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MARKETING AND REGULATORY PROGRAMS (MRP)
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)

AIRCRAFT OPERATIONS MANUAL

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MRP/APHIS AIRCRAFT OPERATION MANUAL

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Chapter 1

Introduction to MRP/APHIS Aircraft Operations Manual

1. Purpose

- a. This Manual states the policies, responsibilities, and reporting requirements necessary for a successful aviation management program. The policies and procedures apply to all Government-owned, leased, and cooperative aircraft used for official Government business. All aircraft operators are subject to these policies and procedures and must become familiar with them.

Copies of the Manual must be kept in areas accessible to all employees.

- b. The Aircraft Operations Manual contains specific information on the operation of aircraft within a program unit (Wildlife Services (WS), International Services (IS), Plant Protection and Quarantine (PPQ)). Copies of the Operations Manual must be kept in all owned, leased, and cooperative aircraft.

2. Authorities

Federal Property Administrative Services Act of 1949; The Economy Act of 1932 (31 USC 1535 and 1536); Office of Management and Budget (OMB), Circular A-126, Improving the Management Of and Use of Government Aircraft; OMB Circular A-76, Performance of Commercial Activities; Code of Federal Regulations (CFR), Title 14, Federal Air Regulations (FAR), in particular:

- Part 37.200 (currently TSO-C91);
- Part 39, Airworthiness Directives;
- Part 43, Maintenance, Preventive Maintenance, Rebuilding and Alteration;
- Part 61, Certification: Pilots and Flight Instructors;
- Part 91, General Operating and Flight Rules;
- Part 121, Air Carriers, Air Travel Clubs, and Operators for Compensation or Hire: Certification and Operations;
- Part 133, Rotorcraft External-Load Operations;
- Part 135, Air Taxi Operators and Commercial Operators;
- Part 137, Agricultural Aircraft Operations.

CFR, Title 49, Chapter VIII, Part 830, Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo and Records; CFR, Title 41, Subchapter G, Part 101-37, Government Aviation Administration and Coordination and; USDA Department Regulation 5400-4, Aircraft Management.

3. APHIS Aircraft Resource and Utilization Management Team (ARUMT)

The ARUMT was formed in 1993 and has the authority to manage APHIS aircraft to ensure compliance with all Federal regulations regarding aircraft. The team consists of 3 Aviation Managers (AM) and the APHIS Aviation Program Manager (PM). The team meets at least twice a year to review the Aircraft Operations Manual, to review all Federal aircraft policy, and to discuss APHIS aviation policy, procedures, and operations.

4. Responsibilities

- a. The APHIS PM, Administrative Services Enhancement Unit, is responsible for ensuring that aviation policy is developed and implemented according to Federal regulations.
- b. The AM's are responsible for ensuring that all aviation operations are in compliance with Federal regulations, and assist the PM with developing and implementing aviation policy. The AM's also serve as Contracting Officer Technical Representatives.
- c. The MRP Minneapolis Business Site (MBS), Contracting Team, is responsible for aviation contracting and submitting annual reports regarding the aviation contracts.

5. Annual Review of Manual

- a. This Manual will be reviewed and updated or appended as necessary. Written suggestions for additions, changes, or deletions are welcome and will be considered at each review. All suggestions are to be directed to the AM's.
- b. Updates to the Manual will be transmitted with an Issuance Change Transmittal. Each transmittal will include specific instructions on how to update the Manual.

6. Mission Statement

- a. APHIS Mission Statement

To provide leadership in ensuring the health and care of animal and plants, to improve agricultural productivity and competitiveness, and to contribute to the national economy and the public health.

- b. Purpose of APHIS Aircraft

Aircraft are utilized within APHIS as a means to support the mission of APHIS by providing aircraft and equipment related support for pest control programs, emergency pest outbreaks, sterile insect dispersal, wildlife management, predator control programs, and monitoring aerial applications contractors. The aircraft also are involved in research and development projects.

Chapter 2

General APHIS Aircraft Policy

1. Official Use of Aircraft

- a. The use of Agency-owned, leased, or rented aircraft is for official purposes only.
- b. According to the Federal Aviation Administration, FAR Part 1, Subchapter A, Section 1.1, firecraft used only for the United States Government are considered "public aircraft."

- c. The use of Agency-owned, leased, or rented aircraft for the purpose of administrative travel must have the prior approval of the Deputy Administrator.
- d. The number of flight crew members permitted in the aircraft will not exceed the seat and seat belt capacity of the aircraft.

2. Requirements for Administrative Travel

Administrative travel is subject to the requirements of the OMB Circular A-126, Improving the Management and Use of Aircraft. OMB A-126 mandates that Government-owned, leased, or rented aircraft will not be used for the purpose of administrative travel, unless one or more of the following criteria are met:

- a. The aircraft was scheduled to perform a bona fide mission or training activity, and the minimum mission or training requirements have not been exceeded by the use of the aircraft for administrative travel.
- b. Failure to use the aircraft for administrative travel purposes would result in the failure to meet the minimum mission or training requirements.
- c. No commercial aircraft or airline service was reasonably available to effectively fulfill the transportation requirement.
- d. The variable cost of using a Government operated aircraft (as defined by the providing agency) is not more than the cost of using commercial aircraft or airline service. The cost of using commercial aircraft or airline service includes the costs of any additional travel and lost work time (computed at gross hourly costs to the Government). When the flight is being made to meet a mission or training requirement, secondary use of the flight for transportation would, in effect, be a savings, and cost comparisons would not be appropriate.

3. Unauthorized Personnel

The pilot will not permit any person to ride in the aircraft or any cargo or equipment to be loaded therein unless authorized by the AM. Written authorization is mandatory.

4. Pilot Certification and Qualifications

- a. All pilots must hold a current FAA pilot certificate with the proper ratings for the equipment to be used, and a valid medical certificate. International pilots must have a valid pilot license issued by the respective country.
- b. Any pilot that is actively engaged in APHIS program flight operations, must immediately report to his or her immediate supervisor, and the AM, any known medical deficiency that would make him or her unable to meet the requirements for his or her

current medical certificate. See FAR 61.53, Operations During Medical Deficiency.

The AM has the authority to ground a pilot for suspected medical problems. See Chapter 3 for further information.

- c. No Agency pilot may operate an aircraft in a careless or reckless manner so as to endanger the life or property of another.
- d. All Agency pilots must be familiar with Visual Flight Rules (VFR) and Instrument Flight Rules (IFR).

5. Agency Pilot Identification (ID) Cards

- a. All pilots meeting the minimum certification and qualification requirements will be flight checked for proficiency by the AM or designee. Upon satisfactory completion of all flight tests, the pilot will be issued an Agency Pilot Identification Card, APHIS Form 76, WS; APHIS Form 77, IS; or APHIS Form 78, PPQ by the AM.
- b. The pilot will carry this card on his person during all Agency operations.
- c. Pilot ID cards can only be issued by the AM.
- d. Pilot ID cards may be suspended or revoked by the AM for failure to meet the minimum safety or medical standards, or for reasons of general unsatisfactory performance in operating and/or maintaining the aircraft. If a pilot is involved in an aircraft accident/incident, the AM may suspend a pilot's ID card, and flight authority, until the completion of an accident/incident investigation.

6. Flight Plans

The pilot will file a flight plan with the appropriate facility, or other responsible entity.

7. Duty and Flight Time Limitations

Duty and flight time for all flight crew members will be limited to no more than 8 hours of flight time and 12 hours duty time during each 24-hour period, and no more than 40 hours flight time during any 6-day period. Flight time in excess of 8 hours during the 24 hour period may be exceeded for ferry time only, but ferry time must be counted toward the 40 hours maximum during the 6-day period. Crews reaching the 40-hour maximum will be granted a minimum of 24 hours rest time before beginning another duty cycle.

Deviation or waiver from the limitations must be approved by the AM.

8. Use of Drugs by Flight Crew Members

- a. No individual will act as a flight crew member on Agency flights while taking, or under the influence of, any drug or medication

that affects that person's faculties in any manner contrary to safety. These drugs include, but are not limited to:

- (1) Antihistamines (found in most over-the-counter cold medications).
- (2) Muscle relaxants.
- (3) Some pain killers.
- (4) Some motion sickness preventatives.
- (5) Alcohol and narcotics.

- b. No person will act as a flight crew member within 8 hours after the consumption of any alcoholic beverage, or while under the influence of alcohol.

9. Random Drug Testing

Agency pilots are required by Departmental Regulation 6116, Drug Free Workplace, to submit to random drug testing. Refusal to submit to drug testing can lead to a 30-day suspension or removal from duty.

10. Smoking in Government Aircraft

Smoking is **NOT ALLOWED** in Government-owned or leased aircraft.

11. Airworthiness

- a. Aircraft used by the Agency will have a valid FAA Airworthiness Certificate and the installation of any special equipment must have approval. Equipment or alterations must be approved by an FAA Supplemental Type Certificate (STC) or have a field approval evidenced by a properly executed FAA Form 337, Major Repair and Alteration.
- b. No pilot will fly an aircraft that does not meet airworthiness standards.

12. Use of Personal Aircraft

- a. Employees may use their personal aircraft for the purpose of official travel, if the AD-202, Travel Authorization, indicates the mode of travel.
 - (1) Employees are responsible for ensuring the aircraft has met all maintenance requirements and is in safe condition to operate.
 - (2) Employees are responsible for ensuring that their pilot's certificate and medical examination are up to date.
- b. Employees are not authorized to carry other employees for transportation or official business in their personal aircraft.

- c. Employees using their aircraft for official business are responsible for any repairs or replacement costs, should an aircraft accident or incident occur.

13. International Flights

- a. International flights will be conducted in accordance with International Civil Aircraft Organization (ICAO) rules for instrument (IFR) and 2 visual (VFR) operations.
- b. The Jeppessen Airways Manual or National Oceanographic Survey (NOS) procedures for low and high altitude flight will be followed for instrument flight and will serve as the minimum criteria for safe flight.
- c. Except as instructed by Air Traffic Control (ATC), transport flights will be conducted via the most direct airway at not less than the minimum en route altitude (MEA). The Pilot-in-Command (PIC) will request direct fix-to-fix authorization from ATC as weather permits, in order to reduce the flight time to the destination or alternate.
- d. Additional deviations from the established airway(s) may be conducted in order to avoid hazardous weather and resolve emergencies as authorized by ATC or deemed necessary by the PIC.
- e. Transport aircraft will be operated in accordance with the aircraft manufacturers Pilot's Operating Manual at the best recommended cruise speeds for the altitude or flight level, weather/turbulence conditions permitting.
- f. Cargo will be loaded and secured in accordance with the instructions specified by the aircraft manufacturer, in compliance with weight and center-of-gravity limitations.
- g. All program cargo will be accompanied with program documents indicating the type, quantity, and destination.

Chapter 3

APHIS Aircraft Safety

1. Medical Status

- a. Personnel must be in good medical condition when participating in aerial operations as a member of the flight crew. The AM may require medical examinations of flight crew members at any time to determine their medical ability to perform the required flight duties. These medical examinations will be at the expense of the Government.
- b. To guard against hearing deterioration caused by the continuous high noise level of the aircraft cabin, hearing protection devices will be issued.

2. Fire Extinguisher and First Aid Kits

- a. A fire extinguisher will be carried in each aircraft and must be Department of Transportation (DOT) or Underwriters Laboratory (UL) certified.
- b. The fire extinguisher must be accessible to the flight crew.
- c. A first-aid kit will be in each aircraft and will meet the following specifications:
 - (1) The first-aid kit container must be sturdy, dust-proof, and moisture-proof.
 - (2) The kit must be located in, or accessible from, the aircraft cabin area.

3. Aircraft Operation Responsibilities

- a. The PIC of an aircraft is directly responsible for and is the final authority in the operation of the aircraft.
- b. The PIC may cancel or postpone any flight, which in his/her judgement, is unsafe or unwise due to weather, any malfunction of the aircraft or special equipment installed, or for any other reason which may affect the safety of the flight.
- c. The PIC will not be required to operate an aircraft under conditions beyond the pilot's or aircraft capability. If requested by the AM, the PIC may be required to submit a written explanation for canceling, postponing, or terminating a flight.
- d. The PIC is responsible for ensuring that any aircraft functional discrepancy is promptly reported and corrected, and that the aircraft is equipped, inspected, and maintained in accordance with applicable FAA and program regulations.

4. Training

- a. Each AM is responsible for ensuring that all supervised pilots and mechanics receive regular training that will enhance safe operations and procedures.

- b. Symposia and flight training sessions will be held annually and attended by all Agency pilots, pilot trainees, and contract pilots, where possible.

These sessions will emphasize the unique nature of Agency flight operations and through group participation should enhance the proficiency of the participants, facilitate exchange of new ideas, and generally improve the safety of the operations.

5. Aircraft Refueling

Pilots will ensure that the following safety procedures are followed during refueling:

- a. No electrical power will be applied during refueling, unless required by the aircraft manufacturers' servicing procedures.
- b. Pilots and mechanics must use properly identified fueling facilities and pumps.
- c. Grounding wires will be used during refueling at both the fuel source and aircraft.
- d. Refueling signs, extinguishers, and wheel chocks or other vehicle restraints will be used.
- e. Fueling personnel should refrain from wearing nylon clothing because it generates static electricity.
- f. Maintenance and nonessential systems operations will be suspended during refueling.
- g. Fuel servicing should not be conducted during activity of meteorological electrical activity (i.e., presence of lightning).

6. Engine Runups

- a. Engine runups will be conducted in secure areas with control tower clearance (where applicable) prior to start up, with a ground observer, if available.
- b. High power operations will be conducted on runway access taxiways, runways, or maintenance ramps.

Chapter 4

Administrative Procedures

1. Annual Aircraft Reports

- a. The General Services Administration (GSA) requires that all aircraft operations cost data be submitted no later than January

1, of each year.

In order to ensure a timely response to this requirement, the AM's will forward the Federal Aviation Management Information System (FAMIS) diskette, recording all aircraft costs, to the Service Enhancement Unit, PM by December 12, of each year.

- b. The PM will compile all aircraft data and submit one report to the Department, Procurement and Property Management Division (PPMD).
- c. Each year, the PM must submit a certification of need of APHIS aircraft to PPMD. The certification must state that APHIS aircraft are the type, size, and number necessary to meet mission requirements.

2. Acquisition of Aircraft

- a. The acquisition and utilization of aircraft must be studied for maximized use. Where possible, permitted and feasible, rotation of aircraft will be adopted in order to make use of available flight time and minimize fleet size.
- b. Additional and replaced aircraft cannot exceed the APHIS ceiling, set by Congress. Contact the PM to ensure that the aircraft ceiling for the year has not been exceeded before acquiring any aircraft.
- c. Before aircraft are acquired, a cost comparison study must be completed, as defined in OMB Circular A-76, Performance of Commercial Activities.
- d. When acquiring aircraft from GSA excess property, SF-122, Transfer Order, Excess Personal Property, must be completed and submitted to MBS, Property Team.
- e. When aircraft are purchased from the private sector, a Purchase Order must be approved by the AM and forwarded to the responsible procurement office.
- f. When aircraft are acquired, the Form GSA 3550, Aircraft Inventory, must be completed and forwarded to ASEU, quarterly.
- g. For Agency transfers of aircraft, Form AD-107, Report of Transfer or Other Disposition or Construction of Property, must be completed and sent to MBS, Property Team. Form GSA 3550, must be submitted to ASEU, quarterly, to indicate any aircraft transfers.

3. Disposal of Aircraft

- a. Before a program unit disposes of any aircraft, the other program units must be notified and given the opportunity to acquire the excess/disposed aircraft.
- b. To dispose of aircraft, SF-120, Report of Excess Personal Property, must be completed and forwarded to MBS, Property Team.
- c. When aircraft are excessed, the Form GSA 3550, Aircraft Inventory, must be completed and forwarded to ASEU quarterly.

4. Use of the Government Fuel Credit Card

The Government fuel credit card can only be used for official purposes to purchase fuel, fuel related supplies, and or ground services for Government-owned or leased aircraft.

Chapter 5

Accident and Incident Reporting and Investigation

1. Reporting Accidents and Incidents

- a. The National Transportation and Safety Board (NTSB) is responsible for investigating all aircraft accidents and incidents.
 - (1) All aircraft accidents will be reported, by the most expeditious means available, to the nearest NTSB field office and to the AM.
 - (2) The AM is responsible for investigating any accident or incident that the NTSB is not required to investigate.
- b. In addition to the information required by NTSB 830.6, the person involved in the accident/incident, or a responsible person close to the site will provide the AM with the following:
 - (1) Location and condition of injured or deceased persons,
 - (2) Name, address, and telephone number of the program involved,
 - (3) Circumstances of the accident/incident,
 - (4) Estimated dollar amount of any property damage, and
 - (5) Agencies, names, and titles of personnel notified.
- c. The reporting of an accident/incident should not be delayed due to the lack of some information. Missing information should be furnished when it becomes available.

2. Required Reports and Accident Forms

Certain reports and accident forms must be completed, as indicated below, and submitted to the AM within the time frames specified:

- a. NTSB 6120.1/2, Pilot/Operator Aircraft Accident Report, will be submitted to the AM within 5 days. The AM must forward the report to the respective NTSB field office within 10 days of the accident.

A copy of the form must also be forwarded to the Service Enhancement Unit, Procurement and Property Policy Team.
- b. If the accident occurred during non-duty hours, the supervisor will complete the OF-26, Data Bearing on Scope of Employment of Motor Vehicle Operator.
- c. If there is damage to APHIS-owned accountable property such as aircraft, guns, radios, etc., the supervisor must complete Form AD-112, Report of Unserviceable, Lost or Damaged Property, and submit it to MBS, Property Team.
- d. The AM will review all accident reports to ensure completeness and

accuracy, and forward them to the appropriate offices.

3. Insurance

Owners of rented, chartered, leased or contracted aircraft are required to maintain liability insurance as required by the State in which the operations are being conducted and as specified in the contract or aircraft rental provisions covering the operation of that aircraft.

Chapter 6, Part 1

Wildlife Services (WS) Aviation Program

RESERVED

Chapter 7, Part 1

International Services (IS) Aviation Program

1. Purpose

This Manual will serve as the basis for familiarization and orientation for APHIS/IS and contract personnel with regard to APHIS/IS aviation resource requirements for Plant Protection and Quarantine (PPQ), and Veterinary Services (VS). This Manual serves as a reference and operations manual in regard to PPQ and VS Aerial Operations in IS.

2. Authorities and References

In addition to the Authorities cited in Chapter 1 of this Manual, IS also complies with the following:

- a. International Civil Aircraft Organization (ICAO).
- b. The Jeppesen Airways Manual (LA-04).
- c. The Airmens Information Manual.
- d. Pilot/Controller Glossary.
- e. Customs Guide for Private Fliers.
- f. Las Leyes Sobre Las Vias Generales de Comunicaciones (Mexico).
- g. FAA Advisory Circular "Mountain Flying Tips."
- h. Local aircraft operations directives and notices as appropriate in each country of USDA operations.

3. Directorates of Civil Aeronautics: (Telegraphic Identifiers)

DAEROCIVIL (Guatemala); CIVILAIR BELIZE (Belize); AEROCIVIL (El Salvador); IRGA (Honduras); DIDAC (Nicaragua); AEROCIVIL SAN JOSE (Costa Rica); AEROCIVIL PANAMA (Panama); and Secretaria de Comunicaciones y Transportes (SCT) (Mexico).

4. Policy

- a. The APHIS/IS program in Latin American Region I (LAR) and Region V (Screwworm) are committed and dedicated to the eradication of the Mediterranean, Mexican, and other fruit flies, and screwworm (*Cochliomyia hominivorax*) respectively, through the effective administration of sterile insects.
- b. Aircraft operations will be structured and managed accordingly. Commercially provided and Agency-owned aviation resources and services are used to ensure compliance with mission goals. In view of the inordinate cost of aviation resources, each APHIS manager will ensure against abusive use of aviation equipment and personnel.

- c. APHIS/IS supports Equal Employment Opportunity (EEO) and will ensure full implementation within the full scope and spirit of the EEO Program.
- d. All personnel affiliated with missions requiring aviation resources, will constantly strive to improve and accomplish goals in the most reliable, effective, and economic manner.

5. Roles and Responsibilities of APHIS/IS Aviation Personnel

The following personnel will ensure that legal and operational limitations defined and set by aviation authorities, (laws, regulations, and directives) and technical limitations, (i.e., as specified by aircraft operations manual/pilots' operating handbook, aircraft maintenance manual(s), grounding discrepancies, flight crew limitations, inclement weather, etc.) will not be surpassed by mission requirements except as authorized by the Administrator, FAA.

- a. The Deputy Administrator, IS, will ensure that personnel employed in key aviation positions have "hands-on" experience in the field of aviation, general administration, a professional and congenial personality, and knowledge of the foreign language (commensurate with the country of operations) of sufficient depth in order to deal effectively with ambiguities and inflections possibly used in opposition to the best interests of the mission.
- b. The Regional Director serves as the Chief of Program and has overall responsibility for the timely, economic, and efficient execution of all functions in support of a regional program.
- c. The Area Director is the officer responsible for all mission operations within an area assigned by the Regional Director.
- d. The Aviation Manager (AM) is responsible for the development of the APHIS/IS aviation program. The AM will ensure that all aircraft operations and related support functions are conducted in accordance with all pertinent laws, directives, and regulations in each country and area of operations. The AM will ensure that proper corrective measures are implemented in a positive and timely manner.
- e. The Contracting Officer (CO) is a warranted contract specialist charged with the responsibility of procuring services and supplies for the APHIS/IS aviation program, in accordance with Federal regulations. The CO delegates duties to additional qualified personnel in order to verify and ensure proper contract execution.
- f. The Contracting Officer's Representative (COR) serves as an interface between the aviation contractor and CO in routine operations and contract administration.
- g. The Contracting Officers' Technical Representative (COTR) serves as the technical eyes and ears of the CO and COR and has the authority to take limited action in the field. The COTR is the technical interface between the Contractor, the CO, Monitors, Area Directors and foreign government aviation and military authorities. The COTR is the primary technical inspector for the aviation specialty contract.

THE COTR DOES NOT HAVE AUTHORITY TO MODIFY OR CHANGE ANY TERMS AND

CONDITIONS OF THE CONTRACT. THE CONTRACTING OFFICER IS THE SOLE USDA OFFICER EMPOWERED TO CONDUCT NEGOTIATIONS AND MODIFY OR CHANGE THE TERMS OF THE CONTRACT.

Chapter 7, Part 2

Administrative Procedures

1. Job Training and Orientation

- a. A safe aviation environment requires all associated personnel to be thoroughly familiar with their duties and environmental hazards.
- b. Contract personnel will receive training in their respective areas of responsibility to ensure that safety is not compromised in their work area(s).

2. Use of Alcohol or Drugs

- a. Any employee on duty at an airport facility, suspected or confirmed to be under the influence of alcohol or other substance, will immediately be removed from the airport facility by the immediate supervisor until the employee's condition is determined.
- b. Employee's must be examined professionally and remedial action taken before they are allowed access to an aircraft.

3. Airport Security and Access

- a. All crew members will comply with all local, State and Federal directives, laws, and regulations as specified by the country of operations.
- b. In the interest of airport security and aviation safety, no person will be given access to the screwworm distribution center, the aircraft ramp (flight line), or any other secure area of the airport without securing permission and clearance through the center distribution chief and the airport security chief. Failure to comply may result in permanent barring from the premises, fines, and legal actions by local authorities.
- c. Official access may be rescinded at the discretion of the area director, official representative, or airport authority.
- d. Official identification cards will be issued to each person requiring access as needed for the performance of official duties. Id's will be worn in plain view while on duty.
- e. Each area director will ensure that personnel with access to restricted program and airport areas receive full orientation and understand the attendant responsibilities.

4. Aircraft and Flight Operations (General)

- a. All aircraft assigned and used by APHIS/IS, whether Government-owned or commercially provided, will be operated solely for the purpose of mission execution; aerial application, sterile insect dispersal, contract monitoring, service verification and supervision, and

research and development.

- b. In view of safety, maximized use of minimum resources, economic constraints, price of fuel, and remote location of APHIS/IS mission aircraft, turbo propeller aircraft are preferred.
- c. For the sake of economy through precision navigation, all flights should be augmented through the use of Global Positioning Systems. Point-to-point navigation should be requested whenever possible in order to eliminate unnecessary flight time; weather and ATC permitting.
- d. Weather radar and/or Stormscope equipment is highly advised as airborne safety devices. Although not required for basic airworthiness, weather monitoring by the PIC allows a greater mission compliance capability and effectiveness.

5. Required Aircraft Documents

The following aircraft documents are to be on board each aircraft of U.S. registry and are subject to review by USDA officers or civil aeronautical authorities. **FAILURE TO HAVE THESE DOCUMENTS ON BOARD MAY SERVE AS CAUSE FOR THE IMMEDIATE GROUNDING OF THE AIRCRAFT.**

- a. Airworthiness Certificate.
- b. Registration.
- c. Radio Communications License (FCC Permit).
- d. Pilots Operating Handbook
- e. Aircraft, engine, and propeller log books (duplicates acceptable). These must be current and include all applicable airworthiness directives.
- f. Minimum Equipment List (MEL). This list will be provided by the contractor for operations in VFR and IFR operations of transport and dispersal aircraft.
- g. Discrepancy and Corrective Action Form. This form identifies the discrepancy, in the opinion of the person making the entry. The name, license number, date, and signature of the mechanic who corrected the discrepancy will be documented clearly in the corrective action block.

6. Aircraft Ground Operations and Maintenance

- a. All APHIS/IS and contract personnel will have documentation attesting to training and competence in the handling, servicing, and maintenance of aircraft.
- b. Discrepancies must be repaired before the next flight, instead of being carried until the next scheduled inspection. Discrepancies not affecting airworthiness may be repaired at the next scheduled inspection.

- c. Classification of repairs:
 - (1) Minor: Affects the condition of aircraft but not airworthiness. Discrepancies should be repaired at home base as soon as possible.
 - (2) Major: Directly affects airworthiness; grounds aircraft until repairs are accomplished.

7. Incident and Accident Reporting

- a. Incidents and accidents in foreign countries are frequently handled by the host country in a manner similar to the United States (NTSB Part 830).
- b. Aircraft operators in support of U.S. operations abroad will submit incident and accident reports to the Area Director of the aircraft assignment within the same time constraints as Part 830. The area director will serve as liaison with the USDA regional director if the aircraft belongs to the Agency and with COR if under contract.

8. Taxiing and Marshaling

- a. Aircraft operating at airports with control towers will receive tower clearance prior to taxiing.
- b. APHIS/IS will avoid the use of airports without control towers, whenever possible.
- c. Marshaling will be conducted at congested ramps and whenever within close proximity (less than 10 feet) from other aircraft and other obstructions.

9. Safety Guidelines

- a. All aviation employees must receive an orientation and become familiar with the APHIS/IS aviation program. Employees will be instructed thoroughly as to their duties and the supervisor will ensure that the employee understands and is competent to perform satisfactorily.
- b. A few "tools" for the promotion of safety.
 - (1) Checklists. These need not be long and tedious. The essential items should be clear and concise. Colors and figures (drawings and pictures) may assist in promoting efficient use.
 - (2) Seminars and General Meetings. These should be conducted periodically to generate cohesion among workers and disseminate new information or give recognition of exceptional performance.
 - (3) Annual Review. This should serve to recall outstanding accomplishments and mistakes. The lessons learned from errors are invaluable in order to prevent repetition. Annual statistics will be compiled for categories of types of incidents and accidents by type of aircraft and conditions.

10. Regional Flight Operations

- a. Region 5 Operational Routine
 - (1) Each base has a dispersal department which is responsible for the preparation and distribution of Form FO-6, Aircraft Scheduling Summary, and Form FO-3, Reporte de Tiempo de Vuelo y Dispersion de Mosca, (Flight Time Report and Fly Dispersion).
 - (2) Forms FO-6 and FO-3 are routinely presented to the chief pilot, whether contract or APHIS, the day prior to the dispersal flights, traditionally by 1600 hours, in order to prepare the personnel and aircraft for the following days' missions.
 - (3) After returning from each flight, each pilot completes the respective Form FO-3 and turns it in to the chief pilot for review and signature, then turns it into the dispersal department. After a final review, and approval, the COTR, or contract monitor signs for acceptance and distribution.
- b. The Airmans' Information Manual, Section 3, provides guidance primarily for U.S. airports. Aircraft movements outside of the United States require a higher degree of situational awareness than usual. Even though most tower controllers in foreign countries speak English (sometimes not as fluently as one would expect) it is common for natives to speak in their own language. Foreign tower operators may be more responsive to aircraft operations in their native language.
- c. Many foreign airports do not have as many operations in comparison to several congested U.S. terminals. Pilots should not expect the same responses as if in the U.S. It is advisable to allow for a greater response time when ATC is conducting communication in more than one language.
- d. Domestic Flights and Sorties

Regardless of aircraft registration number, country of origin, or permanent home base, each flight terminating within the boundaries of the same country of departure will be considered a domestic flight. Typically, most sterile insect dispersal flights are domestic.

11. **Emergency Flight Operations - Evacuation of Aircraft**

- a. Weather Related Evacuations

The ultimate responsibility for evacuation of an aircraft due to weather lies with the owner of the aircraft. Contract aircraft will have equal priority as APHIS/IS in evacuations.

 - (1) Coordination with the area director and the AM and contractor(s) where applicable will be maintained throughout the weather alert and tracking. The area director will inform the regional director on the impact of the mission and will keep record of the departure and return of aircraft to the base of assignment.
 - (2) Weather must be monitored in order to make a sound determination for evacuation without exposing flight crew members to unnecessary risk.

- (3) APHIS/IS and contract aircraft will be evacuated to a predetermined "safe haven" for protection from dangerous weather.
- (4) All aircraft in service will be prepared for departure in readiness for evacuation.
- (5) Flight crew members will go on alert and remain on standby ready status with prepared flight plans on hand in order to expedite departures as soon as notification is made.
- (6) If needed, and conditions permitting, aircraft and crews may be temporarily assigned to an alternate base/area for the duration of inclement weather at the primary base.
- (7) The area director will coordinate the redirection of cargo with the office of the regional director, director of production, area director of the alternate area, the AM, or CO.
- (8) Any aircraft that cannot depart a base threatened by inclement weather and cannot be hangared, should be secured as appropriate.

NOTE: It is advisable to secure wooden 2X4's to the upper wing surface, lengthwise along the main spar in an effort to minimize lift generated by high winds.

b. Evacuation Due To Civil Disturbance

Area directors will coordinate with the contractor, and regional director immediately upon determining a factor of risk to aviation resources or personnel.

Chapter 7, Part 3

Transport and Aerial Application

1. Overview of Sterile Fly Dispersal

Aerial distribution of sterile Mexican Fruit Flies (Mex Flies), Mediterranean Fruit Flies (Med Flies) provided by PPQ and Screwworm Flies, provided by VS, has proven to be an effective method to combat fertile flies in the field.

The distribution of Mex and Med flies is generally in a local area, usually comprised of one or more orchards. Med and Mex flies attack fruit while Screwworms attack live, warm-blooded animals. Treatment is limited to the infested sites with a peripheral margin for security in treatment.

The distribution of sterile Screwworm flies requires the use of extensive flight patterns that usually cross the span of an entire Latin-American country with flight times of five hours. The flight pattern most frequently used is the "grid" system, with two or more parallel lanes flown between 1,500 to 10,000 feet above ground.

The quantity, or density of fly dispersal for both types of flies is determined by feedback from field inspection to the area directors.

Sterile-fly dispersal aircraft are dependent on the resources available. Dispersal aircraft may range from single engine piston and helicopters (piston or turbine powered) for close, slow, small radius application, suitable for Med and Mex fly dispersal, to the faster, larger turbo propellor twins for speed and large area coverage, suitable for Screwworm fly dispersal.

2. Transport Aircraft

- a. Except as authorized by the APHIS/IS regional director, no aircraft that has been used to transport pesticides or any substance which could alter or endanger the live insect cargo will be used for the purpose of transporting live insects, whether in pupae, larvae, or fly stage.
- b. Operators of transport aircraft who cannot determine if detrimental substances have been transported on board will request approval from the APHIS/IS regional director to have the entomological advisor or quality control officer examine the aircraft and make a determination about the aircraft.

3. Aircraft Suitable or Unsuitable for Insect Transport.

- a. The regional director may waive the aircraft examination upon advise from the AM or CO.
- b. Aircraft used for transportation of cargo will be capable of flight under Instrument Flight Rule (IFR) in respective countries of operation at maximum gross weight limits. Performance of multi-engine aircraft will meet required climb gradients for obstruction clearance and safe operation with one engine inoperative under existing meteorological conditions for each flight.

4. Transportation of Fertile Insect Cargo

- a. Transportation of fertile insect cargo will be handled as critical. Except as authorized by the regional director, flights transporting fertile APHIS/IS insect cargo will be accompanied by and assigned to an APHIS officer. Insect cargo will be transported in a container authorized by the entomological advisor and quality control officer. The container will be clearly marked as to the contents and destination. Contract aircraft must use IS Form "Justification for Transportation of Cargo" for any cargo except sterile pupae.
- b. Modifications to aircraft of U.S. registry and special equipment used for the containment, preservation, and distribution of sterile insects will be made in accordance with FAR Part 43 and must perform to the technical standards established by APHIS/IS technical advisors.
 - (1) Entomological Advisor;
 - (2) Mechanical Engineering Advisor; and
 - (3) Aviation Manager.

5. Documenting Transport Aircraft Operations

- a. Region V - Screwworm Operations
 - (1) A delivery schedule is published and made available to contract pupae transport personnel.
 - (2) A Form FO-3 is completed after each transport flight, by contract pilots, which is reviewed, signed, and disseminated by the COR.
 - (3) Cargo consists of 40 quart, Styrofoam coolers filled with approximately 400,000 sterile Screwworm pupae, weighing not more than 45 pounds each. Current production cycles, emergence center requirements, and delivery aircraft handle 50 coolers per delivery.

Chapter 7, Part 4

Contractor Performance Requirements

1. Job Training and Orientation

- a. No contract employee will begin service under the terms of the contract without prior introduction to the contract monitor and the chief of the fly distribution center or the COR.
- b. Contractors will ensure that all personnel employed on aircraft ramps flightlines have been thoroughly trained in maintenance and ground safety "before the employee is subject to duty." If an employee is undergoing on-the-job-training (OJT) there will be an identified trainer in the presence of the trainee until operational capacity is attained and certified.
- c. All contract personnel, whether foreign or U.S., will become thoroughly familiar with the program, including their responsibilities and the program personnel with whom they work.
- d. APHIS/IS will provide contract personnel with training and orientation in the:
 - (1) Completion and processing of required forms;
 - (2) Mission and program operations as relates to contracted support;
 - (3) Technical mission requirements;
 - (4) Use and care of Government Furnished Equipment (GFE).

2. Assignment to Foreign Posts

- a. Newly assigned contract employees will be given a brief tour of the post of assignment and an introduction to the head of each department "prior to the execution of duties at the new post."
- b. All contract personnel employed for foreign assignments must have a charismatic and harmonious attitude and must be screened to ensure unquestionable personal integrity.
- c. Contractors will not assign personnel to foreign posts that demonstrate an apparent dislike of the conditions, customs, and people of the area of assignment.
- d. In order to maintain a productive relationship, the contractor will ensure that each employee has a comprehensive understanding of the culture and customs of the area of assignment.
- e. Contract personnel will conduct themselves and maintain a dress code that reflects the professional posture of the contractor and the U.S. Government.
- f. Personnel will refrain from argumentative or conflicting conduct with foreign nationals while on assignment abroad and will dedicate

themselves to the purpose of the mission.

3. Alcohol and Drugs

Contractors will:

- a. Ensure that aircrew members comply with FAR 91.17, Alcohol or Drugs.
- b. Ensure that no "aviation support" personnel perform duties under contract to the Agency while under the influence of drugs or alcohol.
- c. Implement a random drug testing program.

4. Government Furnished Equipment (GFE)

- a. GFE will be utilized as deemed necessary by APHIS/IS as required in order to ensure mission compliance capability.
- b. Contractor supplied GFE will be utilized and maintained in accordance with instructions provided by APHIS/IS.
- c. All airborne equipment will conform to standards and requirements specified by the United States Department of Transportation and The Federal Aviation Administration in Parts 91 and 43 of the Federal Aviation Regulations.
- d. APHIS provides the Fly Containment and Ejection System for Region V.

Chapter 8, Part 1

Plant Protection and Quarantine (PPQ) Aviation Program

1. Mission

PPQ utilizes aircraft responsible for planning and providing aircraft and equipment related support for pest control programs, emergency pest outbreaks, sterile insect rearing facilities, sterile insect dispersal systems, and the monitoring and supervision of aerial application contractors. PPQ also designs and fabricates specialized dispersal equipment with other research and development activities.

2. Delegated Authority

The Director, Aircraft and Equipment Operations (AEO) has the delegated authority for the execution of aircraft and equipment related activities to support the mission of PPQ. This includes the planning, acquisition, evaluation, and implementation of the PPQ aircraft program.

3. Pilot Certification and Qualification

All personnel assigned as crew members will be adequately trained for the specific operation.

- a. The PIC may reject or ground any crew member if the PIC does not consider the individual adequately trained, the crew member refuses to comply with any directive or command of the PIC, or the PIC has reason to believe that the crew member is under the influence of any alcoholic beverage, medication that may affect alertness or response, or drug which is designated an illegal or controlled substance. If the PIC rejects or grounds a crew member, a written statement will be submitted to the program manager and the Director, AEO, specifying the reason for such rejection or grounding.
- b. A crew member has the authority to refuse to fly and can request that the PIC terminate any flight, but the crew member may be required to submit a written explanation for such refusal or termination of flight.

4. Flight Restrictions

- a. All program flights will be conducted in the safest possible manner and in accordance with FAR 91 and/or FAR 137 and any State or local laws, regulations, or ordinances.
- b. Where program demands require deviations from any Federal, State or local regulations, laws, or ordinances, the Director, AEO or his designee will:
 - (1) Obtain a waiver from the appropriate FAA Flight Standards District Office pursuant to FAR 91, Subpart J, prior to commencing flight operations.
 - (2) Obtain a waiver or letter of permission from the respective State or local authorities prior to commencing flight

operations.

5. Personnel/Crew Member Briefing

The PIC is responsible for ensuring that any personnel or first time crew members are briefed prior to take off. The briefing will be given orally and may be supplemented with a printed card and must include the following:

- a. Smoking regulations,
- b. Use of seat belts and shoulder harness,
- c. Placement of seat backs in an upright position before take off and landing,
- d. Emergency exits,
- e. Locations and use of the fire extinguisher and first aid equipment, and
- f. Any special mission oriented requirements.

6. Personal Safety Equipment

- a. The following safety equipment will be made available for use, to all PPQ pilots, while operating PPQ aircraft:
 - (1) For flight operations conducted under FAR, Part 137, a Department of Transportation (DOT) approved noise attenuating flight helmet that has a minimum noise rating of 20db attenuation at 1,000 Hz and 30db attenuation at 4,000 Hz.
 - (2) For flight activities other than operations conducted under FAR, Part 137, an approved DOT noise attenuating headset that has a minimum noise rating of 20db attenuation at 1,000 Hz and 30 db attenuation at 4,000 Hz.
 - (3) Approved shatter proof goggles or impact resistant polycarbonate visor.
 - (4) Fire resistant gloves and fire resistant clothing that covers both top and bottom portions of the body.
 - (5) The appropriate safety equipment as required by the pesticide label, for the pesticide being used.
- b. The Agency will not provide undergarments. However, if undergarments are worn, they should be made of natural fiber materials. Synthetic fibers may melt and cause severe burns to the skin in a fire or chemical related accident.

Chapter 8, Part 2

Accident or Emergency Procedures for Pesticide Jettison

1. Hopper loads will be jettisoned at any time the pilot feels that flight with the hopper contents jeopardizes flight safety to the degree that continued flight with the load to a suitable airport or landing facility is impractical, impossible, or a crash is eminent.
2. When an accidental or emergency pesticide jettison occurs the pilot will:
 - a. Notify the Director, AEO, as soon as practical, specifying the location, amount of pesticide jettisoned, agencies notified, circumstances of the jettison, and status of the pilot and aircraft.
 - b. Notify the project leader specifying the geographical location and estimated amount of pesticide jettisoned.
 - c. Upon landing, park the aircraft in an isolated area and inspect the aircraft for contamination. If the aircraft has been contaminated, the pilot will request assistance from the project leader to decontaminate the aircraft prior to any further aerial operations. If project personnel cannot decontaminate the aircraft, the pilot will request assistance from the airport or local fire department's hazardous waste disposal unit.
 - d. Maintain security and limit access to the aircraft to appropriately attired personnel directly assigned to decontaminate the aircraft and area.
 - e. Assist the project leader in locating the jettison site and making appropriate notifications.
3. In the event of a crash after the pesticide has been jettisoned and the pilot is uninjured, he will:
 - a. Secure the aircraft from any fire hazard.
 - b. Locate the nearest telephone and notify project officials of the crash and jettison site.
 - c. Return to the crash site and maintain the security of the aircraft and area until project officials arrive.
4. In the event of a crash with pesticides on board and the pilot is uninjured he will, in addition to 3. above, perform the following:
 - a. If contaminated with pesticide, immediately locate the nearest source of water and deluge himself.

- b. Protect himself against contact with the pesticide using whatever materials are available.
- c. If possible, surround the spill and keep it confined by using soil or other materials until the decontamination unit arrives.

Chapter 8, Part 3

Administrative Procedures

1. Reports

- a. Time and Attendance (T&A) reports will be submitted by 0800 the first working day after the end of the reporting period.
- b. Project time will be submitted with the T&A report.
- c. Aircraft operating costs and pilot flight hours are due monthly; the first working day after the end of the month. When on temporary duty (TDY) assignments, the above reports should be faxed to the Director, AEO, in time to reach the office by the due dates.
- d. A trip report is due five working days after return from the assignment.
- e. APHIS Form 1, Request and Authorization for Occasional or Irregular Unscheduled Overtime, must be submitted with the T&A report.

2. Travel Vouchers

- a. While in travel status, claims will be submitted at least every thirty days. Mail claims to the lead secretary, AEO.
- b. Travel claims will be due the first working day after returning from travel. A program operating cost report must be submitted with the travel claim.

3. Credit Cards

- a. Charges for aircraft maintenance, parts, fuel, and office supplies may be charged on the Commercial Government Credit Card (VISA). Amounts in excess of \$500 per purchase must be approved, in advance, by the Director, AEO, or shop foreman. VISA charges will be identified on the customer receipt by classification of purchase, (i.e. aircraft fuel, aircraft parts, office supplies etc.) and submitted to the lead secretary.
- b. Only lodging, food, and transportation costs may be charged while on official travel, on the American Express Credit Card.
- c. The AT&T FTS2000 credit card is for official business use only. Telephone calls of a personal nature, as authorized by APHIS, may not be charged to this card.

FORMS

FORM #	TITLE OF FORM
AD-107	Report of Transfer or Other Disposition or Construction of Property
AD-112	Report of Unserviceable, Lost, or Damaged Property
WS Form 2	WS Aerial Gunner Certification Card
WS Form 12A	Agreement for Control of Animal Damage on Private Property
WS Form 12B	Agreement for Control of Animal Damage on Private Property (ADP Input)
APHIS Form 1	Request and Authorization for Occasional or Irregular Unscheduled Overtime
APHIS Form 76	APHIS Pilot Identification Card - Wildlife Services
APHIS Form 77	APHIS Pilot Identification Card - International Services
APHIS Form 78	APHIS Pilot Identification Card - Plant Protection and Quarantine
APHIS Form 150	Aircraft Approval
APHIS Form 151	Helicopter Pilot Proficiency Check
APHIS Form 152	Fixed Wing Aircraft Inspection
APHIS Form 153	Fixed Wing Pilot Proficiency Check
APHIS Form 154	Helicopter Inspection
FAA Form 337	Major Repair and Alteration
FAA Form 8410-3	National Transportation & Safety Board Accident Investigation
FO-3	Flight Time Report and Fly Dispersion
FO-6	Aircraft Scheduling Summary
GSA Form 3550	Government Aircraft Inventory
OF-26	Data Bearing Scope of Employment of Motor Vehicle Operator

DEFINITIONS

Airworthiness

The primary factor of safety which directly affects the fundamental integrity of an aircraft and its capability to perform within the

performance parameters specified by the manufacturer.

Aircraft with a discrepancy that affects airworthiness will be grounded until the discrepancy has been corrected in accordance with the manufacturers' maintenance instructions.

Airworthiness Directives (AD's)

An AD is a notification from the FAA about a discrepancy on a particular model of aircraft, engine, propeller, or accessory that is detrimental to flying safety. Compliance with AD's will be conducted within the time prescribed by the Administrator (FAA Scheduled Inspections and Maintenance).

Personal Protective Equipment

Protective equipment which the individual brings to the flight. It does not include equipment or devices installed on the aircraft or furnished as a part of the aircraft operating equipment.

Scheduled Inspection

Scheduled inspection cycles may be optional on different types of aircraft, but are conducted in accordance with the applicable aircraft manufacturers maintenance manuals and FAR Part 43. Aircraft operated in APHIS/IS missions will be inspected and maintained by qualified and licensed personnel. U.S. registered aircraft will be maintained and inspected by FAA licensed personnel.

The most commonly used inspection types are:

- 1) Annual
- 2) Hourly (25, 50, 100, etc. as specified by the manufacturer.)
- 3) Preflight and postflight inspections are accomplished by the flight crew member(s). These inspections ensure that fuel levels, lubricants, and other fluids are within the proper levels, or adjusted to the proper levels before the next flight. Additionally, leaks and hazardous discrepancies may be discovered and corrected before flight.

Unscheduled Maintenance

When discrepancies are found between flights, as a result of material failure or wear, aircraft are rendered not airworthy and grounded until the required maintenance is performed.

Public Aircraft

An aircraft used only for the United States Government, or owned and operated (except for commercial purposes), or exclusively leased for at least 90 continuous days, by a government (except the United States Government), including a State, the District of Columbia, or a territory or possession of the United States, or political subdivision of that

government. It does not include a government-owned aircraft transporting property for commercial purposes, or transporting passengers other than transporting (for other than commercial purposes) crewmembers or other persons aboard the aircraft whose presence 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; or transporting (for other than commercial purposes) persons aboard the aircraft if the aircraft is operated by the Armed Forces or an intelligence agency of the United States. An aircraft as described above will, notwithstanding any limitation relating to use of the aircraft for commercial purposes, be considered to be a public aircraft for the purposes of this Manual without regard to whether the aircraft is operated by a unit of government on whose behalf the operation is conducted.