



Guide 2012

*Education
Qualification
Currency*



Interagency Aviation Training

A National Interagency System

**Aviation Use and Management
Qualifications Guide**

2012

Prepared by

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

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Foreword

To: Aviation Managers and Aviation Users

From: National Interagency Aviation Committee (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 2012 IAT Requirements Matrix.

The NIAC is an interagency group chartered by the National Wildfire Coordinating Group and recognized by the Department of Interior and the US Forest Service to provide guidance for fire and non-fire aviation activities.

Joel Kerley
NIAC Chair

2012 Revisions

- A. Matrix position Supervisor has been changed to *DOI Supervisor*.
- B. Deleted “AS” from matrix for all positions and wording at the bottom of matrix.
- C. Changed “R3” to 3 in matrix and removed wording from bottom of matrix.
- D. Clarified what “3” means at the bottom of matrix, 3 = requires *initial* completion *and* every 3 years *thereafter*.
- E. *USFS Supervisor* has been added to Matrix.
- F. Changed wording throughout from “Module” to “*Course*.”
- G. Added under position descriptions other courses that will meet requirement for Aviation Dispatcher, pg. 5 and Helicopter Manager-Resource, pg. 10.
- H. Deleted additional requirements when specified by individual DOI bureau/Forest Service policy from the chart for each position description. Pgs. 4-12.
- I. The following courses have been revised or deleted as noted below. See Part 3, Course Catalog for new course listings.
- J. Revised S Course Equivalency for IAT Modules, Pg14.

Course	Title	Revision
A-111	Flight Payment Document	Required for personnel involved with DOI contracts only. AMS training is available at https://www.iat.gov/ams/index.asp Personnel involved with Forest Service contracts should utilize ABS training available at www.fs.fed.us/business/abs/
A-116	General Awareness Security Training	Course will include content from A-216 & A-316. Until Revision is completed A-116 will remain valid. Estimated revision time frame, FY 2012.
A-206	Aviation Acquisition and Procurement	Deleted. Will be combined with A-306 Aviation Contract Administration I & II. Will be renamed A-306 Aviation Contract Administration Parts I & II. Until revision is completed A-206 will remain valid. Estimated revision time frame, FY2012.
A-216	Aircraft Operations Security	Deleted. Will be combined with A-116 and A-316 resulting in one course A-116. Until revision is completed A-216 will remain valid. Estimated revision time frame, FY2012.
A-222	Interagency Aviation Trainer Currency	To be deleted. Will be replaced with A-225 IAT Instructor Update. Until A-225 curriculum is developed, A-222 will be valid. Estimated revision time frame, Spring 2012.
A-225	IAT Instructor Update	New course, to be created to meet new IAT instructor recertification requirements. Will replace A-222. Estimated completion date, 2 nd Qtr. FY2012.
A-306	Aviation Contract Administration Parts I & II	Courses A-206 & A-306 will be combined to create A-306 Aviation Contract Administration Parts I & II. Until revision is completed A-306 will remain valid. Estimated revision time frame, Winter 2012.
A-310	Overview of Crew Resource Management	Minor revision to course content.
A-312	Water Ditching and Survival	Matrix now lists course “as specified by bureau or agency policy” Removed beyond power off gliding wording from matrix.
A-316	Aviation Facility Security Training	Course revision will include curriculum from A-116 & A-216 resulting in one class, A-116. Until revision is completed A-316 will remain valid. Revision time frame, FY 2012.
M-3	Aviation Management for Supervisors, (DOI only)	Added course description and requirements in matrix.

Continued next page

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

Position	Course	Requirement
Aircrew Member	N/A	No changes
Fixed - Wing Flight Manager	A-109	Added one time requirement
Fixed - Wing Flight Manager	A-111	Deleted requirement
Fixed - Wing Flight Manager - Special Use	A-109	Added one time requirement
Fixed - Wing Flight Manager - Special Use	A-111	Deleted requirement
Helicopter Flight Manager	A-109	Added one time requirement
Helicopter Flight Manager	A-111	Deleted requirement
Helicopter Flight Manager	A-216	Deleted requirement. Will be combined with A-116 and A-316 resulting in one course A-316.
Helicopter Manger - Resource	A-109	Added one time requirement
Helicopter Manger - Resource	A-111	Deleted requirement
Helicopter Manger - Resource	A-206	Deleted requirement will be combined with new revision A-306 Aviation Contract Administration Parts I & II.
Aviation Dispatcher	A-111	Deleted requirement
Aviation Dispatcher	A-206	Deleted requirement will be combined with new revision A-306 Aviation Contract Administration Parts I & II.
Project Aviation Manager	A-109	Added one time requirement
Project Aviation Manager	A-111	Deleted requirement
Project Aviation Manager	A-206	Deleted requirement will be combined with new revision A-306 Aviation Contract Administration Parts I & II.
Project Aviation Manager	A-216	Deleted requirement. Will be combined with A-116 and A-316 resulting in one course A-316.
Aviation Manger	A-111	Deleted requirement
Aviation Manger	A-206	Deleted requirement will be combined with new revision A-306 Aviation Contract Administration Parts I & II.
Supervisor	A-107	All six (6) courses taken individually will meet the 3 year currency requirement for M-3 Aviation Management Training for Supervisors.
Supervisor	A-205	
Supervisor	A-302	
Supervisor	A-303	
Supervisor	A-305	
Supervisor	A-307	
DOI Supervisor	M-3	Added to matrix, required training every 3 years
USFS Supervisor	A-107	New position added to matrix, required course every 3 years
USFS Supervisor	A-200	
USFS Supervisor	A-205	
USFS Supervisor	A-302	
USFS Supervisor	A-303	
USFS Supervisor	A-305	
USFS Supervisor	A-307	

Continued next page

S to A course equivalency revision			
Course	Added	Removed	Remarks
S-270			No changes
S-271		A-101 104, 110	Course is helicopter specific and does not contain any content regarding fixed wing operations. Based on NWCG Suppression course updates S-271 does not meet the recommended equivalencies for and will not provide credit for the IAT course A-110 Aviation Transport of Hazardous Materials. (http://training.nwcg.gov/sect_course_updates_suppression.htm)
S-273	A-306	A-101, 104, 106, 107, 109, 111, 112, 204	Compared new draft 2011 S-273 course for equivalency. Course content does not include the content of the A-courses that were removed.
S-371		A-209	Course content not comparable to A-209. S-271 provides equivalency for A-209.
S-372	A-306	A-200	It is optional to include A-200 as prerequisite for S-372.
S-378		A-109, 204, 302, 310	Course content does not include comparable content of the A-courses that were removed.
S-375		A-112, 203, 209, 302, 310	Course content does not include the content of the A-courses that were removed.
S-470		A-104, 106, 109, 112, 202, 203, 204, 303,	Course content does not include the content of the A-courses that were removed. This is a high level management course that doesn't address many field operational topics.

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 were developed under the direction of the National Interagency Aviation Council (NIAC) 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 (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 and maintain 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 courses with a passing score on an examination.

The IAT program is a "non-fire" 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 courses 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 non-fire and/or resource aviation positions under IAT guidelines and DO NOT require additional Interagency Aviation Training.

Training requirements include completion of all required training courses to function 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 courses will be required before students progress to higher level courses in the same subject matter area (i.e., an aircrew member may need A-107 Aviation Policy and Regulations I, while an Aviation Manager may need A-107/A-307 Aviation Policy and Regulations I and II).

IAT Courses

This system is made up of IAT Courses of specific aviation-related subject matter. Each course is designed to stand alone or can be combined with other courses to create a curriculum like approach. This allows agency employees to take only those subjects necessary to do their job. A course may be presented in a traditional classroom setting or via distance learning (on-line, webinar, interactive television, etc...) depending on the subject matter. Course equivalencies may be granted through AMD-TD. All requests for course equivalencies shall be routed to AMD-TD. Forest Service Training Section Chief for Fire and Aviation shall determine course equivalencies for Forest Service-only sessions.

Agency Certification

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

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

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

- Ensure employees have received required aviation training.
- Manage participation in the Interagency Aviation Trainer program.
- Provide required documentation for reporting aviation training.

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

Courses must be repeated as indicated in the position descriptions and the matrix. Required courses 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. 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

IAT Courses (Subject Matter)

Basic Aviation 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 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-207 Aircraft Flight Scheduling
A-208 Aircraft and Pilot Approval
A-209 Helicopter Operations
A-210 Helicopter Field Exercise
A-218 Aircraft Pre-Use Inspection
A-219 Helicopter Transport of External Cargo
A-220 Train-The-Trainer
A-221 Advanced Trainer Competency
A-223 Water Ditching and Survival Train-The-Trainer
A-225 IAT Instructor Update

Advanced Aviation 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 Parts 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-401 Management of Aviation Safety Programs
A-403 Human Factors for Aviation Managers

Part 2

Position Descriptions and Required Courses

Given the diversity of aviation programs across the DOI and USFS, it is recommended that users contact their agency aviation management to determine what positions they will be expected to fulfill in order to complete their missions.

Note: The required course must be completed once unless otherwise indicated in parenthesis: (3) completion every 3 years.

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

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-207	Aircraft Flight Scheduling
A-303	Human Factors in Aviation
A-305	Risk Management II
A-307	Aviation Policy and Regulations II
Other courses that will meet the training requirement for Aviation Dispatcher	
D-312	Aircraft Dispatcher (NWCG Course)

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, 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-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 Parts I & II
A-307	Aviation Policy and Regulations II
A-311	Aviation Planning

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-109	Aviation Radio Use
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

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. Refer to agency specific policy for a complete listing of special use 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-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
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

Helicopter Flight Manager (DOI only)

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-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
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

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-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
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-218	Aircraft Pre-Use Inspection
A-302 (3)	Personal Responsibility and Liability
A-303 (3)	Human Factors in Aviation
A-304	Aircraft Maintenance
A-305	Risk Management II
A-306	Aviation Contract Administration Parts I & II
A-307 (3)	Aviation Policy and Regulations II
A-309 (3)	Helicopter Flight Manual
A-310 (3)	Overview of Crew Resource Management
A-311	Aviation Planning
Other training that will meet the requirement for Helicopter Manager-Resource	
S-271	Helicopter Crewmember
AND	
S-372	Helicopter Manager (task sheet must be completed and entered in the IAT system)
AND	
RT-372	Helicopter Manager Refresher (every 3 year)

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-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
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-302	Personal Responsibility and Liability
A-305	Risk Management II
A-306	Aviation Contract Administration Parts I & II
A-307	Aviation Policy and Regulations II
A-310	Overview of Crew Resource Management
A-311	Aviation Planning

Supervisor	
Those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the agency).	
Required Training	
M-3 (3)	Aviation Management for Supervisors (DOI supervisor's only)
A-200 (3)	Mishap Review
In lieu of completing the M-3 course, a DOI supervisors may complete all of the following IAT courses every 3 years:	
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

IAT Requirements Matrix 2012

No.	Modules (Bold = available online.)	Positions Class length (hr)	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	DOI Supervisor	USFS Supervisor
A-101	Aviation Safety (all aircraft)	2.5	3	3	3	3	3	3	X	X		
A-103	FAA NOTAM System	1						X		X		
A-104	Overview of Aircraft Capabilities & Limitations	1						X				
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					X	X	X	X		3R
A-108	Preflight Checklist & Briefing/Debriefing	.75	3	3	3	3	3	3	X	X		
A-109	Aviation Radio Use	2		X	X	X	X	X	X			
A-110	Aviation Transportation of HAZMAT (if involved)	2	3	3	3	3	3	3	3	3		
A-111	Flight Payment Document	1.5										
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			X	X	X	X		X		
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	3R
A-202	Interagency Aviation Organizations	1.5						X		X		
A-203	Basic Airspace	3						X		X		
A-204	Aircraft Capabilities & Limitations	2			X	X	X	X	X	X		
A-205	Risk Management-I	2			X	X	X	X	X	X		3R
A-207	Aircraft Flight Scheduling	1						X				
A-208	Aircraft and Pilot Approval	2								X		
A-209	Helicopter Operations (+helo aircrew only)	8				X	X					
A-210	Helicopter Field Exercise (+helo aircrew only)	8										
A-218	Aircraft Pre-Use Inspection	.5			X		X			X		
A-219	Helicopter Transport of External Cargo (if involved)	8										
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-223	Water Ditching and Survival Train-The-Trainer	24	See Part 4 of the IAT program document.									
A-225	IAT Instructor Update	1	See Part 4 of the IAT program document.									
A-301	Implementing Aviation Safety & Accident Prevention	3										
A-302	Personal Responsibility & Liability	2			X		3		X	X		3R
A-303	Human Factors in Aviation	2			X		3	X		X		3R
A-304	Aircraft Maintenance	2					X					
A-305	Risk Management-II	2					X	X	X	X		3R
A-306	Aviation Contract Administration Parts I & II	4								X		
A-307	Aviation Policy and Regulations-II	4					3	X	X	X		3R
A-309	Helicopter Flight Manuals	2					3					
A-310	Overview of Crew Resource Management	2			X		3		X			
A-311	Aviation Planning	3					X		X	X		
A-312	Water Ditching and Survival	6-8	As specified by bureau or agency policy.									
A-314	Aviation Program Overview/FS Agency Administrators	2										
A-401	Management of Aviation Safety Programs	8										
A-403	Human Factors for Aviation Managers	8										
M-3	Aviation Management for Supervisors (DOI Only)	4									3	

X = Requires completion once.

3 = Requires initial completion and every 3 years thereafter.
3R = Recommended 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 Helibase Manager	S-372 Helicopter Manager	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	----	----	Coordinate with AMD-TTD for course equivalencies 208-433-5058			Coordinate with AMD-TTD for course equivalencies 208-433-5058					
A-103	FAA NOTAM System												
A-104	Overview of Aircraft Capabilities & Limitations	E	----	----								----	
A-105	Aviation Life Support Equipment		E										
A-106	Aviation Mishap Reporting	E	E	----									----
A-107	Aviation Policy & Regulations-I			----									E
A-108	Preflight Checklist & Briefing/Debriefing	E	E	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	Mishap Review								----				
A-202	Interagency Aviation Organizations												----
A-203	Basic Airspace			E							E	----	----
A-204	Aircraft Capabilities & Limitations			----							----		----
A-205	Risk Management-I						E		E			E	E
A-206	Aviation Acquisition and Procurement			E									
A-207	Aircraft Flight Scheduling												
A-208	Aircraft and Pilot Approval			E									
A-209	Helicopter Operations (+helo aircrew only)		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										----	----	
A-303	Human Factors in Aviation												----
A-304	Aircraft Maintenance								E				
A-305	Risk Management-II												
A-306	Aviation Contract Administration Parts I & II			E			E						
A-307	Aviation Policy and Regulations-II						E						
A-309	Helicopter Flight Manuals						E						
A-310	Overview of Crew Resource Management								----	----			

Part 3

Course Catalog

All 100 level courses 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 course 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 course is an overview of pre-accident preparedness, post-crash 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 course 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 course 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 course provides an annual overview of the National Transportation Safety Board releasable information from the DOI and USFS aviation mishaps. Class length: 2 hours. This course 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 course 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 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. Class length: 3 hours. This course is available on-line.

A-204 Aircraft Capabilities and Limitations (Helicopters/Fixed-Wing). Covers the identification and basic capabilities of helicopters and airplanes. Course is structured to include aircraft commonly encountered or utilized by the trainee audience. Course 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 course is available on-line.

A-205 Risk Management I. This course 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 course 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 solicitations 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 course 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 course 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 course shows how to perform a pre-use inspection on a helicopter and a fixed-wing aircraft. Class length: 30 minutes. This course 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 Courses 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-223 Water Ditching and Survival Train-The-Trainer. This course is designed for employees responsible for instructing course 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.
Pre-requisites: Complete A-312(or AMD approved equivalent), Current CPR/First Aid Certificate, Certified in Scuba (PADI, or AMD approved equivalent), Basic water rescue or lifeguard (Red Cross or AMD approved equivalent).

A-225 IAT Instructor Update. This module includes (1) policy updates relevant to interagency aviation trainers and (2) training techniques IATs can use to improve their instructor skills. IATs must participate in this session once every 24 months after qualifying as an IAT. The module is delivered by DOI Aviation Management Directorate Training Division. Sessions will be delivered via a live distance learning technology such as interactive television (ITV), web conferencing or audio conferencing so IATs can participate at or near their regular work place. Class length: 1 hour

A-301 Implementing Aviation Safety and Accident Prevention. Covers system safety management principles and safety techniques. This course 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 course 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 course 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 course 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 course 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 course teaches the student the proper procedures to follow in the event of aircraft ditching. The course gives the student the skills needed to safely egress and reach the surface of the water. The course includes the use and familiarization of personal flotation devices (PFDs). Life raft and water survival techniques are stressed. The course 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. Recommended every 3 years. Class length: 2 hours.

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

A-401 Management of Aviation Safety Programs. This course 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 course 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.

M-3 Aviation Management Training for Supervisors. Developed for first- and second-line supervisors directly responsible for employees who utilize aircraft in performance of their duties. Areas of emphasis include: DOI aviation safety and accident prevention program, procurement of aviation services, documentation of payment procedures, responsibilities to employees, and risk management. Meets the DOI requirements of 352 DM1.5B(10) and (3). Recurrency requirements: every three years. Class length: 4 hours

Part 4

Interagency Aviation Instructor Qualifications

Objective

This appendix identifies minimum aviation management training qualifications for instructors of courses 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. Knowledge required includes agency policies and procedures as well as Interagency Aviation Training program curriculum and presentation skills. 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.

Interagency Aviation Trainers (IATs). Individuals certified to instruct the Interagency Aviation Training program curriculum. IATs will be certified to instruct IAT courses at three levels basic, intermediate and advanced level. Additional requirements apply to those instructing courses A-219 and A-312.

Requirement

- (a) Initial IAT Instructor Certification. Interagency Aviation Trainers must complete A-220, Train-The-Trainer or M410 Facilitative Instructor and successfully instruct under the supervision of the respective agency contact either DOI Aviation Management Training Division, National Aviation Training Program Manager (USFS) or designee for initial certification. In lieu of completing A-220 or M-410, potential instructors may request course equivalency from DOI Aviation Management Directorate Training Division or, National Aviation Training Program Manager (USFS) for other instructor training courses or experience.
- (b) Intermediate Interagency Aviation Trainers must be qualified at the basic instructional level and complete the course M-5A and successfully instruct under the supervision of the respective agency contact either DOI Aviation Management Training Division, National Aviation Training Program Manager (USFS) or designee for initial certification. In lieu of completing M5A, potential instructors may request course equivalency from DOI Aviation Management Directorate Training Division or, National Aviation Training Program Manager (USFS) for other instructor training courses or experience.
- (c) IAT Instructor Recertification. Interagency Aviation Trainers must do the following to maintain certification.
 - (i) Have agency and supervisor approval.
 - (ii) Teach a minimum of one IAT course every 24 months.
 - (iii) Maintain a minimum of a 4.0 average rating (5 point scale) on instructor evaluation questions on the AMD-111 course evaluation form.
 - (iv) Comply with required IAT course management processes (e.g. registering class on IAT web site, having student's complete AMD-111 course evaluations, closing out course, etc.)
 - (v) Participate in an A-225 IAT instructor update session once every 24 months, delivered by DOI or USFS Aviation Management. Sessions will be delivered via a live distance learning technology such as interactive television (ITV), web conferencing or audio conferencing so instructors can participate at or near their regular work place.
 - (vi) Instructors not meeting the above requirements may work with their bureau/agency aviation manager in partnership with the respective training contact (AMD-TD or USFS Aviation Training Program Manager) for recertification.

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

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises.

Requirement.

- student
- (a) Successfully complete the A-312 course (or AMD approved equivalent) as a student
 - (b) Hold a current CPR and basic first aid certificate.
 - (c) Must be certified in one of the following: scuba diver (PADI or AMD-approved equivalent), basic water rescue, or lifeguard (Red Cross or AMD-approved equivalent).
 - (d) Must complete A-223, Water Ditching and Survival Train-The-Trainer, provided by AMD-TD. Basic water rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based. During the mentoring process, the instructor trainee will be required to:
 - i. Observe/assist a qualified instructor presenting the entire course.
 - ii. Instruct under the supervision of a qualified instructor.
 - iii. Demonstrate thorough knowledge of emergency procedures.
 - (e) Must maintain the currency listed below:
 - i. At a minimum instructor co-instruct A-312 once every two years
 - ii. Hold current CPR, basic first aid and other certifications specified above for initial qualification.
 - iii. Provide copies of required documentation to AMD-TD (CPR, First-aid, PADI, etc...)
 - iv. **AMD-TD Instructor's only:** Attend a commercial water egress program at least once every 3 years (for example, the U.S. Navy facility at Pensacola, FL, or MSTC in Lafayette, LA). Information regarding new techniques and technologies will be transferred to bureau instructors.
 - (f) Instructors whose qualifications have lapsed must meet the following requirements:
 - (g) Demonstrate proficiency under the supervision of an AMD instructor or approved designee
 - (h) Demonstrate thorough knowledge of emergency procedures.