| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 4 | Unit Aviation Plan |
| 5 | State/Unit Aircrew Orientation Briefing Package |
| 8, 9, 10 | Documents referenced |
| 11 | Training documents |
| 21 | MOUs |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Management (Agency Administrator, Fire Staff, etc.) supports the unit aviation program and ensures that all BIA Exclusive Use aircraft and affected Airbases assigned to their unit are staffed for seven-day coverage throughout the contract period barring adverse weather conditions and one hour callback provisions.  | Choose an item. |       |
| 2 | Agency/Regional aviation management responsibilities and duties are clearly delineated and assigned in the management structure. | Choose an item. |       |
| 3 | Unit has a qualified aviation manager. | Choose an item. |       |
| 4 | Agency/Regional Aviation Plan (including all supplemental aviation operational plans) are complete, current, and signed. | Choose an item. |       |
| 5 | Agency/Region Aircrew Orientation Briefing Package is complete, current, and available. | Choose an item. |       |
| 6 | All aviation projects and missions are coordinated through the Agency/Regional Aviation Manager. | Choose an item. |       |
| 7 | Safety Management System (SMS) materials are current, posted and utilized in daily unit operations. | Choose an item. |       |
| 8 | Applicable SAFECOMs are posted. Utilization of the SAFECOM system as it relates to briefings and SMS is understood. | Choose an item. |       |
| 9 | The following plans, guides, manuals, and handbooks are current and accessible:*(This reference material can be available in hardcopy or electronic formats kept within the office and not requiring the web for access.)**[RB Ch 16]* |  |  |
|  | a. CFR 14 (FARs/AIMs) | Choose an item. |       |
|  | b. Departmental manuals (DMs 350-354, 9400 Manual, OPMs) | Choose an item. |       |
|  | c. BIA National Aviation Plan | Choose an item. |       |
|  | d. BIA Regional Aviation Plan | Choose an item. |       |
|  | e. *NWCG Standards for Airspace Coordination* | Choose an item. |       |
|  | f. *Interagency Aerial Supervision Guide* | Choose an item. |       |
|  | g. *Interagency Helicopter Operations Guide (IHOG)* | Choose an item. |       |
|  | h. *Interagency Standards for Fire and Fire Aviation Operations* (Red Book) | Choose an item. |       |
|  | i. *NWCG Standards for Airtanker Base Operations* | Choose an item. |       |
|  | j. *NWCG Standards for Single Engine Airtanker Operations* | Choose an item. |       |
|  | k. *DOI Occupational Safety and Health Program - Field Manual* | Choose an item. |       |
|  | l. *Aviation Life Support Equipment (ALSE) Handbook* | Choose an item. |       |
|  | m. National and geographic mobilization guides | Choose an item. |       |
|  | n. *Interagency Fire Unmanned Aircraft Systems Operations Guide*  | Choose an item. |       |
| 10 | The following plans, guides, manuals, and handbooks are current and accessible as appropriate for the unit being reviewed:(*This reference material can be available in hardcopy or electronic formats kept within the office and not requiring the web for access.)**[RB Ch 16]* |  |  |
|  | a. *NWCG Standards for Aerial Ignition* | Choose an item. |       |
|  | b. *Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook* | Choose an item. |       |
|  | c. *Aviation Fuel Handling Handbook* | Choose an item. |       |
|  | d. *Interagency Helicopter Rappel Guide* | Choose an item. |       |
|  | e. *Military Use Handbook* | Choose an item. |       |
| 11 | Management and supervisors of aviation users are current with their required training (M-3 and A-200) | Choose an item. |       |
| 12 | Preparedness and performance reviews have been completed, documented, and filed in accordance with agency policy (unit and individual reviews). | Choose an item. |       |
| 13 | Current Mishap Response Plan is known and emergency procedures understood and posted(*Interagency Aviation Mishap Response Guide and Checklist*, PMS 503, can be utilized). | Choose an item. |       |
| 14 | Flight following standards are known and documented in the Unit Aviation Plan. | Choose an item. |       |
| 15 | Hazardous materials transportation guidelines are defined and standards met. Required hazardous materials training has been completed and is documented. (PMS 513) | Choose an item. |       |
| 16 | Aviation hazard map current and posted.*[RB Ch 16]* | Choose an item. |       |
| 17 | Risk assessment and mission analysis is occurring between pilot and flight managers prior to fire flights (e.g., utilizing aircraft dispatch form, hazard maps, FAA Flight Service, IAP, etc.).*[IHOG Ch 3]* | Choose an item. |       |
| 18 | All unit fire personnel are qualified and current for their aviation missions. All personnel conducting fire reconnaissance must have A-100. | Choose an item. |       |
| 19 | Personnel using specialized equipment (plastic sphere dispenser, helitorch, etc.) meet all required agency standards.*[NWCG Standards for Aerial Ignition, Ch 2]* | Choose an item. |       |
| 20 | Aviation Manager ensures that fixed-wing flight managers are designated as required by agency policy.*[RB Ch 16; OPM-04]* | Choose an item. |       |
| 21 | Memorandums of Understanding (MOUs) for airspace agreements and aviation support from non-agency sources are established and current. | Choose an item. |       |
| 22 | Personnel designated as a Contracting Officer’s Representative (COR) or alternate COR have attended contract administration training and meet all currency requirements. | Choose an item. |       |
| 23 | Aircraft are ordered using a cost analysis (best value determination) for selection and documented.*[IHOG Ch 3 V.D]* | Choose an item. |       |
| 24 | The unit’s special-use policy and procedures are documented in the aviation plan(s) and in accordance with agency policy. | Choose an item. |       |