



Reference Manual 60

Aviation Management



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Approved:

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ACRONYMS

ABS	- Aviation Business System
ACETA	- Arial Capture and Eradication and Tagging of Animals
AGL	- Above Ground Level
AIM	- Aeronautical Information Manual
ALSE	- Aviation Life Support Equipment
AMC	- Aviation Management Council
AMRB	- Aircraft Mishap Review Board
OAS	- Office of Aviation Services
AMIS	- Aviation Mishap Information System
AMP	- Aviation Management Plan
AMS	- Aviation Management System
ARA	- Aircraft Rental Agreement
CFI	- Certified Flight Instructor
CFR	- Code of Federal Regulations
CWN	- Call When Needed
DM	- Departmental Manual
DFAM	- Division of Fire & Aviation Management
DOI	- Department of the Interior
ELT	- Electronic Locator Transmitter
EMS	- Emergency Medical Services
FAA	- Federal Aviation Administration
FAR	- Federal Aviation Regulations
IAT	- Interagency Aviation Training
IFR	- Instrument Flight Rules
IHO	- Interagency Helicopter Operations Guide
IWP	- Incident With Potential
LESH	- Law Enforcement Short Haul
NAAG	- National Aviation Advisory Group
NASM	- National Aviation Safety Manager
NBC	- National Business Center
NFPA	- National Fire Protection Association
NIAC	- National Interagency Aviation Council
NPS	- National Park Service
NTSB	- National Transportation Safety Board
NWCG	- National Wildfire Coordinating Group
OMB	- Office of Management and Budget
OPM	- Operational Procedures Memorandum
PAM	- Park Aviation Manager
PFD	- Personal Flotation Device
PAP	- Pilot Assessment Process
PIC	- Pilot-in-Command
PRB	- Pilot Review Board
PPE	- Personal Protective Equipment
SAR	- Search and Rescue
STEP	- Single Skid, Toe-In, Hover Exit/Entry Procedure
SOL	- Office of the Solicitor
RAM	- Regional Aviation Manager
UAS	- Unmanned Aerial Systems
USFS	- United States Forest Service

DEFINITIONS

Best Practices. This is the set of practices designed and implemented to assure operational and organizational success. These practices typically include additional safety and service margins, and are often adopted as industry standard. They tend to be cost beneficial. These practices are dynamic because they are perpetually evolving with changes in customer expectations, as well as advances in the general knowledge base.

Complex Aviation Program. A program with three or more of the following components: Exclusive Use Aircraft Contracts, assigned fleet aircraft, high risk missions (ACETA, Short-haul, Rappel, or STEP), and Cooperator Aircraft.

Operational Control. With respect to a flight, means the exercise of authority over initiating, conducting or terminating a flight.

Quiet Technology. For the National Park Service, this refers to aircraft that are quieter on a per flight basis due to technological improvements that result in a "quieter" aircraft as opposed to a seats per decibel level definition currently utilized by the Federal Aviation Administration.

Chapter 1 – AVIATION MANAGEMENT OVERVIEW

- 1.1 Background and Purpose
 - 1.2 NPS Management Policy
 - 1.3 Environmental Concerns
 - 1.4 Organizational Responsibilities
 - 1.5 Evaluation and Monitoring
 - 1.6 Management of Aviation Mishaps
-

1.1 Background and Purpose

NPS Reference Manual-60 (RM-60, 2003) is superseded and replaced by this Reference Manual-60, Aviation Management which is intended to provide detailed guidance to NPS personnel engaged in aviation management activities. This manual incorporates the policies contained in the latest version of the *NPS Management Policies*, and the instructions, requirements, and operational policies contained in Director's Order (DO)-60. Pay and compensation issues are not addressed by this Reference Manual. Questions regarding pay and compensation should be forwarded to the servicing personnel office. The *NPS Management Policies*, DO-60, and this manual are all supplemental to, and must be consistent with, policies, procedures, and instructions issued by the Federal Aviation Administration (FAA) and the Department of the Interior (DOI) where appropriate, FAA and DOI policies, procedures, and instructions are cited or attached as appendices to this manual. FAA regulations may be accessed at <http://www.faa.gov/>. DOI policies at: <http://oas.doi.gov/>.

This manual is issued under authority of DO-60, which requires the Associate Director, Visitor and Resource Protection, to: (1) compile the most relevant information on aviation management; (2) issue other instructions as may be necessary to implement the Director's Order; and (3) make the information and instructions available to parks in the form of this manual.

With minor exceptions as stated in this document, this manual applies to flight services other than those acquired on a seat-fare basis operating under Federal Aviation Regulations (FAR) Part 135 or from commercial air carriers (e.g., Delta, United, etc.) in the United States, Trust Territories, and Possessions operating under FAR Part 121. Because NPS is responsible for flight crew members, aircrew members and passengers on board aircraft under its operational control, this manual is applicable to NPS employees, NPS volunteers, persons supervised by NPS employees, and support service contractors (all hereinafter referred to as NPS employees). Persons employed by, and whose work is directed solely by, cooperators or contractors are exempt from provisions of this handbook except when their duties include the use of flight services under the operational control of the NPS. In that event, such persons will be subject to the policies and procedures contained herein.

U.S. Park Police helicopter operations will be conducted in accordance with the DOI and Service approved U.S. Park Police Aviation Guideline Manual. U.S. Park Police helicopter operations are exempt from compliance with this manual when operating in accordance with their guideline manual.

1.2 NPS Management Policies

NPS Management Policies, Section 8.4 Overflights and Aviation Uses, reads, in part:

“A variety of aircraft, including military, commercial, general aviation, and aircraft used for National Park Service administrative purposes, fly in the airspace over national parks. While there are many legitimate aviation uses, overflights can adversely affect park resources and values and interfere with visitor enjoyment. The Service will take all necessary steps to avoid or to mitigate adverse effects from aircraft overflights.

Because the nation’s airspace is managed by the Federal Aviation Administration (FAA), the Service will work constructively and cooperatively with the Federal Aviation Administration and national defense and other agencies to ensure that authorized aviation activities affecting units of the national park system occur in a safe manner and do not cause unacceptable impacts on park resources and values and visitor experiences. The Service will build and maintain a cooperative and problem-solving relationship with national defense agencies to address the congressionally mandated mission of each agency and prevent or mitigate unacceptable impacts of military training or operational flights on park resources, values and the visitor experience. Cooperation is essential because the other agencies involved have statutory authorities and responsibilities that must be recognized by the Service.”

“8.4.1 Alaska and Remote Areas

Aviation can provide an important, and in some cases the preferred, means of access to remote areas in certain parks, especially in Alaska. In such cases, access by aircraft may make an important contribution to the protection and enjoyment of those areas. Dependence on aviation will be fully considered and addressed in the planning process for those parks. Alaska parks have specific regulations concerning fixed wing aircraft, published at 36 CFR Part 13, and 43 CFR 36.11(f).”

“8.4.4 Administrative Use

Aviation is a necessary and acceptable management tool in some parks when used in a manner consistent with the NPS mission. Aviation activities will comply with all applicable policies and regulations issued by the Department of the Interior, the FAA, and the NPS.”

“8.4.6 Commercial Air Tour Management

The National Parks Air Tour Management Act of 2000, and implementing FAA regulations, provide for a joint FAA/ NPS planning process that will lead to the management of commercial air tours over national parks by the FAA (with the exception of parks in Alaska and Rocky Mountain National Park, which are specifically excluded from the process...). “

8.4.8 Airport and Landing Sites

“...The National Park Service will also work with entities having jurisdiction over landing sites and airports adjacent to parks for the purpose of preventing, reducing, or otherwise mitigating the effects of aircraft operations. Whether landing sites or airports are situated within or adjacent to parks, the objective will be to minimize noise and other impacts, and confine them to the smallest and most appropriate portion of the park as possible, consistent with safe aircraft operations.”

1.3 Environmental Concerns

Noise and visual impacts resulting from aircraft operations are a concern. Development of park aviation plans and specific mission planning must consider impacts on wildlife, the natural and cultural soundscapes and visual values of wilderness, historic and cultural scenes, Native American sacred sites and traditional practices, as well as specific local restrictions or exceptions provided for

by law and policy.

These include but are not limited to the: *National Park Service Organic Act* (PL Ch 408, 16 USC 1); *Endangered Species Act* (PL 93-205, 16 USC 1531); *National Historic Preservation Act* (PL 89-665, 16 USC 470), *American Indian Religious Freedom Act* (P.L. 95-341, 42 USC 1996); *Indian Sacred Sites Executive Order* (No. 13007); *Wilderness Act* (PL 88-577 16 USC 1131 et seq.) and *Alaska National Interest Lands Conservation Act (ANILCA)* (PL 96-487, 16 USC 3101 et seq.), and all aspects of *NPS Management Policies*. Director's Orders of special note include #12 (Environmental Impact Analysis); #18 (Wildland Fire Management); #28 (Cultural Resources Management); #41 (Wilderness Stewardship); #47 (Sound Preservation and Noise Management); and #71B (Indian Sacred Sites)

Sec. 1110. (a) of ANILCA (PL 96-487) provides: "Notwithstanding any other provision of this Act or other law, the secretary shall permit, on conservation system units, national recreation areas, and national conservation areas, and those public lands designated as wilderness study, the use of snow machines..., motorboats, *airplanes*, and non-motorized surface transportation methods for *traditional activities*...and for travel to and from villages and home sites." (*This is applicable only in the State of Alaska.*)

1.4 Organizational Responsibilities

Major responsibilities for each of the following include, but are not limited to:

Department of the Interior

- The **Office of Aviation Services (OAS)** works underneath the Department of Interior (DOI) Deputy Assistant Secretary of Public Safety, Resource Protection, and Emergency Services. (OAS was formerly known as the Office of Aircraft Services (OAS). References to OAS for printed material and form numbers will continue in field use until reissued by OAS. OAS is responsible for Department-wide functions related to aircraft services and facilities; see 350 DM 1.
- The **Executive Aviation Committee (EAC)** incorporates a senior line manager at the Associate Director level from each bureau for the purpose of formulating Department wide aviation policies and procedures in conjunction with OAS. The Executive Aviation Subcommittee (EAS) comprises bureau National Aviation Managers and Aviation Safety Managers who as aviation subject matter experts (SMEs) recommend changes in aviation policy to the EAC; see 350 DM 1.

National Park Service

- The **Associate Director, Visitor and Resource Protection (AD-VRP)**, NPS is responsible for implementation of the NPS aviation operation and safety program; issuance of Reference Manual 60; and serves as a member of the EAC.
- The **National Aviation Advisory Group (NAAG)** is composed of the Regional Aviation Managers, various representatives from Park Management and the National Aviation Office.
 1. Provides input to the Associate Director, Visitor and Resource Protection, regarding aviation policy at the Departmental and bureau level
 2. Advises the National staff on responses to agency and departmental aviation issues
 3. Develops and facilitates implementation of annual programs of work in support of the Aviation Strategic Plan

4. Provides an avenue to achieve standardization for aviation operations and management related issues
 5. Establishes priority for NPS subject matter experts to participate on interbureau/interagency groups and committees
 6. Recommends level of financial support for participants and projects to the AD-VRP
- The **Chief, Division Fire and Aviation Management (DFAM)** is responsible for overseeing the NPS Fire and Aviation Program, in which the Aviation Branch is organizationally located within the Washington Office of the NPS.
 - The **Branch Chief, Aviation (National Aviation Manager, NAM)** serves as the principal aviation advisor for NPS.
 1. Functions as the branch representative to the DFAM;
 2. Serves as NPS representative to the DOI Executive Aviation Subcommittee who report to the Executive Aviation Committee;
 3. Serves as NPS representative to the National Interagency Aviation Council (NIAC) which reports to National Wildfire Coordinating Group (NWCG);
 4. Provides national direction to the aviation safety program;
 5. Coordinates requests for program approvals (Single Skid, Toe In, and Hover Exit/Entry Procedures (STEP), Short-haul, Rappel,) waivers, exceptions to policy; coordinates and recommends approval requests with the AD-VRP, for aviation operations requiring NPS level approvals;
 6. Disseminates aviation related policy and technical information;
 7. Coordinates with OAS for NPS aviation program evaluations;
 8. Assigns representatives to accident review boards; actively works with other program managers to assure operational aviation issues are addressed in program and policy decisions;
 9. Coordinates fleet aircraft acquisition, replacement, and disposal to support agency programs;
 10. Responsible for budget submissions, tracking, and branch expenditures;
 11. Assigns a liaison to accident investigation teams;
 12. The NAM is responsible for a Regional Aviation Program Review process.
 - The **National Aviation Safety Manager (NASM)** serves as the principal aviation safety advisor for the NPS.
 1. Primary responsibility is to implement the NPS aviation safety program;
 2. Coordinates with DOI-OAS for NPS aviation program evaluations and safety;
 3. Performs as the principal NPS representative for accident investigations and review boards;
 4. Manages the overall aviation safety effort of the NPS and serves as principal advisor on all technical and administrative aviation safety matters;
 5. Analyzes accident and incident trends, monitors Aviation Mishap Information System, (AMIS) SAFECOM reports and incidental serious safety concerns;
 6. Recommends and develops Service-wide aviation safety policies covering all phases of the highly complex and diversified mix of Bureau aviation activities such as law enforcement, search and rescue (including short haul, heli-rappel), Aerial Capture, Eradication, Tagging of Animals (ACETA), fire management activities, and natural resource support.
 - The **National Helicopter Operations Specialist (HOS)** serves as principal helicopter

- technical safety advisor for NPS.
1. Serves as NPS representative to aviation committees tasked under NIAC;
 2. Serves as NPS representative on DOI specific projects to include LE Short-haul (LESH), ACETA, search and rescue (SAR) Short-haul, Rappel, and aviation risk management;
 3. Conducts site visits for existing and new programs, providing technical expertise in the preparation of program approval requests (STEP, Short-haul, Rappel) waivers, exceptions to policy;
 4. Coordinates and recommends approval requests, to the NAM, for aviation operations requiring agency level approval;
 5. Disseminates aviation related policy, safety and technical information;
 6. Coordinates with OAS for NPS aviation program evaluations and safety;
 7. Performs as NPS representative for accident investigations and review boards;
 8. Actively works with other program managers and RAMs to assure operational aviation issues are addressed in program and policy decisions;
 9. Is responsible for helicopter budget tracking and preparing submissions, assisting regions with requests;
 10. NPS representative on DOI specific aviation projects to include LESH, ACETA, SAR, Short-haul.
- **The National Fleet and Pilot Aviation Specialist** serves as a principal fleet aircraft and pilot training advisor for NPS.
 1. Serves as NPS representative to aviation committees tasked under NIAC and the ABOD Working Group;
 2. Serves as NPS representative on DOI specific aviation projects to include Pilot Training and Fleet aircraft and Unmanned Aerial System (UAS) management;
 3. Provides coordination between the NAM, and all NPS units concerning safety, operations, investigation, direction, training, and compliance for the conduct of aircraft operations and program activities,
 4. Provides national coordination for the NPS Trainee Pilot Program contained in Operational Procedures Memorandum-22 (OPM) and Alaska Region-10 (AR);
 5. Analyzes NPS aircraft and pilot needs;
 6. Serves as the point of contact for the Exhibit-300 process for NPS fleet aircraft;
 7. Coordinates and recommends approval requests, to the National Aviation Manager, for aviation operations requiring agency level approvals;
 8. Disseminates aviation related policy, safety and technical information; performs as an NPS representative for accident investigations and review boards;
 9. Actively works with other program managers and Regional Aviation Managers (RAMs) to assure operational aviation issues are addressed in program and policy decisions;
 10. Serves as primary NPS contact with DOI-OAS Tech Services for Fleet and Pilot specific projects.
 - **Aviation Management Specialist** (Eastern Regional Aviation Manager) as a member of the National Aviation office, remotely assigned to the Eastern Regions, provides the following services in addition to those listed under the RAMs responsibilities.
 1. Provides technical advice related to the development of aviation policy at the national and regional level;
 2. Serves as NPS representative to aviation committees tasked under NIAC and the ABOD Working Group;
 3. Assists in the formulation of national aviation budget and project priorities;

4. Works on national projects as assigned;
 5. Works to enhance the communication, safety, efficiency, and effectiveness of aviation operations to the NPS Regions and Parks assigned;
 6. Participates in and provides technical assistance to ongoing departmental or Service Aviation Evaluations;
 7. Maintains departmental credentials to assist the Service and other agencies as an Interagency Aviation Trainer, Safety oversight teams and Departmental Aviation Mishap investigation teams;
- **Regional Directors (RD)** are responsible for ensuring a safe and efficient aviation program exist in their Region.
 1. Ensures all aviation activities are assessed for risk;
 2. Support and disseminate aviation policies and information;
 3. Ensure that aviation training is in compliance with requirements and that proper equipment is utilized;
 4. Ensure availability of aviation expertise to field managers who are responsible for aircraft operations;
 5. Assign a liaison to aviation accident investigation teams;
 6. Promote and support the Aviation Mishap Information System (AMIS);
 7. Participates in or assigns a senior line officer from the Region to participate in an Aircraft Mishap Review Board, (AMRB) for incidents occurring within their region;
 8. Regional Directors are responsible for the development of a comprehensive park Aviation Program Review process;
 - **Regional Aviation Managers (RAM)** provides technical expertise and aviation safety oversight of the parks in their geographic area. *Regions with 3 or more complex aviation programs are required to have a standalone RAM.*
 1. Observe regional aviation activities and provide liaison with the NAM, NASM and HOS and Fleet and Pilot Aviation Specialist and other agencies as appropriate;
 2. Serves as NPS representative to aviation committees such as NAAG;
 3. Provides assistance for the implementation of Departmental Policy, DO-60, and this Reference Manual;
 4. Reviews proposed changes in policy and procedure;
 5. Coordinates or instructs aviation training courses as requested;
 6. Review requests for new flight services such as On-Call contacts, Aircraft Rental Agreements, Exclusive Use Contracts or Call When Needed (CWN) contracts.
 7. Review, as requested, Park Aviation Management Plans;
 8. May be delegated to perform as NPS representative for accident investigations and review boards;
 - **Superintendents/Park Managers** will ensure that conservative decision-making and risk assessment are used in determining the appropriateness of using aviation resources. Superintendents are responsible for all NPS flight operations conducted in their park units and shall ensure aviation activities are conducted in compliance with applicable policies/directives and the Park Aviation Management Plan.
 1. Designates the Park Aviation Manager (PAM).
 2. Employee and public safety is considered foremost for all aviation activities, but full consideration is also given to resource and visitor impacts;
 3. The Aviation Management Plan (AMP) is developed and approved, in consultation with the regional aviation manager;
 4. Ensures adequate funding exists to support the level of aviation activity at the park;

5. Aviation activities are conducted in compliance with applicable policy/directives;
6. Options such as the incorporation of quiet technology aircraft and the establishment of flight corridors and other protocols governing administrative use of aircraft are evaluated and used when appropriate;
7. The Aviation Mishap Information System (AMIS) is promoted;
8. Appropriate aviation training is completed;
9. Safety hazards are mitigated and flight following is accomplished;
10. Aviation Life Safety Equipment (ALSE) requirements are followed;
11. Records related to the aviation program are maintained;
12. Significant operational problems are reported to the RAM;
13. Aviation resources are procured, managed, and operated within the scope of the contract;

The **Park Aviation Manager (PAM)** is responsible for providing operational oversight to all flight operations conducted in the park unit. Park units with complex aviation programs are required to have a Park Aviation Manager (non-collateral duty). Parks that meet the definition of a complex aviation program but are unable to field a non-collateral duty PAM may submit an Enhancement Application as outlined in Appendix 5 for a waiver from this requirement. Park units with non-complex aviation programs, a PAM will be assigned and may have collateral duties.

The PAM position will be designated in writing by the Park Superintendent and is the primary contact for the park aviation review.

1. Responsible for writing and implementing the Park Aviation Management Plan (AMP) (See [Appendix 2](#) for an example of topics that may be included in the plan);
 2. Reviews Project Aviation Safety Plans (PASP), (See [Appendix 3](#) for an example of topics that may be included in the plan); coordinates the planning and completion project plans and risk assessments;
 3. Ensures that aircraft and pilots are appropriately approved for the mission;
 4. Requests technical assistance for aviation problems;
 5. Validates that all aviation users meet the training requirements of the *Interagency Aviation Training (IAT) Guide* and *OPM-04, Aviation User Training Program*;
 6. Ensures that a qualified Fixed Wing or Helicopter Flight Manager is designated for all special use flights;
 7. Responsible for ensuring that a qualified flight manager is assigned for charter, contract or rental flights;
 8. Requesting waivers, exemptions, or exceptions to policies, standards, procedures, or other instructions. Request must be submitted to the appropriate authority through the RAM;
 9. Ensure that Project Aviation Managers, (individuals who plan, organize, and manage the aviation operations of a project utilizing aircraft), are qualified per *OPM-04*;
 10. Appraises the Superintendent and the Regional Aviation Manager of aviation concerns and problems.
- The **Project Manager** plans and manages aircraft use according to applicable directives and policies; develops and submits project plans and risk assessments; and assigns fixed wing or helicopter managers to projects.
 - The **Pilot-in-Command (PIC)** is responsible for conducting aviation operations in accordance with applicable policy and directives; responsible for maintaining proficiency and currency appropriate to the missions performed; responsible for the safety of the aircraft and

- personnel onboard and has the sole authority for operations of the aircraft; assures airworthiness and operates aircraft for maximum safety and efficiency; provides aircraft briefings; reports unsafe operations, conditions and situations, using the AMIS system; complies with ALSE requirements; and completes payment documents.
- **Helicopter/ Fixed Wing Flight Manager** works jointly with the pilot in command and aircrew members to ensure safe, efficient flight management on non-complex flights such as point-to-point transport of personnel from one developed heliport/helibase or airport to another developed heliport/helibase or airport without extensive transport of groups of personnel or cargo from one site to another; low- and high-level reconnaissance; or landings at or takeoffs from improved or unimproved sites. The flight manager is not required to be onboard for most flights. For those flights that have multiple legs or are more complex in nature, a Flight Manager should attend the entire flight. An NPS PIC can perform this duty.
 - **Resource Helicopter Manager** is responsible for coordinating, scheduling and supervising non-fire resource helicopter operations. This person supervises operations involving transport of groups of personnel or cargo from/to unimproved landing sites, external load operations, or other complex special-use project operations.
 - **Resource Helicopter Crew member** assists the helicopter manager in the performance and completion of helicopter missions.
 - **Dispatch personnel** are responsible for dispatching and flight following aircraft in accordance with DOI and NPS policies. Some of their duties include: procuring, scheduling, initiating flights, flight following, and processing payments.
 - **Flight followers** are responsible for monitoring aircraft flight activities in accordance with DOI/NPS policies. Flight followers must meet the requirements of the training listed in Chapter 14.4. They may work in a Dispatch Center or at a remote location where they have the ability to monitor a flight by radio or a satellite tracking system and the means to initiate an aircraft mishap emergency response should the need arise.
 - **Employees** are responsible for knowing and following applicable policy and directives; maintaining currency by attending required aviation training in accordance with DOI and NPS policies; using appropriate personal protective and life support equipment; reporting potential and actual problems; and ensuring their own safety as well as that of others.

1.5 Evaluation and Monitoring

Periodic internal reviews of NPS aviation operating procedures and readiness are necessary in order to enhance safety, identify program strengths and weaknesses, help identify fiscal and personnel needs, and ensure the efficient use of aircraft under NPS control. These reviews are supplemental to those conducted periodically by the Department.

- Regional Aviation Program Review:** Each region's overall aviation program will be reviewed at least once every 5 years by the NAM. The periodic DOI program reviews, conducted by the OAS per *OPM – 33, Aviation Program Evaluation*, may serve in lieu of a separate NPS-initiated review.
- Park Aviation Program Review:** Regional Directors are responsible for the development of a comprehensive park Aviation Program Review process. These reviews shall occur at a

minimum of 5-year intervals. This review will be accomplished in accordance with the NPS *2006 Aviation Evaluation Program Guide*.

- C. **Local Facility Inspection:** Superintendents will ensure that readiness inspections are conducted annually for all permanent rotary and fixed wing bases. This requirement will include permanent helipads in those parks with rotary wing operations but lacking helibases. The preparedness evaluation process found in the *Interagency Helicopter Operations Guide (IHOG) Appendix E* will be the basic tool for evaluating rotary wing facilities. Readiness evaluations will be in writing and a copy will be forwarded to the RAM. . The IHOG can be accessed at: http://www.wildfirelessons.net/documents/2009_IHOG.pdf.

NOTE:

- Occasionally concerns regarding some aspect of the aviation program are discovered requiring immediate investigation and possible action by Regional or National Aviation Managers. When these infrequent situations occur written documentation will be provided to Park Superintendent who must then respond in writing to the reviewers within 30 days of the receipt of the documentation. If warranted the response will include corrective actions, a timeframe and responsible party.
- Any finding identified as a serious safety concern will be responded to in writing by the Park Superintendent within 30 days to the RAM. The response will include corrective actions, effective date and individual responsible for the correction.

1.6 Management of Aviation Mishaps

The National Transportation Safety Board (NTSB) is responsible for the investigation of aircraft accidents. For more specific procedures reference Chapter 16.

Chapter 2 – AVIATION DIRECTIVES

- 2.1 General
 - 2.2 Federal Aviation Regulations
 - 2.3 Departmental Manual
 - 2.4 DOI Operational Procedures Memorandum (OPM)
 - 2.5 DOI Handbooks/Interagency Guides/Standards
 - 2.6 DOI & Interagency Information Bulletins
 - 2.7 DOI & Interagency Safety Alerts
 - 2.8 DOI & Interagency Accident Prevention Bulletins
 - 2.9 DOI & Interagency Tech Bulletins
 - 2.10 Office of Management and Budget Circulars (OMB)
 - 2.11 Waivers & Exceptions to Policy
-

2.1 General

The following documents must be made available to all park managers using aviation resources.

2.2 Federal Aviation Regulations

These regulations are the basic guide for piloting and aircraft operations within DOI. Federal Aviation Regulations (Title 14, Chapter 1 of the Code of Federal Regulations) may be obtained from the Government Printing Office, commercial book stores selling pilot and aviation materials, or may be viewed on the Internet at <http://www.faa.gov> or airport fixed based operators.

2.3 Departmental Manual

Departmental Manual (DM) Parts 350-354 are the aviation policies for all DOI agencies. The DM is available at “Document Library” located at <http://oas.doi.gov>. OAS publications and forms, and Office of Management and Budget (OMB) Circulars may be obtained from OAS, or viewed at the same website.

2.4 DOI Operational Procedures Memoranda (OPM)

OPM's are interim directives and may become final policies. They may also be viewed on the Internet at <http://oas.doi.gov/library/>

2.5 DOI Handbooks/Interagency Guides/Standards

The current version of the following Handbooks, Plans and Guides (as annotated) constitute NPS Aviation policy, except where noted. They may also be viewed on the Internet at <http://oas.doi.gov/library/>

Handbooks

- Aviation Life Support Equipment Handbook (ALSE)
- Aviation Fuel Handlers Handbook

- Wild Horse & Burro Aviation Management Handbook (WH&B)
- Interagency Aviation Transport of Hazardous Materials Handbook
- Helicopter Short-haul Handbook
- Safety and Health Management Handbook
- Law Enforcement Short-Haul (LESH) Handbook
- Military Use Handbook

Plans

- NPS National Aviation Strategic Plan
- NPS Regional Aviation Plans
- NPS Park Aviation Plan
- NPS Project Specific Aviation Plans

Guides

- Aerial Capture, Eradication and Tagging of Animals (ACETA) *
- Interagency Aerial Ignition Guide (IAIG)
- Interagency Aerial Supervision Guide (IASG)
- Interagency Airspace Coordination Guide (IACG)
- Interagency Airtanker Base Operations Guide (IATBOG)
- Interagency Helicopter Operations Guide (IHOG)
- Interagency Helicopter Rappel Guide (IHRG) *
- Interagency Single Engine Airtanker Operations Guide (ISOG)
- Wildland Fire Qualifications System Guide
- Interagency Standards for Fire and Fire Aviation Operations (Redbook)
- USFS/BLM Aviation Risk Management Workbook *

***These guides are not policy, they provide best practices only.**

2.6 DOI & Interagency Information Bulletins

Information bulletins contain material of a general nature and do not have a defined expiration date.
Found at: <http://oas.doi.gov/library/ib/index.htm>

2.7 DOI & Interagency Safety Alerts

Safety alerts are time-sensitive documents that are published as needed. Found at:
<http://oas.doi.gov/safety/salerts.htm>

2.8 DOI & Interagency Aviation Accident Prevention Bulletins

These bulletins contain material with wide application and are issued as needed. Found at:
<http://oas.doi.gov/safety/PreventBulletin.htm>

2.9 DOI & Interagency Tech Bulletins

Technical data and recommendations regarding aircraft are published in Tech Bulletins when warranted. Found at: <http://oas.doi.gov/dts/index.htm#Tech%20Bulletins>

2.10 Office of Management and Budget (OMB) Circulars

OMB Circular Nos. A-11 Part 7, Exhibit 300 Process, [A-123](#), and [A-126](#) prescribe procedures for acquisition of fleet aircraft, internal program controls, and the management and use of Federal Government aircraft. Found at: http://www.whitehouse.gov/omb/circulars_default

2.11 Enhancements & Policy Waivers ([see Appendix 5](#))

- A. An Enhancement refers to a deliberate risk assessment decision making process used anytime a NPS unit initiates a new aviation program such as acquiring fleet aircraft or Unmanned Aerial Systems (UAS), or when new aviation missions are initiated (e.g. "special use" ACETA, short-haul, etc.).
- B. Waivers are requests for departure from Departmental Personal Protective Equipment (PPE) requirements using the process outlined in the ALSE Handbook, or requests for departure from NPS aviation policies found in this Reference Manual.

Chapter 3 – RECORDS AND REPORTS

- 3.1 DOI Aircraft Flight/Use and Aircraft Use Reports
 - 3.2 Non-Revenue Flights
 - 3.3 Use of Non-Federal Public Aircraft
 - 3.4 Aviation Safety Training Records
 - 3.5 Director's Order #11D: Records Management
-

3.1 DOI Aircraft Flight/Use and Aircraft Use Reports

For each flight on fleet aircraft, Form OAS -2, Aircraft Flight/Use Report, must be completed for billing and record purposes. For contract, rental, or charter aircraft, Form OAS -23E, Aircraft Use Report, must be used for the same purposes.

Aircraft Use Payment Systems

NBC Aviation Management System (AMS): AMS is a web based flight use reporting and invoicing system and is the replacement for the paper versions of the OAS-2, Fleet Aircraft Flight Use Report, and the OAS-23E, Flight Use Report. AMS may become the tracking system for maintenance of our fleet aircraft within the Department of the Interior.

AMS training: <https://www.iat.gov/ams/> AMS:

<https://ams.nbc.gov/maximo/webclient/login/login.jsp>

Forest Service Aviation Business System (ABS): Flight time, daily availability, and other authorized charges or deductions shall be recorded on a Flight Use Report in ABS for all USFS contracted aircraft. The data shall be entered and reviewed by the government and the contractor's representative. NPS employees (including NPS AD employees) that are flight or aircraft managers with responsibility to input flight use data into the USFS ABS will need to register with the USFS ABS program. ABS can be found at: <http://www.fs.fed.us/business/abs>

3.2 Non-Revenue Flights

Each non-revenue flight on approved cooperator aircraft (military, other public agencies,) or approved privately owned aircraft used for personal transportation on government travel must be documented on Form OAS 2 or-23E., Ref 350 DM 1.9 The comment "Not for payment purposes" must be included.

3.3 Use of Non-Federal Public Aircraft

NPS reimbursement for the use of a State/local government owned and operated public aircraft as a first responder resource must be documented to show that consideration was given to commercial operators and that no commercial operator was available to respond to the incident in the same manner and timeframe as the non-Federal public aircraft. Documentation must be maintained with the incident records. (See [Section 12.5](#)) *Note:* This section refers to the operation of an aircraft by a government agency that does not meet civil standards or that does not have a commercial operating certificate (if one is required). Operations that are conducted by a government agency using civil certificated aircraft that do not require an operating certificate, may be utilized when approved as an affiliate aircraft by OAS.

3.4 Aviation Safety Training Records

Aviation training records for NPS employees must be maintained by the respective units in accordance with *OPM-04, Aviation User Training Program*. Parks may use the Interagency Aviation Training (IAT) Records Database to meet this requirement to track employee currency. IAT modules received in NWCG/other training will be entered in the IAT Records Database. Parks may also use their own method to track the employee training currency, but that method must be readily accessible to at least two supervisory employees.

Pilot training records must be maintained in accordance with 351 DM 3.6, *OPM 22, Pilot Training Program* and *AR-10, Training and Qualifications Requirements for Department of the Interior Fixed Wing Pilots operating within the Alaska Region* where applicable.

3.5 Director's Order 11D (draft): Records and Electronic Information Management

Record keeping associated with aviation activities will be in accordance with the requirements of Director's Order 11D: *Records and Electronic Information Management*.

Chapter 4 – FLEET AIRCRAFT ACQUISITION, MARKING, AND DISPOSITION

- 4.1 Acquisition
 - 4.2 Marking
 - 4.3 Disposition
-

4.1 Acquisition

Aircraft bailed by DOI, owned by DOI or leased by DOI with the intent to purchase are fleet aircraft as defined in 350 DM 1 Appendix 2. DOI (OAS) fleet aircraft may be assigned to the NPS by OAS. Fleet aircraft may be acquired by OAS from a variety of sources such as purchase, donation, excess, bailed or seizure.

1. The addition of an aircraft to a park program, to include Unmanned Aerial Systems (UAS) must be requested through the RAM and National Aviation Office. The relative merits of purchase versus contracting must be evaluated according to the requirements set forth in OMB Circular A-11, Part 7, and Exhibit 300 Process. The *Enhancement Application* in Appendix 5 will be utilized. The justification must include mission purpose, the amount and kind of usage, pilot arrangements, acquisition and operating costs, equipment enhancements, and financial reserves for aircraft replacement purposes. Proposals must also include information on opportunities for sharing use with other NPS offices or agencies.
2. UAS are considered fleet aircraft and subject to all policy and procedures governing the acquisition, funding and use. No park unit may acquire or use an UAS for any purpose without advanced approval per the *Enhancement Application* (refer Appendix 5) and in compliance with *OPM -11, DOI Use of Unmanned Aircraft Systems (UAS)*.
3. Additional Congressional allocations for Departmental aircraft must be requested by Office of Aviation Services on behalf of NPS well in advance of need and must be supported with detailed information.
4. The NPS Director may request the Associate Director, OAS, to reassign excess fleet aircraft to NPS units.

4.2 Marking

All Departmental aircraft must be marked in accordance with FAR Part 45, Subparts A-C.

4.3 Disposition

The Office of Aviation Services is responsible for disposing of aircraft in accordance with Federal Property Management Regulations. Parks disposing aircraft, to include UASs, must coordinate with the National and/or Regional Aviation staff for possible reassignment to another Park or transfer of the aircraft reserve funds.

Chapter 5 – FLEET AIRCRAFT EQUIPMENT

- 5.1 General
 - 5.2 Special
-

5.1 General

Aircraft used in support of aviation activities within the Department must be equipped in accordance with 351 DM 2.

5.2 Special

No equipment or device may be permanently added to any aircraft without the concurrence of the Regional Aviation Manager. Final approval requires completion of OAS-74 and authorization from Chief, OAS, Technical Services Division. **Parks should be aware that** approved additions may become a permanent part of the aircraft. Parks are advised not to consider any aircraft or equipment additions as part of the park's property inventory regardless of how purchased or funded.

All aircraft with external devices, such as tracking antennas must be operated in accordance with the limitations of FAA approval (Supplemental Type Certificate, Form FAA-8110-2, for the aircraft make and model, or Form FAA-337, Major Repair and Alteration). Additional requirements for tracking antennas are found in 351 DM 2.2 H.

Chapter 6 – PERSONAL PROTECTIVE EQUIPMENT/AVIATION LIFE SUPPORT EQUIPMENT

- 6.1 Personal Protective Equipment
 - 6.2 Personal Protective Equipment Waiver Authority
 - 6.3 First Aid and Survival Kits
 - 6.4 Personal Flotation Device
 - 6.5 Anti-Exposure Garments
 - 6.6 Emergency Locator Transmitter
 - 6.7 Flight Helmets
 - 6.8 Satellite Based Tracking Systems
-

6.1 Personal Protective Equipment

- A. Flight crew members, aircrew members and passengers are required to wear Personal Protective Equipment (PPE) on all special use flights, (defined in *OPM-29, Special Use Activities and Revised Standards for Technical Oversight*). For most special use flights, PPE minimally consists of fire-retardant clothing (Nomex), aviator's protective helmet (except in multiengine fixed wing aircraft), leather boots extending above the ankles, and flight gloves made completely of Nomex or leather, or a combination of Nomex and leather. The Aviation Life Support Equipment Handbook (ALSE) contains additional information.
- B. Wearing of materials with low temperature melting characteristics, such as synthetics (nylon, Dacron, polyester, etc.) and synthetic blends, is not approved without a waiver or exception per the *ALSE Handbook*.
- C. Certain programmatic exceptions already exist and procedures for requesting a waiver may be found in the *ALSE Handbook*.

6.2 Personal Protective Equipment Waiver Authority

- A. Waivers from PPE requirements are delegated to NPS Regional Directors. These waivers are limited to instances where protection for the individual is deemed more critical for personal safety than provided by standard PPE. A waiver must have an expiration date and cannot exceed 3 years.
- B. Copies of waivers must be provided to the NAM and appropriate OAS Regional Director.

6.3 First Aid and Survival Kits

First aid kits containing specific minimum items listed in the *ALSE Handbook* must be onboard aircraft under operational control of NPS other than those procured through the DOI rental system for non-special use flights. A survival kit containing the minimum items listed in the *ALSE Handbook* must be onboard all special-use flights. Flights occurring in Alaska or Canada must have additional items in accordance with the requirements of the government of the territory being over flown.

6.4 Personal Flotation Device

- A. Single Engine Aircraft: For operations beyond power-off gliding distance to shore, personal flotation devices (PFDs) will be worn for all flights.
- B. Multi-engine Aircraft: PFDs must be immediately available to each seated occupant.

NOTE: Occupants of all aircraft when performing takeoffs or landings to water must wear PFDs.

This policy includes Seat Fare operations except as noted below:

Exception: PFDs need not be worn but must be immediately available to each seated occupant in multiengine-land aircraft which meet the over water performance capability required for FAA, Part 121 Air Carrier and Part 135 Air Taxi and Commercial Operators.

6.5 Anti-exposure Garments

When conducting extended over water operations more than 50 miles from shore, and where the water temperatures are colder than 50 degrees Fahrenheit, the anti-exposure garment protection required to assure a survival time beyond the “time-to-recovery” must be worn in all single engine aircraft, and must be readily available to occupants of multiengine aircraft.

6.6 Emergency Locator Transmitter

An emergency locator transmitter (ELT) meeting *ALSE handbook* requirements must be installed in all aircraft owned or operated by the NPS. This installation must be in the cabin or conspicuously placarded indicating its location(s).

6.7 Flight Helmets

Instructions for fitting and maintenance/inspection of flight helmets may be found in the *ALSE Handbook* and the *Flight Helmet User’s Guide*.

6.8 Satellite Based Tracking Systems

All NPS Exclusive Use and Fleet aircraft require a satellite based tracking system. This system must be monitored by Dispatch or Flight Following qualified personnel during all flight operations. If satellite based tracking becomes temporarily inoperable, an aircraft will normally remain available for service, using radio/voice systems for flight following. Each occurrence will be evaluated individually and will be mutually agreed to by the pilot and aircraft manager/dispatcher.

If the aircraft is in continuous communication with a ground crew or in visual range of a ground crew, in visual range of another aircraft, operating in the immediate vicinity of an airport, or is conducting IFR operations on a FAA IFR flight plan, monitoring is not required by dispatch personnel. UAS flights are exempt from this requirement.

This requirement will apply to all NPS utilized vendor aircraft; (ARA, CWN or On-Call) transporting personnel or cargo and will be phased in, via the procurement documents, to all NPS aviation operations including the Lower 48 states, Hawaii and Territories. Exceptions to this requirement include FAR Part 121 and Seat Fare operations, as well as End Product contracts and UAS operations.

Chapter 7 – AIRCRAFT MAINTENANCE AND INSPECTION

- 7.1 Maintenance
 - 7.2 Inspection Programs
 - 7.3 Returning an Aircraft to Service
-

7.1 Maintenance

DOI-owned or operated aircraft, and privately owned aircraft conducting government business, must be maintained in accordance with the maintenance programs outlined in 351 DM 2.

7.2 Inspection Programs

DOI-owned or operated aircraft and privately owned aircraft conducting government business must be inspected in accordance with the inspection programs outlined in 351 DM 2.

7.3 Returning an Aircraft to Service

Fleet aircraft shall not be operated until it has been approved for return to service in accordance with 14 CFR 43. A functional flight test must be performed by a pilot certificated in accordance with 14 CFR 61 following: aircraft overhauls, major repairs, or replacement of engine, power train, rotor system, retractable landing gear system, flight controls, or adjustment of the flight control system. Flight test results shall be recorded in the aircraft maintenance record. No passenger shall be carried during a flight test. Questions regarding rental and/or contract aircraft should be directed to the Contracting Officers Technical Representative.

Chapter 8 – AIRCRAFT SECURITY

- 8.1 General
- 8.2 Fuel
- 8.3 Facility Security
- 8.4 Aircraft Security

8.1 General

The Pilot-in-Command is responsible for the security and tie down of the aircraft. It is recommended that DOI aircraft be hangared whenever practical.

8.2 Fuel

The pilot must verify security, type and quantity of fuel.

8.3 Facility Security

Each NPS location used for aircraft landing and takeoff at which DOI owned or controlled aircraft are permanently based shall have a current written security evaluation in accordance with 352 DM 5, and *The Field Reference Guide for Aviation Security for Airports or other Aviation Facilities* (AAF). The AAF is available at <http://oas.doi.gov/library/handbooks/library/>.

Parks may choose to conduct a park-wide evaluation that is inclusive of all landing areas if there is no significant difference in risk at each site. Park aviation plans shall address AAF security evaluations and establish a schedule for review. (*Note: If your AAF evaluation score is higher than 6, consult with the National Aviation Manager for guidance before taking further action.*)

8.4 Aircraft Security (See 352 DM 5 for Military/Cooperator Aircraft exemption)

Aircraft must be dual locked whenever they are not under the direct control of an NPS employee. At any time DOI-owned or controlled aircraft are not directly attended by Department authorized flight or ground personnel, the aircraft will be physically secured and disabled via the dual-lock method. Examples of acceptable dual-lock devices and their conditions of use are listed in 352 DM 5, Appendix 2.

- Locking Hangar Door
- Keyed Magneto
- Keyed Starter Switch
- Keyed Master Power Switch
- Hidden Battery Cut-off Switches
- Throttle Lock
- Mixture Lock
- Locking Fuel Cut-off
- Locking Control Surface “Gust-lock”
- Propeller Lock
- Propeller Chain
- Propeller Cable
- Locking Wheel Lock or Chock
- Locking Tie-down Cable
- “Club”-type Devices for Control Yoke

Note: Locking aircraft doors and fenced or gated tie down areas are NOT acceptable methods of a dual-locking.

Chapter 9 – PILOT FLIGHT AUTHORITY

- 9.1 General
- 9.2 NPS GS-2181 Pilots
- 9.3 NPS Dual Function Pilots
- 9.4 Charter/Contract Pilots
- 9.5 Medical Certificates
- 9.6 Pilot Qualifications for Special Use Activities
- 9.7 Trainee Pilot Program
- 9.8 Pilot Suspension/Revocation
- 9.9 Pilot Assessment Process
- 9.10 Request for NPS Pilot Carding and Checkrides
- 9.11 Stage Check Requirement for NPS Pilots

9.1 General

Due to the major safety, qualifications, operations, and fiscal issues associated with NPS employee pilots, managers must carefully consider the position alternatives when creating and recruiting employees who will have pilot responsibilities. Requirements for FAA or military records checks and pre-employment flight evaluations shall apply. In making the decision to train or fill a position that has pilot duties managers will consult with NPS Regional and National Aviation Managers as well as a human resource specialists. 351 DM 3 and *OPM-22, DOI Pilot Training* establish the minimum guidelines for a park requesting consideration of an employee as a pilot or pilot trainee.

In maintaining flight proficiency, NPS employee pilots, and volunteer pilots who donate their services under the Volunteer-In-Parks program must meet the requirements of *OPM-34, Volunteer Pilots* and must fly a minimum of 100 hours in category as Pilot-in-Command (PIC) in the preceding 12-month period. NPS employee pilots not meeting this requirement must complete a proficiency check ride with a Certified Flight Instructor (CFI) within 30 days of their scheduled OAS recurrent flight check per 351DM 3. Pilots also must meet all other proficiency flight experience for special-use missions and attend flight crew workshops as required by the DOI Flight Crewmember policy found in the DMs, OPM 22, and *AR-10, Training and Qualifications Requirements for Department of the Interior Fixed Wing Pilots operating within the Alaska Region*.

Failure to meet flight experience and training requirements will result in withdrawal of NPS pilot authorization.

9.2 NPS GS-2181 Pilots

Pilots must meet all DOI criteria for flight authorization, currency, and flight check requirements listed in the 351 DM 3 that applies to the operations they will perform.

- Piloting aircraft is the primary duty, and comprises more than 50 percent of the employee's duties.
- Position descriptions are classified in the 2181 (Pilot) series.
- Minimum pilot time requirements are higher than in other categories.

9.3 NPS Dual Function Pilots

- Piloting aircraft comprises a significant amount of employee's work, but is less than 50 percent of total duties.
- Position may be classified into any job series.
- Piloting duties are stated in employee's position description.
- Minimum pilot time requirements are 500 hours PIC.

Dual function fixed wing pilots with less than 1000 hours PIC will have written approval from the Regional Aviation Manager and the National Aviation Manager prior to flight evaluation for conducting Unprepared Site Operations and other Special Use activities.

9.4 Charter/Contract Pilots

Charter/contract pilots must meet the flight experience, rating requirements, check ride, and carding requirements contained in 351 DM 3 or the procurement document.

9.5 Medical Certificates

Pilots will maintain a minimum Class II FAA Medical Certificate. UAS pilots and Observers will maintain medical certificates per *OPM-11, DOI Use of Unmanned Aircraft Systems (UAS)*.

9.6 Pilot Qualifications for Special Use Activities

Pilots who perform special-use flight activities such as low level flight (within 500' of the surface), ACETA operations, helicopter external loads and off-shore platform landings that may require deviation from normal operating practices, must meet additional Pilot-in-Command training and experience, per 351 DM 3.

9.7 Trainee Pilot Program

Requests for employees to enter a training program as outlined in OPM 22 and its Appendices, designed to develop them as a dual function pilot in lieu of 351 DM 3 will be requested by the initiating park in writing to the appropriate Regional Aviation Manager and National Aviation Office Fixed Wing or Helicopter Specialist. Written approval is required to construct a timely training plan and assure that adequate funding is available for the trainee pilots development.

The Bureau and DOI AM/Regional Office in coordination with the appropriate NPS Regional and National functional specialist will cooperatively develop a training program for the trainee based on OPM 22.

A copy of the approval shall be submitted to DOI AM and placed in the pilot's file.

NPS employees will meet the following minimum requirements before being considered for the Trainee Pilot Program:

1. Must hold a Private Pilot License in category.
2. Must possess a current FAA Medical Certificate Second Class.
3. Must have logged 100 hours PIC in category.
4. Have successfully passed a FAA or military pilot record check.
5. Have received a pre-employment flight evaluation conducted in accordance with 351 DM 3.4 C (3).

The following information must be included with the request to the Regional Aviation Manager to the National Aviation Office:

- Pilot's Name
- Copy of FAA Pilot Certificate
- Copy of FAA Medical Certificate
- Brief resume of pilot experience and background, OAS 64D
- Type aircraft pilot to be qualified to fly
- Missions that will be flown.
- Name of the Park Aviation Manager, their currency per OPM-04 and the level of supervisory oversight they will provide to the flight operation.
- Whether the employee is in a developmental position and if the pilot training included in the persons Employee Developmental Plan.

Once approval is received from the National and Regional Offices, the Regional Aviation manager will submit a request to the NPS Regional Director that the employee be authorized to fly DOI aircraft. A copy of this authorization will be forwarded to the Regional Office of OAS.

9.8 Pilot Suspension/Revocation

DOI Pilot Qualification Cards will be suspended temporarily or revoked by OAS after an aircraft accident or Incident With Potential, (IWP). Failure of the pilot to conform to prescribed DOI standards may result in revoking the DOI Pilot Qualification Card. Revocation, suspension, and re-issuing process for DOI pilot authorization is outlined in the DOI Flight Crewmember policy 351 DM 3. Under some circumstances such as a recommendation from an Aviation Mishap Review Board (AMRB) OAS may be requested to convene a Pilot Review Board (PRB) or opt to do so on their own as outlined in *OPM- 24, Pilot Review Board*.

9.9 Pilot Assessment Process (PAP),

The *Pilot Assessment Process* found in Appendix 6, is an internal NPS process designed to serve

two purposes.

- a. Pilot-Requested Assessment Process – a NPS pilot may request a PAP to consider the potential for the pilot to benefit from additional training or mitigate a serious safety or operational concern the pilot may have.
- b. Service Requested PAP: To determine a National Park Service pilot or pilot trainee's fitness for duty based on the identification of a serious safety concern, an accident, or an incident with potential or employment or performance-based concern that indicates they are unfit to pilot NPS aircraft. This does not include circumstances that are under an OAS convened Pilot Review Board.

9.10 Request for NPS Pilot Carding and Checkrides

Request for pilot carding and checkrides must be routed through the RAM to OAS to maximize Aviation Safety Compliance Specialist's time and availability.

9.11 Stage Check Requirement for NPS Pilots

In order to assure the ongoing development and proficiency for NPS pilots, any pilot with 500 - 1,200 hours total time will at a minimum, every six calendar months, receive a stage check.

At a minimum, this stage check will consist of 1 hour of flight training and 1 hour of ground training in appropriate areas of operation and tasks applicable to the pilot's operating environment.

Discretion is left to the person administering the flight review to determine the area of operation and tasks.

The stage check requirement can be met by one of the following conditions:

- 1) Pass a FAA pilot proficiency check for a pilot certificate, rating or operating privilege.
- 2) Complete a FAR 61.56 Flight Review administrated by OAS or Bureau Instructor Pilot or Inspector Pilot.
- 3) Complete a DOI Flight evaluation per 351 DM 3.
- 4) Attend a DOI or Bureau sponsored clinic that includes both ground and flight training. Clinic must include a minimum of 1 hour of flight training and 1 hour of ground training and is documented via OAS or appropriate training forms or logbook entry.

Chapter 10 – FLIGHT OPERATIONS

- 10.1 General
 - 10.2 DOI-Approved Aircraft and Pilots
 - 10.3 Noise Impact Mitigation
 - 10.4 Aviation Management Plan
 - 10.5 Aviation Operation Planning
 - 10.6 Flight Plan and Flight Following
 - 10.7 Passenger Manifest
 - 10.8 Aircraft Preflight/Post Flight
 - 10.9 Checklists
 - 10.10 Interagency Aircraft Data Card
 - 10.11 USDA-Interagency-USDI Airplane Pilot Qualification Card
 - 10.12 Passenger Briefing
 - 10.13 Crew Duty Time Limitation
 - 10.14 Instrument Flight Rules
 - 10.15 Night Flying
 - 10.16 Transport of Hazardous Materials by Aircraft
 - 10.17 Aviation Fuel Handling
 - 10.18 Fuel Reserves
 - 10.19 Transport of Cargo/Equipment
 - 10.20 Load Calculations/Weight and Balance
 - 10.21 Environmental Considerations
 - 10.22 Aviation Mishap Response Plan and Hazard Map
 - 10.23 Lap Belt/Shoulder Harness
 - 10.24 Special Use Flight Operations
 - 10.25 Law Enforcement Operations
 - 10.26 Enhancements and Policy Waivers
 - 10.27 Flights Outside the U.S., Trust Territories, and Possessions
 - 10.28 In-flight Emergency Situations
 - 10.29 Employee Prerogative
-

10.1 General

All aircraft under operational control of NPS will comply with applicable FARs, DOI aviation policy, DOI Handbooks, and Interagency Guides as listed in Chapter 2.5.

Anyone has the right to refuse a mission. Park employees have the authority to stop work for any NPS mission; to stand down flight operations for any reason is not considered a suspension/revocation of a pilot's DOI Pilot Qualification Card.

10.2 DOI-Approved Aircraft and Pilots

NPS employees must use only aircraft and pilots approved or otherwise authorized by OAS or USFS for all flight services. Use of USFS carded aircraft for non-wildland fire missions must be approved in advance by Office of Aviation Services.

10.3 Noise Impact Mitigation

With safety of flight the first priority, certain pilot techniques and planning can reduce the noise impacts over parks. Flight operations over and adjacent to the sensitive areas must be avoided whenever possible. Frequency of flight operations must be minimized to the extent possible. Power settings, ascents and descents will consider noise impacts.

10.4 Aviation Management Plan

Each park unit that utilizes aviation resources will have a current Aviation Management Plan approved by the Superintendent and reviewed annually. (See [Appendix 2, Park Aviation Management Plan](#) as an example of a minimum outline.)

10.5 Aviation Operation Planning

Mission planning will be completed for all flights as identified in each park unit's individual Aviation Management Plan. The Park Aviation Manager, Project or Helicopter Manager or Fleet Pilot is responsible for completing the mission planning. (See [Appendix 3, Project Aviation Safety Plan](#) as an example.)

Aviation mission planning for **all** flights will include conducting a **written** risk assessment. One of the following risk assessment methods may be used or an alternative method, approved by the Regional Aviation Manager:

1. [GAR Risk Assessment Model](#)
2. [NPS Flight Plan and Preflight Operation Risk Management Checklist](#)
3. [NPS Pre-Flight Operational Risk Analysis Worksheet](#)
4. [FWS Aviation Risk Assessment Matrix](#)

10.6 Flight Plan and Flight Following

Flight plans must be prepared and flight following must be conducted for all NPS aviation activities as outlined in the 351 DM 1.4 and *OPM -02, Flight Plans and Flight Following*.

All NPS Exclusive Use and Fleet aircraft require a satellite based tracking system. System must be monitored by Dispatch or Flight Following qualified personnel during all flight operations.

This requirement will apply to all Alaska NPS utilized vendor aircraft; (ARA, CWN or On-Call) transporting personnel or cargo and will be phased in, via the procurement documents, to all NPS aviation operations including the L-48, Hawaii and Territories with the exception of FAR 121, Seat Fare, End Product contracts or UAS.

10.7 Passenger Manifest

The Pilot-in-Command must ensure that a manifest of all crewmembers and passengers has been completed. A copy of this manifest must remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. In those instances where multiple short flights will be made in a specific geographic area which involves frequent changes of passengers, a single manifest of all passengers involved may be left with an appropriate person to preclude unreasonable administrative burden.

10.8 Aircraft Preflight/Post Flight

Pilots must conduct a visual inspection of the aircraft prior to and after the completion of each flight.

10.9 Checklists

Pilots are required to use written checklists for all phases of flight, per 351 DM 1.

10.10 Interagency Aircraft Data Card

An Interagency (DOI/USFS) Aircraft Data Card must be maintained in the aircraft and physically inspected prior to each mission. (Approval of cooperator aircraft may be by letter or agreement process, see [13.4](#).)

10.11 USDA-Interagency-USDI Airplane Pilot Qualification Card

The DOI Pilot Qualification Card must be carried by pilots and physically inspected by flight managers prior to each mission. If the card is unavailable, the pilot's authorization to fly the mission must be verified prior to the flight. (Approval of cooperator flight crewmembers may be by letter or agreement process, see [13.4](#) Carding, Letters of Approval, or Memorandum of Understanding.)

10.12 Passenger Briefing

The Pilot-in-Command must ensure each passenger receives a briefing prior to each mission per FAR 135.117 and 351 DM 1.5 B. It is the responsibility of the NPS employee to ensure he/she receives a passenger briefing.

10.13 Crew Duty Time Limitation

All activities must be conducted in accordance with 351 DM 3, and/or the procurement document they are working under.

10.14 Instrument Flight Rules

Flights are permitted in accordance with FAR 61.57, 91.167 through 91.193, applicable areas of the FAR-AIM (Aeronautical Information Manual) and 351 DM 1.

10.15 Night Flying

Night flights inherently are more dangerous and are permitted only in accordance with FAR 61.57, 351 DM 1, and the procurement document.

10.16 Transport of Hazardous Materials (HazMat) by Aircraft

Transport is allowed in accordance with the special permit granted DOI by the Department of Transportation, provided activities are conducted as stipulated in the *Interagency Aviation Transport of Hazardous Materials Handbook/Guide*. A current copy of that special permit and other documents as stated in the special permit must be in the aircraft and at the place of loading when utilizing the special permit.

NOTE: (1) All involved employees, pilot and ground crew, must have completed the mandatory HazMat training, *A-110, Aviation Transport of Hazardous Material*, (2) Written notification to the pilot of the carriage of HazMat is required, (3) Except for law enforcement officers with a duty belt holster specific to the chemical agent, i.e. pepper spray, mace, etc., may not be carried internally in an aircraft unless it is secured in a sealed non-porous container (e.g. ammunition can).

10.17 Aviation Fuel Handling

The Superintendent is responsible to insure that park units that have aviation fuel in their possession shall manage the program in accordance with the *Aviation Fuel Handling Handbook, National Fire Protection Association (NFPA) 407, Standard for Aircraft Fuel Servicing* and when applicable, IHOG.

10.18 Fuel Reserves

Aircraft must maintain fuel reserves as stipulated in FAR 91.151 and FAR 91.167

10.19 Transport of Cargo/Equipment

Only cargo and/or equipment necessary for mission accomplishment are permitted onboard aircraft under operational control of NPS and must be transported in accordance with FARs and DOI policies. For helicopters, refer to *IHOG Chapter 11, Cargo Transport*.

*External load flights for helicopters are permitted provided they are conducted with suitably equipped helicopters, flown by pilots approved by DOI/USFS for external load operations, and the aircraft are operated in accordance with FAR 133 and 351 DM 1.5. Fixed wing external load operations will not be permitted except when authorized by OAS.

* Exceptions: Rappel, Shorthaul and Hoist Operations.

10.20 Load Calculations/Weight and Balance

Load calculations/weight and balance will be accomplished prior to each NPS flight by the PIC. These calculations will consider weight of cargo and passengers, center of gravity, etc., relative to environmental conditions and performance capabilities of the aircraft. For helicopters, refer to *IHOG Chapter 7, Helicopter Load Calculations and Manifests*.

10.21 Environmental Considerations

Weather is the primary environmental factor affecting aviation operations. The minimum weather standard for fleet and vendor fixed wing VFR flights is 500 ft ceiling and 2 statute miles ground visibility. Flight visibility will be used in areas without weather reporting capability. Employees are required to terminate flight operations if the weather is below the applicable minimum by returning to the starting point or landing at the nearest safe spot. Flight operations are prohibited until the weather improves above the minimums. The pilot may set a more restrictive weather minimum if necessary for the safe conduct of the flight.

Flights may be restricted due to environmental conditions such as cold weather -40 degree Fahrenheit, high winds and volcanic dust. Refer to 351 DM for specifics, additional helicopter guidance can be found in IHOG.

10.22 Aviation Mishap Response Plan and Hazard Map

Each park unit or other NPS office using flight services must maintain a current and complete *Aviation Mishap Response Plan, Appendix 1* in a readily accessible location.

Local known area hazard maps are to be reviewed prior to mission. A hazard is any obstacle protruding into the planned flight altitude. Known and possible wire strike locations in the area to be flown will be reviewed and made known to the pilot during flight planning activities. Any new hazards found in the area flown must be added to the hazard map. Flight managers and pilots are responsible for reviewing hazard maps prior to each low-altitude flight.

10.23 Lap Belt/Shoulder Harness

Lap belts, shoulder, or approved restraining harness must be worn during all flights. Configuration of lap belt/shoulder harness must meet 351 DM 2, *ALSE Handbook*.

10.24 Special Use Flight Operations

“Special use” is defined in 350 DM 1 and OPM 29 as those operations in which special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Office of Aviation Services authorization for both pilot and aircraft is required for special use operations.

Special Use flight operations require, at a minimum:

1. *Project Aviation Safety Plan, Appendix 3*, including a Risk Assessment, and at a minimum, the elements listed in the 352 DM 1.9 C thru I.
 2. All necessary *Enhancement Applications* are signed and waivers and/or exceptions approved.
 3. For cooperators, full-service call-when-needed contracts, and end-service operations, refer to Chapter 12 and 13 in this Reference Manual.
- A. Aerial Capture and Eradication and Tagging of Animals (ACETA).** Safe, effective, and efficient ACETA operations blend together aviation management, weapon/firearms use, and biological considerations. This Reference Manual addresses only aviation procedures and guidelines. For non-aviation procedures, training, and certifications refer to Director’s Order-77-5 and its related Reference Manual-77, Natural Resource Protection. The planned aerial (fixed wing and helicopter) capturing, eradication, tagging, and gathering of animals must be coordinated with the RAM and be conducted in accordance with the DOI *ACETA Handbook* (351 DM 2-351 DM 3) and this Reference Manual.
- B. Low Level Search and Rescue (SAR) and Emergency Medical Services (EMS).** Providing aviation resources for SAR and EMS missions must follow applicable FARs, Departmental and NPS aviation policy, and be addressed in the Park Aviation Management Plan. Deviation from these policies must include management involvement and Superintendent approval or higher in addition to submission of a SAFECOM.
- C. Human External Loads (Short-haul, Hoist, and Rappel).** The establishment of new Short-haul, Hoist, or Rappel programs requires approval of the NPS Director. Rappel programs may be established for wildland fire, SAR, and law enforcement operations. Hoist operations are

limited to SAR functions unless the aircraft used fully meet the requirements of CFR14 133 D for commercial operators. They must be conducted in accordance with the DMs, OPM-10, Helicopter Rappel and Short-Haul Operations, NPS Aviation Policy, *DOI Short-haul Handbook*, *Law Enforcement Short-haul Policy*, and/or the *Interagency Helicopter Rappel Guide*.

D. Single Skid, Toe In, and Hover Exit/Entry Procedures (STEP)

These landings, as defined below, and except when approved in writing by the agency in accordance with policy. Approvals may be requested for each project or for a park program. The establishment of new STEP programs requires approval of the NPS Director.

- a. **Toe-in:** Landings that are used to drop off or pick up passengers or cargo by resting the helicopter on the toes of the skids.
 - b. **Single-Skid:** Landings that are used to drop off or pick up passengers or cargo while holding the helicopter with one full skid on the ground and the other suspended in the air.
 - c. **Hover Entry/Exit Procedures:** Landings that are used to drop off or pick up passengers and cargo (other than rappel/short-haul) while holding the helicopter in a hover.
- E. Unprepared Landing Areas.** Fixed wing aircraft operations using unprepared landing areas are considered a special use operation by the Departmental Manual and require special pilot and or equipment qualifications.
- F. Aircraft Operations Below 500' Above Ground Level (AGL).** Also known as “Low Level Flight”, when authorized, may be conducted in accordance with FAR 91.119, subpart D of part 135, part 137, or FAA Exemption 3017B or further grant of exemption if applicable.
- *G. Fire.** Fire management activities that utilize aviation resources will be conducted in accordance with applicable guides, handbooks, and Departmental Manuals 350-354. (Also see Director’s Order and Reference Manual-18, *Wildland Fire Management*.)
- *H. All Hazard.** NPS aviation resources and personnel may be asked to respond to all hazard incidents. Response to all hazard incident flight operations may fall under special use flight activities for NPS response, i.e. search and rescue, law enforcement, marijuana eradication, earthquakes, hurricanes, tornadoes, oil spills, floods, or declared National or State disasters. Other Reference Manuals may be applicable.

***NOTE:** These mission profiles may contain elements of special use flight operations.

10.25 Law Enforcement Operations.

All NPS law enforcement personnel must adhere to all Departmental and NPS aviation policy except for approved undercover operations as specified in 351 DM 1.6. NPS law officers are required by RM-9, *Law Enforcement*, to wear certain defensive equipment while engaged in law enforcement duties. The minimum defensive equipment to be worn includes authorized firearm and holster, spare ammunition, handcuffs, and authorized intermediate defensive equipment. On-duty law enforcement employees in active status and who are involved in law enforcement duties cannot be directed to remove defensive equipment. The IHOG provides guidance in Chapter 16 regarding the transport of weapons. Pilot authority is clearly stated in the Federal Aviation Regulations and DOI policy and contracts, and is pertinent to the safe operation of the aircraft.

Weapon safety of armed officers is addressed in commercial airline operations (TSA 49 CFR 1544.219) and is not to be considered a pilot prerogative in NPS aircraft operations.

1. **Transport of Weapons.** When law enforcement personnel carry firearms in an aircraft, the following safety precautions shall be taken:

- Brief Pilots on weapons type(s) and safety policy.
- Long guns (shotguns, rifles, etc.) shall not have a round in the chamber, safety on and shall be under the control of the law enforcement officer. (Whether or not the long gun is physically carried by the officer, stowed in a case or placed in a cargo compartment will be dictated by the situation. The decision to stow or carry is left to the Law Enforcement Office as dictated by the tactical situation. It is recommended that the long gun be stowed if at all possible to prevent injury from the gun becoming a projectile should the aircraft encounter turbulence or become involved in a mishap.)
- Hand guns may be loaded and shall be holstered.
- Fully automatic weapons shall have an empty chamber and the bolt locked in safe position.

Keep all weapons pointed in a safe direction as determined by the pilot or aircraft manager during the preflight briefing. (This guidance is included primarily to prevent damage to the aircraft such as a rotor strike. Muzzle control remains the primary concern of the law enforcement officer.)

Emergency situations may necessitate carrying weapons (long guns) with a round chambered. This shall be determined by the law enforcement officer in charge in consultation with the Pilot, and shall follow all agency guidelines and requirements.

Personal defense sprays properly holstered are allowed aboard DOI aircraft in accordance with Interagency Aviation Transport of Hazardous Material Guide.

10.26 Enhancements and Policy Waivers

An Enhancement Application is required for the start-up of new aviation programs and for reinitiating a suspended program. The process applies to requests for waivers from NPS policy and new programs such as acquiring fleet aircraft or UAS, and new aviation missions such as helicopter rappel, short-haul, ACETA, LE, and cargo let-down. The Enhancement Application can be found in Appendix 5.

10.27 Flights Outside the United States, Trust Territories, and Possessions

Such flights will comply with the flight regulations of the country in which the operation occurs. Applicable DOI and NPS aviation policy should be used for employee guidance for PPE when participating in flights of this nature. Fleet aircraft flights also will comply with applicable DOI aviation policy, OAS handbooks, and this Reference Manual. Additional personal liability insurance is required for agency pilots flying outside the United States.

10.28 In-flight Emergency Situations

Pilots will take actions necessary to assure the safety of personnel and aircraft. Any resulting deviation from applicable FARs, DOI aviation policy, and this Reference Manual must be reported in writing to the Regional Aviation Manager.

10.29 Employee Prerogative

While performing their duties, NPS personnel may elect without fear of reprisal not to fly under any condition they consider to be unsafe. It is the employee's responsibility to immediately report any aviation hazard that compromises the safety of personnel or equipment via a Safety Communiqué, (SAFECOM) <https://www.safecom.gov/>.

Chapter 11 – USE OF GOVERNMENT AIRCRAFT AND SOLICITOR APPROVALS

- 11.1 Administrative Travel Justification and Documentation
- 11.2 OMB Circular A-126
- 11.3 Requests for Solicitor Approval
- 11.4 Space Available Travel
- 11.5 Emergency use

11.1 Administrative Travel Justification and Documentation.

The primary intent of this process is that taxpayers should pay no more than necessary to transport Government officials. This chapter discusses official travel on government aircraft and when the DOI Solicitor's (SOL) approval is required for Senior Executive Service (SES), Senior Federal officials or non-Federal travelers.

- Senior Executive officials include all civilian officials appointed by the President or civilian employees of the Executive Office.
- Senior Federal officials include all Senior Executive Service (SES) employees.
- Non-Federal such as Congressional, Legislative, State, Cooperating Agency and Partner officials.

11.2 OMB Circular A-126, *Improving the Management and Use of Government Aircraft* breaks

“Official travel” into three categories:

1. **Mission travel** is transporting people whose presence aboard an aircraft is required to perform, or is associated with the performance of a governmental function such as firefighting, search and rescue, law enforcement, aeronautical research, or biological or geological resource management. This OMB definition is a departure from what NPS would consider a “mission”.
2. **Required use travel** is rare; an employee is a "required use" traveler if the President or the head of the agency has determined that the person's travel qualifies as such.
3. **Other travel for the conduct of agency business** – The SOL considers almost all Departmental travel at SES level and above non mission official travel. Even when air travel is the only practical means of transportation to remote or roadless areas Solicitor approval is required unless the flight is mission travel.

NOTE: If a SES or senior federal official boards an aircraft at Point A and returns to Point A without any stops, with the exception of fuel or bathroom stops, SOL approval is not required. See *Information Bulletin 09-01, Revision 1, Guidelines for Requesting Approval from the Office of the Solicitor for SES Travel on Government Aircraft*.

11.3 Requests for SOL Approval.

OPM-7, Improving the Management and Use of Government Aircraft will be used for documenting cost comparisons for administrative travel on government aircraft.

- All travel on government aircraft must have advanced authorization.

- There are two documents that may be required:
 - *Travel Authorization (Form DI 1020)*
 - *Appendix 6: [OAS-110](#), Travel Cost Analysis*

See the chart below for the documents and signatures required for approval for the various individuals that may fly on NPS owned or operated aircraft.

Who Signs	Travel Authorization	OAS-110	
	Next Level Supervisor	File*	SOL*
NPS & Other Federal	√		
Senior Executive	-	√	√
Senior Federal	-	√	√
GS-level employees	√	-	-
Non-Federal Individuals	-	√	√

File – Maintain a copy on file for at least 3 years

SOL – Office of the Solicitor

* Copy to be provided to the RAM

11.4 Spaces-Available Travel

Space-available travel is using aircraft capacity that would otherwise be unused on an already-scheduled flight. It is generally limited to Federal personnel and their families in remote locations that are not reasonably accessible to regularly scheduled commercial airline service. Space-available travel using NPS operated aircraft is not allowed on special-use flights. The use of space-available travel, for other than the transportation of Federal personnel and their families in remote locations, requires trip-by-trip approval by the Secretary of the Interior and requires reimbursement at the full coach rate fare (OMB A-126). Such requests must be processed through the Regional Aviation Manager to the SOL at least 10 days prior to planned travel.

11.5 Emergency Use

NPS supervisors may authorize the use of Federal Government aircraft to assist in life-threatening circumstances, disaster relief efforts, etc. The nature of the circumstances must be noted on Form OAS -2 or Form OAS -23E with an informational copy to the Regional Aviation Manager. Any deviation from policy requires submission of a SAFECOM.

Chapter 12 – CONTRACT, RENTAL and CHARTER AIRCRAFT

- 12.1 General
 - 12.2 Procurement
 - 12.3 Billing/Payments
 - 12.4 Procurement of Flight Services from Other DOI Bureaus
 - 12.5 Procurement of Flight Services from Non-Federal Public Agencies
 - 12.6 Contract Services
 - 12.7 Emergency Aircraft Procurement
-

12.1 General

Aircraft operators providing contract, individual charter, or hourly rental service to DOI bureaus must be approved by Office of Aviation Services. Pilots must meet DOI experience requirements and adhere to flight time and duty limitations.

12.2 Procurement

All aircraft services required by any NPS unit must be acquired through the Office of Aviation Services procurement process as outlined below with the following exceptions:

Seat fare on flights with scheduled air carrier.

End Product/Service contracts can be used to obtain services and products such as aerial photographs, per head animal capture or seeding/fertilization. Aircraft may be used to obtain the product or services; however, there are limits on specifying controls or specific types of aircraft in the solicitation. These types of contracts are not flight service contracts and do not need to be obtained through Office of Aviation Services. There are very strict guidelines that include "operational control" for the use of these types of contracts. Refer to *OPM-35, Improving the Management and Use of Government Aircraft* for further guidance.

- A. Procurement/Documentation of Competition.** Any single procurement of flight services that exceeds \$3,000 can be obtained through the Aircraft Rental Agreement (ARA) but must use a best value determination of at least three vendors. Cost comparisons must include all anticipated cost factors including ferry time. Pricing information contained in the Office of Aviation Services source list may be used for this comparison. The [Best Value Determination](#) must be retained by the local unit for 3 years. Projects exceeding \$25,000 requires assistance through Office of Aviation Services contracting services.
- B. Billee Code.** Each park unit or office using flight services, other than commercial scheduled carriers, must have an individual OAS Billee code. This identifier is used for billing of flight services and is required for completion of Aircraft Flight/Use and Aircraft Use Reports (OAS - 23E). Each office is responsible for reconciling billing discrepancies.

- C. Other Services.** Other aviation-related services such as the purchase of aircraft components, parts and accessories, maintenance services, etc., must be procured through the Office of Aviation Services procurement system.

12.3 Billing/Payments

The aviation services provided to the using NPS unit must be documented on an Aircraft Use Report (Form OAS -23E).

- A. Approved Sources.** Approved sources for flight services include (1) DOI fleet aircraft, (2) USFS fleet aircraft, (3) OAS procured/contracted aircraft (4) Affiliate/Cooperator aircraft approved under an Office of Aviation Services agreement. (See [Chapter 13.](#))
- B. Unauthorized Procurement.** Unauthorized acquisition of aviation services may go through a ratification process and will include a penalty payment imposed by Office of Aviation Services. Specific details can be found in *OPM-6, Services Provided and Use Rates*.

12.4 Procurement of Flight Services from Other DOI Bureaus.

Prior to use of fleet aircraft assigned to other DOI bureaus, park units are responsible for determining payment rates for the use of the aircraft, pilot services, per diem, etc., with the provider of the service.

12.5 Procurement of Flight Services from Non-Federal Public Agencies

It is Federal policy not to compete with private industry. NPS procurement of and reimbursement for flight services from non-Federal public agencies is generally not authorized unless:

- (1) that agency is providing the service as a commercial operator,
- (2) the operation is conducted with civil aircraft when no operating certificate is required,
- (3) the services are necessary to respond to an imminent threat to life or property and no service by a commercial operator is reasonably available to meet the threat.

The decision not to use a commercial operator must be documented in writing and made part of the permanent incident record (14 CFR 1.1). Park units that anticipate using resources belonging to other government agencies must establish the appropriate approval and agreement documents or cooperator aircraft approval with that unit through their Regional Aviation Manager and OAS.

Services are acquired on an hourly rate basis and can be used when the cost of services is \$25,000 per transaction or less. OAS provides an approved list of rental sources based on a standard Aircraft Rental Agreement (OAS Source List) from which all vendors must be selected.

12.6 Contract Services

If the cost of the use of non NPS-owned aircraft will exceed \$25,000, the aircraft service must be via contract rather than Aircraft Rental Agreement and submitted on Form OAS -13, Request for Contract Services, approved by RAM as well as an official who has authority to certify funds are available and submitted to OAS.

- A. Requesting Procedures.** Requests for services to be performed in Alaska and Pacific Area must be submitted to the Office of Aviation Services Alaska Regional Office. Requests for

services to be performed in the continuous 48 states must be submitted to the respective Office of Aviation Services area office. The requesting office must submit the following.

1. Proposed contract requirements/specifications.
2. List of government-furnished equipment.
3. Justification for other than full or open competition.
4. Justification for specific make and model.

Requests for contract services should be submitted at least 120 calendar days in advance of the anticipated date of contract award for competitive acquisitions and 160 calendar days for non-competitive acquisitions.

- B. Exclusive-Use.** Exclusive use contracts are those awarded for a specific time period (i.e., 30-day, 90-day, etc.). During this time period, the government has exclusive use of the aircraft. The government may, at its option, release the aircraft for other work for a specified period of time.
- C. Aircraft Rental Agreements.** The Office of Aviation Services has established Aircraft Rental Agreements with air taxi commercial operators throughout the continuous United States, Alaska, and Hawaii based on user needs. An ARA is not a contract; it is a written instrument of understanding, negotiated between Office of Aviation Services and a vendor. Current Federal acquisition limitations limit use of the ARA to those procurements less than \$25,000.

12.7 Emergency Aircraft Procurement

- A. Definition of Emergency.** The justification for the procurement of emergency aircraft services must meet the following criteria:
1. Life Threatening – A situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action to prevent loss of life.
 2. Operational – An unforeseen combination of circumstances that calls for immediate action, but is not life threatening.
- B. Ordering Emergency Aircraft Services.** Authorized personnel from the requesting NPS unit can contact the appropriate Office of Aviation Services Flight Coordination Center or utilize the ARA for requests for charter aircraft services to meet emergency needs. Pilot and aircraft will be approved (carded) for the intended mission. If due to the nature of the emergency the pilot and/or aircraft are not approved for the intended mission, a SAFECOM will be submitted immediately after the mission.
- C.** All such procurements will have a documented risk assessment completed.

Chapter 13 – COOPERATOR AIRCRAFT

- 13.1 General
 - 13.2 Use of Military Aircraft
 - 13.3 Research Work Orders/Cooperative Agreements/Support Services Contracts
 - 13.4 Carding, Letters of Approval, or Memoranda of Understanding
-

13.1 General

A cooperator or affiliated aircraft can be (1) any branch of the military, (2) another public agency, or (3) a private entity. Aircraft and pilots must meet DOI standards for general or special-use flights, and NPS employees may not use such aircraft and pilots without prior Office of Aviation Services approval. Any costs incurred by Office of Aviation Services in approving cooperator aircraft, including an onsite inspection and pilot check ride for special-use flights, may be charged to the requesting unit.

Requests for use of cooperator aircraft must be submitted to Office of Aviation Services through the Regional and National Aviation Managers. The request should be submitted as far in advance as possible and contain the following information:

1. Purpose, type, and date(s) of flight(s).
2. Statement indicating whether flights will be general-use or special-use.
3. Aircraft make, model, and registration number.
4. Pilot or other contact name and telephone number.
5. Evidence of liability insurance is required for private cooperators.
6. Availability of personal protective equipment or aviation life support equipment, if required.

Additional information may be found in 351 DM 4.

13.2 Use of Military Aircraft

Military aircraft generally cannot be utilized without specific, written approval from the Secretaries of the Interior and Defense, except as noted below. The term “military aircraft” includes those aircraft operated by reserve units, and National Guard units, as well as aircraft operated by regular military units. Parks should refer to 351 DM 4.3 for more detailed guidance, or the DOI Memorandum of Understandings that may be in place. Given the complexities involving the use of military aircraft, parks must consult with their Regional Aviation Manager or National Aviation Office early in the planning process.

Parks planning to utilize military aircraft, including for “operational emergencies” such as firefighting, must submit a written request to the NPS Director through normal channels. The National Aviation Manager will be responsible for assuring proper routing of the request through the Department. The request must identify the project or mission to be completed, timeframes, personnel involved, confirmation that adequate funds are available for the project, and a statement detailing why commercial sources cannot be utilized. A key point to remember in considering the use of military aircraft is that, except for the purposes noted below, military assistance is on a cost reimbursable basis and this requirement can be waived only by the Secretary of Defense.

Requests for military assistance in life threatening emergencies may be submitted directly to the respective military installation, with a copy to the Regional Aviation Manager.

Parks may utilize military aircraft under existing national agreements regarding cooperation in drug interdiction efforts, or where other agreements consistent with the Departmental Manual are in place. Such use must be for operational missions and cannot include flights for training, crew orientation, or other non-operational mission reason, except as is specifically authorized within an applicable agreement.

All military aircraft use will be documented on form OAS -23 and submitted to the Office of Aviation Services. Where there will be no reimbursement, the OAS -23 should be marked “not for payment purposes.”

13.3 Research Work Orders/Cooperative Agreements/Support Services Contracts

Research Work Orders/Cooperative Agreements/Support Services Contracts that involve the use of flight services must contain language that people onboard aircraft under the operational control of NPS are subject to this Reference Manual and DOI policies.

13.4 Carding, Letters of Approval, or Memoranda of Understanding

Interagency Aircraft Data Cards and DOI Pilot Qualification Cards, or Letters of Approval for aircraft and pilots, will be issued to cooperator aircraft and pilots. In situations involving numerous aircraft and pilots (military facilities, State Fish and Game agencies, etc.), a formal agreement by OAS may negate the need for individual aircraft and pilot cards.

Chapter 14 – AVIATION SAFETY TRAINING

- 14.1 Aviation Training Equivalencies
 - 14.2 Required Aviation Safety Training
 - 14.3 Aviation User Training
 - 14.4 Specialty Training
 - 14.5 NPS Pilot Training
-

14.1 Aviation Training Equivalencies

The NAM, working with the OAS Training Division, is authorized to determine [IAT](#) equivalencies for training that has been acquired from sources other than IAT. This authorization may be delegated. (see OPM -04)

14.2 Required Aviation Safety Training

Superintendents are responsible for assuring that all employees involved in the use or control of aviation resources receive the required level of aviation safety training. Qualifications and currency requirements can be found in the handbooks and interagency guides listed in Chapter 2.5 of this document, and the DM User Training requirements.

14.3 Aviation User Training

OPM -04 and the Appendix, IAT Requirements Matrix lists the recommended and required aviation user training:

Line Manager: Regional Directors and their deputies, Superintendents and their deputies, and those acting in these positions shall, take *M3, Aviation Management Training for Supervisors* or complete *M2, Line Managers Briefing*, every three years.

Supervisors: First and second level supervisors of those employees who use aircraft to accomplish agency programs or missions (e.g., Fire Management Officers (FMO), Assistant FMOs, Chief of Resources, Chief Rangers, Chief of Maintenance, SAR Coordinator, helitack supervisor, assistant helitack supervisor, and helitack lead), shall, at a minimum, take *M3, Aviation Management Training for Supervisors*, every three years.

Park Aviation Managers: shall complete the aviation manager training as outlined in OPM -04.

B3 is the Combination Helicopter/Airplane Safety (aka Basic Aviation Safety) training. Aircrew member training requirements may be found in OPM -04. Initial B3 training must be taken in the classroom unless otherwise approved by the Regional Aviation Manager. Recurrent training for these classes is required every 3 years and may be taken remotely.

M3, the Aviation Management Training for Supervisors the initial and recurrent training may be completed remotely.

14.4 Specialty Training

The following NPS aviation requirements are in addition to any training requirements specified by Departmental or interagency requirements.

Resource Helicopter Manager /Crew Training, Qualifications and Experience Requirements

POSITION	PREREQUISITES	TRAINING REQUIREMENTS [†]	CURRENCY
Resource Helicopter Manager¹	Successful training assignment(s) under the supervision of a Helicopter Manager	S-271 ² S-372 ²	Attendance at RT-372 or meet requirements of the Interagency Aviation Training (IAT) Guide and experience in the position, either on project or incident, every three years
Resource Helicopter Crew member	None	S-271	Attendance at RT-271 (approved by RAM) or meet requirements of the IAT Guide and experience in the position, either on project or incident, every three years

¹Position supervises operations involving transport of groups of personnel or cargo from/to unimproved landing sites, external load operations, or other complex special-use project operations.

²For Resource missions, the S-271 and/or S-372 courses should be tailored to the type of operation being conducted. However, the course must be maintained to meet the NWCG course length requirement.

1. **Resource Helicopter Manager and Crewmember Taskbooks:** NPS has adopted taskbooks to assist employees in developing the skills necessary to qualify for Resource Helicopter Manager and crewmember positions. (See IHOG Chapter 2.) Copies of current taskbooks will be posted on the national aviation page on InsideNPS. Use of these taskbook parallels wildland fire taskbooks initiated under the *310-1, Wildland Fire Qualification System Guide* but these taskbooks are only applicable to non-fire helicopter positions. Fire positions should use the appropriate NWCG taskbook. Users unfamiliar with these procedures should contact the RAM prior to initiating a taskbook for these positions. Once completed and approved, the taskbook should be retained in the employee’s permanent training records and the RAM provided an email notification of completion. The RAM will determine how records will be maintained in each region. Employees currently qualified in these positions are not required to complete the taskbook.
2. NPS requires that A-219, Units 1- 6, be incorporated in S-271 Helicopter Crewmember Training (as a required module). Non-fire personnel involved in external load work must be a qualified Aircrew Member and complete A-219 Units 1-4 and Unit 6. In addition, those personnel desiring to become qualified as Helicopter Long Line Remote Hook Specialist (HELR) will be required to complete A-219 Units 1-4 and Unit 6.

3. Successful completion of A-219, Units 1-4 and Unit 6 will allow personnel to be qualified as a HELR for NPS IQCS/Redcard purposes.
4. NPS employees acting as crewmembers in float equipped aircraft or on over-water flights beyond gliding distance to shore will complete a Water Ditching and Survival training, IAT course A-312. This requirement can also be satisfied by having attended a DOI AM equivalent course, e.g. airline, military, Bureau Interagency or Part 141/142 course.
5. **Flight Followers:** Must have as a minimum the following training; B3, A104, A107, A109, A110, A111, A112, A115, A207 (all available on line), and an orientation by the Park Dispatcher/Park Aviation Manager/Chief Ranger, with emphasis on how to initiate a response to aircraft mishaps, overdue and missing aircraft. The park will identify in the Park Aviation Plan the difference between a flight follower and a dispatcher (DOI has mandatory training requirements for aircraft dispatchers).

14.5 NPS Pilot Training

Pilot training will be conducted in accordance with DM's and OPM 22 or AR-10 where applicable. A NPS pilot not in compliance with these documents is not authorized to pilot DOI aircraft. **NOTE:** Periodic reviews of pilot training records will be conducted by the RAM and National Aviation Office.

Chapter 15 – AVIATION SAFETY AWARDS PROGRAM

15.1 NPS Aviation Awards Program

15.2 DOI Aviation Awards Program

15.1 NPS Aviation Awards Program

The NPS National Aviation Awards Program recognizes four areas of excellence in aviation:

1) Wright Brothers National Aviation Safety Award

Recognizes an individual or organization who proactively promotes an open-minded attitude in the prevention of aviation mishaps and accidents, works diligently to correct and improve aviation safety deficiencies, communicates the actions and results to others.

Open to any individual or organization in the aviation community who shows exemplary qualities in the area of aviation safety.

2) Tom Clausing (prior GRCA employee) Aviation All Risk (Hazard) Programs Award

Recognizes an individual or organization who through professional interactions with coworkers, cooperators, patients/victims while rendering all risk services promotes innovation, professionalism and advancements in policy, procedures, techniques, and equipment to further aviation all-risk (hazards) programs.

Open to any individual or organization in the aviation community who while performing their duties as an aviation crewmember, rescuer, care provider or organization as a whole shows exemplary qualities in the area of all risk services.

3) Excellence in Mentorship Aviation Award

Recognizes an individual or organization who, through training and mentorship of aviation personnel goes above and beyond normal expectations to assist others in developing their personal or professional aviation growth.

Open to any individual or organization in the aviation community who exhibits these qualities.

4) NPS Aviator of the Year

Recognizes an individual who has performed mission(s) of significant consequence, valor or has actively promoted the advancement or recognition of an NPS aviation program, mission or service.

Open to all government personnel both within and outside of the NPS, civilians and contractors.

These awards shall be awarded from the NPS Aviation Branch Office. Selection will be made based on the criteria for each individual award by a panel consisting of national office personnel, RAMs and field personnel.

In addition, the NPS recognizes that individuals or organizations may be deserving of an award that is not covered in the NPS Aviation Awards Program or worthy of departmental recognition.

15.2 DOI Aviation Awards Program

NPS will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM 4 and *OPM 06-42, Airwards*. for the following categories:

- A. Award for In-Flight Action.** Crew members and passengers who materially contribute to the successful recovery from an emergency or minimize or prevent aircraft damage or injury to personnel during an emergency.
- B. Award for Safe Flying.** Pilots who have distinguished themselves by flying accident free for specific periods of time.
- C. Award for Significant Contribution to Aviation Safety.** This award is established to recognize an individual, group or organization for significant contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees.
- D. Secretary's Award for Outstanding Contributions to Aviation Safety.** Any individual or group, including other agencies and non-government individuals, for outstanding contribution in aviation safety, or aircraft accident prevention.
- E. Airwards.** This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting Interior aviation safety such as correcting a hazardous situation, submitting a good idea, or just making a difference.

Chapter 16 – AIRCRAFT MISHAP PROCEDURES

- 16.1 Aircraft Mishaps
 - 16.2 Mishap Notification Procedures
 - 16.3 Aviation Mishap Response Plan
 - 16.4 Aircraft Mishap Investigations
 - 16.5 Aircraft Mishap Review Board
 - 16.6 Aircraft Mishap Documentation
-

16.1 Aircraft Mishaps

All aircraft incidents and accidents will be reported, via SAFECOM, to the OAS and by NPS policy to the Regional Director in accordance with Departmental policy. Aircraft mishaps are broadly defined as follows:

- A. Accidents** involve death or serious injury or substantial damage to the aircraft. The National Transportation Safety Board (NTSB) is responsible for the investigation of aircraft accidents. All aviation accidents will be reported immediately to the National Aviation Manager, Regional Director, and the OAS in accordance with *352 DM 3, Aircraft Mishap Notification, Investigation and Reporting* and NPS policy.
- B. Incidents with Potential** are those in which the circumstances indicate significant potential for substantial damage or serious injury. **Final classification will be determined by the Office of Aviation Services Aviation Safety Manager.**
- C. Aircraft Incidents** are occurrences that affect or could affect the safety of operations.

Accident/Incident NPS Review Process: The Regional Director will determine within 14 days, whether an internal NPS review of the mishap is necessary. The Director's Order-50B mandates specific employee safety and health related activities to be conducted within National Park Service worksites. The Reference Manual 50B is intended to provide information, guidance, or direction on how to carry out the activities mandated within Director's Order-50B.

16.2 Mishap Notification Procedures.

- A.** In the event of an aircraft accident, incident with potential, or when any of the mishaps listed below, the aircraft operator, flight manager, pilot, or person with flight following responsibilities must immediately, and by the most expeditious method, notify the National Aviation Manager, Regional Director, and the Office of Aviation Services Safety Office, (24/7) at 1-888-4MISHAP (1-888-464-7427), who has the Departmental responsibility to coordinate with the nearest office of the NTSB:
 - 1. An aircraft is overdue and it is believed to have been involved in an accident.
 - 2. Flight control system malfunction or failure.
 - 3. Inability of any required flight crewmember to perform normal duties as a result of illness or injury.
 - 4. Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.
 - 5. In-flight fire.

6. Aircraft collision in flight.
7. Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

B. NPS Internal Aviation Notification and Routing Procedures:

1. The National Aviation Manager or designee is the primary focal point of contact within the NPS, between OAS and the NPS and with the other bureaus for notification of significant aviation related events and policy related matters. Note: Nothing in this procedure should be interpreted to delay the notification of immediately needed and locally available resources in the event of a life threatening emergency or when notification could delay resolution of an ongoing problem.
2. For accidents, incidents with potential, serious safety concerns, aviation events of significant policy impact or aviation events or actions with the potential to cause widespread interest both inside and outside the NPS the NAM will upon receiving notification by whatever means and source contact the Chief, Division of Fire and Aviation Management, (DFAM). The Chief will in turn notify the Associate Director, Visitor and Resource Protection, (VRP) who will notify the Director, NPS. In the event the Regional Aviation Manager, (RAM), where the event occurred was not involved with the initial notification to the NAM, the NAM will contact the RAM who serves as the primary focal point of contact for aviation matters within the regions. The RAM will determine and assure that the appropriate Regional and Park Management have been notified.
3. Concurrently the NAM will contact the appropriate person in DOI/OAS. For Accidents and Incidents with Potential this will usually be the Chief, Aviation Safety Division or his designee.

C. In addition to the above, notification is required in the event of the following incidents involving large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):

1. In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments.
2. In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces.
3. Sustained loss of the power or thrust produced by two or more engines.
4. An evacuation of an aircraft in which an emergency egress system is utilized.

16.3 Aviation Mishap Response Plan

Each unit will develop an Aviation Mishap Response Plan that will detail the actions that need to be accomplished in the event of an aviation accident. A brief outline of the required actions is listed below, and additional information can be found in the sample *Interagency Aviation Mishap Response Guide and Checklist* see [Appendix 1](#).

- A.** Take necessary action to rescue survivors.
- B.** Secure the site and surrounding area to protect the wreckage from further damage and avoid injury to persons nearby.
- C.** Designate an Incident Commander to be in charge of the mishap site; get names, addresses, etc., of witnesses; and relay all media inquiries to the investigating team or NPS/NTSB public information official.

D. Secure all NPS records pertaining to the operation, flight, maintenance, crewmembers, etc.

E. Document the available information on the Aircraft Accident Checklist in the Interagency Aviation Mishap Response Guide and Checklist, and provide the information to Office of Aviation Services, and Regional Aviation Manager. Do not delay initial reporting to try to fill in all the blanks.

16.4 Aircraft Mishap Investigations

All DOI accidents are the domain of the NTSB whether they participate in the field investigation or not. NTSB may engage the Office of Aviation Services to investigate accidents for the Board. In this case, the Office of Aviation Services is working for the NTSB and is bound by rules 49 CFR 830-831. NPS will offer a qualified individual to assist with the investigating agency and may also independently review the mishap internally. The NPS Regional Director, in conjunction with the NAM, will assign the appropriate individuals. When NTSB investigates DOI accidents, Office of Aviation Services generally will be included. NTSB and/or Office of Aviation Services may also choose to investigate other DOI aircraft incidents.

16.5 Aircraft Mishap Review Board (AMRB)

An AMRB is responsible for developing mishap prevention recommendation for all Interior accidents and selected incidents with potential. Specific responsibilities, functions and procedures to be followed are in accordance with DOI AM Instruction 220-1.

DOI Aircraft Mishap Review Board, (AMRB) NPS Attendance, Report Routing and Follow-up Actions. Per 350 DM 1 Appendix 4 A. 11 the NAM is responsible for assigning a representative to the AMRB. This will usually be an aviation subject matter expert from an area outside the region where the event occurred. NPS policy requires that whenever an AMRB is convened by the Associate Director OAS, (AD OAS) in response to an aircraft mishap that a Senior Line Officer from the Region involved in the event will participate in the AMRB as a non-voting member. The NAM will coordinate with OAS for inclusion of this additional NPS participant on the AMRB.

Upon receipt of the AMRB report and final recommendations from the AD, OAS, the NAM will route the report to senior NPS management through the Chief, Division of Fire and Aviation (DFAM) who will in turn route to the AD VRP and Director. The NAM will concurrently route copies to the RAM in the affected region for distribution to Regional Director and the Superintendent of the involved park.

Within 30 days of the issuance of an AMRB report the RD of the Region involved will convene a Board of Review (BOR) that will include the Regional Senior Line Officer present at the AMRB, RAM, Park Superintendent and NPS flight, air or ground crew involved in the mishap. The BOR will task the responsible parties with responding to and /or implementing the AMRB recommendations in addition to any the BOR may develop.

16.6 Aircraft Mishap Documentation

A. Pilot/Operator Aircraft Accident Report. The aircraft operator must complete NTSB Form-6120.1/2, Pilot/Operator Aircraft Accident Report, and submit it to the nearest office of NTSB. In the case of DOI-owned/bureau operated aircraft, a copy of the report must also be sent to the Regional Director and the Office of Aviation Services safety manager within 10 days following an aircraft accident or when requested by NTSB following any of the occurrences listed in 16.2 above.

B. Aircraft Accident/Incident with Potential. The aircraft operator, passenger, or other person with knowledge of the accident/incident with potential must comply with the Aviation Mishap Notification Investigation and Reporting Handbook, per 352 DM 4.

C. Aviation Mishap Information System. The aircraft operator, flight manager, or any other person noting an aviation hazard, maintenance deficiency, airspace conflict, or incident should complete a SAFECOM Report, within 5 days and submit it to the Office of Aviation Services Safety Manager and the Regional Aviation Manager.

NPS SAFECOM Management Roles

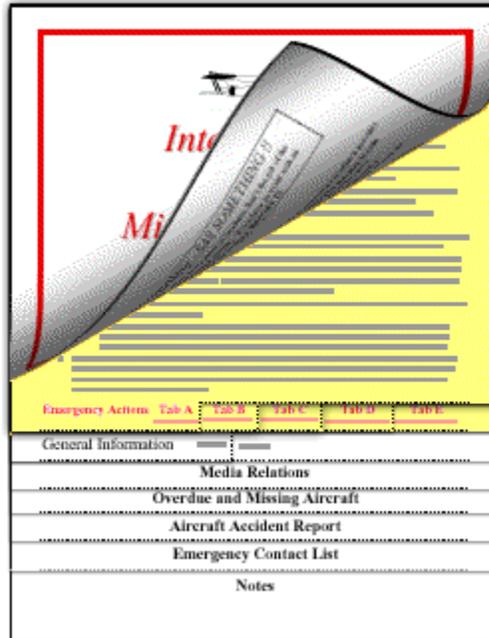
<u>POSITION</u>	<u>AUTHORITY</u>	<u>RESPONSIBILITIES</u>	<u>CRITICAL NOTES</u>
Individual	Submission	Fills out the SAFECOM form, completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Consults with mission personnel prior to submitting electronically to OAS and hardcopy to PAM.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
Park Aviation Manager	Submission	If only a hardcopy has been submitted, submits electronically to OAS.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
	E-Mail Notification	Receives e-mail notification of all initial, modified and completed SAFECOMs identifying their NPS Field Office as having operational control.	Provide feedback to person submitting (unless anonymous)
	Corrective Actions	Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information)	Must treat all corrective action descriptions as if they were public.
Regional Aviation Manager	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs identifying NPS operational control within their State.	Coordinate with PAM.
	Corrective Actions	Review all information. May take and document additional corrective actions.	Coordinate with PAM.
	Modify Actions	Authority to change all SAFECOM information (except for of the submitter and the original narrative).	Coordinate with PAM. Verify and amend all info for accuracy.
	Operational Control	Make final determination of the Agency, Region and Park Unit that has Operational Control.	Determines who will receive e-mail notification.
	Category	Select the appropriate category to classify	Multiple categories

		the SAFECOM.	possible.
	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SAFECOM “Public” (if overly sensitive, consult with NAO before making public)	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
National Aviation Manager or National Aviation Safety Manager	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs nationwide that identify NPS operational control.	Coordinate with RAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SAFECOM.	Coordinate with RAM
	Modify Actions	Authority to change all SAFECOM information (except for the RAM’s of submitter and the original narrative).	Coordinate with RAM
	Make Public	Has the authority to sanitize information and make the SAFECOM “public” (if not already done at the State level). Coordinates with OAS.	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	Completion	Has the authority to make the SAFECOM “complete”.	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	Distribution	Distributes all “Public” NPS SAFECOMs to NPS RAM’s and Other Agencies.	Coordinates with OAS.
	Designates Users	Authority to identify all NPS users and their appropriate permission levels. Must notify OAS of additional users/changes/updates.	Coordinates with OAS.
	Out of Agency	Authorized to review other agency “Public” SAFECOMs. Read Only!	Coordinates with OAS

Appendix 1 – INTERAGENCY AVIATION MISHAP RESPONSE GUIDE AND CHECKLIST

INTERAGENCY AVIATION MISHAP RESPONSE GUIDE & CHECKLIST

APPROVAL: This Interagency Aviation Mishap Response Guide and Checklist has been approved for use by both the DOI-AM Aviation Safety Manager and the USDA-FS National Aviation Safety and Training Manager. You can order this document through the cache system (NFES 2659). You may also download and print this document.



WHAT YOU NEED TO DO:

After you download the document you can tailor the plan to fit your organizational and local area needs by adding names and phone numbers. After printing you will be able to literally "cut along the dotted lines" and assemble the plan into the familiar layered

Interagency Aviation Mishap Response Guide & Checklist format. We recommend you print Tabs A, B, C, D, and E (pages 3-7) on yellow or another bright colored paper to make those "immediate actions" stand out boldly.

WHAT THE CHECKLIST DOES FOR YOU: The checklist provides both immediate actions and general instructions to follow in the event of an aviation accident. It has intentionally been developed to be simple and generic. The "Aircraft Accident Report" consolidates the information required for missing aircraft, overdue missing, and accidents into a single form. We have made it generic to allow the widest possible use with a minimum of additional work.

Appendix 2 – PARK AVIATION MANAGEMENT PLANS

The plan should be commensurate with the complexity of the aviation activities. Programs with limited aviation activities may only need a single page which must include an aviation point of contact. An Aviation Management Plan must contain the following topics:

I. INTRODUCTION/PURPOSE

- A. NPS Policy
- B. Compliance with Park Legislative Mandates
- C. Park Aviation Policy

II. PROGRAM MANAGEMENT

- A. **Organization and Responsibility** (i.e., Superintendent - Passengers)
- B. **Qualifications/Training Needed to Manage Program**
 - 1. Project Leader
 - 2. Flight Manager
 - 3. Helicopter Manager
- C. **Dispatching and Controlling Flights**
 - 1. Routine Flights
 - Routine Flight Request/Flight Plan (See Appendix 4)
 - Process For Requesting Aircraft
 - 2. Non-Routine (Emergency) Flights
 - a. Search and Rescue Operations
 - b. Medical Evacuations
 - c. Emergency Fire Operations
 - d. Law Enforcement Emergencies
 - e. Administrative Emergencies
 - Risk Analysis
 - Process For Requesting Aircraft
- D. **Records and Reports**

III. AVIATION OPERATIONS

- A. **Aircraft Safety**
 - 1. Aircraft Data Cards
 - 2. Personal Protective Equipment
 - 3. Flight Manifest
 - 4. Load Calculations
 - 5. Flight Plans/Flight Following
 - 6. Communications
 - 7. Pilot Authority
 - 8. Pilot Duty Limitations
- 9. Low Level Flights
 - 10. Transporting Hazardous Material
 - 11. Smoking
 - 12. Fuel Reserves
 - 13. Transportation of Dogs and Other Pets
 - 14. Pilot Briefings

15. Flight Hazard Maps
16. Authorized Passengers, Cargo and Flights
17. Flight Restrictions and noise impact mitigation
18. Air Space Restrictions

B. Aviation Security

1. Facilities
2. Aircraft

IV. SPECIFIC MISSIONS

V. EMERGENCY PROCEDURES

VI. PROGRAM COORDINATION AND EVALUATION

Appendix 3 – PROJECT AVIATION SAFETY PLAN



***Project Aviation Safety Plan
U.S Department of the Interior
National Park Service***

This Project Aviation Safety Plan (PASP) is specific to _____
Procedures outlined within this document follow standards set forth in the Park Aviation Management Plan, NPS RM-60, DM350-354 and, the Interagency Helicopter Operations Guide (IHOG). This plan will be reviewed with all individuals participating in this mission prior to commencing operations.

Requested by Project Manager: _____ Date: _____

Reviewed by Park Aviation Manager: _____ Date: _____

Reviewed by Flight Manager: _____ Date: _____

Approved by: _____ Date: _____

National Park – Project Aviation Safety Plan

Section 1 – Project Manager Completion (Section 1 – To be completed by Project Manager)

Project Manager:

Job Title:

Unit:

Phone Number:

Project Name and Objectives:

Justification:

Project Dates: *(List specific dates or time frames if flexible)*

Project Location: *(Provide a latitude and longitude and geographic reference; attach map for large geographic operational area)*

Personnel Participant Requirements

Projected Cost of Aviation Resources:

Charge Code:

Aircraft: *(if known)*

Pilot: *(if known)*

Refueling

Aircraft security

Materials to be transported: *(Type, size, quantity, weight and special needs of the material to be transported)*

Flight Manager Assigned to this project:**National Park – Project Aviation Safety Plan
Section 2 – Flight Manager**

Flight Manager Assigned:
Job Title:
Unit:
Phone Number:

Existing Memorandum of Understanding and Standard Operating Procedures**Operational Environment Considerations**

(Environmental conditions are those conditions over which there is no human control. Forecast or known environmental conditions are not mishap cause factors. For example, structural damage caused by flying into forecast severe turbulence is NOT a mishap causal factor. A pilot's decision to fly into forecast or known severe turbulence is a causal factor. Cause factors are normally under human control and can be eliminated. Managers must be aware that their actions may encourage pilots to operate beyond existing capability. Pilots must be ever cognizant of environmental conditions in which they are expected to operate safely and are the final authority relative to a GO/NO-GO decision based upon environmental and safety considerations)

- * Get a current weather brief and check weather forecasts before every flight. Be alert for weather deterioration. Do not attempt VFR flight when there is a probability of weather being below FAA minimums at your destination, or in the intended operating area.
- * Study and become familiar with unique geographical conditions in the area in which you intend to operate. Know your aircraft's performance capability. If you are flying in mountainous terrain, be aware of standing lenticular or mountain wave conditions. Exercise caution when winds are greater than 20 knots or when wind gust spread exceeds 10 knots. Stop flight operations when winds are greater than 30 knots or when wind gust spread exceeds 15 knots.
- * Know your own capability. It is the pilot's responsibility to ensure that he or she is qualified for the flight, that the aircraft is properly equipped for the flight, and that the flight is flown according to the appropriate regulations and aircraft operating limitations.
- * Conduct a brief operational risk assessment prior to each flight. Aircraft equipment, standard operating procedures, charts, detailed checklists, or recommended avoidance techniques will not prevent CFIT if flight crews are not adequately prepared with risk mitigations.

Pilot and Duty Day Limitations**Flight Following:**

(As a potential lifesaving condition, each bureau should include a flight following requirement in the aircraft mishap prevention plan. This plan should specify the method or procedure to be used that will

accommodate communications from mission personnel (or the pilot) to the flight following facility at predetermined intervals. Additional information concerning flight following is contained in 351 DM 1)

Function	Primary Frequency	Purpose
Flight Following		
Air-to-Ground		
Air-to-Air		
Tactical Ground		
Air Guard		

*The operational/tactical frequency will be determined and confirmed on the day of the actual mission

Emergency Search and Rescue:

Aerial Hazard Analysis:

Protective Clothing/Equipment:

Load Calculations and Weight-and-Balance:

(It is imperative that proper consideration and planning be given to the aircraft weight and balance computation and subsequent loading. The actual weight of personnel and/or cargo must be considered relative to environmental and aircraft performance capabilities. This will be accomplished for each takeoff and landing for all aircraft)

GAR RISK ASSESSMENT MODEL

STEP 1: Define the Mission or Task

- Clearly identify the mission or task and state your desired outcome. The GAR Risk Assessment involves looking at multiple threats.

STEP 2: Define the Threats

- Here we identify the hazards of the mission in general terms. Since we are looking at a mission or task there will be multiple threats. Focus on the ones you think pose the greatest risk.

STEP 3: Assess Risk & Assign a Numerical Value

- Use the eight mission risk factors to evaluate the threats. If an activity produces an accident, it will generally be because of weaknesses in one or more of these areas. Conversely, if a team improves these elements, the probability of an accident will likely decrease.
- Assign a numerical value for each job, task or project risk factor.

Supervision: Supervisory Control should consider how qualified the supervisor is. It's not about subject matter expertise it's about supervising. You need to determine whether effective supervision is taking place. Is there someone there to provide supervision? Even if a person is qualified to perform a task, supervision acts as a control to minimize risk. This may simply be someone checking what is being done to ensure it is being done correctly. The higher the risk, the more the supervisor needs to be focused on observing and checking. A supervisor who is actively involved in a task (doing something) is easily distracted and should not be considered an effective safety observer in moderate to high-risk conditions.

Planning: Planning and preparation should consider how much information you have, how clear it is, and how much time you have to plan the activity or evaluate the situation. Planning includes the development and use of pre-defined plans, training programs, operating procedures, SOPs, operational guidelines, JHAs, etc.

Team Selection: Team selection should consider the qualifications and experience level of the individuals used for the specific event. The participants in a mission or activity should have the skills and experience necessary to perform tasks/assignments including the ability to use specialized equipment, make decisions, use judgment, and operate effectively in a team environment. Individuals may need to be replaced during the activity and the experience level of the new team members should be assessed. Teams should have an adequate number of qualified members from which to choose for any single mission or activity.

Team Fitness: Team fitness should consider the physical and mental state of the team. This is often a function of the amount and quality of rest a team member has had and basic physical fitness as it relates to

the task or mission. Quality of rest considers conditions slept in, potential sleep length, and any interruptions. Fatigue normally becomes a factor after 18 hours without rest; however, lack of quality sleep builds a deficit that worsens the effects of fatigue. Other factors to consider are physical preparedness and personal life factors that may impede the outcome of the operation or activity.

Communication: Good communications ensure clear and accurate sending and acknowledging of information, instructions, commands, and useful feedback. This includes interpersonal communications and the physical communication equipment if personnel are not within immediate voice contact. Communication should consider radio/cellular capability, dispatching and overall infrastructure and operational reliability. In addition to the technical means to communicate you should also consider the communication culture of the organization.

Contingency Resources: Contingency resources are not necessary as an immediate part of the operation, but would be needed should conditions change or an emergency occur. They should be those pre-defined resources that a team will call in an emergency or when incident or activity demands exceed the capability of existing resources. You should consider whether you have the ability to activate the resources, whether they will respond in the expected timeframe, and whether there are pre-plans in place for those resources.

Environment: Environment considers factors affecting human performance and factors affecting the performance of equipment being operated. This includes, but is not limited to, time of day, temperature, humidity, precipitation, altitude, etc.

Event or Incident Complexity: Event/Incident complexity should consider both the required time and the situation. Generally, the longer one is exposed to a hazard, the greater are the risks. However, each circumstance is unique. Factors to consider include: how long environmental conditions will remain stable; whether the activity requires specialized skills, whether there are dynamic and changing conditions, or whether team members are required to divide their attention while performing multiple tasks; whether a fast-paced activity and sense of urgency induces stress; whether pre-plans and operating procedures cover a high percentage of the activities, or whether team members must use judgment and experience to respond appropriately to novel circumstances. Generally, simple, repetitive tasks occurring in highly structured and controlled work environments have the lowest complexity.

To compute the total level of risk for each threat previously identified, assign a risk code of 1 (For Almost No Risk) through 10 (For Maximum Risk) to each of the eight elements. This is your personal estimate of the risk. Add the risk scores to come up with a Total Risk Score for the overall job, task, or project.

OPERATIONAL/MISSION RISK ASSESSMENT WORKSHEET											
Risk rated 0-10 for each category (Mitigations should be considered for any category rated higher than 5 Overall Mission Risk <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">1-35</td> <td style="text-align: center;">36-60</td> <td style="text-align: center;">61-80</td> </tr> <tr> <td style="text-align: center;">Green</td> <td style="text-align: center;">Amber</td> <td style="text-align: center;">Red</td> </tr> </table>	1-35	36-60	61-80	Green	Amber	Red	Individual Assessment	Group Discussion	New Assessment	Mitigation	New Assessment
	1-35	36-60	61-80								
	Green	Amber	Red								
Supervision: Presence or accessibility of leadership/supervision for all teams and personnel. Clear chain of command.											
Planning: Current SOP/Operational Guidelines, team trained IAW same. Adequate information and planning time. Required equipment, training is provided. Brief/de-briefs planned, team input solicited.											
Contingency Resources: Resources available if needed. MOUs in place with participating cooperators. Planning accomplished with cooperators. Shared communications plan and frequencies.											
Communication: Infrastructure: Radio communications possible throughout area of operations (presence of portable repeaters). Communication's plan established and rehearsed.											
Team Selection: Level of individual training & experience. Cohesiveness and atmosphere that values input/self critique.											
Team Fitness: Level of overall physical fitness of team. Level of team member's rest/fatigue and overall morale. Team members with major life distractions.											
Environment: Extreme temperatures, elevation, difficulty of terrain (aspect, foliage, slope, etc.), long approach, remoteness.											
Incident Complexity: Whether the activity requires specialized skills, whether there are dynamic and changing conditions, or whether team members are required to divide their attention while performing multiple tasks; whether a fast-paced activity and sense of urgency induces stress; whether pre-plans and operating procedures cover a high percentage of the activities, or whether team members must use judgment and experience to respond appropriately to novel circumstances.											
TOTAL											

STEP 4: Identify Risk Control Options.

Look at ways to manage, control, or eliminate the risk associated with the eight factors considered.

MITIGATION FACTORS
Supervision:
Planning:
Contingency Resources:
Communication:
Team Selection:
Team Fitness:
Environment:
Incident Complexity:

STEP 5: Evaluate Risk vs. Gain

Since the GAR Risk Assessment is usually a strategic planning tool the team leader or management will probably make the final decision on the acceptable level of risk.

STEP 6: Execute Decision

STEP 7: Supervise - Watch for Change

Monitor the situation and evaluate the risk control measures selected. You may want to re-evaluate the risk again after you have identified appropriate risk control options.

Operational Risk Management Analysis (ORMA)		
<i>Rate 1-10 → Any category rated > 5 should receive specific mitigation</i>		
1. Supervision	<i>Presence of, qualified, accessibility & effectiveness. Clear chain of command?</i>	
2. Planning	<i>Information available & clear, adequate time to plan, SOP's, pre-plans, brief's, team input solicited?</i>	
3. Contingency Resources	<i>MOU's and planning in place. Shared communications plan?</i>	
4. Communication	<i>Radio communications, environment that values input, de-confliction?</i>	
5. Team Selection	<i>Level of training and experience. Cohesiveness & atmosphere that values input?</i>	
6. Team Fitness	<i>Physical & Mental state of the team? Consider rest, fatigue, morale, outside distractions?</i>	
7. Environment	<i>Threats, time of day, extreme temperatures, elevation, difficulty of terrain, remoteness?</i>	
8. Incident Complexity	<i>Exposure time, severity & probability of mishap, potential for taxing staffing levels?</i>	
Green (1-35)	Amber (36-60)	Red (61-80)

Appropriate management level decision for go/no-go performed by:

- Park Superintendent
 Division Chief
 Park Aviation Manager
 Flight Manager

Approved by: _____ Date: _____

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<p>I. MISSION FLIGHT HAZARD ANALYSIS (fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:</p>	
<p><input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)</p> <p><input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft</p> <p><input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons</p> <p><input type="checkbox"/> Weather factors: wind, thunderstorms, etc.</p>	<p><input type="checkbox"/> Towers and bridges</p> <p><input type="checkbox"/> Other aerial obstructions:</p> <p><input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors</p> <p>SUNRISE: _____</p> <p>SUNSET: _____</p> <p><input type="checkbox"/> Limited flight following communications</p>
<p><input type="checkbox"/> High elevations, temperatures, and weights:</p> <p>MAX LANDING ELEV (MSL): _____</p> <p>MIN. FLIGHT ALTITUDE AGL: _____</p> <p><input type="checkbox"/> Transport of hazardous materials</p> <p><input type="checkbox"/> Other: _____</p>	
<p>III. APPROVALS</p>	
<p>Note: Reference Handbook 9420 for approval(s) required.</p> <p>A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY: _____</p> <p style="text-align: center; font-size: small;">Chief-of-Party Signature</p> <p>B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY: _____</p> <p style="text-align: center; font-size: small;">Dispatcher Or Aviation Manager Signature Required</p> <p>C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **: _____</p> <p style="text-align: right;">DATE: _____</p> <p>D. THIS FLIGHT IS APPROVED BY (Authorized Signature): _____</p> <p style="text-align: right;">DATE: _____</p> <p style="text-align: right; font-size: small;">** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.</p>	
<p>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</p>	
<p><input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor; carding meets requirements;</p> <p><input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots</p> <p><input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled</p> <p><input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)</p> <p><input type="checkbox"/> All DOI passengers have received required aircraft safety training;</p> <p><input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure;</p> <p><input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use</p>	<p><input type="checkbox"/> Means of flight following and resource tracking requirements have been identified</p> <p><input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained</p> <p><input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions</p> <p><input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken</p> <p><input type="checkbox"/> Chief-of-Party is aware of PPE requirements.</p> <p><input type="checkbox"/> Cost analysis has been completed and is attached</p> <p><input type="checkbox"/> Other/Remarks:</p>

Appendix 5 –ENHANCEMENT APPLICATION

In order to smooth the application for an enhancement or waiver to NPS policy, in accordance with Para 2.11 of RM-60, this template is provide to organize the information that aviation and line managers will require for making informed decisions. The format may also be used to standardize the information needed for a new program request.

Published standards have been established to prevent aviation mishaps and to provide a standardized approach to efficient and effective operations. Enhancements or waivers are provided for very specific operations that have additional checks and balances in place to cover the expected exposure that would occur. An enhancement or waiver of standards or policy is not provided to circumvent budget constraints or training requirements. Approval of an enhancement or a policy waiver may require additional costs in some cases or additional training and qualification. When a need for an enhancement or waiver is identified, the park will provide the following information in the request.

APPROVALS

Prepared By:	Date:
Regional Aviation Manager Review:	Date:
National Aviation Manager Review:	Date:
Park Unit Superintendent, Approval:	Date:
Regional Director, Approval:	Date:
National Park Service Director, Approval:	Date:
<p>Background: <i>Provide information pertaining to the program to which the enhancement or waiver will be applied. Include any historic information applicable to past practices and success or other operator's ability to perform the required aviation elements with the enhancement or without the NPS restrictions.</i></p>	

<p>Objectives: <i>These must be clearly stated and achievable with the criteria provided that will be used to measure success and attainment. What is the park trying to accomplish with the enhancement or waiver?</i></p>
<p>Justification: <i>Identify the policy to be waived or enhancement requested and either why the aviation operation cannot comply with current policy or how it will be improved. What benefit accrues to the NPS or the park by granting the waiver or enhancement. Can the requested operation provide an equivalent level of safety?</i></p>
<p>Benefit and Risk Analysis: <i>Benefits of the use of the enhancement or waiver will be provided along with the analysis of the risks that will be involved. Describe the consequences of use and non-use of the enhancement or waiver to NPS policy.</i></p> <p>Note: <i>IHOG Chapter 3 provides the format for the risk analysis and an indication of where the risk decision should be made. The use of an exemption to NPS policy will probably require line manager approval for each mission. Any applicable restrictions and controls will be included in the exemption.</i></p>
<p>Limitations and Controls: <i>Provide a description of any barriers that would affect the use of this enhancement or waiver;</i></p>
<p>Funding provisions: <i>Describe how any additional funding would be accessed and where any savings would be applied.</i></p>
<p>Contracting issues: <i>Describe any contract modification that would be needed to meet the needs of this enhancement or waiver and vendor's requirements in order to accept them.</i></p>

<p>Security provisions: <i>Describe any additional security measures that will be needed assure aircraft and crewmembers are not harmed as a result of expanded operational abilities.</i></p>
<p>Training and support provisions: <i>Describe the training and support needs applicable to the enhancement or waiver and how these will be satisfied.</i></p>
<p>Other methods available: <i>Provide a comprehensive description of other methods, if available, of accomplishing the operation being enhanced or the policy being waived and the limitations these pose. Describe any restrictions these methods possess and possible solutions that would make them viable options.</i></p>

Enhancement Process

- **Below you will find a synopsis of the Enhancement process. This only applies for parks requesting a new aviation program enhancement. STEP, Short haul, Rappel, ACETA, Other**
- **At any time, if a park has a significant change to the aviation program (Key Personnel, Aircraft Capabilities, Equipment, or Leadership) a new enhancement may be required.**

Step 1 Enhancement Application and collects supporting documentation (i.e. GAR, Plan, Guide etc...)

Who: Unit subject matter expert (i.e. Unit Aviation Manager, Safety Officer etc...)

Step 2 Upon receipt of the application a Regional working file is generated with the following reference in sequence received from the NPS unit.

Who: Regional Aviation Manager

Step 3 A Regional/National Enhancement Review Board is convened. Review Comments are attached directly to the application (this process can take 5 to 30 days depending on complexity and panel availability). A cover letter is attached.

To: (To be determined based on application)
From: Regional Aviation Manager

Step 4 Unit SME receives the reviewed Enhancement packet with Regional/National comments attached, and presents documentation to the Superintendent for decision. If approved,

Enhancement signed in the appropriate block. In the correspondence to the Regional Director, include statements addressing the Regional/National review comments.

To: Regional Director
From: Superintendent

For Enhancements needing only RD approval the signed enhancement is kept on file at the Regional Office, and a letter of approval is sent directly

To: Superintendent
From: Regional Director

Step 5 For programs such as Short Haul, Rappel, STEP or others requiring NPS Director signature, a “Request for Approval” memorandum must be included. If this step applies, the SME would have received the “Request for Approval” template during the review process. In addition, for Regional Director Approval, applicants are free to submit additional documentation to support review responses.

To: Associate Director, Visitor and Resource Protection, National Park Service
From: Superintendent
Through: Regional Director

Step 6 Approval letter is sent:

To: Superintendent
From: Associate Director, Visitor and Resource Protection, National Park Service

Appendix 6 – PILOT ASSESSMENT PROCESS

There are two ways a Pilot Assessment Process (PAP) can be requested:

1. Pilot-Requested Assessment Process – a NPS pilot may request a PAP to consider the potential for the pilot to benefit from additional training or mitigate a serious safety or operational concern the pilot may have. The request will be routed through the Regional Aviation Manager to the National Aviation Manager.
2. Service Requested– Service Requested PAP: To determine a National Park Service pilot or pilot trainee’s fitness for duty based on the identification of a serious safety concern, an accident, or an incident with potential or employment or performance-based concern that indicates they are unfit to pilot NPS aircraft. This process can be initiated through the Regional Aviation Manager to the National Aviation Manager.

Scope

The PAP is an *administrative*, fact-finding proceeding conducted to ensure all information relevant to a pilot’s qualifications are reviewed and evaluated in a knowledgeable, fair, and impartial manner.

1. During the proceeding, working group members shall consider only factual information and shall avoid conjecture, and shall conduct the PAP and develop recommendations in a closed session.
2. The PAP working group must consider the pilot’s credentials, experience, and basic flying skills, and the potential for the pilot to benefit from additional training.
3. The PAP may only consider and record factual information; hearsay or information that cannot be corroborated may not be considered or recorded.

Convening the Pilot Assessment Process

The National Aviation Safety Manager, National Aviation Manager or designee must convene the PAP. The convening official shall select the members.

Working Group Membership and Selection. The PAP must provide fair and impartial evaluation. The convening official must ensure working group members have not had involvement with any of the issues leading to the working group. The preponderance of the working group members must be fully qualified federal pilots.

1. The working group members must be composed of at least two Department of Interior Pilots, one of which will be from the NPS and one Line officer of at least the Superintendent level.
2. Technical experts and consultants may advise the working group, but will not be voting members.

3. The convening official shall not serve as a member of the working group.
4. The pilot being evaluated may request a representative that would ensure the pilot receives a fair and impartial evaluation.
5. When working group members suspect there is probable cause for an adverse action related to the pilot's conduct or performance, a personnel employee relations specialist must be appointed as a non-voting member. In this situation, the working group shall be the primary investigating body, and the employee relations specialist shall take statements, as appropriate, and assemble documents creating a case file. The working group's recommendations must become part of the file.
6. The official convening the PAP shall select one of the voting members to act as chair.

Timeliness of the Working Group

1. Determination to Convene. The determination to convene the PAP will occur no later than 30 days after receipt of a serious safety concern or pilot request.
2. Convening the PAP. Convene the PAP at the earliest practical date but no later than 30 working days from appointment of the working group.
3. Pilot Notification. Notify the pilot in writing that a PAP has been convened. This notice of intent must include:
 - a. Information relative to the reason(s) for convening the FEB, including allegations and/or references;
 - b. The time when the pilot is directed to appear before the working group (negotiated with the pilot's supervisor);
 - c. The location of the meeting;
 - d. Instructions for acknowledgment of the notification;
 - e. Information regarding the pilot's right to present evidence and documentation support the pilot's cause.

Operating Procedures of the Working Group

The chairperson of the working group must conduct the working group in accordance with the established procedures and timelines.

1. Evaluation Preparations. Prior to convening the working group, the chairperson:
 - a. Specifies the time and place where the PAP will convene. The chairperson must make arrangements for in a location consistent with the gravity of the situation and considering the travel requirements of all parties.
 - b. Accommodates reasonable requests from the pilot for information relative to the case, and evaluates requests for working group delays.
2. Working Group Proceedings. The Chairperson:
 - a. Convenes the working group.

- b. Explains the purpose of the working group to all parties.
 - c. Defines the evaluation processes and procedures.
 - d. Conducts the evaluation in an orderly manner.
 - e. Ensures the pilot is allowed to represent the pilot's case.
 - f. Ensures the findings of the working group are factual and fully supported by evidence.
 - g. Makes sure all recommendations are made within the confines of the working group's authority.
 - h. Adjourns the working group.
3. Post-Evaluation Duties. Within 45 days, the Chair ensures that the final report is completed and accurate, and that all members review and sign the report.

Working Group Recommendations

The Working Group shall prepare and provide a written report containing their recommendations to the convening authority whose responsibility would be to relay it to the appropriate NPS officials.

1. PAP Report Recommendations. Recommendations of the PAP must be consistent with the relevant findings supporting one of three outcomes:
 - a. Retain the status as a NPS pilot at a level to be determined;
 - b. Additional training required; or
 - c. Disqualification from flight status as a NPS pilot;
 - i. The recommendation to disqualify should be based on incidents or actions that clearly demonstrate willful or wanton disregard for established rules, regulations, or procedures, or deviation in judgment as related to accepted flight practices.
 - ii. Or a finding by the working group that the pilot is unable to safely perform pilot duties for the NPS at any level appropriate to their position description.
2. Minority Report. In the event of disagreement among the working group members, a minority report may be prepared that clearly states the scope of the disagreement(s), findings, and recommendations. Members supporting the minority opinion must be identified in the report.
3. Results of PAP. The recommendations of the PAP working group will be jointly discussed and resolved between the NPS Regional Director and the National Aviation Manager.

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