



Fire and Aviation Management



Aviation Management



**Reference Manual
RM 60**





United States Department of the Interior
NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240
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IN REPLY REFER TO:

November 4, 2003

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Memorandum

To: Regional Directors
From: Associate Director, Visitor and Resource Protection /s/ **Karen Taylor-Goodrich**
Subject: Implementation of Aviation Management Reference Manual 60

Effective Date: November 4, 2003

Sunset date: November 4, 2007

Director's Order 60, which authorizes this office to develop policy for the use of aviation resources within the National Park Service (NPS), has been signed by the Director and can be found on the WASO Office of Policy website at www.nps.gov/policy. Subsequently, the Aviation Management Reference Manual (RM 60), which sets standards and establishes operational policy for using aviation resources, is effective immediately.

Attached is a copy of the Reference Manual. It is also posted on the NPS, Fire and Aviation website at www.nps.gov/fire/aviation/index.htm. The use of aviation resources in the Service requires significant and specialized training for employees, supervisors and managers when performing aviation related functions.

The standards and procedures outlined in RM 60 enhance efficiency and minimize the risks associated with aviation operations. Adherence to the policy is mandatory for all Service personnel.

As with any policy, there may be some questions or clarifications associated with initial implementation. It is recommended that some initial training for managers and supervisors related to the implementation of this policy be provided as soon as feasible in an appropriate forum. Assistance from the National Aviation Management Office is available upon request.

Please ensure wide distribution of this policy to all personnel within your areas of responsibility. If you have further questions concerning RM 60, contact your Regional Aviation Manager or the WASO National Aviation Manager at 202/513-7134.

Attachment

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AVIATION USER'S REFERENCE MANUAL
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ABBREVIATIONS

ALSE	-	Aviation Life Support Equipment
AMC	-	Aviation Management Council
AMD	-	Aviation Management Directorate
AMIS	-	Aviation Mishap Information System
ARA	-	Aircraft Rental Agreement
AURM	-	Aviation User's Reference Manual
CFI	-	Certified Flight Instructor
CFR	-	Code of Federal Regulations
DM	-	Department of the Interior Manual
DOI	-	Department of the Interior
FAA	-	Federal Aviation Administration
FAR	-	Federal Aviation Regulations
IFR	-	Instrument Flight Rules
NPS	-	National Park Service
NTSB	-	National Transportation Safety Board
OAS	-	(NO LONGER IN EXISTENCE, SEE AMD)
OMB	-	Office of Management and Budget
OPM	-	Operational Procedures Memoranda
PFD	-	Personal Flotation Device
PIC	-	Pilot-in-Command
PPE	-	Personal Protective Equipment
RAM	-	Regional Aviation Manager
USFS	-	United States Forest Service
VFR	-	Visual Flight Rules

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Chapter 1
AVIATION MANAGEMENT OVERVIEW

1.1 Background and Purpose. NPS Guideline #60 is superseded and replaced by this Reference Manual, which is intended to provide detailed guidance to NPS personnel engaged in aviation management activities. This manual incorporates the policies contained in NPS *Management Policies*, and the instructions, requirements and operational policies contained in Director's Order #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*, D.O. #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. Otherwise, they may be accessed through the Internet or through other sources indicated in the text.

This manual is issued under authority of Director's Order #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.

This manual applies to flight services other than those acquired on a seat-fare basis from commercial air carriers (e.g., Delta, United, etc.) in the United States, Trust Territories, and Possessions. Because NPS is responsible for 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.

The 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. The section of NPS *Management Policies* dealing with **Overflights and Aviation Uses (8.4)** reads, in part, as follows:

“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.”

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“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, which are specifically excluded from the process).

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 sound 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 Preservation and Management](#)); #47 ([Soundscape Preservation and Noise Management](#)); #71B (Indian Sacred Sites); and #77-5 (Aerial Capture, Eradication, and Tagging of Animals).

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 snowmachines..., 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.*)

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1.4 Organizational Responsibilities. Major responsibilities for each of the following include, but are not limited to:

Department of the Interior

- **Aviation Management Directorate (AMD)** a subpart of the national business center of the Department of the Interior's Office of Policy Management and Budget. (AMD 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 AMD.) AMD is responsible for Department-wide functions related to aircraft services and facilities. In addition, AMD assigns aircraft to Bureaus and coordinates aircraft services from the commercial sector.
- **The Aviation Board of Directors (ABOD)** The ABOD comprises the Aviation Board of Directors and the Aviation Working Group (AWG). The Aviation Board of Directors incorporates AMD and a senior line manager at the Associate Director level from each Bureau for the purpose of formulating Department-wide aviation policies and procedures. The AWG comprises Bureau Aviation Safety Managers or Aviation Program Managers who recommend changes in aviation policy to the Aviation Board of Directors.
- The **Director, NPS** is responsible for establishing and implementing an aviation management program, and ensuring adequate program oversight and adherence to safety policy.
- The **Associate Director, NPS** is responsible for implementation of the Service's aviation operation and safety program. Responsible for the issuance of Reference Manual-60. Serves as a member of the Aviation Board of Directors.
- The **Chief, Division Fire and Aviation Management** is responsible overseeing the Service's Fire and Aviation program, in which Aviation is organizationally located within the Washington Office of the NPS.
- The **National Aviation Program Manager** serves as the principal aviation advisor for the NPS. Serves as the representative to the Aviation Working Group. Provides national direction to the aviation safety program. Coordinates requests for program waivers; approves requests for waivers of PPE requirements from those regions lacking delegated authority. Disseminates aviation related policy and technical information. Coordinates with the Department for NPS aviation program evaluations. Assigns representatives to accident review boards. Actively works with other program managers to assure operational aviation issues are addressed in program and policy decisions. Coordinates fleet aircraft acquisition, replacement, and disposal to support bureau programs.
- The **National Aviation Operations and Safety Specialist** provides the field direct support and technical expertise, coordinates the management between the field and other Program Managers for all aviation activities. Assists in the implementation of the National Aviation Safety Program. Provides operational assistance to Regions and Parks for their aviation activities and applications. Coordinates training, seminars and workshops for standardization, exchange of information and improved procedures.
- **Regional Directors** are responsible for supporting and disseminating aviation policies and information. Ensure aviation training requirements are complied with and proper equipment is utilized. Ensure that aviation expertise is available to field managers who are responsible for aircraft operations. Assign a liaison to aviation accident investigation teams. Promote and support the Aviation Mishap Information System (AMIS).

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- **Regional Aviation Managers** provide local technical and safety assistance for the implementation of Departmental Policy, Director's Order #60, and this Reference Manual. Review proposed changes in policy and procedure. Coordinates or instructs aviation training courses as requested. Review requests for new flight services such as (AMD) OAS-20's or end product contracts. Review, as requested, park Aviation Management Plans. Observe Regional aviation activities and provide liaison with the National Aviation Program Manager, National Aviation Operations and Safety Specialist, and other agencies as appropriate.
- **Superintendents/Park Managers** ensure that aviation activities are conducted in compliance with applicable policies/directives and park's AMP. Accountable for including aviation needs in program development. Assures that appropriate aviation training is completed. Ensure aviation program planning requirements are met. Ensure mitigation of safety hazards. Ensure flight following compliance. Ensure ALSE compliance. Promote use of the Aviation Mishap Information System (AMIS). Ensure records related to the aviation program are maintained. Ensure that significant operational problems are reported to the regional office. Ensure that aviation resources are procured, managed and operated within the scope of the procurement document
- The **Park Aviation Manager** is responsible for the implementation of the park Aviation Management Plan (AMP). (See Appendix 2 for an example of topics which may be included in the AMP.) Coordinates the planning and completion of project plans and risk assessments. Ensures that aircraft and pilots are appropriately carded for the mission. Requests technical assistance for aviation problems.
- The **Project Manager** plans and manages aircraft use according to applicable directives and policies. Develops and submits project plans and risk assessments. 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. Endorses payment documents.
- The **Fixed-Wing/Helicopter Manager** is responsible for coordinating, scheduling, managing, and supervising individual aviation missions. If the aircraft is a contract or rental, ensure that the operation is conducted within the scope of the contract and in accordance with applicable policy and directives. Reports contract compliance problems. Endorses payment documents. Verifies aircraft and pilot are appropriately carded for the mission.
- **Flight Manager/Chief of Party** is the employee on board the aircraft and is responsible for conducting the mission and assuring that it is accomplished in accordance with DOI aviation policies and directives, and this Reference Manual. A NPS PIC can perform this duty.
- **Dispatcher** personnel are responsible for dispatching and flight following aircraft in accordance with DOI and NPS policies.
- **Employees** are responsible for knowing and following applicable policy and directives. They will maintain currency by attending required aviation training in accordance with DOI and NPS policies. Use's appropriate personal protective and life support equipment. Reports potential and actual problems. Ensures their own safety as well as that of others.

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1.5 Evaluation and Monitoring. Periodic internal reviews of our aviation operating procedures and readiness are necessary in order to enhance safety, identify program strengths and weaknesses, help to 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.

A. Regional Aviation Program Review: Each region's overall aviation program will be reviewed at least once every five years by the National Aviation Program Manager. The periodic DOI Program reviews, conducted by the Aviation Management Directorate, may serve in lieu of a separate review.

B. 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 five year intervals. Details of this process should be outlined in the Regional Aviation Management Plan.

C. 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 readiness evaluation process found in the Interagency Helicopter Operations Guide (IHOG), will be the basic tool for evaluating rotary wing facilities. The National Aviation Program Manager will develop an equivalent process for evaluating fixed wing bases. Readiness evaluations will be in writing and a copy will be forwarded to the regional aviation manager. The periodic facility inspections conducted by the FAA may serve in lieu of a separate review.

1.6 Management of Aviation Mishaps

A. Accident: The NTSB is responsible for the investigation of aircraft accidents. All aviation accidents will immediately be reported to the National Aviation Program Manager, the Regional Director, and the Aviation Management Directorate in accordance with Departmental and NPS policy.

B. Incidents: All incidents will be reported, via SAFECOM to the Aviation Management Directorate and the Regional Director in accordance with Departmental Policy.

C. Accident/Incident NPS Review Process: The Regional Director will determine within 14 days, whether an internal review of the mishap is necessary.

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Chapter 2
AVIATION DIRECTIVES

2.1 General. The directives listed below are adopted as policy, and must be made available to all park managers.

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 www.faa.gov/avr/afs/fars/far_idx.htm, or airport fixed-based operators.

2.3 Departmental Manual. The Departmental Manual (DM), [Parts 350-354](#) are the aviation policies for all DOI agencies. The DM is available from your Regional Aviation Manager or may be viewed on the Internet at www.oas.gov/. AMD (OAS) publications and forms and Office of Management and Budget (OMB) Circulars may be obtained from AMD (OAS), or viewed at the same Internet site.

2.4 AMD (OAS) Operational Procedures Memoranda (OPM). OPM's are interim directives and may become final policies. They may also be viewed on the Internet at www.oas.gov.

2.5 AMD (OAS) Handbooks/Interagency Guides/Standards. Handbooks/Guides contain detailed information on specific aircraft operations, equipment, reporting procedures, etc., and supplement DOI aviation policy. The following is a list of accepted AMD (OAS) Handbooks/Interagency Guides/Standards:

(AMD) OAS Handbooks:

Aviation Life Support Equipment Handbook (web) 1-98
Aerial Capture Eradication and Tagging of Animals (web) 2-97
Aviation Fuel Handling Handbook 1-94
Aviation Transport of Hazardous Materials Handbook (web) 1-99
Airfreight/Paracargo Handbook 5-91
Heliport Installation Handbook 5-91
Aviation Mishap Notification, Investigation and Reporting Handbook 5-91
Helicopter Short-Haul Handbook 5-94
Field Reference Guide For Aviation Users (Web) 5-00

Interagency Guides:

Interagency Aerial Ignition Guide NFES 1080, 2001
*Interagency Helicopter Operations Guide NFES 1885, 1-02
Interagency Helicopter Rappel Guide 2002
Interagency Single Engine Airtanker Guide NFES 1844, 2001
Interagency Airtanker Guide NFES 2271, 1993
Interagency Air Tactical Group Supervisors Guide NFES 1393, 1997
National Wildfire Coordinating Group Standard 310-1 WWW.NWCG.GOV, 6-01
Military Use Handbook NFES 2175

*** Interagency Helicopter Operations Guide.** It is understood that adoption of the IHOG represents a significant change in how many parks conduct helicopter operations and that in some unique situations a brief period of time may be required in order for a park to become fully compliant. Parks may request a waiver from specific IHOG requirements, for a period not to exceed (24) months from the Chapter 2

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adoption date of this Reference Manual. Waiver requests shall specify which requirement(s) is to be waived, why the park is not capable of compliance at this time, the steps the park will take to come into compliance, and a timetable for compliance.

2.6 AMD (OAS) Information Bulletins. Information bulletins contain material of a general nature and do not have a defined expiration date.

2.7 AMD (OAS) Safety Alerts. Safety alerts are time-sensitive documents, which are published as needed.

2.8 AMD (OAS) Aviation Accident Prevention Bulletins. These bulletins contain material with wide application and are issued as needed.

2.9 AMD (OAS) Tech Bulletins. Technical data and recommendations regarding aircraft are published in Tech Bulletins when warranted.

2.10 Office of Management and Budget Circulars (OMB). OMB Circular Nos. [A-76](#) (revised), [A-123](#), and [A-126](#) (revised) prescribe procedures for acquisition of fleet aircraft, internal program controls, and the management and use of Government aircraft.

2.11 NPS Director's Order #60: Aviation Management. This order provides basic NPS policy direction for conducting a legal, safe, and cost effective aviation program, and for minimizing adverse impacts that NPS aviation activities may impose on park resources and visitor enjoyment.

2.12 NPS Aviation Management Reference Manual (RM-60). Procedures in this Reference Manual are in addition to the above directives.

2.13 Requests for Waivers of Policy. The Park Superintendent shall request a waiver of National Park Service Aviation Policy through the Regional Director to the Director of the National Park Service. Requests for waivers of Departmental Policy will follow the same channels, with the National Aviation Program Manager addressing the Associate Director, Aviation Management Directorate with the request, in accordance with [350 DM 1.9](#). In either case, the request must contain a full and detailed justification that the waiver is essential in the accomplishment of specific NPS projects.

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Chapter 3
RECORDS AND REPORTS

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

3.2 DOI Aircraft Use Report. Each non-revenue flight on approved cooperator aircraft (military, other public agencies, or privately owned) must be documented on Form (AMD) OAS-23. The comment, "non-revenue flight; information only," 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 and provided to the FAA, if requested. (see section 12.5)

3.4 Aviation Safety Training Records. Aviation training records for park employees must be maintained by the respective units.

3.5 Director's Order #19: Records Management. Record keeping associated with aviation activities will be in accordance with the requirements of Director's Order #19.

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Chapter 4
FLEET AIRCRAFT ACQUISITION, MARKING, AND DISPOSITION

All aircraft are Department of Interior fleet aircraft and may be assigned to NPS by OAS.

4.1 Acquisition. Fleet aircraft may be acquired from a variety of sources such as purchase, donation, excess, or seizure.

A. The requirements of OMB Circular No. A-76 (revised), Performance of Commercial Activities, must be satisfied prior to acquisition of fleet aircraft. The justification must include 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. Requests to Aviation Management Directorate for fleet aircraft acquisition must be from the NPS Director.

B. Additional Congressional allocations for Departmental aircraft must be requested by Aviation Management Directorate on behalf of NPS well in advance of need and must be supported with detailed information.

C. The NPS Director may request the Aviation Management Directorate Associate Director to reassign excess fleet aircraft to NPS stations.

4.2 Marking. All Departmental aircraft must be marked in accordance with FAR Part 45.

4.3 Disposition. Aviation Management Directorate is responsible for disposing of aircraft in accordance with Federal Property Management Regulations. Bureaus may suggest appropriate disposition.

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Chapter 5
AIRCRAFT EQUIPMENT

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 added to any aircraft without the approval of Aviation Management Directorate technical services division. Any device attached to or mounted on aircraft must have FAA approval. Additional requirements for tracking antennas are found in 351 DM 2.2 H. All aircraft with external devices 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).

5.3 Electronic Devices WARNING. Testing and certification is required prior to using any electronic device in aircraft equipped with electronic fuel control systems (FADEC EEC etc.) Failure to test and insure operational compatibility may result in un-commanded loss of engine power. THE COST OF TESTING AND CERTIFICATION IS THE RESPONSIBILITY OF THE USING UNIT.

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Chapter 6
PERSONAL PROTECTIVE EQUIPMENT/AVIATION LIFE SUPPORT EQUIPMENT

6.1 Personal Protective Equipment.

A. Crew Members and passengers are required to wear Personal Protective Equipment (PPE) on all special use flights. For most special use flights PPE minimally consists of fire-retardant clothing (NOMEX), aviator's protective helmet (except in multiengine fixed-wings), 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, and so on) and synthetic blends, is not approved.

C. Certain programmatic exceptions exist and may be found in 351 DM 1 (ALSE).

6.2 Personal Protective Equipment Waiver Authority.

A. Waivers to PPE requirements may be delegated to 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 three years.

B. Copies of waivers must be provided to the National Aviation Program Manager and Aviation Management Directorate Associate Director.

6.3 First Aid and Survival Kits. First aid kit containing specific minimum items listed in the ALSE Handbook must be onboard aircraft under operational control of NPS other than those procured through the Aviation Management Directorate 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. For operations beyond power-off gliding distance to shore, personal flotation devices (PFDs) will be worn by the following: (reference ALSE)

- Occupants of all single-engine aircraft,
- Occupants of all helicopters equipped only with helicopter flotation devices.
- Occupants of helicopters engaged in water bucket dipping or snorkeling operations
- Occupants of all aircraft when performing takeoffs or landings to water

Except that 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 Air Taxi and Commercial Operators. Exceptions may be approved by Aviation Management Directorate.

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.

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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).

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Chapter 7
AIRCRAFT MAINTENANCE AND INSPECTION

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.

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Chapter 8
AIRCRAFT SECURITY

8.1 General. The pilot in command is responsible for the security and tiedown of the aircraft. It is recommended that DOI aircraft be hangared when ever practical.

8.2 Fuel. The pilot must verify type and quantity of fuel.

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Chapter 9
PILOT FLIGHT AUTHORITY

9.1 General. NPS air operations will be conducted by qualified persons. In accomplishing these operations, managers should consider both recruiting and/or training qualified NPS employee pilots and chartering or contracting needed aviation services. 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. In making the decision to fill a position, which has pilot duties, managers should consult closely with NPS Regional and National Aviation Program Managers as well as personnel specialists.

In maintaining flight proficiency, NPS employee pilots, and volunteer pilots who donate their services under the Volunteer-In-Parks program, must fly a minimum of 100 hours in category as Pilot-in-Command in the preceding 12-month period; NPS employee pilots not meeting this requirement must complete a proficiency checkride with a certified flight instructor (CFI) within 30 days of their scheduled Aviation Management Directorate recurrent flight check. Pilots must also meet all other proficiency flight experience for special-use missions and attend flight crew workshops as required by the Department of the Interior's Flight Crewmember policy found in the DM's. Failure to meet flight experience and training requirements will result in withdrawal of NPS pilot authorization.

9.2 Pilot Suspension/Revocation/Stop work. DOI Pilot Qualification Cards will be temporarily suspended or revoked after an aircraft accident. 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 Department of Interior's Flight Crewmember policy 351 DM 3. Park Managers have the authority to stop work for any NPS mission. The stopping of work by a Park Manager is not a suspension/revocation.

9.3 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.

9.4 NPS GS-2181 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.

9.5 9.5 NPS Dual Function Pilots. These pilots will meet the standards, application and authorization requirements of 351 DM 3.

9.6 NPS Incidental Pilot. Will comply with all qualification and authorization requirements of 351 DM 3. All incidental pilots will have a "Letter of Authorization" from the employee's Regional Director prior to functioning as an incidental pilot. Incidental pilots are limited to personal transportation when authorized in accordance with FPMR 101.7.

9.7 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.

9.8 Medical Certificates. Pilot will maintain a minimum Class II FAA Medical Certificate.

9.9 Trainee Pilot Program.

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A. When it has been determined that it is desirable to have an employee pilot on a park's staff, park managers are encouraged to develop a pilot training program with the assistance of the NPS aviation Program Manager.

B. It is recommended that initial pilot training, which is funded by NPS, be acquired at a FAA-approved Part 141 Flight School. It is also recommended that flight training be coordinated with the Regional Aviation Manager and Aviation Management Directorate to assure instruction is consistent with the unique missions to be flown by the Service.

C. In order to enhance employee and operational safety, parks are encouraged to provide flight orientation training such as the Pinch Hitter course to non pilot employees whose duties require flying on a recurring basis. Such training may require a waiver from portions of the Departmental Manual and parks should consult with their Regional Aviation Manager prior to initiating such training.

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Chapter 10
FLIGHT OPERATIONS

10.1 General. All aircraft under operational control of NPS will comply with applicable FARs and DOI aviation policy, OAS handbooks, and Interagency Guides as listed in Chapter 2. 2.5.

10.2 DOI-Approved Aircraft and Pilots. NPS employees must use only aircraft and pilots approved or otherwise authorized by Aviation Management Directorate or USFS for all flight services. Use of USFS carded aircraft for non-wildland fire missions must be approved in advance by Aviation Management Directorate.

10.3 Quiet Technology. 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 Use of Military and U.S. Coast Guard Aircraft. Military aircraft generally cannot be utilized without specific, written approval from the Secretaries of 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 Aviation Management Directorate Memorandum of Understanding for the use of Coast Guard units. Given the complexities involving the use of military and Coast Guard aircraft, parks are strongly encouraged to consult with their Regional Aviation Manager 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 Director, National Park Service, through normal channels. The National Aviation Program 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, time frames, 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 reasons, except as is specifically authorized within an applicable agreement.

All military aircraft use, will be documented on form (AMD) OAS-23 and submitted to the Aviation Management Directorate. Where there will be no reimbursement the (AMD) OAS-23 should be boldly marked "not for payment".

10.5 Aviation Management Plan. Each park unit that utilizes aviation resources will have a current Aviation Management Plan approved by the park superintendent and reviewed annually. For an example of a minimum outline see Appendix 2.

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10.6 Aviation Operation Planning. Mission planning will be completed for all flights as identified in each park unit's individual Aviation Management Plan, (see 10.4). The Pilot and Project Manager or Helicopter Manager is responsible for completing the information listed. For an example see Appendix 3.

Aviation mission planning will include conducting a risk assessment of the following non-inclusive items:

- A. Means other than aviation for effective and efficient mission has been considered.
- B. Government employees meet all qualification and experience requirements to participate in the aviation operation. This includes the DM's safety recurrence training.
- C. Aircraft and Pilot approved or authorized by DOI/USFS for mission.
- D. Pilot proficiency and experience for the mission and familiarity and currency in the aircraft.
- E. Configuration of aircraft appropriate to need.
- F. Weather and other environmental conditions.
- G. Known hazards in the area to be flown.
- H. Personal Protective Equipment and Aviation Life Support Equipment.
- I. First Aid/Survival equipment onboard.
- J. Intangible pressures such as urgency and time to accomplish the mission.
- K. Human Factors

10.7 Flight Plan and Flight Following. Flight plans and flight following are required as outlined in the DMs and in the park units individual Aviation Management Plan.

10.8 Passenger Manifest. The Pilot-in-Command must insure 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 off all passengers involved maybe left with an appropriate person to preclude unreasonable administrative burden.

10.9 Aircraft Preflight. Pilots must conduct a visual inspection of the aircraft prior to each flight.

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

10.11 Interagency Aircraft Data Card. An Interagency (DOI/USFS) Aircraft Data Card must be maintained in the aircraft and physically inspected prior to each mission.

10.12 USDA-Interagency-USDI Airplane Pilot Qualification Card. The DOI Pilot Qualification Card must be carried by pilots and physically inspected by aircraft managers and/or chief of party prior to each mission, per 353 DM 2. If the card is unavailable, the pilot's authorization to fly the mission must be verified prior to the flight.

10.13 Passenger Briefing. The Pilot in command must ensure each passenger receives a briefing prior to each mission. It is the responsibility of the NPS employee to ensure he/she receives a passenger briefing.

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

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10.15 Instrument Flight Rules. Flights are permitted in accordance with FAR 91.167 - FAR 91.193 and 351 DM 1.

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

10.17 Low-Altitude Flights. When otherwise authorized low altitude flights may be conducted in accordance with FAR 91.119, subpart D of part 135, part 137, or a FAA waiver or grant of exemption if applicable. These flights are considered special use see 10.29 G.

10.18 Transport of Hazardous Materials. Transport is allowed in accordance with the exemption granted DOI by the Department of Transportation, provided activities are conducted as stipulated in the Aviation Transport of Hazardous Materials Handbook. A current copy of that exemption and the handbook must be in the aircraft NOTES: 1. All involved employees must have completed the mandatory HazMat training. 2. Written notification to the pilot of the carriage of HazMat is required. 3. Incapacitating aerosol such as pepper spray, mace, etc., may be carried internally in an aircraft only if it is secured in a sealed non-porous container (i.e. ammo can).

10.19 Fuel Handling. Fuel handling must be conducted in accordance with the (AMD) OAS Aviation Fuel Handling Handbook. The Park Superintendent is responsible to insure that Park Units that have aviation fuel in their possession have the required fuel quality control or surveillance program and safety training program for personnel involved with aircraft refueling or designated to conduct sampling and testing of fuels.

10.20 Fuel Reserves. Aircraft must maintain fuel reserves as stipulated in FAR 91.151 and FAR 91.167

10.21 Transport of Cargo/Equipment. Only cargo and/or equipment necessary for mission accomplishment is permitted onboard aircraft under operational control of NPS and must be transported in accordance with FARs and DOI policies. The IHOG Handbook should be used as reference guides for helicopter operations.

10.22 External Loads. 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 Aviation Management Directorate.

10.23 Load Calculations/Weight and Balance. Load calculations/weight and balance will be accomplished prior to each flight (other than those provided by commercial airlines) 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.

10.24 Environmental Considerations. Flights may be restricted due to environmental conditions such as, cold weather -40 degree Fahrenheit, and high winds. Refer to 351 DM for specifics.

10.25 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 in a readily accessible location. Local area hazard maps are to be reviewed prior to mission. A hazard is any obstacle protruding into the planned flight altitude. Any new hazards found in the area flown must be added to the

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hazard map. Flight managers and pilots are responsible for reviewing hazard maps prior to each low-altitude flight. (See Appendix 1 for an example).

10.26 Wire and Tower Strike Prevention. 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.

10.27 Toe-in, Single-Skid, and Step-Out Landings. These landings, as defined below, are prohibited except when approved in writing by the Aviation Management Directorate Associate Director (351 DM 1). Requests for exceptions must be made through the Regional Director. Exceptions may be requested for each project or annually for a Park Program.

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. Step-Out Landings: 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.

10.28 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.

10.29 Special Use Flight Operations. "Special use," is defined as any flight operation other than point to point. Special use operations require special pilot and aircrew qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Aviation Management Directorate authorization is required for flight operations involving the utilization of aircraft that require special consideration due to their functional use. Special Use flight operations in the NPS include but are not limited to:

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. The planned aerial (F/W and helicopter) capturing, eradication, tagging and gathering of animals must be coordinated with the Regional Aviation Manager and be conducted in accordance with the (AMD) OAS ACETA Handbook (351 DM 2-351 DM 3), this Reference Manual, and meet the following requirements:

1. Have a Project Aviation Plan, including a Risk Assessment, and as a minimum the elements listed in the 352 DM 1.9 C. thru I. A copy of the approved plan shall be submitted through the RAM to the Aviation Program Manager prior to the project start date.
2. All necessary waivers and/or exceptions approved.
3. Aviation Training for Aircrew Members (gunners, muggers, and animal handlers) will include; Basic Aviation Safety (B1/B3), S217 (for helicopter operations), Departmental/NPS level ACETA training, recurrent training every three years. Gunners are required to be trained in the use of weapons/firearms (dart rifles and net guns), which includes airborne instruction and an initial check ride with recurrent check rides every three years.

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4. For cooperators, full service call-when-needed contracts, and end service operations refer to Chapter 12 and 13 in this RM.

B. Search and Rescue (SAR) and Emergency Medical Services (EMS). Providing aviation resources for SAR and EMS missions must follow applicable FAR's, Departmental and NPS aviation policy, and be addressed in the Park Aviation Management Plan. Deviation from this policy must have Superintendent approval and a SAFECOM submitted.

C. Shorthaul and Rappel. The establishment of new Short-haul or Rappel programs require approval of the NPS Director and the Director, Office of Aircraft Services. They must be conducted in accordance with the DM's, OPM-10, NPS Aviation Policy, the DOI Short-haul Handbook and/or the Interagency Helicopter Rappel Guide.

D. Law Enforcement. 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.

E. Fire. Fire management activities, including Fire Use, that utilize aviation resources will be conducted in accordance with applicable guides, handbooks and SOP's found in Chapter 2, Aviation Directives in this RM and the DM's 350-354. (See also Director's Order and RM 18—Wildland Fire Management.)

F. Unimproved Landing Areas. Fixed wing (airplane) operations using unimproved landing Areas are considered a special use operation by the Departmental Manual and require special pilot and or equipment qualifications.

G. Aircraft Operations Below 500' Above Ground Level (AGL). This operation is also known as LOW LEVEL and is considered a special use operation by the Departmental Manual. This operation requires special pilot and or equipment authorization by (AMD).

10.30 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. Flights will also comply with applicable DOI aviation policy, (AMD) OAS handbooks, and this Reference Manual which can be implemented reasonably.

10.31 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.

10.32 Employee Prerogative. NPS personnel while performing their duties 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 SAFECOM (Form (AMD) OAS-34).

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Chapter 11
USE OF GOVERNMENT AIRCRAFT

11.1 General. Government aircraft is that which is under operational control of the Government for the conduct of official business, regardless of whether it is owned, contracted, rented, or chartered. Such aircraft may be used only for official travel purposes. Official travel is (1) travel to meet mission requirements, (2) travel to meet communication or security needs (required-use travel), and (3) other travel for the conduct of agency business. Refer to OMB Circular A-126. Additional information forms and instructions are located on the Aviation Management Directorate website www.oas.gov/

Passenger categories are as follows:

- A. **Official Passengers.** The following categories of personnel are official passengers:
- (1) Officers and employees of the Federal Government traveling on official business.
 - (2) Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs;
 - (3) Non-Federal passengers when engaged in missions which enhance accomplishment of a Departmental program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies, and private citizens.
 - (4) Space-available passengers authorized and approved in accordance with OMB Circular A-126.
 - (5) Space-available travelers approved by the Secretary of the Interior on a trip-by-trip basis.
- B. **Unauthorized Passengers.** All personnel who are not official passengers shall be considered an unauthorized passenger and are not authorized to be transported in any aircraft owned or operated by or on behalf of the Department. A person who is otherwise an official passenger could become unauthorized by performing a function for which that person is not authorized, e.g., a passenger performing pilot duties without proper authorization.

11.2 Official Passengers/Cargo. Except for space-available travel, only persons and cargo required to accomplish missions are permitted onboard aircraft under operational control of NPS.

11.3 Space-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 which are not reasonably accessible to regularly scheduled commercial airline service. Space-available travel using NPS operated aircraft is not allowed on special-use flights. Any other use of space-available travel requires trip-by-trip approval by the Secretary of the Interior and requires reimbursement at the full coach rate fare. Such requests must be processed through the Regional Aviation Manager to the DOI Solicitor at least 10 days prior to planned travel.

11.4 Administrative Travel for Federal Employees. Government aircraft may be used for administrative travel purposes, provided that: (1) the cost is not more than commercial sources, including charter and rental; or (2) commercial aircraft is not reasonably available to meet the traveler's departure/arrival requirements within a 24-hour period, unless it can be demonstrated there are extraordinary circumstances which require a shorter period to fulfill the agency requirement.

- In order to assure compliance with OMB Circular No. A-126 (revised), Form OAS-110, a Travel Cost Analysis, or like document, must be prepared for all administrative flights. Approval for the

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flight from a designated official at least one level higher than the traveler is necessary. A decision to use other than commercial air services may be justified if there are security, communication, or compelling operational considerations.

- **Required-Use Travel.** Required-use travel is that which necessitates the use of Government aircraft for the travel of an Executive Agency officer or employee because of bona fide communication or security needs of the agency or exceptional scheduling requirements. With certain exceptions, advance trip-by-trip authorization by the DOI Solicitor is required. Reimbursement at the full coach rate may be necessary.
- **Non-mission related travel.** “Mission requirements” mean activities that constitute the discharge of an agency’s official responsibilities. Such activities include, but are not limited to, the transport of troops and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attached controlled aircraft, aeronautical research and space and science applications, and other such activities. “Mission requirements” do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.
- **Senior Federal Officials or Senior Executive Branch Officials Travel.** Prior approval on a trip-by-trip basis from the DOI Solicitor or the Solicitor’s designee is required for Senior Federal Officials or Senior Executive Branch Officials, members of families of such senior Federal officials, and non-Federal travelers for travel that is not to meet mission requirements or required-use travel. Such requests must be processed to the DOI Solicitor at least 10 days prior to planned travel. Reimbursement at the full coach rate is required for any portion of the trip that is incidental private activity. Refer to OPM-7 for current flow chart and reporting requirements.

11.5 Emergency Use. NPS supervisors may authorize the use of Government aircraft to assist in life-threatening circumstances, disaster relief efforts, etc. The nature of the circumstances must be noted on Form (AMD) OAS-2 or Form (AMD) OAS-23.

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Chapter 12

CONTRACT, RENTAL, CHARTER AIRCRAFT, AND GOVERNMENT OWNED AIRCRAFT

12.1 General. Aircraft operators providing contract, individual charter, or hourly rental service to DOI Bureaus must be approved by Aviation Management Directorate. 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 Aviation Management Directorate procurement process as outlined below with the following exceptions:

A. Seat fare on flights with scheduled air carrier.

B. 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 but it is not specified in the solicitation. These types of contracts are not flight service contracts and do not need to be obtained through Aviation Management Directorate. There are very strict guidelines that include who has "operational control" for the use of these types of contracts. Refer to OPM-35 for further guidance

C. Special Use. Specific Aviation Management Directorate authorization is required for Contract, Rental and Charter Aircraft performing Special Use Missions. "Special use", is defined 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.

D. Procurement/Documentation of Competition. Any single procurement of flight services, which exceeds \$2,500, can be obtained through the ARA but must use a best value comparison of at least three vendors. Cost comparisons must include all anticipated cost factors including ferry time. Pricing information contained in the Aviation Management Directorate source list may be used for this comparison. Projects exceeding \$25,000 requires assistance through Aviation Management Directorate contracting services.

E. BILLEE Code. Each park unit or offices using flight services, other than commercial scheduled carriers must have an individual (AMD) 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 (Forms (AMD) OAS-2 and (AMD) OAS-23). Each office is responsible for reconciling billing discrepancies.

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

12.3 Billing/Payments. The aviation services provided to the using NPS unit must be documented on an Aircraft Use Report (Form (AMD) OAS-23). The original of this form must be submitted to Aviation Management Directorate as the contractor's invoice and the government receiving report. Billings and payments must be processed by Aviation Management Directorate.

A. Approved Sources. Approved sources for flight services are (1) DOI fleet aircraft, (2) USFS fleet aircraft, (3) aircraft rental on an hourly basis under an Aviation Management Directorate Aircraft Rental Agreement (ARA), and (4) Aviation Management Directorate contract aircraft. (5) Affiliate/Cooperator aircraft approved under an Aviation Management Directorate payment agreement see chapter 13.

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B. Unauthorized Procurement. Unauthorized acquisition of aviation services must go through a ratification process and will include a penalty payment imposed by Aviation Management Directorate . Specific details can be found in OPM-6.

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 that agency is providing the service as a commercial operator or 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. Park units that anticipate using resources belonging to other government agencies must establish a Memorandum Of Understanding with that unit through their RAM.

12.6 Contract Services. Requirements exceeding \$25,000 must be submitted on Form (AMD) OAS-13, Request for Contract Services, and approved by the park's superintendent.

A. Requesting Procedures. Requests for services to be performed in Alaska and Pacific Area must be submitted to the Aviation Management Directorate Alaska Regional Office. Requests for services to be performed in the continuous 48 states must be submitted to the respective Aviation Management Directorate 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 Rental. 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. Aviation Management Directorate 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 Aviation Management Directorate and a vendor. Current federal acquisition limitations limit use of the ARA to those procurements less than \$25,000.

Each ARA contains:

1. Terms and clauses applying to future orders between the parties during its term.
2. A description as specific as practicable, of supplies or services to be provided, and

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3. Methods for pricing, issuing, and delivering future orders under the ARA.

D. Vendor/Aircraft Source List. Aviation Management Directorate publishes a Source List of vendors and aircraft under agreement. This information is available through the OAS Internet site www.oas.gov.

E. Adding Vendors to Source List. Superintendents may request additional operators to be considered for inclusion in the system by submitting Form (AMD) OAS-20, Request for Rental Services, to the appropriate Aviation Management Directorate Flight Coordination Center through the Regional and National Aviation Program Managers.

F. Ordering Flight Services. Services under the Aviation Management Directorate Aircraft Rental Agreement may only be procured from vendors listed on the Aviation Management Directorate Source List. Orders may be placed through the appropriate Aviation Management Directorate Flight Coordination Center or directly with an approved vendor by personnel delegated by the Park Superintendent. When placing an order directly with a vendor, the ordering official must ensure that:

1. The vendor and aircraft being considered are on the Aviation Management Directorate Source List.
2. Pilot and aircraft offered by the vendor are approved for the mission to be flown.
3. NPS users are instructed to verify by visual inspection that the Pilot has an Interagency Pilot Qualification Card that is valid for the vendor and the procurement document, and the aircraft contains an Interagency Aircraft Data Card that is valid for the vendor and the procurement document authorizing the mission to be flown, or as otherwise authorized by Aviation Management Directorate.
4. Instructions for documenting services are contained in the Aircraft Use Report, Form (AMD) OAS-23 booklet.

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 and 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 Aviation Management Directorate Flight Coordination Center or utilize the Aircraft Rental Agreement (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.

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Chapter 13
COOPERATOR WITH AFFILIATED AIRCRAFT

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 Aviation Management Directorate approval. Any costs incurred by Aviation Management Directorate 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 Aviation Management Directorate 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 Research Work Orders/Cooperative Agreements/Support Services Contracts. Research Work Orders/Cooperative Agreements/Support Services Contracts which involve the use of flight services must contain language that persons onboard aircraft under operational control of NPS are subject to DOI policies, and this Reference Manual unless alternatives are addressed in an appropriate agreement.

13.3 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 in instances where only a few aircraft and pilots are involved. In situations involving numerous aircraft and pilots (military facilities, State Fish and Game agencies, etc.), formal agreements may be entered into by Aviation Management Directorate, which negate the need for individual aircraft and pilot cards.

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Chapter 14
AVIATION SAFETY TRAINING

14.1 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 2.5 of this document, and the DM's User Training requirements.

NPS employees who fly on over-water missions will complete Water Ditching and Survival training every 3 years.

14.2 Aviation User Training. The DM lists recommended and required user training for supervisors, line managers (superintendents), aviation users and aviation trainers. There is also a list of approved alternative training course options.

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Chapter 15
AVIATION SAFETY AWARDS PROGRAM

15.1 Awards. NPS will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM 1. The following categories are recognized:

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. 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.

D. NPS Aviation Safety Award. The NPS Director may also honor deserving persons for outstanding contributions to aviation safety or accident-prevention actions through an existing employee recognition program.

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Chapter 16
AIRCRAFT MISHAP PROCEDURES

16.1 Aircraft Mishaps. Aircraft mishaps are broadly defined as follows:

A. Accidents involve death or serious injury or substantial damage to the aircraft.

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 Aviation Management Directorate Aviation Safety Manager.**

C. Aircraft Incidents are occurrences which affect or could affect the safety of operations.

16.2 Mishap Notification Procedures.

A. In the event of an aircraft accident, incident with potential, or any of the incidents listed below occurs, the aircraft operator, flight manager, pilot or person with flight following responsibilities must immediately, and by the most expeditious method, concurrently notify the National Aviation Program Manager, Regional Director and the Aviation Management Directorate 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. Inflight 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. 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.

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4. An evacuation of an aircraft in which an emergency egress system is utilized.

16.3 DOI Aircraft Incident Notification Procedures.

When an aircraft incident occurs, the person noting the hazard, maintenance deficiency, or airspace conflict must concurrently notify the Aviation Management Directorate Safety Manager and the Regional Director within 48 hours of the incident.

16.4 Aviation Mishap Response Plan (See 10.25). 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 Aviation Mishap Response Plan (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 relations official.
- D. Secure all NPS records pertaining to the operation, flight, maintenance, crewmembers, etc.
- E. Document facts on Form (AMD) OAS-77, Initial Report of Aircraft Mishap, and provide the information to Aviation Management Directorate, and Regional Aviation Manager.

16.5 Aircraft Mishap Investigations. All Department of Interior accidents are the domain of the NTSB whether they participate in the field investigation or not. NTSB may engage the Aviation Management Directorate to investigate accidents for the Board, in this case the Aviation Management Directorate is working for the NTSB and is bound rules 49 CFR 830-831. The Service will offer a qualified individual to assist with the Investigating Agency and may also independently review the mishap internally. The Regional Director will assign the appropriate individuals. When NTSB investigates DOI accidents, Aviation Management Directorate will generally be included. NTSB and/or Aviation Management Directorate may also choose to investigate other DOI aircraft incidents.

16.6 Aircraft Mishap Documentation:

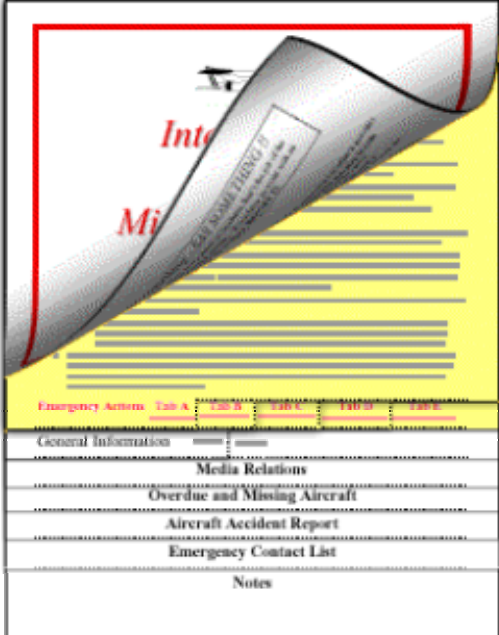


- A. Pilot/Operator Aircraft Accident Report.** The aircraft operator must complete NTSB Form-6120.1/2, Pilot/Operator Aircraft Accident Report, and submit it to the nearest office of NTSB and in the case of Department owned/bureau operated aircraft a copy of the report must also be sent to the regional Director and the Aviation Management Directorate 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 complete Form (AMD) OAS-77, Aircraft Accident/Incident with Potential, in accordance with the Aviation Mishap Notification Investigation and Reporting Handbook, per 352 DM 6.

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C. Aviation Mishap Information System (AMIS). The aircraft operator, flight manager, or any other person noting an aviation hazard, maintenance deficiency, airspace conflict, or incident must complete a SAFECOM Report, within 5 days and submit it to the Aviation Management Directorate Safety Manager, the Regional Aviation Manager and maintain a copy at the field office.

D. Report of Accident/Incident. In addition to the above report, the Park Unit will enter the accident/incident into the Safety Incident Management System (SIMS).

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Appendix No. 1

Interagency Aviation Mishap Response Plan	
<p>APPROVAL: This Interagency Aviation Mishap Response Plan has been approved for use by both the DOI-OAS Aviation Safety Manager and the USDA-FS National Aviation Safety and Training Manager. It is expected to appear in the Great Basin Cache system during FY 2001. Until you can order this plan through the cache system we encourage you to download and print this document.</p> <p>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 Plan 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.</p> <p>WHAT THE PLAN DOES FOR YOU: The plan 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. We have simplified it by consolidating separate forms 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.</p>	
MS Word Format	PDF Format (Fill-In Form)
MS Word Instructions	PDF Fill-in Form Instructions
 iamrp.doc	 iamrp.pdf
COMMENTS: If you have comments or questions please contact Steve Rauch at (208) 387-5805 or email Steve_Rauch@oas.gov .	

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Appendix No. 2

AVIATION MANAGEMENT PLANS

An Aviation Management Plan may 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
 - 4. Flight Manifest
 - 5. Load Calculations
 - 6. Flight Plans/Flight Following
 - 7. Communications
 - 8. Pilot Authority
 - 9. Pilot Duty Limitations
 - 10. Low Level Flights
 - 11. Transporting Hazardous Material
 - 12. Smoking
 - 13. Fuel Reserves
 - 14. Transportation of Dogs and Other Pets
 - 15. Pilot Briefings
 - 16. Flight Hazard Maps
 - 17. Authorized Passengers, Cargo and Flights
 - 18. Flight Restrictions
 - 19. Air Space Restrictions

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- IV. **SPECIFIC MISSIONS**
- V. **EMERGENCY PROCEDURES**
- VI. **PROGRAM COORDINATION AND EVALUATION**

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**Appendix No. 3
NATIONAL PARK SERVICE
AVIATION PLANNING GUIDE**

GENERAL INFORMATION (Flight Manager)

Fixed Wing/Helicopter Manager _____ Purpose _____

Unit Name _____ Address _____

Local Contact _____ Flight Date _____

Telephone No _____ Org Code/Account _____

RISK ASSESSMENT AND MANAGEMENT CHECKLIST

(Fixed wing/Helicopter Manager)

Yes No N/A

1. Options other than aviation considered to accomplish mission.
2. Cost comparison/approval accomplished for point-to-point travel.
3. Pilot qualification card and aircraft data card current and mission approved.
4. Aircraft configuration appropriate for mission.
5. Pilot flight/duty limitation within limits.
6. Pilot briefed on mission and low-level hazards.
7. Are intangible pressures, such as time, influencing a go/no go decision.
8. Applicable PPE available and worn.
9. Flight crew trained, qualified, and aware of mission responsibility.
10. Flight following procedure established and operational?
FAA Local Station _____
11. Aviation life support equipment available and used.
12. Weather suitable for mission accomplishment.
13. Pilot fulfilled preflight responsibilities.
14. Risks eliminated or reduced to acceptable level.

IF YOU ANSWERED **NO** TO ANY OF THE ABOVE EXCEPT NO. 7, STOP AND REASSESS THE FLIGHT RISKS.

Flight Manager Signature/Date _____

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PREFLIGHT RESPONSIBILITIES (Pilot-in-Command)

Yes No N/A

1. Load Calculation/Weight and balance.
 - a. Gross weight
 - b. Empty weight
 - c. Useful load
 - d. Passenger/crew weight
 - e. Maximum fuel weight
 - f. Maximum number gallons fuel
2. Aircraft preflight inspection completed.
3. Fuel load confirmed.
4. Cargo checked and secured.
5. Weather forecast received; winds within prescribed limits, visibility, precipitation, and turbulence.
6. Passenger manifest completed/left at point of departure.
7. Passenger briefing provided, including:
 - a. Aircraft approach and departure paths
 - b. Use of shoulder harness/lap belts
 - c. Smoking rules
 - d. Use of intercommunication system
 - e. Location/use of fire extinguisher
 - f. Location/use of normal exits
 - g. Location/use of emergency exits
 - h. Location/use of aviation life support equipment
 - i. Location/use of oxygen
 - j. Location/use of emergency locator transmitter
 - k. Location of battery/fuel shut-off switches
 - l. Location of first-aid kit
 - m. Location/use of communications radio

IF YOU ANSWERED **NO** TO ANY OF THE ABOVE, STOP AND REASSESS THE FLIGHT RISKS.

Pilot Signature/Date _____

POSTFLIGHT EVALUATION (Flight Manager/Pilot/Air Crew)

Yes No N/A

1. Mission safe and effective.
2. Team work effective.
3. Pilot performance satisfactory.
4. Aircraft configuration/performance satisfactory.
5. AMIS, Form OAS-34, prepared for incidents, aviation hazards, airspace conflicts, or maintenance deficiencies.
6. Aircraft Use Report, Form OAS-2 or Form OAS-23, completed.

Flight Manager Signature/Date _____

