.	
Required Training	
A-101 (3)	Aviation Safety
A-105 (3)	Aviation Life Support Equipment
A-106 (3)	Aviation Mishap Reporting
A-108 (3)	Preflight Checklist and Briefing/Debriefing
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-111 (3)	Flight Payment Document
A-112 (3)	Mission Planning and Flight Request Process
A-113 (3)	Crash Survival
A-116	General Awareness Security Training
A-200 (1)	Annual Mishap Review
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-104	Overview of Aircraft Capabilities and Limitations
A-107	Aviation Policy and Regulations I
A-115	Automated Flight Following
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I

Fixed-Wing Flight 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	
A-101 (3)	Aviation Safety
A-105 (3)	Aviation Life Support Equipment
A-106 (3)	Aviation Mishap Reporting
A-108 (3)	Preflight Checklist and Briefing/Debriefing
A-110 (3)	Aviation Transportation of Hazardous Materials
	(if involved in transport of hazardous materials)
A-111 (3)	Flight Payment Document
A-112 (3)	Mission Planning and Flight Request Process
A-113 (3)	Crash Survival
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (1)	Annual Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-218	Aircraft Pre-Use Inspection
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-310	Overview of Crew Resource Management

Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-104	Overview of Aircraft Capabilities and Limitations
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-203	Basic Airspace
A-206	Aviation Acquisition and Procurement
A-301	Implementing Aviation Safety and Accident Prevention
A-305	Risk Management II
A-307	Aviation Policy and Regulations II
A-312	Water Ditching and Survival
A-403	Human Factors for Aviation Managers
A-410	Crew Resource Management
	Mission Specific Training (as required by agency)

Helicopter Flight Manager	
Individual who supervises missions such as transport of personnel from one developed heliport/airport to another developed helicopter/airport, low- and high-level reconnaissance, and landings or takeoffs at unimproved landing sites.	
Required Training	
A-101 (3)	Aviation Safety
A-105 (3)	Aviation Life Support Equipment
A-106 (3)	Aviation Mishap Reporting
A-108 (3)	Preflight Checklist and Briefing/Debriefing
A-110 (3)	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 (3)	Crash Survival
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (1)	Annual Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-209	Helicopter Operations
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-216	Aircraft Operations Security
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-104	Overview of Aircraft Capabilities and Limitations
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-203	Basic Airspace
A-210	Helicopter Field Exercise
A-305	Risk Management II
A-310	Overview of Crew Resource Management
A-312	Water Ditching and Survival

	Helicopter Manager - Resource
Responsible for coordinating, scheduling, managing, and supervising non-fire resource helicopter operations. Fire helicopter manager training and experience requirements are found in the PMS 310-1 and specific agency and bureau policies.
Required Training
A-101 (3)	Aviation Safety
A-105 (3)	Aviation Life Support Equipment
A-106 (3)	Aviation Mishap Reporting
A-107	Aviation Policy and Regulations I
A-108 (3)	Preflight Checklist and Briefing/Debriefing
A-110 (3)	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 (3)	Crash Survival
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (1)	Annual Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-206	Aviation Acquisition and Procurement
A-209	Helicopter Operations
A-211 (R3)	Project Aviation Plans
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-218	Aircraft Pre-Use Inspection
A-300 (R3)	Aviation Lessons Learned
A-302 (R3)	Personal Responsibility and Liability
A-303 (R3)	Human Factors in Aviation
A-304	Aircraft Maintenance
A-305	Risk Management II
A-306 (3)	Aviation Contract Administration I & II
A-307 (R3)	Aviation Policy and Regulations II
A-309 (R3)	Helicopter Flight Manual
A-310 (R3)	Overview of Crew Resource Management
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	Aircraft Flight Scheduling
A-210	Helicopter Field Exercise
A-219	Helicopter Transport of External Cargo
A-312	Water Ditching and Survival
A-403	Human Factors for Aviation Managers
A-410	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.	
Required Training	Passenger safety briefing to include *Aviation Pocket Users Guide* (NFES 1373). A preflight briefing is required by the pilot.
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-108	Preflight Checklist and Briefing/Debriefing
A-113	Crash Survival
A-200	Annual Mishap Review

Project Aviation Manager	
An individual who plans, organizes, and manages the aviation operations of a project utilizing aircraft. The Project Aviation Manager may or may not be at the site.	
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 (3)	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-116	General Awareness Security Training
A-200 (1)	Annual Mishap Review
A-201	Overview of Safety and Accident Prevention Programs
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-206	Aviation Acquisition and Procurement
A-211	Project Aviation Plans
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement
A-216	Aircraft Operations Security
A-301	Implementing Aviation Safety and Accident Prevention
A-302	Personal Responsibility and Liability
A-305	Risk Management II
A-307	Aviation Policy and Regulations II
A-310	Overview of Crew Resource Management
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-104	Overview of Aircraft Capabilities and Limitations
A-109	Aviation Radio Use
A-115	Automated Flight Following
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-207	Aircraft Flight Scheduling
A-208	Aircraft and Pilot Approval
A-218	Aircraft Pre-Use Inspection
A-219	Helicopter Transport of External Cargo
A-303	Human Factors in Aviation
A-308	Aviation Policy and Regulations III
A-401	Management of Aviation Safety Programs
A-403	Human Factors for Aviation Managers
	Mission Specific Training (as required by agency)

Supervisor	
Those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the agency.).	
Required Training	
A-101	Aviation Safety
A-105	Aviation Life Support Equipment
A-106	Aviation Mishap Reporting
A-107 (3)	Aviation Policy and Regulations I
A-108	Preflight Checklist & Briefing/Debriefing
A-113	Crash Survival
A-200 (1)	Annual Mishap Review
A-201 (3)	Overview of Safety & Accident Prevention Program
A-205 (3)	Risk Management I
A-302 (3)	Personal Responsibility and Liability
A-303 (3)	Human Factors in Aviation
A-305 (3)	Risk Management II
A-307 (3)	Aviation Policy and Regulations II
A-316	Aviation Facility Security Training
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-115	Automated Flight Following
A-211	Project Aviation Plans

Requirements Matrix
January 2006

No.	Modules (Bold = available online.)	Passenger*	Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor	COR/PI	Aviation Technical Specialist
A-101	**Aviation Safety (all aircraft)**	AS	3	3	3	3	3	3	X	X	X		AS
A-103	FAA NOTAM System							X		X			
A-104	**Overview of Aircraft Capabilities & Limitations**		AS	AS	AS	AS		X	AS				
A-105	**Aviation Life Support Equipment**	AS	3	3	3	3	3	3	X	X	X		AS
A-106	**Aviation Mishap Reporting**	AS	3	3	3	3	3	3	X	X	X	X	
A-107	**Aviation Policy & Regulations-I**		AS	AS	AS	AS	X	X	X	X	X	3	
A-108	**Preflight Checklist & Briefing/Debriefing**	AS	3	3	3	3	3	3	X	X	X		
A-109	Aviation Radio Use		AS		AS	AS	AS	X	AS				
A-110	Aviation Transportation of HAZMAT (if involved)		3	3	3	3	3	3	3	3			AS
A-111	**Flight Payment Document**			3	3	X	X	X	X	X		X	
A-112	**Mission Planning & Flight Request Process**			3	3	X	X	X	X	X			
A-113	**Crash Survival**	AS	3	3	3	3	3	3	X	X	X		AS
A-115	Automated Flight Following			AS	X	X	X	X	AS	X	AS		AS
A-116	General Awareness Security Training		X	X	X	X	X		X	X			AS
A-200	**Annual Mishap Review**	AS	1	1	1	1	1	1	1	1	1	1	AS
A-201	**Overview of Safety & Accident Prevention Program**								X		3		AS
A-202	**Interagency Aviation Organizations**						AS	X	AS	X			AS
A-203	Basic Airspace				AS	AS	AS	X	AS	X			
A-204	**Aircraft Capabilities & Limitations**			AS	X	X	X	X	X	X			
A-205	Risk Management-I		AS	AS	X	X	X	X	X	X	3		AS
A-206	Aviation Acquisition and Procurement				AS		X	X	X	X		X	
A-207	**Aircraft Flight Scheduling**						AS	X	AS	AS			
A-208	Aircraft and Pilot Approval								AS	X			AS
A-209	Helicopter Operations (+helo aircrew only)		AS+			X	X						
A-210	Helicopter Field Exercise (+helo aircrew only)		AS+			AS	AS						
A-211	Project Aviation Plans						R3		X	X	AS		
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement				X	X	X	X	X	X		X	AS
A-216	Aircraft Operations Security					X			X				
A-218	Aircraft Pre-Use Inspection				X		X	AS	AS	X		X	
A-219	Helicopter Transport of External Cargo		AS				AS		AS				
A-220	Train-The-Trainer	See Part 4 of the IAT program document.											
A-221	Advanced Trainer Competency	See Part 4 of the IAT program document.											
A-222	Interagency Aviation Trainer Competency	See Part 4 of the IAT program document.											
A-223	Water Ditching and Survival Train-The-Trainer	See Part 4 of the IAT program document.											
A-300	Aviation Lessons Learned						R3			3			
A-301	Implementing Aviation Safety & Accident Prevention				AS				X	X			
A-302	Personal Responsibility & Liability		AS		X		R3	AS	X	X	3	X	AS
A-303	Human Factors in Aviation		AS		X		R3	X	AS	X	3		
A-304	Aircraft Maintenance						X					X	
A-305	Risk Management-II				AS	AS	X	X	X	X	3		
A-306	Aviation Contract Administration Parts I & II						3			X		3	
A-307	Aviation Policy and Regulations-II				AS		R3	X	X	X	3		
A-308	Aviation Policy and Regulations-III								AS	X			
A-309	Helicopter Flight Manuals						R3						
A-310	Overview of Crew Resource Management		AS		X	AS	R3	AS	X	AS			
A-311	Unit Aviation Planning									X			
A-312	Water Ditching and Survival** (beyond power-off gliding)		AS		AS	AS	AS						AS
A-314	Aviation Program Overview/FS Agency Administrators												
A-316	Aviation Facility Security Training									X	X		X
A-401	Management of Aviation Safety Programs							AS	AS	AS			
A-403	Human Factors for Aviation Managers				AS		AS	AS	AS	AS			
A-410	Crew Resource Management (needs description)				AS		AS						
	Mission-Specific Training as Required by Agency		AS		AS		AS		AS	AS			

Interagency Aviation User Pocket Guide (NFES 1373)—Preflight briefing required by pilot.
**For those who fly beyond power-off gliding distance from shore.
AS=When specified by DOI bureaus or U.S. Forest Service.
R3=Required refresher triennial training.

X Requires completion once.
1=Requires completion every year.
2=Requires completion every 2 years.
3=Requires completion every 3 years.

S Course Equivalency for IAT Modules

This matrix shows the approved one-way course equivalents (E) for the IAT modules. It is recognized that personnel may receive aviation-related training from sources other than that found in the IAT curriculum. It is the goal of the IAT system to diminish redundancy and promote effective and efficient training. Supervisors should review the following list of DOI- and USFS-approved course equivalents when assessing the training needs of their employees. Outside- course curriculum can be used to satisfy the requirements of the *IAT Guide*. It is incumbent upon the supervisor and the employee to ensure that training records are maintained that support completion of equivalency courses in place of the IAT curriculum.

One-Way S to A Course

No.	Modules (bold=online) Courses	S-270 Basic Air Operations	S-271 Helicopter Crewmember	S-273 SEAT Manager	RT-273 SEAT Manager Refresher	S-371 Hellbase Manager	S-372 Helicopter Manager (prework with 100-level modules)	RT-372 Helicopter Manager Refresher	S-378 Air Attack Group Supervisor	S-375 Air Support Group Supervisor	S-470 Air Operations Branch Director
A-101	**Aviation Safety (all aircraft)**	E	E	E	E						
A-103	FAA NOTAM System										
A-104	**Overview of Aircraft Capabilities & Limitations**	E	E	E							E
A-105	**Aviation Life Support Equipment**		E								
A-106	**Aviation Mishap Reporting**	E	E	E	E						E
A-107	**Aviation Policy & Regulations-I**			E	E			E			E
A-108	**Preflight Checklist & Briefing/Debriefing**	E	E	E							
A-109	**Aviation Radio Use**			E					E		E
A-110	**Aviation Transportation of HAZMAT (if involved)**		E								
A-111	**Flight Payment Document**			E							
A-112	**Mission Planning & Flight Request Process**			E						E	E
A-113	**Crash Survival**		E								
A-115	Automated Flight Following										
A-116	**General Awareness Security Training**										
A-200	**Annual Mishap Review**				E		E	E			
A-201	**Overview of Safety & Accident Prevention Programs**										E
A-202	**Interagency Aviation Organizations**										E
A-203	Basic Airspace			E					E	E	E
A-204	**Aircraft Capabilities & Limitations**			E					E		E
A-205	Risk Management-I				E	E	E	E		E	E
A-206	Aviation Acquisition and Procurement			E	E						
A-207	**Aircraft Flight Scheduling**										
A-208	Aircraft and Pilot Approval			E							
A-209	Helicopter Operations (+helo aircrew only)		E			E				E	
A-210	Helicopter Field Exercise (+helo aircrew only)		E								
A-211	Project Aviation Plans										
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement						E				
A-216	Aircraft Operations Security										
A-218	Aircraft Pre-Use Inspection			E			E				
A-219	Helicopter Transport of External Cargo		E								
A-300	Aviation Lessons Learned										
A-301	Implementing Aviation Safety & Accident Prevention										
A-302	Personal Responsibility & Liability								E	E	
A-303	Human Factors in Aviation										E
A-304	Aircraft Maintenance						E				
A-305	Risk Management-II							E			
A-306	Aviation Contract Administration Parts I & II										
A-307	Aviation Policy and Regulations-II						E	E			
A-308	Aviation Policy and Regulations-III										
A-309	Helicopter Flight Manuals						E	E			
A-310	Overview of Crew Resource Management								E	E	

One-Way S to A Course

B-3 and M-3 Course Equivalency for IAT Modules

See DOI Operational Procedures Memorandum 4, Aviation User Training Program, for more information on the B-3 (Aviation Basic Safety) and the M-3 (DOI Aviation Management Training for Supervisors).

No.	Modules (bold=online) Courses	B-3	M-3
A-101	**Aviation Safety (all aircraft)**	E	
A-103	FAA NOTAM System		
A-104	**Overview of Aircraft Capabilities & Limitations**		
A-105	**Aviation Life Support Equipment**	E	
A-106	**Aviation Mishap Reporting**	E	
A-107	**Aviation Policy & Regulations-I**		E
A-108	**Preflight Checklist & Briefing/Debriefing**	E	
A-109	**Aviation Radio Use**		
A-110	**Aviation Transportation of HAZMAT (if involved)**		
A-111	**Flight Payment Document**		
A-112	**Mission Planning & Flight Request Process**		
A-113	**Crash Survival**	E	
A-115	Automated Flight Following		
A-116	**General Awareness Security Training**		
A-200	**Annual Mishap Review**		
A-201	**Overview of Safety & Accident Prevention Programs**		E
A-202	**Interagency Aviation Organizations**		
A-203	Basic Airspace		
A-204	**Aircraft Capabilities & Limitations**		
A-205	Risk Management-I		E
A-206	Aviation Acquisition and Procurement		
A-207	**Aircraft Flight Scheduling**		
A-208	Aircraft and Pilot Approval		
A-209	Helicopter Operations (+helo aircrew only)		
A-210	Helicopter Field Exercise (+helo aircrew only)		
A-211	Project Aviation Plans		
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement		
A-216	Aircraft Operations Security		
A-218	Aircraft Pre-Use Inspection		
A-219	Helicopter Transport of External Cargo		
A-300	Aviation Lessons Learned		
A-301	Implementing Aviation Safety & Accident Prevention		
A-302	Personal Responsibility & Liability		E
A-303	Human Factors in Aviation		E
A-304	Aircraft Maintenance		
A-305	Risk Management-II		E
A-306	Aviation Contract Administration Parts I & II		
A-307	Aviation Policy and Regulations-II		E
A-309	Helicopter Flight Manuals		
A-310	Overview of Crew Resource Management		
A-311	Aviation Plans		
A-312	Water Ditching and Survival** (beyond power-off gliding)		
A-314	Aviation Program Overview/FS Agency Admin (under dev)		
A-316	Aviation Facility Security Training		
A-401	Management of Aviation Safety Programs		
A-403	Human Factors for Aviation Managers		

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.

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-115 Automated Flight Following (AFF). This module is an overview of the AFF system. Emphasis is on using the web-based Web Tracker application and the procedures utilized by dispatchers and aircrews.

A-116 General Awareness Security Training. This module is designed to provide students with an introduction to DOI and USFS departmental aviation security requirements.

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 Management I. This module presents basics of risk management and techniques that may be utilized to identify hazards and assess risks in natural resource aviation operations. Information presented will introduce the students to the six steps of the risk management process and the 5 M risk model. This module is geared toward aircraft 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, DOI Aviation Management 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 Aircraft Flight Scheduling. This module provides a basic understanding of policies and procedures so the student can successfully participate in the planning, scheduling, tracking, and completion of an aircraft flight plan. This module is for individuals who have responsibilities for scheduling, planning, flight following, and initiating actions in the event of a missing aircraft. Prerequisites: Students must have completed the following online units:

> A-101 Aviation Safety (all aircraft)
> A-104 Overview of Aircraft Capabilities & Limitations
> A-105 Aviation Life Support Equipment (ALSE)
> 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 and Flight Request Process
> M3 Aviation Management Training for Supervisors

A-208 Aircraft and Pilot Approval. This module 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 Project Aviation Plans. The goal of this module is to reinforce the need and requirements for designing and building an aviation project plan. Emphasis is on building a project plan and the elements to include in building and updating a successful plan.

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-216 Aircraft Operations Security. This module is designed for DOI employees who are responsible for/or have control of aircraft in the field. The following information will be presented in this module:

- Establishing aviation security definitions and departmental requirements.
- Identifying the person responsible for completing a risk assessment.
- Identifying the purpose for dual-locking devices.
- Identifying the person(s) responsible for dual-locking devices.
- Defining dual-lock method.
- Providing examples of dual-locking devices
- Providing examples of unacceptable dual-locking devices.
- Reviewing advisements or additional information in using dual-locking devices.
- Disabling dual-locking devices and the pre-flight checklist.
- Reviewing contract specifications regarding aircraft security.
- Creating and posting signs for hazardous areas.

A-218 Aircraft Pre-Use Inspection. This module shows how to perform a pre-use inspection on a helicopter and a fixed-wing aircraft, including pre-dispatch responsibilities, areas that need to be covered during crew and contractor briefings, pre-use record keeping forms, and maintenance record keeping responsibilities. This module is for helicopter managers and meets the pre-use inspection module requirements for the Helicopter Manager Workshop.

A-219 Helicopter Transport of External Cargo. Provides technical training and procedures for agency personnel performing helicopter external load operations. Students will receive classroom and field training and will be asked to demonstrate proper procedures to safely conduct helicopter external load, hover hookup, and longline operations. This is a performance-based training module requiring successful completion of field exercises and a passing grade of 70% on a final exam.

A-220 Train-The-Trainer. Interagency aviation trainer (IAT) qualification. This 35-hour course is designed to provide training to select employees with aviation and training backgrounds to qualify them as IATs. Once qualified, these trainers will have the capability to present the safety classes (A-101, A-105, A-106, A-108, A-113, and B-3) to required employees. Emphasis is on increasing program knowledge and enhancing presentation skills. Prior attendance at an instructor's training course is strongly encouraged. Requires attendance at a B-3 class within the past 12 months.

A-221 Advanced Trainer Competency. This course is designed to provide master trainers the opportunity for certification as an interagency aviation trainer (IAT) by demonstrating their skills in delivery, subject matter expertise, needs analysis, and evaluation in compliance with IAT competency and performance training standards as they relate to basic aviation courses. Attendance at this course is limited to instructors who have previously completed a 40-hour instructor course: M-410 Facilitative Instructor, Fire Instructor I, or the equivalent.

A-222 Interagency Aviation Trainer Currency. This module includes (1) policy updates relevant to interagency aviation trainers and (2) training techniques IATs can use to sharpen their instructor skills. Trainers are required to take this module every 3 years after qualifying as an IAT.

A-223 Water Ditching and Survival Train-The-Trainer. This course is designed for bureau employees responsible for instructing module A-312: Water Ditching and Survival. Students will be instructed on the proper use of the personal immersion gadget (PIG), basic water rescue, emergency procedures, and A-312 classroom curriculum.

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 II. This module presents the advanced techniques of risk management and how they may be used to identify hazards and to assess risks in natural resource aviation operations. Information presented will let the students use the six steps of the risk management process and the 5 M risk model as well as working through risk scenarios using the risk management matrix. This module will also introduce the students to the System Safety Concept of Aviation Risk Management and how it can be used in any aviation program. This module is geared toward aircraft users, supervisors, and aviation program managers.

A-306 Aviation Contract Administration I & II. Overview of administrative contract performance matters such as COR/Manager/COTR interrelationships, authority to ensure compliance with contract technical requirements, DOI Aviation Management/USFS technical contract support, safety, accident prevention and reporting requirements, substitute/replacement equipment and personnel, billing and invoice submission, modifications, documentation, claims and disputes, labor issues, and contractor evaluation. Topics will focus on student 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 Overview of 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 Unit Aviation Planning. Covers aviation planning requirements and procedures to prepare and carry out an aviation plan at all levels of an organization. Includes national, regional, State, and unit aviation planning. Includes organizations, aircraft use, operations, business management, personnel requirements and responsibilities, equipment needs, communications, flight plans, and safety procedures.

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-314 Aviation Program Overview for Forest Service 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-316 Aviation Facility Security Training. This module for DOI employees will guide the student through the risk assessment process and provide resources for developing an aviation security plan. The following information will be presented in this module:

- Reviewing aviation security definitions and departmental requirements.
- Creating and posting signs for hazardous areas.
- Determining whether you have an aviation airport facility (AFF: Any DOI-owned or controlled real property that has been developed or improved for aircraft (landing and takeoff) at which DOI–owned or controlled aircraft are regularly or intermittently based).
- Recognizing personal identification systems.
- Filling out a contact list, including FBI contacts.
- Conducting a risk assessment for your facility.

A-401 Management of Aviation Safety Programs. An overview of aviation safety programs presented by outside agency and industry presenters, including case studies of programs that have been successful in implementing cultural changes and reduction in accident frequency. This module focuses on safety programs outside the Department of the Interior and the U.S. Forest Service. It provides aviation managers with additional tools for the implementation of aviation safety at all levels of the organization.

A-403 Human Factors for Aviation Managers. This module includes (1) how to recognize interpersonal relationships contributing to an unsafe aviation operation, (2) how to deal with cultural factors (social and organizational) that contribute to unsafe conditions, (3) psychological factors, (4) system failures within the organizational structure which will contribute to unsafe conditions, and (5) the reasons people do not follow policy.

A-410 Crew Resource Management. (Description in process.)

Part 4

Interagency Aviation Instructor Qualifications

Objective

This appendix identifies minimum aviation management training qualifications for instructors of modules 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 established to ensure that national interagency standards are met. This is based on the Interagency Aviation Training Competency Evaluation Standards, October 2000, for each level of instructor. Individuals who meet these standards will be approved as an IAT instructor and given instructor access on the Interagency Aviation Training website.

It is recognized that the instruction of skill courses under the auspices of NWCG do not fall under this certification process. Individuals instructing NWCG aviation skills courses are required to meet instructor qualifications as outlined in the *NWCG Course Coordinators Guide* or individual course instructor guides.

Certification

Interagency Aviation Training Administrators for the Agencies

These administrators have the responsibility for certification of aviation trainers and should maintain a list of certified instructors as appropriate. Administrators include the DOI National Aviation Manager and area/regional aviation management program specialists and the U.S. Forest Service Safety and Training Manager, and their designees. See below for certification requirements for each level of instructor.

Basic Level Instructor (A-100/A-200 Series IAT Modules)

This level is for basic aviation skills training. Instructors at this level will be certified to instruct A-100 to A-200 level courses in the IAT curriculum. They will be certified and reviewed at the national level. Interagency aviation trainers must complete the course A-220: Train-The-Trainer (or M-410 Facilitative Instructor), and/or successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer (or designee) or a DOI aviation management program specialist (or designee) for initial certification. Interagency aviation trainers must attend the course A-222: Interagency Aviation Trainer Currency or instruct under the supervision of a DOI aviation management program specialist every 3 years to maintain their certification. Note: Either A-220 or A-221 is required for the basic level.*

Basic Level Course Requirements	Online	Frequency
A-107 Aviation Policy & Regulations I	X	Once
A-200 Annual Mishap Review	X	Every year
A-202 Interagency Aviation Organizations	X	Once
A-205 Risk Management I		Once
A-206 Aviation Acquisition & Procurement	X	Once
A-220 Train-The-Trainer*		Once*
A-221 Advanced Trainer Competency*		Once*
A-222 Interagency Aviation Trainer Currency		Every 3 years
A-302 Personal Responsibility & Liability		Every 3 years
A-307 Aviation Policy & Regulations II		Once

Intermediate Level Instructor (A-300 Series IAT Modules)

The intermediate level requires a higher level of instructor expertise and includes all the A-300 level IAT modules. National level aviation training specialists will be responsible for certification to instruct at this level. Individuals must be qualified at the "Basic" instructional level. Additionally, DOI employees must complete **the course** Train the Trainer for Supervisor Training (M5A) and/or successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer, DOI Aviation Management Program Specialist **or designee** ~~or his or her designee~~ for initial certification at the intermediate instructional level. The following additional requirements apply to "Intermediate" instructors:

Intermediate Level Course Requirements	Online	Frequency
A-222 Interagency Aviation Trainer Currency		Every 3 years
A-300 Aviation Lessons Learned		Every 3 years
A-301 Implementing Aviation Safety & Accident Prevention		Once
A-303 Human Factors in Aviation		Once
A-305 Risk Management II		Once
A-307 Aviation Policy and Regulations		Once

Advanced Instructor (A-400 Series IAT Modules)

This level of instruction requires the highest level of expertise and includes all the A-400 level modules. National aviation training officers will be responsible for certification to instruct at this level. To be approved, an individual must be certified as an IAT instructor. The following are additional requirements:

1. Be an expert in the module (field) that he or she is instructing.
2. Be approved by the national training officer, or designee, for each module that he or she is instructing.
3. Be a certified (current) instructor.