

# Appendix 5

## ENHANCEMENT APPLICATION

In order to smooth the application for an enhancement or waiver to NPS policy, in accordance with paragraph 2.8 of RM-60, this template is provided 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.

<b>APPROVALS</b>	
<b>Prepared By:</b>	<b>Date:</b>
<b>Park Unit Superintendent, Request:</b>	<b>Date:</b>
<b>Regional Aviation Manager, Concurrence:</b>	<b>Date:</b>
<b>National Aviation Manager, Concurrence:</b>	<b>Date:</b>
<b>Regional Director, Concurrence:</b>	<b>Date:</b>
<b>National Park Service AD-VRP, Approval:</b>	<b>Date:</b>

<p><b>Background:</b> 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.</p>
<p><b>Objectives:</b> These must be clearly stated and achievable with criteria that will be used to measure success and attainment. What is the park trying to accomplish with the enhancement or waiver?</p>
<p><b>Justification:</b> 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?</p>
<p><b>Benefit and Risk Analysis:</b> 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. The risk assessment in Appendix 3 may be used.</p>

<b>Limitations and Controls:</b> <i>Provide a description of any barriers that would affect the use of this enhancement or waiver.</i>
<b>Funding provisions:</b> <i>Describe how any additional funding would be accessed and where any savings would be applied.</i>
<b>Contracting issues:</b> <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>
<b>Security provisions:</b> <i>Describe any additional security measures that would be needed assure aircraft and crewmembers are not harmed as a result of expanded operational abilities.</i>
<b>Training and support provisions:</b> <i>Describe the training and support needs applicable to the enhancement or waiver and how these would be satisfied.</i>
<b>Other methods available:</b> <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>

## Enhancement Process

At any time, if a park has a significant change to the aviation program (e.g., key personnel, aircraft capabilities, equipment, or leadership) a new enhancement may be required.

**Step 1:** Prepare enhancement application and 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 the sequence it was received from the NPS unit.

Who: Regional Aviation Manager

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**Step 3:** A Regional/National Enhancement Review Board is convened. Review comments are attached directly to the application (this process can take five 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, the enhancement is signed in the appropriate block. In 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