E. **News Releases.** Contacts with news media regarding the accident should be made by the NTSB. If you are in doubt, contact OSM Public Affairs office before any contact is made with the media.

F. **Evidence.** Perishable evidence, e.g. human factors, data, fuel samples and witness information must be quickly documented.

G. **Flight Following.** Flight following, and communications are key components in promoting employee and aircraft mission safety and efficiency. Flight following, whether performed from a dispatch office, other facility, or at a remote location in the field, must be given a high priority by all personnel involved.

H. **Identification of Flight Following Requirements**. At the time the flight is planned, flight following requirements should be clearly identified. Requirements should identify check-in procedures, including time and locations, dispatch office(s) or other flight following facilities involved, individuals responsible for flight following, frequencies to be used and any special circumstances requiring check-ins (for example, to military facilities with Special Use Airspace).

I. **Check-In Requirements.** Check-in intervals or times must be documented in the flight following and must provide enough information so that the aircraft can easily be located if it became overdue or missing.

J. **Failure to Meet Check-In Requirements**. The flight following facility will implement procedures for overdue or missing aircraft.

K. **Overdue or Missing Aircraft.** An aircraft is considered "overdue" when

1. The pilot fails to check-in within the time frame specified in the flight following plan or;

2. An aircraft operating on a FAA (VFR) flight plan, fails to arrive within 30 minutes of ETA and its location cannot be established.

An aircraft is considered "missing" when it has been reported to a Flight Service Station (FSS) as being "overdue" and the FSS has completed an administrative search for the aircraft. To report an overdue flight as missing, call:

FAA Flight Service Station
Dial 1-800-992-7433 or 1-800-WXBRIEF

L. **Reportable Items**. Aviation mishaps or hazards that you observe should be reported immediately to your dispatcher or aviation representative. It should always be

documented on a SAFECOM. If things happen that make you uneasy or appear to be unsafe even if you aren't sure, you are encouraged to ask the pilot or contact your aviation safety officer and discuss it. This kind of follow-up will improve overall safety.

A **SAFECOM (Form OAS-34 or FS 5700-14)** is used to report any condition, observance, act, maintenance problem, or circumstance which has the potential to cause an aviation related mishap.

If a mishap involves damage or injury notify the OAS Aviation Safety Manager immediately by the most expeditious means available. To contact the OAS Aviation Safety Manager:

DOI
24-hour Aircraft Accident Reporting Hotline
Dial 1-888-464-7427 or 1-888-4MISHAP

M. Emergency Contact List

POSITION	AGENCY	PHONE NUMBER	PAGER NUMBER
Aviation Manager	OSMRE	(202) 208-2593	1-800-641-2487
Aviation Safety Manager	OSMRE	(412) 937-2840	1-800-986-5726

Fire/ Crash Rescue:

Fire: Rescue:

Medical:

Ambulance: Air Ambulance:

Hospital: Hospital:

Burn Center: Poison Center:

Law Enforcement:

Police: Police:

Site Security:

Accident Investigation:

24 hour reporting:	FS/DOI	1-888-4MISHAP
Safety Manager:	NTSB	
Investigator:	FAA	
Investigator:		

Public Affairs:

Representative	NTSB
Representative	OSMRE

Flight Following:

Dispatcher	OSMRE
Flight Service	FAA

Other:

Attachment 4

Hazard Maps

352 DM 1.9D requires use of Hazard Maps. To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low-level flights (below 500' AGL). A low-level flight hazard map will be constructed for the local operational area. All preplanned low-level flights require a thorough map reconnaissance for the route to be flown.

1:50,000 topographic maps
- roads may equal wires
- towers
- wires
- vegetation

navigation charts
- military routes
- MOA
- restricted areas
- towers
- wires
- wildlife refuges

ATTACHMENT 5

AVIATION DIRECTIVES

A. **Federal Aviation Regulations (FAR).** These regulations are the basic guide for piloting and aircraft operations within DOI. FARs may be obtained from the General Services Administration, FAA-approved Part 141 flight schools, airport fixed-based operators, or through the OAS World Wide Web site's (www.oas.gov) OAS Links.

B. **Departmental Manual (DM).** The DM, Parts 350-354, Aviation Management, details aviation policy for all DOI agencies. The Departmental Aviation Policy Manual, OAS publications and forms, and Office of Management and Budget (OMB) Circulars may be obtained from OAS. See the OAS World Wide Web site at www.oas.gov for the most current version.

C. **OAS Operational Procedures Memoranda (OPMs).** OPMs are interim directives. Their effectiveness is assessed during a 2-year period. Final policies are incorporated into the DMs. See the OAS World Wide Web site at www.oas.gov for the most current documents.

D. **OAS Handbooks.** Handbooks contain detailed information on specific aircraft operations, equipment, reporting procedures, etc., and supplement Departmental aviation policy. Many of the documents can be found on the OAS World Wide Web page in the Safety Library. They include:

Aviation Life Support Equipment Handbook
Animal Gathering and Capturing Handbook
Aviation Fuel Handling Handbook
Interagency Aviation (DOI & FS) Transport of Hazardous Materials Handbook
Airfreight/Paracargo Handbook
Heliport Installation Handbook
Aviation Mishap Notification, Investigation and Reporting Handbook
Helicopter Short-Haul Handbook

E. **OAS Information Bulletins.** Information bulletins contain material of a general nature and do not have a defined expiration date.

F. **OAS Safety Alerts.** Safety alerts are time-sensitive documents which are published as needed. They provide safety information of an immediate nature.

G. **OAS Aviation Accident Prevention Bulletins.** These bulletins contain material with wide application and are issued as needed. They provide general safety information.

H. **OAS Tech Bulletins.** Technical data and recommendations regarding aircraft are published when warranted.

I. **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.

J. **OSM Aviation User's Handbook (ADS-14, Aircraft Safety).** Procedures in this handbook are in addition to the preceding guidance. For consistency purposes, waivers require written approval by the OSM Director. This handbook may be obtained from the Chief, Office of Administration or the OSM Aviation Safety Manager. The handbook and Directive will be available through the OSM Internet page at www.osmre.gov/directiv.htm.

ATTACHMENT 6

AIRCRAFT

A. **Acquisition.** Fleet aircraft may be acquired by OSM only when mission requirements, amount of use, pilot availability, and other factors warrant. See 353 DM 6 for details.

B. **Aircraft Equipment.** Aircraft used in support of aviation activities within the Department must be equipped in accordance with 351 DM 2. Any device attached to or mounted on aircraft must have FAA approval. Additional requirements for tracking antennas are found in OPM 95-13. 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-37, Major Repair and Alteration).

C. **Maintenance.** Fleet aircraft must be maintained in accordance with 351 DM 2. Aircraft must also be maintained in accordance with FAA Airworthiness Directives and the Manufacturer's Service Bulletins.

D. **Inspection.** Fleet aircraft must be inspected in accordance with 351 DM 2.

E. **Aircraft Log Entries.** All aircraft maintenance and inspections performed must be appropriately recorded in the aircraft logs.

F. **Aircraft Security.** The pilot is responsible for all precautions necessary to ensure the security of aircraft. Aircraft should be hangered overnight and when not in use for extended periods. If not hangered, the aircraft must be securely tied down.

G. **Fuel.** The pilot must supervise the type, quantity, and quality of fuel used in the aircraft.

H. **Security at Mishap Site.** In the event of a mishap, the aircraft and all parts must remain secure and must not be moved until released by the National Transportation Safety Board (NTSB) or Office of Aircraft Services Investigator-In-Charge.

ATTACHMENT 7

AVIATION SAFETY AWARDS PROGRAM

OSM will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM 7. The OSM Director may honor deserving persons for contributions to aviation safety or accident prevention actions with an OSM Aviation Safety Award.