NATIONAL PARK SERVICE

Reference Manual #60: Aviation Management

Chapter 4 – Records and Reports

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Prepared by the Branch of Aviation

Reviewed by the Chief, Division of Fire and Aviation Management

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Signature / Date

Approved by the Associate Director, Visitor and Resource Protection

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Signature / Date

4 Records and Reports

4.1 Aircraft Use Reports

The reporting requirements as outlined below must be completed for all NPS aircraft flights.

1. For each flight of a government-owned crewed or uncrewed aircraft systems (UAS) fleet aircraft an electronic Aircraft Utilization Report (AUR), must be completed and submitted per *OPM-02, Fleet Aircraft Use Reporting.*
2. For each flight of a government-owned crewed aircraft an OAS-2, Aircraft Status Log, which indicates flight history and maintenance status, must be completed and retained in the aircraft. If a two-pilot crew is used or if two pilots onboard each occupy a seat with controls, the PIC for the mission shall be determined and documented on the OAS-2 before takeoff and kept with the aircraft. In-flight changes of authority may be accomplished verbally.
3. For each flight of a government-owned UAS fleet aircraft an OAS-2U, UAS Flight Use Reporting form must also be completed.
4. For each flight of a contract, rental, or charter aircraft, an OAS-23E (also referred to as the AMD-23E) must be completed, signed, and provided to the pilot for billing and recording purposes. See Chapter 15, *Contract, Rental, and Charter Aircraft.*
5. For each cooperator flight NPS must track the flight time utilizing the QR code or weblink provided in the Letter of Authorization. See Chapter 16.4, *Cooperative Agreements*.

4.2 Use of Non-Federal Public Aircraft

NPS reimbursement for the use of a state or 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, timeframe, and comparably equipped, as the non-federal public aircraft. Documentation must be maintained with the incident records.

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 conducted by a government agency using civil certificated aircraft that do not require a commercial operating certificate may be utilized when approved as a cooperator aircraft by OAS.

4.3 Aviation Training Records

Aviation training records for NPS employees must be maintained by the respective units to ensure training currency. Parks may use the Interagency Aviation Training (IAT) records database and/or Incident Qualification and Certification System (IQCS) to meet this requirement.

NPS fleet pilot training records must be maintained in accordance with 351 DM 3, *Aviation Operations* and OPM-11*, DOI Use of Uncrewed Aircraft Systems*.

4.4 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.