



Guide 2009

*Education
Qualification
Currency*



Interagency Aviation Training

A National Interagency System

**Aviation Use and Management
Qualifications Guide**

2009

Prepared by

**Interagency Aviation Training Subcommittee
Under the Leadership of the National Interagency Aviation Council
(NIAC)**

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Foreword

To: Aviation Managers and Aviation Users

From: National Interagency Aviation Council (NIAC)

Bureau of Land Management
Bureau of Indian Affairs
National Park Service
U.S. Fish & Wildlife Service
USDA Forest Service
National Association of State Foresters

Subject: *Interagency Aviation Training (IAT) Guide*

The Interagency Aviation Training Subcommittee (IATS) has revised the *Interagency Aviation Training Guide* in accordance with the 2009 IAT Requirements Matrix.

Employees of those agencies engaged in aviation management and use of aviation assets will comply with the training requirements set forth in this guide as well as all other agency-specific regulations and safety policy.

SUSIE BATES
NIAC Chair

2009 Revisions

- A. Class length has been added to the Requirements Matrix and the Module Catalog.
- B. The following modules have been revised as noted below. Many module descriptions and subject matter have been changed. See Part 3, Module Catalog.

Module	Title	Revision
A-111	Flight Payment Document	Required for personnel involved with DOI contracts only. Personnel involved with Forest Service contracts should utilize ABS training available at www.fs.fed.us/business/abs/
A-200	Mishap Review	Positions requiring this every year changed to every 3 years; description changed to include NTSB releasable information. Available on-line; name change dropped "annual."
A-201	Overview of Safety and Accident Prevention Program	Module deleted.
A-211	Project Aviation Plans	Module deleted (combined into A-311, Aviation Planning; positions requiring A-211 now require A-311).
A-212	Aircraft Rental Agreement/ Blanket Purchase Agreement	Module deleted.
A-219	Helicopter Transport of External Cargo	Wording added: "if involved."
A-220	Train-The-Trainer	Instructor whose qualifications have expired must attend A-222 or instruct under an IAT Administrator.
A-300	Aviation Lessons Learned	Module deleted.
A-308	Aviation Policy and Regulations III	Module deleted (combined into A-307, Aviation Policy and Regulations II)
A-410	Crew Resource Management	Module deleted.

- C. The requirements for the following positions have been revised as noted below:

Position	Module	Requirement
Aircrew Member	A-200	Every 3 years
Aviation Dispatcher	A-200	Every 3 years
Aviation Manager	A-200	Every 3 years
Aviation Manager	A-301	When specified by DOI bureaus or USFS
Aviation Technical Specialist	N/A	Position deleted
Contracting Officer's Representative/Project Inspector	N/A	Position deleted
Fixed-Wing Flight Manager	A-200	Every 3 years
Fixed-Wing Manager – Special Use	A-200	Every 3 years
Helicopter Flight Manager	A-200	Every 3 years
Helicopter Manager-Resource	A-200	Every 3 years
Helicopter Manager-Resource	A-306	When specified by DOI bureaus or USFS
Helicopter Manager-Resource	A-311	One-time requirement
Passenger	N/A	Position deleted
Project Aviation Manager	A-200	Every 3 years
Project Aviation Manager	A-219	Requirement deleted
Project Aviation Manager	A-301	When specified by DOI bureaus or USFS
Project Aviation Manager	A-311	One-time requirement
Supervisor	A-101	Requirement deleted
Supervisor	A-105	Requirement deleted
Supervisor	A-106	Requirement deleted
Supervisor	A-108	Requirement deleted
Supervisor	A-113	Requirement deleted
Supervisor	A-200	Every 3 years
Supervisor	A-316	Requirement deleted

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 (IAT) 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.

The objectives of this system are:

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 (nonfire) 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 is a "content-based" training 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 "nonfire" system, distinct from the National Wildfire 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 are included in the NWCG training courses. See the S-course equivalency matrix. Individuals holding current qualification under the Incident Qualification and Certification System (IQCS) (a performance-based system) are also qualified to perform equivalent nonfire and/or resource aviation positions under IAT guidelines and DO NOT require additional Interagency Aviation Training.

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 and II).

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 basic and can be completed through computer-based training. Other modules, such as Human Factors in Aviation, are more complex and may require a classroom, instructor-led training session. All 100 and most 200 level modules will be on-line in the near future. All 300 and 400 level modules are intended as instructor-led training.

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 Department of the Interior (DOI) bureau/Department of Agriculture-Forest Service (USFS) policy.

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.

AS = courses that may be designated by the agencies/bureaus.

R3 = Helicopter Manager-Resource designates courses required for the triennial refresher. R3 is not required for initial certification.

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. Fixed-Wing Flight Manager
5. Fixed-Wing Flight Manager - Special Use
6. Helicopter Flight Manager
7. Helicopter Manager - Resource
8. Project Aviation Manager
9. 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 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-208 Aircraft and Pilot Approval
- A-209 Helicopter Operations
- A-210 Helicopter Field Exercise
- A-216 Aviation 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-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-309 Helicopter Flight Manuals
 - A-310 Overview of Crew Resource Management
 - A-311 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

Part 2

Position Descriptions and Required Modules

Note: The required module must be completed once unless otherwise indicated in parenthesis: (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 (3)	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 (if involved)
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.	
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(3)	Crash Survival
A-115	Automated Flight Following
A-200 (3)	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-303	Human Factors in Aviation
A-305	Risk Management II
A-307	Aviation Policy and Regulations II
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-403	Human Factors for Aviation Managers

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 (3)	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-218	Aircraft Pre-Use Inspection
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-311	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-301	Implementing Aviation Safety and Accident Prevention
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)

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. **This position does not include special-use operations.** The Flight Manager is not required to be on board for most flights. For those flights that have multiple legs or are complex in nature, a Flight Manager should attend the entire flight.

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 (3)	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 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
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
	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 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-209	Helicopter Operations
A-216	Aviation 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 nonfire 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 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-206	Aviation Acquisition and Procurement
A-209	Helicopter Operations
A-218	Aircraft Pre-Use Inspection
A-302 (R3)	Personal Responsibility and Liability
A-303 (R3)	Human Factors in Aviation
A-304	Aircraft Maintenance
A-305	Risk Management II
A-307 (R3)	Aviation Policy and Regulations II
A-309 (R3)	Helicopter Flight Manual
A-310 (R3)	Overview of Crew Resource Management
A-311	Aviation Planning
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 (if involved)
A-306	Aviation Contract Administration Parts I & II
A-312	Water Ditching and Survival
A-403	Human Factors for Aviation Managers
	Mission Specific Training (as required by agency)

R3 = Helicopter Manager-Resource designates courses required for the triennial refresher. R3 is not required for initial certification.

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 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-206	Aviation Acquisition and Procurement
A-216	Aviation Operations Security
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
A-311	Aviation Planning
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-301	Implementing Aviation Safety and Accident Prevention
A-303	Human Factors in Aviation
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-107 (3)	Aviation Policy and Regulations I
A-200 (3)	Mishap Review
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
Additional requirements when specified by individual DOI bureau/Forest Service policy:	
A-115	Automated Flight Following

IAT Requirements Matrix 2009

No.	Modules (Bold = available online.)	Class length (hr)	Positions									
			Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor	
A-101	Aviation Safety (all aircraft)	2.5	3	3	3	3	3	3	3	X	X	
A-103	FAA NOTAM System	1							X		X	
A-104	Overview of Aircraft Capabilities & Limitations	1	AS	AS	AS	AS		X	AS			
A-105	Aviation Life Support Equipment	1	3	3	3	3	3	3	X	X		
A-106	Aviation Mishap Reporting	.5	3	3	3	3	3	3	X	X		
A-107	Aviation Policy & Regulations-I	1	AS	AS	AS	AS	X	X	X	X	3	
A-108	Preflight Checklist & Briefing/Debriefing	.75	3	3	3	3	3	3	X	X		
A-109	Aviation Radio Use	2	AS		AS	AS	AS	X	AS			
A-110	Aviation Transportation of HAZMAT (if involved)	2	3	3	3	3	3	3	3	3		
A-111	Flight Payment Document	1.5		3	3	X	X	X	X	X		
A-112	Mission Planning & Flight Request Process	1		3	3	X	X	X	X	X		
A-113	Crash Survival	.75	3	3	3	3	3	3	X	X		
A-115	Automated Flight Following	2		AS	X	X	X	X	AS	X	AS	
A-116	General Awareness Security Training	.5	X	X	X	X	X		X	X		
A-200	Mishap Review	2	3	3	3	3	3	3	3	3	3	
A-202	Interagency Aviation Organizations	1.5					AS	X	AS	X		
A-203	Basic Airspace	3			AS	AS	AS	X	AS	X		
A-204	Aircraft Capabilities & Limitations	2		AS	X	X	X	X	X	X		
A-205	Risk Management-I	2	AS	AS	X	X	X	X	X	X	3	
A-206	Aviation Acquisition and Procurement	2			AS		X	X	X	X		
A-207	Aircraft Flight Scheduling	1					AS	X	AS	AS		
A-208	Aircraft and Pilot Approval	2							AS	X		
A-209	Helicopter Operations (+helo aircrew only)	8	AS+			X	X					
A-210	Helicopter Field Exercise (+helo aircrew only)	8	AS+			AS	AS					
A-216	Aircraft Operations Security	1				X			X			
A-218	Aircraft Pre-Use Inspection	.5			X		X	AS	AS	X		
A-219	Helicopter Transport of External Cargo (if involved)	8	AS				AS					
A-220	Train-The-Trainer	32	See Part 4 of the IAT program document.									
A-221	Advanced Trainer Competency	8	See Part 4 of the IAT program document.									
A-222	Interagency Aviation Trainer Currency	2	See Part 4 of the IAT program document.									
A-223	Water Ditching and Survival Train-The-Trainer	24	See Part 4 of the IAT program document.									
A-301	Implementing Aviation Safety & Accident Prevention	3			AS				AS	AS		
A-302	Personal Responsibility & Liability	2	AS		X		R3	AS	X	X	3	
A-303	Human Factors in Aviation	2	AS		X		R3	X	AS	X	3	
A-304	Aircraft Maintenance	2					X					
A-305	Risk Management-II	2			AS	AS	X	X	X	X	3	
A-306	Aviation Contract Administration Parts I & II	4					AS			X		
A-307	Aviation Policy and Regulations-II	4			AS		R3	X	X	X	3	
A-309	Helicopter Flight Manuals	2					R3					
A-310	Overview of Crew Resource Management	2	AS		X	AS	R3	AS	X	AS		
A-311	Aviation Planning	3					X		X	X		
A-312	Water Ditching and Survival* (beyond power-off gliding)	6-8	AS		AS	AS	AS					
A-314	Aviation Program Overview/FS Agency Administrators	2										
A-316	Aviation Facility Security Training	1								X		
A-401	Management of Aviation Safety Programs	8						AS	AS	AS		
A-403	Human Factors for Aviation Managers	8			AS		AS	AS	AS	AS		
	Mission-Specific Training as Required by Agency		AS		AS		AS		AS	AS		

X=requires completion once.

3=Requires completion every 3 years.

R3=Required refresher triennial training.

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

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

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 Courses

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 Helibase Manager	S-372 Helicopter Manager (prework with 100-level module)	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	Mishap Review				E		E	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-216	Aircraft Operations Security										
A-218	Aircraft Pre-Use Inspection			E			E				
A-219	Helicopter Transport of External Cargo (if involved)		E								
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-309	Helicopter Flight Manuals						E	E			
A-310	Overview of Crew Resource Management								E	E	

One-Way S to A Courses

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

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).

B-3 Combination Helicopter/Airplane Safety

Note: All DOI bureau employees (except the U.S. Geological Survey (USGS) and the Bureau of Reclamation (USBRR)) are required to take their initial B-3 training in the classroom. Web-based training modules may be used for refresher training only. USBRR and USGS employees may take Web-based training modules for all their training (initial and refresher). See your specific bureau aviation policy for training requirements and exemptions. (Fish and Wildlife Service B-3 Training Requirement Memo 07/2009.)

- A-101: Aviation Safety (all aircraft)
- A-105: Aviation Life Support Equipment
- A-106: Aviation Mishap Reporting
- A-108: Preflight Checklist and Briefing/Debriefing* (on-line only)
- A-113: Crash Survival

*Classroom presentations of B-3 include the A-108 content in the A-101 module. If B-3 is taken on-line, students will need to complete the Web-based A-108 module to complete the B-3 requirements.

M-3 Management Training for Supervisors

Note: All DOI bureau employees (except USGS, USBRR, and the Bureau of Land Management) are required to take their initial M-3 training in the classroom. Web-based training modules may be used for refresher training only.

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

Part 3

Module Catalog

All 100 level modules are available on-line.

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. Class length: 2.5 hours.

A-103 FAA NOTAM System. The class will focus on (1) explaining the Federal Aviation Administration's (FAA) Notice to Airmen (NOTAM) System and mission-appropriate NOTAMs, (2) the difference between the nine temporary flight restrictions (TFR), and (3) the criteria and factors that impact a TFR. Class length: 1 hour.

A-104 Overview of Aircraft Capabilities and Limitations (Helicopters/Fixed-Wing). An overview of commonly used aircraft and their mission capabilities. Class length: 1 hour.

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 overwater equipment are also covered. Class length: 1 hour.

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. Class length: 30 minutes.

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). Class length: 1 hour.

A-108 Preflight Checklist and Briefing /Debriefing. Covers the step-by-step process to ensure 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. Class length: 45 minutes.

A-109 Aviation Radio Use. Provides a basic understanding on the operation of aircraft radios including: VHF-AM, multichannel, 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. Class length: 2 hours.

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. Class length: 2 hours.

A-111 Flight Payment Document. The module covers procedures for completing and processing aircraft use reports, DOI Aviation Management Directorate's form AMD-23 (formerly known as the OAS-23), Aircraft Use Report, as well as daily logs. Class length: 1.5 hours.

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. Class length: 1 hour.

A-113 Crash Survival. This module is an overview of pre-accident preparedness, postcrash survival, physiological and psychological factors, survival equipment, desert or summer survival, and mountain or winter survival. Class length: 45 minutes.

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. Class length: 2 hours.

A-116 General Awareness Security Training. This module is designed to provide students with an introduction to DOI and USFS departmental aviation security requirements. Class length: 30 minutes.

A-200 Mishap Review. This module provides an annual overview of the National Transportation Safety Board releasable information from the DOI and USFS aviation mishaps. Class length: 2 hours. This module is available on-line.

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. Class length: 1.5 hour. This module is available on-line.

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 Department of Defense API/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. Class length: 3 hours. This module is available on-line.

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. Class length: 2 hours. This module is available on-line.

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 FIVE steps of the risk management process and the 5 M risk model. This module is geared toward aircraft users and supervisors. Class length: 2 hours.

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 National Business Center 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. Class length: 2 hours.

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 available on-line only. Class length: 1 hour.

A-208 Aircraft and Pilot Approval. Provides an overview of the inspection process completed by DOI-AMD and the USFS inspectors. Class length: 2 hours.

A-209 Helicopter Operations. Technical training on how to work with helicopters in a natural resource environment. Includes information on operational planning, load calculations, takeoff and landing areas, personnel and cargo transportation, fueling, and specialized missions. Class length: 8 hours.

A-210 Helicopter Field Exercise. A field exercise with hands-on helicopter training including load calculations, manifesting, passenger transportation, cargo transportation, sling loads, hover hookup, hand signals, and radio communication. Class length: 8 hours.

A-216 Aircraft Operations Security. This module is designed for DOI and USFS employees to increase their awareness of Departmental regulations regarding aircraft security. Class length: 1 hour.

A-218 Aircraft Pre-Use Inspection. This module shows how to perform a pre-use inspection on a helicopter and a fixed-wing aircraft. Class length: 30 minutes. This module is available on-line.

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. Class length: 8 hours.

A-220 Train-The-Trainer. Interagency aviation trainer (IAT) qualification. This 32-hour course is designed to provide training to select employees with aviation and training backgrounds to qualify them as Interagency Aviation Trainers (IATs). Emphasis is on increasing program knowledge and enhancing presentation skills. Prior attendance at an instructor's training course is strongly encouraged. Prerequisite: Complete a B-3 within the past 12 months (see B-3 and M-3 Course Equivalency for IAT Modules in this guide). Class length: 32 hours.

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. Class length: 8 hours.

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. Class length: 2 hours.

A-223 Water Ditching and Survival Train-The-Trainer. This course is designed for 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. Class length: 24 hours.

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. Class length: 3 hours.

A-302 Personal Responsibility and Liability. The module is designed to develop an understanding of personal and organizational responsibility and liability. Topics include scope of employment, government regulations, judicial options, insurance punitive damages and remedies. Class length: 2 hours.

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. Class length: 2 hours.

A-304 Aircraft Maintenance. An overview of what aviation managers should look for to ensure that proper aircraft maintenance is being performed. Class length: 2 hours.

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. Class length: 2 hours.

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 National Business Center/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. Class length: 4 hours.

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. Class length: 4 hours.

A-309 Helicopter Flight Manuals. Technical training on helicopter performance planning. Class length: 2 hours.

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. Class length: 2 hours.

A-311 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. Class length: 3 hours.

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). Liferaft 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. Class length: 6-8 hours.

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. Class length: 2 hours.

A-316 Aviation Facility Security Training. This module for DOI and USFS employees and will guide the student through the risk assessment process and provide resources for developing an aviation security plan. Class length: 1 hour.

A-401 Management of Aviation Safety Programs. This module provides aviation managers with tools for the implementation of aviation safety at all levels of the organization. Class length: 8 hours.

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. Class length: 8 hours.

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 the 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. Interagency Aviation Training Administrators include the DOI National Aviation Manager and regional aviation training 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 an Interagency Aviation Training Administrator (or designee) for initial certification. Interagency aviation trainers must attend the A-222: Interagency Aviation Trainer Currency or instruct under the supervision of a Forest Service/NBC-AMD Aviation Training Specialist every 3 years to maintain their certification. Instructors whose qualifications have expired must either attend A-222 or instruct under the supervision of an Interagency Aviation Training Administrator (or designee). Note: Either A-220 or A-221 is required for the basic level.

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 Interagency Aviation Training Administrator or designee for initial certification at the intermediate instructional level.

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 level aviation training specialists 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 national level aviation training specialists, or designee, for each module that he or she is instructing.
3. Be a certified (current) instructor.