DEPARTMENT OF THE INTERIOR

Bureau of Land Management

2003 National Aviation Plan

BLM National Aviation Office

Bureau of Land Management
National Office of Fire and Aviation
Aviation Group
208-387-5180
National Interagency Fire Center
3833 South Development Ave.
Boise, ID, 83705

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Chapter

1

1.0 Bureau of Land Management National Aviation Plan

1.1 PURPOSE

This document supports and does not replace the BLM Manual 9400 Management section. The purpose is to detail the policy, organization, responsibilities and procedures for the Bureau of Land Management (BLM) Aviation program. The interaction and mutual requirements between the National Aviation Office (NAO) and the State Offices are defined.

1.2 Mission Statement

The Bureau of Land Management (BLM) Aviation Program provides leadership, direction and expertise to all BLM programs utilizing aircraft. It ensures the safe and efficient utilization of aircraft to accomplish land management objectives. The National Aviation Office NAO will provide clear and timely guidance to the field regarding aviation policy, fiscal responsibility and operational procedures. The BLM Aviation Program is committed to interagency cooperation. Developments of highly skilled and motivated aviation personnel at all levels are paramount in enhancement of the BLM Aviation Program.

1.3 Philosophy

- SAFETY: The highest priority in any aviation activity will be personal safety through risk identification, establish proactive mitigating controls and accident prevention.
- Personnel performing aviation functions must meet qualification requirements of the Departmental Manual and published BLM or interagency standards. Aviation Personnel need to be service oriented, exhibiting professionalism and integrity.
- Individual development; employee wellness and workforce diversity will be emphasized at all levels of the BLM Aviation Program.
- The aviation management organization in every office will be developed and maintained at the most efficient level, commensurate with BLM aviation use
- Management has the responsibility and opportunity to enhance the Aviation Program with a commitment to aviation safety and efficiency.
- State and Field Offices must not implement policy or procedures *less* restrictive than national policy or different from the 9400 manual; aviation policy that is more restrictive than national policy requires prior approval by the National Aviation Office (NAO).

1.4 References

A. Title 14 CFR

B. Departmental Manual, Parts 112, 350-354

C. OAS Operational Procedures Memoranda (OPMS)

D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400-9470

E. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126

F. GSA Federal Property Management Regulation (FPMR) 101-37

G. Interagency Aviation Operational Guides.

Chapter

2

2. 0 Organization

BLM NATIONAL AVIATION OFFICE
FA-500

Vice - Lynn Findley
Group Manager Aviation
208-387-5448

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208-387-5035

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Helicopter Operations Specialist
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ASM Standards Pilot
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Chapter

3

3.0 NAO ROLES AND RESPONSIBILITIES

3.1 Group Manager Aviation:
Vice / Lynn Findley 208-387-5448
Directs the National Fire, Aviation and NIFC support service programs. Is a Member of the DOI Aviation Working Team Provides program budget and evaluations.

3.2.0 Fixed Wing Aviation Program Manager:
Dennis Lamun 208-387-5035
Manages the fixed wing aircraft fleet including heavy air tankers, heavy transport single engine Airtanker, smokejumper, ASM, air attack aircraft, as well as light and medium utility aircraft. Reviews fixed wing contract and rental requests. Serves on the Air Tanker Board

3.2.1 Airtanker/ Seat Program:
Mark Bickham 208-387-5872
Provides oversight and guidance to the SEAT and Heavy Air Tanker Programs. Develops and coordinates SEAT Manager positions requirements and training. Performs site visits and inspections. Chairs the SEAT board.

3.2.2 Flight Standards Pilot / Airspace Management:
Ben Hinkle 208-387-5184
Provides standardization and technical oversight for transport aircraft (i.e. TCAS, TAWS and avionics etc.). BLM representative on the Smokejumper Aircraft Screening and Equipment and Evaluation and Interagency Smokejumper Pilots Operation Guide & Boards. Collateral duties for BLM Airspace Management Coordinator.

3.2.3 Aerial Supervision Module Flight Standards Pilot:
Rusty Warbis 208-387-5185
Provides training and oversight for the ASM and ATGS programs. Serves in the Leadplane Cadre and Interagency Air Tactical Group Steering Committee.

3.3 Aviation Safety and Training:

Larry Mahaffey 208-387-5160

Designs and implements aviation safety and accident prevention measures and training. Responds to aviation incident reports; serves as the BLM liaison to accident investigation teams. Compiles Bureau aviation safety statistics and analysis. Serves on the Bureau and Interagency aviation training working groups and cadres. Provides accident and statistical analysis. Reviews and process SAFECOM relating to BLM activities.

3.4.0 Helicopter Program Manager:

Kevin Hamilton 208-387-5173

Manages the helicopter fleet and helicopter program. Reviews helicopter contract and rental request. Develops helicopter position requirements and training. Performs site visits, reviews and inspections. Serves as a member of the Interagency Helicopter Operations Steering committee.

3.4.1 Helicopter Operations Specialist:

Brad Gibbs 208-387-5182

Provides technical expertise to field operations. Performs site visits, operational reviews and helicopter base inspections. Coordinates helicopter training and workshops. Certifies personnel in specialized helicopter operations. Serves on Interagency helicopter working groups.

3.5 Administrative assistant:

Cindy Barto 208-387-5180

Provides clerical assistance to the national aviation staff. Processes annual use reports to the Washington Office. Track and reconcile Bureau wide aircraft availability account.

3.6 NATIONAL OFFICES, DIRECTOR, HEADQUARTERS

STAFF ARE RESPONSIBLE FOR THE FOLLOWING:

1. Implement, execute, and enforce Departmental aviation policy.
2. Develop and execute bureau aviation policy.
3. Publish bureau aviation management plan.
4. Establish a bureau aviation safety program.
5. Monitor bureau aircraft accident prevention program.
6. Ensure adequate aviation management staff (Bureau Aviation Manager, Bureau Aviation (Safety Manager)
7. Perform aviation safety evaluations.
8. Identify fleet aircraft acquisition, replacement, and disposal to support bureau programs.
9. Ensure bureau/agency personnel involved in the use/control of aviation resources receive the appropriate level of aviation safety training.
10. Participate in Departmental Aviation Management Board of Directors Working Team.
11. Assign bureau/agency representative for Aircraft Mishap Review Board (AMRB).
12. Promote use of AMIS system.
13. Respond to AMRB recommendations.
14. Report to OAS all bureau flight activity not processed through the OAS payment system.
15. Identify and submit program requirements.
16. Expand DOI pilot standards and crew requirements.
17. Ensure compliance with OMB Circular A-126.
18. Ensure compliance with OMB Circular A-76.

3.7 REGIONAL OFFICE DIRECTORS, STATE OFFICE DIRECTORS, AREA OFFICE DIRECTORS ARE RESPONSIBLE FOR THE FOLLOWING:

1. Disseminate Departmental aviation safety policy and information.
2. Participate in Departmental aviation safety award program.
3. Ensure adequate aviation management staff.
4. Identify fleet aircraft acquisition, replacement, and disposal to support bureau programs.
5. Ensure bureau/agency personnel have appropriate aviation training.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Assign a liaison for bureau aircraft and accident investigations.
8. Monitor bureau airspace needs.
9. Promote use of AMIS system.
10. Identify and submit program requirements.
11. Expand DOI pilot standards and crew requirements.
12. Ensure compliance with OMB Circular A-126.
13. Ensure compliance with OMB Circular A-76.

3.8 FIRST LINE SUPERVISORS OF DOI PILOTS, AVIATION USER, DOI PILOTS ARE RESPONSIBLE FOR THE FOLLOWING:

1. Enforce mandatory DOI standards.
2. Perform project planning.
3. Perform risk assessment.
4. Ensure bureau/agency personnel have appropriate aviation safety training.
5. Ensure pilots have recent flight experience.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Provide aircraft orientation.
9. Ensure ALSE compliance.
10. Ensure flight following compliance.
11. Provide oversight for vendor aircraft usage.
12. Promote use of AMIS system.
13. Identify specific procurement requirements.
14. Request technical assistance for specialized aviation problems.

15. Manage and control vendor aircraft within scope of procurement.
16. Administer maintenance and service contracts.
17. Report significant contract and operational problems to OAS.
18. Procure aircraft services in accordance with procurement requirements.
19. Prepare/endorse procurement payment documents.
20. Provide information necessary for procurement litigation.
21. Perform post-use evaluation of operator, pilots, and equipment.

3.9 STATE ROLES AND RESPONSIBILITIES

3.9.1 State Director:

The State Director has overall responsibility for the State Aviation Program, which is delegated to the State Aviation Manager through the State Fire Management Officer.

3.9.2 State Aviation Manager:

The State Aviation Manager serves as the focal point for the State Aviation Program by providing the State Director technical and management expertise regarding the use of aviation resources. Aviation Safety and Training has functional responsibilities in the following areas:

1. Implements aviation program objectives and directives in support of State and District / Field Aviation programs.

2. Develops and implements the statewide Aviation Management Plan and establishes aircraft safety and accident prevention measures.

3. Serves as the Contracting Officers Representative on all BLM aviation contracts in the state.

4. Provides aviation-training support to the State Office, Field/ District Offices, and other cooperative agencies.

5. Serves as the State Airspace Coordination Specialist.

6. Statewide statistical analysis.
   A- 126 reporting.

3.9.2 A. Assistant Aviation Manager:

New Position Description due in December 2002

3.9.3 Field Office Manager:

The Field Office/ District Manager has overall responsibility for the Field Office Aviation Program. This responsibility is assigned to the Unit Aviation Manager through the Fire management Officer.

3.9.4 Unit Aviation Manager:

The Unit Aviation Manager serves as the focal point for the Unit Aviation Program by providing technical and management direction of aviation resources to support Field Office programs. He/She has functional responsibility for in the following areas:

1. Assures District/ Unit flight compliance with USDI/BLM/State and District policies & regulations.
2. Develops and implements the District / Unit Aviation Management Plan, as well as specific operating plans for other aviation programs (Helitack, SEAT, Air Tactical, etc.)
3. Assures that appropriate training is provided to users and managers.
4. Designates an Alternate Aviation Manager. In the absence of the Aviation Manager these duties will default to the designated acting.
5. Assures that visiting aircrews have received flight crew briefing/orientation guides.
6. Confirms DOI/BLM/OMB requirements are met, completes the cost analysis requirements and schedules the flight with a qualified vendor.
7. Briefs mission users on flight-following requirements.
8. Assures the accuracy of the Aircraft Use Report, processes it, and maintains copies and records documenting the flight as required by the Departmental Manual.
9. Confirms a qualified Flight Manager is assigned to all project/resource flights.
10. Is responsible for the distribution and use of the State Aviation Boundary Plan/Checklist (if used). (See attachment #2)

3.9.5 Aircraft Dispatcher:

Local Dispatchers trained in aviation mission operations, policies, and procedures generally fulfill aircraft dispatching duties. Duties include:

1. Confirms that BLM Flight Request Form 9400-1A is utilized and completed, for a one-time resource flight and that any Special-Use flight has an attached plan approved by the appropriate authority. Fire flights on a Resource Order are the only ones exempt from the mission-by-mission approval requirement.
2. When operations cross-jurisdictional boundaries, the Dispatcher coordinates with other agencies on flight following.
3. Maintains a current Aviation Incident/Accident Response Guide and initiates emergency search-and-rescue procedures for overdue, missing, or crashed aircraft.
4. When flights are incident related, follows the procedures and guidelines established in the Geographic and National Mobilization Guides.
5. Utilizes required Boundary Plan Checklist when dispatching any aircraft into identified Boundary Zones.
6. Airspace de-confliction.

3.9.6 Pilot:

The Pilot is in command of the aircraft and has ultimate responsibility under both FAA and Departmental policy and regulations (DOI/BLM) for the safety of the aircraft and persons on board. Other responsibilities include the following:

1. Operates the aircraft in accordance with applicable FAR's and USDI/BLM policy and procedure and within contract specifications.
2. Develops, activates, and closes FAA or agency flight plans.
3. Wears personal protective equipment if required.
4. Does not deviate from the filed Flight Plan or mission profile unless prior authorization is received.
5. Performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance with 351 DM 1.5.

3.9.7 Aircraft Manager:

Aircraft Managers include Helicopter, Air Tanker Base, Single Engine Air Tanker (SEAT), Air Tactical and Detection personnel. Each manager complies with his/her appropriate Interagency Operations Guide and is responsible for the following:

1. Plans, coordinates, and supervises aircraft operations according to DOI/BLM policy.
2. Serves as Project Inspector to administer Exclusive-Use, Call When Needed (CWN), or Aircraft Rental Agreement (ARA) aviation contracts in the field.
3. Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
4. Conducts risk hazard analysis and completes flight invoices, daily diaries, and all related documentation.
5. Consults with District/Unit or State Aviation Manager when in doubt over any aviation issue.

3.9.8 Flight Manager/Chief of Party:

The Flight Manager is the government representative who ensures compliance with contract or Aircraft Rental Agreement (ARA) requirements and is responsible for coordinating the given flight or project. He/She must have received approved Flight Manager training within the last three years. Duties include:

1. Briefs pilots on missions, frequencies, flight routes, hazards, flight following, passenger briefing requirements, and any other related information required. Usually found in Special Use plan.
2. Checks the pilots' qualification cards and aircraft data cards for approval and currency.
3. Ensures that flights are safely conducted and do not deviate from filed Flight Plans or mission profiles without prior authorization.
4. Initials the flight invoices and routes them according to procedures specified in the contract.

3.9.9 Other Positions:

Statements of responsibility of OAS, BLM National Aviation Office, Airspace Coordinator, and other aviation positions are included in the DM's and Bureau 9400 Manual.

Chapter

4

4.0 Administration

4.1 General:

Flights on scheduled commercial airlines are initiated by individual employees through approved Bureau Travel Centers utilizing their Federal Government Credit Card. Aircraft acquisition and procurement for all other flights are approved by OAS and accomplished by designated and qualified aviation personnel in their respective BLM offices.

4.2 Fire Exclusive Use Aircraft:

In 1998, the Office of Fire & Aviation modified the internal procedures used to request aviation contracts and services for the fire program. The primary reasons were to minimize unregulated increases in contract costs by providing oversight of technical contract specifications, and reduce the amount of money paid to the OAS for the services we require. The intention was to better accommodate the budgetary process, and outline the procedures by which our field offices coordinate their needs with the National Aviation Office and communicate them to the Office of Aircraft Services.

All fire contract aircraft guarantees and government owned aircraft fleet fixed ownership costs funds are held in a national aviation funding pool and obligated to the Office of Aircraft Services at the onset of the field season. Each states' portion of the fleet plan, while not included in the states' direct allocation is considered part of the percent of Most Efficient Level a state receives. Any changes in aircraft type or capability must be documented in the Fire Management Plan and approved by the Director of Fire & Aviation.

Lower 48 State Offices are required to provide the National Aviation Office original copies of Forms OAS-13 for each aircraft approved within the Fire Management Plan by October 15th. The national program leads for each aviation category; Airtankers, helicopters, and fixed-wing aircraft review all OAS-13s and work with the appropriate contracting officers in providing coordination, technical input, and decision making for each contract.

The Alaska Fire Service (AFS) will provide the coordination and field input for their aviation contracts directly to the OAS in Anchorage, but with copies to the

National Aviation Office. The national program leads will work with AFS to ensure consistency between Alaska and the lower 48 for aviation contracts. OAS-13s' from the AFS will be reviewed by the National Aviation Office prior to being forwarded to OAS for action, as they are in the lower 48. All "revalidation of funds for Contract Award/Renewal" (OAS 16) will be authorized by the National Aviation Office prior to awarding or renewing fire aircraft contracts. After the award or renewal, OAS Contracting Officers and BLM Contacting Officer's Representative's will assume their traditional roles and responsibilities of contract administration.

4.3 Aircraft Rental Agreements:

The numbers of approved rental aircraft must be kept to the minimum necessary to meet program goals. Requests from the field to add new vendors must be carefully reviewed at the state and national level.
All "Request for Rental Services" (OAS-20) will be reviewed and submitted by the State Aviation Managers to the National Aviation Office. The appropriate NAO program leader (fixed wing, helicopter) will review the request and, if approved, submit to the OAS for processing.

4.4 Aircraft Contracts:

Aircraft services to be accomplished within a specified time frame in excess of $25,000 require a formal aviation contract. The request is made by submitting an OAS-13, Request for Contract Services, through the State Aviation Manager to NAO. OAS solicits and awards the contract before assigning Contracting Officer (COR) and Technical Representatives. The State Aviation Manager serves as the COR and delegates field administration of the contract to one or more Project Inspectors (PI).

4.5 Aircraft Rentals and Charters:

4.5.1 All commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353 DM 1.2A) shall be acquired through the procurement process of the Office of Aircraft Services (OAS). This precludes a DOI bureau or office, or any subdivision thereof, from utilizing a Government Transportation Request (GTR), SF-44, credit card, or similar small purchase method to procure aviation services other than by seat fare from commercial carriers.

4.5. 2 Aviation services provided to the using bureau shall be documented on an Aircraft Use Report (Form OAS-23). The accomplished OAS-23 will be submitted to OAS for payment to the appropriate vendor of the aviation services utilized.

4.5.3. The procurement and payment process does not preclude aircraft charter services required to meet life- threatening emergencies. Under such circumstances, bureaus are authorized to use the charter procedures set forth in the Federal Property Management Regulations (FPMR) under subpart 101-41.2, Transportation Services Furnished for the Account of the United States.
See 352 DM 3

Limitations. Individual transactions under this system shall not exceed the $25,000 unless authorized by the OAS Contracting Officer. Requirements aggregating more than $25,000 shall not be separated into several transactions that are less than the limit merely to permit use of this system. Procedures for requesting aviation services in excess of $25,000 are contained in 353 DM 1.

4.6 Service/End Product Contracts:

All Service Contracts are full service contracts to acquire an end product result established on a per-acre, per-unit or per-area, or per head basis. These contracts will be conducted in accordance with Instruction Memorandum OF&A No. 2002 - 0001 and OPM 01-35.

4.7 Cooperator Aircraft:

Use of state/local government, military, or other federal agency aircraft by BLM employees may require prior inspection and approval by OAS. Proposed flights on these aircraft must be requested and consultation with the local State Aviation Manager is mandatory. Any employee who is asked to accompany personnel from another agency on any type of flight must consult with their respective Aviation Manager Officer.

4.8 Flight Requests:

For all flights the user must assure that there is appropriate funding for the mission and that supervisory approval has been granted. For Special Use Flights (as defined by Departmental Manual) the District or Unit Aviation Manager must review the request (9400-1A flight request) so a Special Use Plan can be completed and approved by the line manager.

4.9 Administrative Flights:

Aircraft may be used to transport personnel to meetings, administrative activities, or training sessions when it is the most cost effective mode of transportation. These flights are ordered through the Aviation Dispatcher or local Aviation Manager. Prior approval is required by the solicitor's office for employees above the GS/GM-15 level, members of their families, and all non-federal travelers on the flight. The requirements and procedures are outlined in OMB Circular A-126 and OPM 01-07.
See Attachment #1

4.10 Cost Analysis:

Each flight request for chartered or government-owned aircraft includes an approved cost analysis, which clearly demonstrates the cost effectiveness of the flight. The flight requestor or first-line supervisor coordinates with the Aviation Manager to complete the cost analysis then saved on file for 3 years.

4.11 State District/Unit Aviation Plans:

Districts prepare annual aviation operating plans that outline their specific needs. Operations should not be more restrictive than the national standard, unless the National Office of Fire and Aviation has granted the exception in writing. District Plans (if required) are updated prior to May 15 annually. Copies of all annual updates should be sent to the State Aviation Manager for State Office filing.

4.12 Documentation Requirements:

Documentation requirements for aviation activities are maintained in their respective filed offices for a period of 2 years.

4.13 Issue Resolution:

Issue resolution is accomplished through the chain of authority established by BLM. Individuals may not deal directly with other agencies or higher levels of authority without prior permission.

4.14 Aviation Program Reviews:

BLM Aviation program reviews occur at the District level every 3 years and at the State level every 5 years.

Chapter

5

5.0 Aviation Use Standards

5.1 General-Use Flight Requirements:

Typically a General-Use flight is a point-to-point flight that originates at one developed airport or permanent heli-base and flies direct to another developed airport or permanent heli-base Requirements include:

1. Designated Flight Manager
2. Approved Aircraft Flight Request Form
3. OAS approved and carded pilot and aircraft
4. Flight Plan/Flight Following is filed with FAA or Agency as required by OPM 02-02
5. Mission briefing given to the pilot and safety briefing given to the passengers

5.2 Special-Use Flight:

Special-Use activities are the utilization of aircraft in support of programs, which require special techniques, procedures, and considerations. These operations are listed in 351 DM 1.7 and meet the following requirements:

1. Aircraft and pilots must be approved for each Special-Use activity prior to use.
2. All Special Use flights or missions except fire missions must have an approved Special Use Aviation Safety Plan reviewed by the District/Unit Aviation Manager and signed by the Field /District Manager, or as delegated.
3. Passengers on a Special-Use flight must be essential to the mission.
4. Employees engaged in Special-Use activities must be qualified through required training (see OPM 02-04) and experience or have a qualified Flight Manager supervising the mission.
5. The Special Use Plan should be reviewed and understood by all mission personnel.

5.3 Training:

All personnel engaged in aviation activities, from passengers to upper management, must meet training and experience requirements commensurate with their assigned aviation responsibilities as listed in OPM 02-04 and NWCG 310-1.

5.4 Aircraft and Pilot Requirements:

The aircraft (351 DM 2) and pilot (351 DM 3) must be approved and current for the specific mission. For training requirements see OPM 01-22.

5.5 Flight and Aircrew member training IM

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

September 30, 2002

In Reply Refer To:
FA-500 (9400

EMS Transmission 09/30/02
Instruction Memorandum No. OF&A 2002-040
Expires: 12/30/03

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Aviation User Training

Program Area: Instruction Memorandum covers the training required to use aviation resources.

Purpose: To clarify the BLM Aviation User Training program as directed in the Department Manual 112 DM 12.2. I. This initial training requirement was agreed to by the Bureaus and the Office of Aircraft Services (OAS) in OPM-04. This document identifies the minimum initial aviation management training required by BLM and the Department of the Interior (DOI), OAS. BLM employees, including volunteers and cooperators, operating on aviation missions must travel with an approved pilot and on an approved aircraft. For Aviation User Training purposes, employees are either a passenger or an aircrew member. Passengers only require a pilot briefing for a flight between airports and established or controlled Helibases Helispots. Aircrew members perform essential duties on mission flights. They are required to complete the initial aviation user training. The emphasis will be placed on increasing employee knowledge, efficiency and safety during aviation operations.

The initial training for aircrew members should be provided at the state or field office, consisting of a minimum of six aviation classes. They will be in a classroom setting and presented by the OAS certified Interagency Aviation Trainer (IAT). Once the initial training is completed then the three-year refresher may be met with the Computer Based Training (CBT). If an employee

is unable to attend the initial classroom training, they may request the CBT to be in compliance with the OPM-4, this approval is delegated to the State Aviation Manager (SAM) and Unit Aviation Manager (UAM).
Time frame: Aircrew members can complete refresher training with CBT or attend workshops as required. OAS on their Interagency Aviation Training (IAT) web site will automatically record the completed CBT classes. For training classes completed by the field offices, trainees' names can be added to the OAS training server to maintain a training record. SAM's can review employee aviation training records online.

Budget Impact: Some cost will be incurred for instructor certification training conducted by OAS for BLM. However, overall costs for travel and per diem will be greatly reduced because the training can be held at the local unit. Current Aviation Conference & Education (ACE) training had, in the past, filled the need for the initial training. In the future, BLM participation in ACE will replace the intermediate and advanced training from Interagency Aviation Management and Safety (IAMS). With the Bureau conducting its initial aviation training this will allow the local units to incorporate specific unit training objectives. BLM aviation trainers must be qualified and certified by OAS, as training instructors. These instructors will be responsible for providing specific classes to the DOI standards and to BLM Field Office mission requirements. Overall safety in reducing aircraft accidents and protection of human life is the intangible outcome of a quality aviation-training program.

Background: Minimum training requirements are identified in OPM-04. It provides aircrews in special use missions with the knowledge and skills to manage aviation operations and maintain a mission safe environment. This requirement will increase the number of Bureau employees attending the six aviation courses but, will greatly improve overall aviation leadership and safety for BLM.

Manual/Handbook Sections Affected: This policy change will require an update to the BLM 9400 manual, which is planned for completion in 2003.

Coordination: Input for courses and decisions were provided by the BLM National Aviation Office, Office of Aircraft Services and State Aviation Managers. Course design and content was identified by the Bureaus within the DOI and developed by OAS.

Contact: If there are questions concerning the training please call Larry Mahaffey at (208) 387-5160 or Lynn Findley at (208) 387-5448.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

Attachments
Bureau Aviation Training (1 pg.)
List of positions (1 pg.)
BLM Aviation Training by Position (1 pg.)
Group Manager Planning-Resources
Group Manager Aviation
Group Manager Support Services
Anne Jeffery, MIB, Rm. 5627
Jay Thietten, MIB, Rm. 5627
Cyndie Hogg, NARTC
State Aviation Managers

5.5.1 Attachments to Training IM

BUREAU AVIATION TRAINING

POSITION	REQUIREMENT
	Standard Briefing by the Pilot or Fixed-wing or Helicopter Manager
PASSENGER	Pilot & Aircraft are OAS/FS Carded for the Flight
	Travel Is Between Public Use Airports or Controlled Helibases/Helispots

POSITION		REQUIRED TRAINING
	A-101	Aviation Safety
	A-104	Overview of Aircraft Capabilities & Limitations
AIRCREW MEMBER	**A-105**	Aviation Life Support Equipment
	A-106	Aviation Mishap Reporting
	A-108	**Preflight Checklist & Briefing/Debriefing**
	A-113	**Crash Survival**
	A-110*	**Aviation Transportation of Hazardous Materials** *(if involved in the transport of hazardous materials)

These requirements are for the resource projects and does not include fire requirements which are covered in 310-1, Wildland and Prescribed Fire Qualification Guide.

5.5.2 Training Table

BLM Aviation Training By Position

A-400 Courses on Hazmat Not Refresher Training

(*If marked in transport of Hazardous Materials)

		Agency Admin/Admin Officer	Contracting Officer & Pl	Supervisor & Managers	Admin/Clerical Staff	Flight Crew Pilot	State, National Managers	Unit Aviation Manager	Aviation Dispatcher	Project Manager	Helicopter Manager	Helicopter Flight Manager	Fixed-Wing Manager	Aircrew Member
A-101	Aviation Safety													
A-103	Basic Air Space													
A-104	Overview of FAC Capabilities & Limitations													
A-105	Aviation Life Support Equipment													
A-106	Aviation Mishap Reporting													
A-107	Aviation Policy and Regulations I													
A-108	Preflight Checklists & Briefing/Debriefing													
A-109	Aviation Radio Use													
A-110*	Aviation Transportation of Hazardous Materials													
A-111	Flight Payment Document													
A-112	Mission Planning and Flight Request Process													
A-113	Crash Survival													
A-201	Overview of Safety and Accident Prevention Programs													
A-202	Interagency Aviation Organizations													
A-203	Airspace Management and Coordination													
A-204	Aircraft Capabilities and Limitations													
A-205	Risk Awareness													
A-206	Aviation Acquisition/Procurement I													
A-207	Aviation Dispatching													
A-208	Aircraft Pre-Use Inspection													
A-209	Helicopter Operations													
A-210	Helicopter Field Exercise													
A-211	Aviation Planning													
A-301	Implementing Aviation Safety & Accident Prevention													
A-302	Personal Responsibility and Liability													
A-303	Human Factors in Aviation													
A-304	Aircraft Maintenance													
A-305	Risk Management													
A-306	Aviation Acquisition/Procurement II													
A-307	Aviation Policy and Regulations II													
A-308	Aviation Policy and Regulations III													
A-309	Helicopter Flight Manual													
A-310	Crew Resource Management													
A-311	Aviation Program Overview for Agency Administrators													
A-312	Water Dipping and Snorkel													
A-401	Aircraft Dispatcher Refresher Training													
A-402	Aircrew Refresher Training													
A-403	Fixed-Wing Manager													
A-406	Helicopter Managers Workshop													
A-407	Project Managers Refresher Workshop													
A-409	Unit Aviation Manager Refresher Workshop													
A-410	Aviation Management Tech Specialist Refresher													

Chapter

6

6.0 Operational Policy

6.1 OPM 01-2

Flight Plans: Pilots shall file and operate: on a Federal Aviation Administration (FAA) flight plan; or b) on an international Civil Aviation Organization (ICAO) flight plan; or c) in accordance with a bureau approved flight plan program; or d) in accordance with an OAS director approved vendor flight program specified in an OAS procurement document. Flight plans shall be filed prior to Take Off.

Bureau flight plan programs may be used to accommodate specialized bureau missions and must be approved as delegated by the bureau Director. As a minimum, a bureau flight plan program must specify route of flight, estimated time of arrival (ETA), how an aircraft will be tracked during flight and response procedures should the aircraft experience a mishap or fail to check in.

Flight Following: Pilots are responsible for flight following: a) with the FAA, or b) With the appropriate ICAO entity, or c) in accordance with a bureau approved flight following program, or d) in accordance with an OAS Director- approved vendor flight following program specified in an OAS procurement document. When communication is possible, position reporting shall not exceed one hour intervals under normal circumstances.

Bureau flight following programs must be approved as delegated by the bureau Director. As a minimum, a bureau-approved flight following program must specify actions to be taken (e.g. Notify the FAA) in the event of an overdue or missing aircraft. Position reports resulting from use of a bureau approved flight following program must be documented by the receiving office and provide enough information to enable easy location of an overdue or missing aircraft.

An aircraft is considered "overdue" when it fails to arrive within 30 minutes past the ETA and cannot be located. An aircraft is considered "missing" when it has been reported to the FAA as being "overdue" and the FAA has completed an administrative search for the aircraft without success.

6.2 Operational Guides and Handbooks: A multitude of guides and handbooks are available to assist the aviation user. The Departmental Manuals and Office of Aircraft Services Operational Procedures Memorandums prevail when any other document conflicts or is less restrictive. The following Guides and Handbooks constitute BLM Aviation policy as specified in the 9400 manual.

1. ACETA Handbook
2. Aerial Supervision Module Operations Guide
3. Air Tactical Group Supervisor Guide (NFES 1393)
4. Aircraft Identification Guide (NFES 2393)
5. Aviation Incident / Accident Response Guide
6. Aviation Life Support Equipment Handbook
7. Aviation Transport of Hazardous Materials Handbook (NFES 1068)
8. BLM State Aviation Plans
9. BLM Wild Horse and Burro Aviation Operations Handbook
10. Bureau of Land Management Standard Operations Procedures.
11. District / Unit Aviation Plans
12. Field Reference Guide for Aviation Users
13. Fire line Handbook - NWCG Handbook 3 (NFES 0065)
14. Geographic and National Mobilization Guides (NFES 2091)
15. IAMS / TFR users guide.
16. Incident Command Systems (ICS) Field Operations Guide
17. Interagency Aerial Ignition Guide (NFES 1080)
18. Interagency Air Tanker Base Operations Guide (NFES 2271)
19. Interagency Airspace Coordination Guide
20. Interagency Airtanker Base Directory (2537)
21. Interagency Aviation User's Pocket Guide (NFES 1373)
22. Interagency Helicopter Operations Guide (NFES 1885)
23. Interagency Lead Plane Operations Guide
24. Interagency Rappel Guide
25. Interagency Single Engine Air Tanker Ops. Guide (NFES 1844)
26. Interagency Smokejumper Pilots Operation Guide
27. Standards for Fire and Aviation Operations (BLM)
28. Wildland Firefighters Frequency Guide

Chapter

7

7.0 Safety

7.1.1 Mission:

To provide safe, efficient, and effective aviation services for the BLM and our partner agencies. National Aviation Office (NAO) will provide leadership, oversight, diversity and support to the Bureau mission meeting land management objectives. The goal is to access the types of hazard; the risk the hazard generates and then identifies risk and mitigates the risk to an acceptable level for BLM aircraft operations to be considered safe.

7.1.2 Aviation Safety Program:

The aviation safety program encompasses risk management controls, evaluations, operating standards, and accident prevention to assist in the Bureau mission. All aviation safety standards and requirements are identified in the Federal Aviation Regulations, DM 350-353, OAS-OPMS, BLM Manual 9400, State and District Aviation Operational Plans. The National Aviation Office (NAO) is the aviation focal point for interaction with the Office of Aircraft Service (OAS), other agencies and the commercial industry to maintain aviation services. The NAO will provide technical expertise in aircraft selection for BLM missions.

7.2.0 PROGRAM ELEMENTS

7.2.1 Introduction:

The National Aviation Plan identifies field needs, establishes program objectives to meet those needs, and set's priorities to accomplish the annual workload. This plan will guide the future BLM aviation program direction, organization, and funding from the National Aviation Office.

7.2. 2 Aviation Safety Responsibilities:

The BLM is directed to establish an aviation safety program. The safety responsibility is to use a Risk Management Process to reduce the likelihood and severity of an accident. The aim of every safety program is to identify risk and mitigate associated hazards. An aircraft accident is typically a serious and traumatic event for those directly involved and for the organization to which the aircraft belongs. The Aviation Incident /Accident Response Guide outlines appropriate response to an aircraft incident or accident. The plan describes proper procedures, including notification of overdue, missing, and downed aircraft. The NAO provides guidance and direction for reporting incidents/accidents and investigations involving aircraft operating on Bureau missions.

7.2.3 Aircraft Mishap Prevention Program:

Mishap reporting and procedures differ for accidents. All BLM offices must comply with the provisions of 352 DM 6 and the Aviation Mishap Notification, Investigation, and Reporting Handbook. Each state and field unit aviation plan is based on the philosophy that all accidents are preventable and that any mishap is a function of management. Therefore the supervisors at all levels in the organization are responsible for safe aviation operations under their control. This responsibility includes direct supervision, training and to provide safe working conditions. With feedback managers can monitor programs, reduce risk and implement controls to mitigate hazards to an acceptable level, since risk cannot be totally eliminated.

7.2.4 Aviation Review Program:

The Bureau has an established internal aviation review schedule and an external process with Office of Aircraft Services (OAS). BLM reviews are conducted in two states each year and all states being reviewed every five years. OAS conducts reviews in two states each year. These reviews insure that aviation operations are conducted safely, efficiently and that administrative requirements are being met at all levels of the state aviation organization.

7.2.5 Aviation Safety Awards Program:

Aviation Safety Awards are a positive part of the aviation program. They are provided for all management levels within the BLM. National awards follow the guidelines in 352 DM 7 for pilots and employees. On-the-spot awards are given throughout the year in the form of a certificate and cap. The field offices submit award recommendations through State offices to the NAO.

7.2.6 Aircraft Mishap Investigation:

NAO has no investigative authority but serves as a liaison for OAS, National Transportation Safety Board (NTSB) or Federal Aviation Administration (FAA) and the field/state office during an aircraft investigation. The BLM Group Manager Aviation sits on the board of review for aircraft accidents or incidents to establish corrective action for BLM accidents/incidents.

7.2.7 Aviation Safety Equipment and Training:

Supervisors have the responsibility to provide equipment and training for personnel with aviation duties. All crew members and passengers must wear the appropriate complement of Personnel Protective Equipment (PPE) for Special-Use activities. Requirements are listed in 351DM 1.7 (E) and outlined in the Aviation Life Support Equipment (ALSE) Handbook. Full PPE is required for all helicopter flights. Any questions concerning the requirements and procedures should be directed to the Aviation Manager.

Training provides a positive control to increase risk awareness and hazard mitigation. Training standards are outlined in the OPMS, 310-1, 9400 manual, handbooks and guides. BLM State and field office support is provided by the NAO and/or by Aviation Safety Assistant Team (ASAT) for resource and fire aviation operations.

7.2.8 Aviation Safety Communiqué - SAFECOM

This form is located on the OAS web page (www.oas.gov). It is used to report any condition, observance, act, maintenance problem, or circumstance which has the potential to cause an aviation-related mishap. District/State Aviation Managers should be notified of all SafeCom's as soon as possible. SafeCom's must be submitted within 48 hours. Individuals uncertain about completing a SafeCom should contact an Aviation Manager. The NAO Safety and Training Manager has the responsibility for sanitizing and disseminating all BLM SafeCom's to the field offices for distribution.

Chapter

8

8.0 FLIGHT OPERATIONS

8.0.1 FDC 2/1370 FDC SPECIAL NOTICE

(Issued February 19, 2002)

! FDC 2/1370 FDC SPECIAL NOTICE THIS NOTAM RESTATES A PREVIOUSLY ISSUED ADVISORY EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE, ALL COMMERCIAL AND PRIVATE AIR- CRAFT FLYING IN PROXIMITY TO NEWLY ESTABLISHED OR CURRENTLY EXISTING RESTRICTED OR PROHIBITED AREAS WILL BE SUBJECT TO BEING FORCED DOWN BY ARMED MILITARY AIRCRAFT. THE MILITARY HAS INDICATED THAT DEADLY FORCE WILL BE USED TO PROTECT THESE AREAS FROM UNAUTHORIZED INCURSIONS. HOWEVER, THE U.S. MILITARY WILL USE DEADLY FORCE ONLY AS A LAST RESORT, AFTER ALL OTHER MEANS ARE EXHAUSTED.

PILOTS ARE REMINDED THAT IT IS THEIR REQUIREMENT TO RECEIVE AN UP TO DATE BRIEFING ON THE STATUS OF THESE AREAS PRIOR TO EVERY FLIGHT. IN ADDITION, ALL AIRCRAFT OPERATING IN

THE U.S. NATIONAL AIRSPACE AND IN PROXIMITY TO THE SUBJECT AREAS, IF CAPABLE, SHOULD MAINTAIN A LISTENING WATCH ON VHF GUARD 121.5 OR UHF 243.0.

IT IS INCUMBENT ON ALL AVIATORS TO KNOW AND UNDERSTAND THEIR RESPONSIBILITIES IF

INTERCEPTED. ALL PILOTS SHOULD REVI EW AND FAMILIARIZE THEMSELVES WITH THE INTERCEPT PROCEDURES CONTAINED IN THE AERONAUTICAL INFORMATION MANUAL SECTION 6, 5-6-2.

8.0.2

BLM Airspace Information System:

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705
In Reply Refer To:
9400 (FA-500) **P**
Information Bulletin No. OF&A 2002-

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Temporary Flight Restriction (TFR) Mapping Website
http://airspace.blm.gov

Background: New focus from the FAA regarding airspace has highlighted the need for a new system to accurately provide Temporary Flight Restriction Information. The FAA post's Temporary Flight Restriction Information from the NOTAM system (Notice to Airman) in a textual format, and does not plot or post graphical. A NOTAM is defined as; a notice containing information concerning the establishment, condition or change in any aeronautical facility, service procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations. Pilots are required to obtain NOTAM information (which includes TFR'S) prior to every flight. In addition conflicts with Military Training Routes (MTR) continue to be of concern.
At this time: The BLM, in collaboration with IMAPS, LLC, will host a website at http://airspace.blm.gov which will provide all Temporary Flight Restriction (TFR) information posted in a graphical form on current navigational charts. The textual version of the Notice to Airman (NOTAM) describing the TFR will also be posted and updated every 12 min. Graphic display's will be updated twice daily, 7 days a week (during fire season), and once daily through out the rest of the year. All Military Training route information, some of which is not printed on aeronautical charts, will be able to overlay onto the graphical depictions. Extensive flight planning information will also be available and will forecast route conflicts within the airspace system, such as TFR'S on the flight path, terrain profiles and obstruction/ hazard information.
As our airspace and air traffic control system adjusts to security and fire related flight restrictions our aviation programs can operate with the latest information available.
For information concerning this website please contact Ben Hinkle, BLM National Aviation Office, #208-387- 5184 or electronically ben_hinkle@nifc.blm.gov

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Group Manager, Fire Operations
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Group Manager, Aviation
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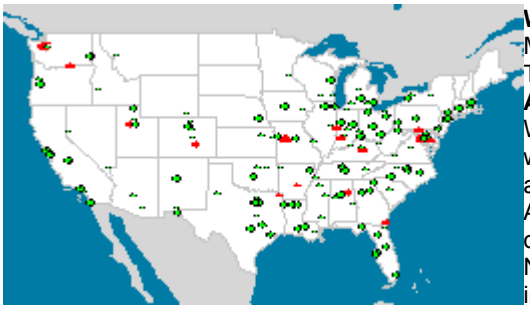
Jay Thietten, MIB, Rm 5627
Cyndie Hogg, NARC
BC Library
WO-530

8.0.3 BLM Airspace Information System
http://airspace.blm.gov



Welcome to the Bureau of Land Management's Airspace Information Website. The BLM has now made available to **all Aviators and Fire staff** interactive current WAC and Sectional Aviation Charts plotted with graphical TFR information to help pilots avoid inadvertent violation of Restricted Airspace due to fire fighting operations and other national airspace restrictions. The BLM National Aviation Office understands the importance for pilots to be aware and visualize graphically Temporary Flight Restrictions that are issued because of the low-level, dense operations of aircraft in a fire zone. Although it is the legal requirement of a pilot to rely on text based NOTAMS issued from the FAA, many times they are difficult to understand, and even more difficult to understand the extent of the flight restriction.

This site will operate year round offering graphical updates at a minimum of twice daily (7am and 1pm Mountain), 7 days a week, during the fire season, and twice daily on business days throughout the rest of the year. TFR'S will generally be updated much more frequently then the twice a day minimum.

By clicking on the buttons on the left, all aviators can access Temporary Flight Restrictions due to fire fighting operations, as well as other National Temporary Flight Restrictions. **Red** areas indicate Temporary Flight Restrictions. One can list all of the restrictions by state, or by clicking on the **Red** zones on a national map. This map is interactive and can be zoomed in or out, and various layers can be toggled on or off like airports, airways, etc. The information can be displayed and easily printed as a sectional or WAC chart.

The flight planning section is reserved for BLM Aviation and those designated to use it. It contains extensive Flight Planning features and can be used to plan possible route, hazard and obstruction conflicts within the airspace system. The BLM National Aviation Office at the National Interagency Fire Center, Boise, ID, issues BLM logins.

If you have questions or need further information, feel free to contact Ben Hinkle at the BLM National Aviation Office by emailing Ben_Hinkle@nifc.blm.gov or by phone at 208-387-5184.

Our new Tactical GNC chart with the labels on the TFR'S is up and running. The information on the label adjacent to the TFR is in a blue box, which contains the NOTAM number, the height of the TFR and the Frequencies used (when it is contained in the NOTAM!). This chart is updated a minimum of twice daily.

The program is designed to pick up the Fire Incident name when that begins to appear in the text NOTAM. We are initiating a change in the TFR request form to include that information.

If you go to the **TFR by STATE** section and choose your area of interest (a TFR), you may click on the **"Printable GNC"** or the **"no labels"** version of this chart. Once again this is a user-friendly format that displays a wide area displayed on GNC format, which automatically produces a letter size printable chart. *Click on print.*

These are current charts and when you print them you have a copy of the latest version of that chart. The GNC, WAC and Sectional Charts are still available for printing. The Vector presentations can have the low level aerial refueling routes, MTRS, SUAS, Airways and Airports all displayed at your option. (Remember to zoom in). You can **quickly** view your route of flight and your airspace conflicts via the "Pro Flight Planner' when you are logged in the Flight planning section. No downloading required!

8.1 Airtanker Operations:

Airtanker dispatch, ordering, and operations are conducted according to the geographic area and National Mobilization Guides. The Airtanker Base Manager supervises ground operations in accordance with the Airtanker Base Operations Handbook and the Interagency Airtanker Base Operations Guide.

8.2 Aerial Supervision Module (ASM) / Leadplane Operations:

Leadplane dispatch and ordering are accomplished in accordance with the geographic area and National Mobilization Guides. Leadplane operations are performed according to the Interagency Leadplane Operations Guide, BLM Aerial Supervision Module Operations Guide, BLM Standard Operations Procedures and the policies and procedures prescribed in the BLM Standards for Fire Operations Handbook.

8.3 Air Tactical Operations:

Air Tactical operations are performed in compliance with the Interagency Air Tactical Group Supervisor's Guide, BLM Aerial Supervision Module Operations Guide, BLM Standard Operations Procedures and the policies and procedures prescribed in the BLM Standard for Fire and Aviation Operations Handbook.

8.4 Smokejumper Operations:

Smokejumper dispatch and ordering are accomplished in accordance with the Great Basin, Alaska and National Mobilization Guides. Smokejumper operations are performed according to the Interagency Department of the Interior Smokejumpers Pilots Operations Guide, BLM Standard Operations Procedures, ISPOG and the policies and procedures prescribed in the BLM Standards for Fire and Aviation Operations Handbook.

8.5 Helicopter Operations:

Helicopter operations are directed according to the Interagency Helicopter Operations Guide.

8.6 Single Engine Airtanker Operations:

Single Engine Airtankers (SEATS) operations are managed in compliance with the Interagency Single Engine Airtanker Operations Guide. NFES 1844.

8.7 Aerial Ignition Operations:

Aerial ignition operations and projects are conducted in compliance with the Interagency Aerial Ignition Guide.

8.8 Transportation of Hazardous Materials:

Any transportation of hazardous material must meet the requirements of the Aviation Transport of Hazardous Materials Handbook (351 DM 1).

8.9 Aircraft Transponder Code (Fire Fighting):

As directed by OAS Information Bulletin NO.97-5, transponder code 1255 must be utilized by aircraft responding to and operating over fire incidents supporting suppression operations (unless otherwise directed by ATC). It is not to be used for repositioning or during cross-country flights.

Chapter

9

9.0 Aviation Project Planning

9.1 Aviation Project Planning:

Accident prevention is paramount when planning individual aviation projects. Flights may deviate neither from plans nor from Department policy and procedures, except for safety of flight considerations. Project planning includes, as a minimum, the following:

1. Flight routes, altitudes, and hazard identification

2. Risk assessment and management approval for Special-Use activities

Completion of Project Aviation Safety Plan/Project Risk Assessment (Attachment 11.10) this worksheet should be photo copied and completed by personnel that have Project proposals. The Aviation Manager, who will make Project Plan and Risk Management decisions based on the available information, then reviews the worksheet.

Chapter

10

10.0 AVIATION FACILITIES

10.1 Operational Bases:

Operational bases are facilities that are permanent installations and are used on a continuous or seasonal basis for aviation operations, including heliports, retardant bases, and airport facilities. These include aviation facilities on BLM property and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance, and oversight.

10.2 Construction and Maintenance:

The size and extent of aviation installations are commensurate with the expected aircraft use at any given site. Design criteria provide for operational safety as well as adequate work/rest environment for aircrew and personnel assigned. Facilities are constructed and maintained according to BLM 9400 Manual. Districts and Field Offices are responsible for purchase/lease, construction, maintenance, and utilities relating to aviation facilities.

10.3 Safety:

Aviation facilities must comply with safety regulations outlined in Departmental manuals, guides, handbooks, and the Occupational Safety and Health Act (OSHA). Building equipment, and landing surfaces are inspected by District Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs are made prior to the operational season. The State Aviation Manager inspects aviation facilities at least once every two years.

10.4 Temporary Bases:

Temporary bases are sites that are used on a temporary or intermittent basis (i.e., heli-spots and remote airstrips). Sites not located on BLM land must be pre-approved. Each site should be cataloged as to location, description, local hazards, use procedures, agreements, and contacts. Inspections and maintenance are completed as necessary to meet agency safety standards.

Chapter 11

11.0 Attachments

	Page
11.1 OAS Operational Procedures Memorandum No 02-07	35
11.2 Circular No A 126	38
11.3 Bulletin No 93-11 OPM-7	52
11.4 OPM-07 Memorandum	57
11.5 Flow Chart and Decision Process for Government Aircraft	91
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11.11 Airspace Boundary Management Plan	99
11.12 Airspace Boundary Management Plan Checklist	101

11.1

OAS OPERATIONAL PROCEDURES MEMORANDUM NO. 02-07

Subject:	Improving the Management and Use of Government Aircraft
Effective Date:	January 1, 2002
Supersedes:	OPM 02-7, dated January 1, 2002
Distribution:	A, B, & C
Expiration:	December 31, 2002

.1 Purpose. This OPM implements the policy and procedures contained in the following documents:

A. Office of Management and Budget (OMB) Circular A-126 (copy attached as Appendix 1).

B. Presidential Memorandum, subject: Restricted Use of Government Aircraft, dated February 10, 1993.

C. OMB Bulletin No. 93-11 (copy attached as Appendix 2).

D. U.S. Department of the Interior Solicitor Memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

E. 41 CFR 101-37 (FPMR Amendment G-101), Government Aviation Administration and Coordination. (copy attached as Appendix 4).

.2 General. Collectively the documents referenced above prescribe policy and procedures for the management and use of Government aircraft. Additionally, they mandate an aircraft justification process, a cost accounting system, general and special travel approvals and reporting requirements specifically directed toward senior officials traveling on Government aircraft, and provide guidance on "space available" travel. Compliance with the provisions of these instructions is a matter of interest at the highest echelons of Government, including Department of the Interior (DOI). Bureaus must comply with internal control requirements outlined in OMB Circular A-126, paragraph 13a(ii). DOI bureaus can reasonably expect to have implementation of this program an item of review during audits and evaluations by the General Accounting Office and the Inspector General.

.3 Definitions. The following definitions supplement or restate those found in the documents referenced in paragraph .1 above.

A. Actual Cost - For DOI fleet aircraft is the published per-hour flight rate (the variable cost). This is consistent with the provisions of A-126.

B. Bureau - The term "bureau" denotes Bureau of Land Management, National Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, Bureau of Mines, Bureau of Reclamation, Office of Surface Mining, United States

Geological Survey, Minerals Management Service, Territorial and International Affairs, National Biological Survey, and all other offices of the Secretary of the Interior.

C. Senior Executive Branch Officials - Civilian officials appointed by the President with the advice and consent of the Senate, or civilian employees of the Executive Office of the President.

D. Senior Federal Officials - Employees paid at a rate of pay beyond a GS/GM-15.

E. Space Available Travel - Travel using aircraft capacity, that is already scheduled for use for an official purpose, that would otherwise be unutilized.

.4 Policy. The application of policies and procedures outlined in this OPM and its appendices are the responsibility of the respective bureau utilizing Government aircraft.

A. Except as authorized on a trip-by-trip basis by the Secretary of the Interior, "space available" travel is limited to civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

B. If "space available" travel is authorized by the Secretary, the appropriate reimbursement procedures outlined in 41 CFR 101-37.403 shall apply.

C. "Space Available" travel is only allowed under specific conditions. **Appendix 5 is a flow chart that outlines the decision-making process for "space available" travel.**

D. Travel on Government aircraft must be approved in writing by the bureau, which sponsors the travel.

E. Authority to approve travel on Government aircraft is at the bureau head, or officials designated by the bureau head.

F. Travel on Government aircraft must be justified by preparing a travel cost analysis, Form OAS-110 (copy at Appendix 6) or comparable procedure.

G. Approval of the justification form must be at least one organizational level above the person(s) traveling.

H. "Required use" travel requires special approvals. See page 6, paragraph 11.b. of A-126. (Note: "Agency's" senior legal official written approval.)

I. Special approvals are required for Senior Federal Officials for travel that is not to meet "mission requirements" or "required use travel", members of families of such senior Federal officials, and non-Federal travelers. **Appendix 7 is a flow chart that outlines the decision-making process for Senior Federal Official travel using Government aircraft.**

J. Guidance on submitting requests to the Office of the Solicitor for special approvals that involve senior Federal officials and employees pursuant to OMB Circular A-126 is contained in Office of the Solicitor memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

.5 Documentation. All uses of aircraft owned, leased, chartered or rented and operated by DOI must be documented and the documentation retained for at least two years.

A. The documentation required for all Government aircraft use is contained in 41 CFR 101-37.407, Appendix 4.

B. The documentation for Government aircraft used to support official travel must include Form OAS-110, or similar record, and be retained by the sponsoring bureau.

C. In addition to the documentation of Government aircraft use, semi-annual reporting is required for travel by Senior Federal Officials, Senior Executive Branch officials, members of families of such officials, and any non-Federal travelers. The report requirement is defined in 41 CFR 101-37.408. The required elements and format developed by GSA are specified in the Senior Federal Travel Form, GSA Form 3641, Appendix 8. Consolidated bureau semi-annual reports shall be transmitted to the Office of Aircraft Services Headquarters, Boise no later than 30 days after the end of the report period. Report for the period October 1 through March 31 must arrive at OAS no later than April 30. Report for the period April 1 through September 30 must arrive at OAS no later than October 30. The data must be submitted using the Federal Aviation Management Information System (FAMIS) file structures (available upon request). The file may be sent to OAS on 3.5 inch computer diskettes or transmitted via electronic mail. Bureaus with no travel to report must submit a negative report (Appendix 9) to OAS via e-mail or fax (e-mail addresses are listed in Appendix 10). OAS will compile bureau submissions into a Departmental report to GSA.

_____

Director

11.2

May 22, 1992

Circular No. A-126

(Revised)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving the Management and Use of Government Aircraft

1. Purpose
2. Authority
3. Background
4. Scope and Coverage
5. Definitions
6. Acquisition and Management
7. Use of Government Aircraft
8. Travel on Government Aircraft
9. Reimbursement for Use of Government Aircraft
10. Approving the Use of Government Aircraft
11. Approving Travel on Government Aircraft
12. Documenting the Use of Government Aircraft
13. Responsibilities
14. Accounting for Aircraft Costs
15. Effective Date
16. Information Contact
Attachment A: Accounting For Aircraft Costs
Attachment B: Standard Aircraft Program Cost Element Definitions

1. **Purpose**. This Circular is being issued to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by Executive Agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft.

2. **Authority**. This Circular is issued under the authority of the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and 31 U.S.C. 1344.

3. **Background**. The Office of Management and Budget has concluded that the government-wide policy guidance with respect to the use of government aircraft should be clarified to restrict the operation of government aircraft to defined official purposes; restrict travel on such aircraft; require special review of such travel on government aircraft by senior officials or non-Federal travelers in circumstances described hereafter; and codify policies for reimbursement for the use of government aircraft.

4. **Scopes and Coverage**. This Circular applies to all government-owned, leased, chartered and rental aircraft and related services operated by Executive Agencies except for aircraft while in use by or in support of the President or Vice President.

5. **Definitions**. For purposes of this Circular, the following definitions apply.

a. **Government aircraft** means any aircraft owned, leased, chartered or rented and operated by an Executive Agency.

b. **Mission requirements** means 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 attache-controlled aircraft, aeronautical research and space and science applications, and other such activities. For purposes of this Circular, mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.

c. **Official travel** means (i) travel to meet mission requirements, (ii) required use travel, and (iii) other travel for the conduct of agency business.

d. **Required use** means use of a government aircraft for the travel of an Executive Agency officer or employee, where the use of the government aircraft is required because of bona fide communications or security needs of the agency or exceptional scheduling requirements.

e. **Senior Federal officials** are persons:

> (i) employed at a rate of pay specified in or fixed according to subchapter II of chapter 53 of title 5 of the U.S. Code;
>
> (ii) employed in a position in an Executive Agency, including any independent agency, at a rate of pay payable for level I of the Executive Schedule or employed in the Executive Office of the President at a rate of pay payable for level II of the Executive Schedule;
>
> (iii) employed in a position in an Executive Agency that is not referred to in clause (i) (other than a position that is subject to pay adjustment under Section 1009 of Title 37 of the U.S. Code) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under section 5304 of title 5 of the U.S. Code (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of basic pay payable for the Senior Executive Service under Section 5382 of title 5 of the U.S. Code; or
>
> (iv) appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 of the U.S. Code or by the Vice President to a position under section 106(a) (1) (A), (B), or (C) of title 3 of the U.S. Code.

Generally, these are persons employed by the White House and executive agencies, including independent agencies, at a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service.

Exempted from this definition, for purposes of this Circular, are active duty military officers.

f. **Full coach fare** means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.

g. **Actual cost** means all costs associated with the use and operation of an aircraft. (See Attachment A for detailed definition.)

6. **Acquisition and Management**.

a. The number and size of aircraft acquired by an agency and the capacity of those aircraft to carry passengers and cargo shall not exceed the level necessary to meet the agency's mission requirements.

b. Agencies must comply with OMB Circular No. A-76 before purchasing, leasing or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

c. Agencies shall review periodically the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with the requirements of OMB Circular No. A-76. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

d. Agencies shall use their aircraft in the most cost effective way to meet their requirements.

7. **Use of Government Aircraft**. Agencies shall operate government aircraft only for official purposes. Official purposes include the operation of government aircraft for (i) mission requirements, and (ii) other official travel.

8. **Travels on Government Aircraft**. Government aircraft shall only be used for (i) official travel; or (ii) on a space available basis subject to the following policies:

a. Official travel that is not also required use travel or to meet mission requirements shall be authorized only when:

(i) no commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements within a 24 hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period) to fulfill effectively the agency requirement; or

(ii) the actual cost of using a government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service. When a flight is being made to meet mission requirements or for required use travel (and is certified as such in writing by the agency which is conducting the mission as required in Section 10.b.), secondary use of the aircraft for other travel for the conduct of agency business may be presumed to result in cost savings (i.e., cost comparisons are not required).

b. Travelers may not use government aircraft on a "space available" basis unless:

(i) the aircraft is already scheduled for use for an official purpose;

(ii) such "space available" use does not require a larger aircraft than needed for the official purpose;

(iii) such "space available" use results only in minor additional cost to the government; and

(iv) Reimbursement is provided as set forth in Section 9.

9. **Reimbursement for Use of Government Aircraft**.

a. **For travel that is not required use travel**:

(i) Any incidental private activities (personal or political) of an employee undertaken on an employee's own time while on official travel shall not result in any increase in the actual costs to the government of operating the aircraft.

(ii) The government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as provided in subsection (d) below).

b. **For required use travel**. The government shall be reimbursed as follows (except as may otherwise be required by subsection (d)) for required use travel:

(i) For a wholly personal or political trip, the full coach fare for the trip;

(ii) For an official trip during which the employee engages in political activities, the appropriate share of the full coach fare for the entire trip;

(iii) For an official trip during which the employee flies to one or more locations for personal reasons, the excess of the full coach fare of all flights taken by the employee on the trip over the full coach fare of the flights that would have been taken by the employee had there been no personal activities on the trip.

c. **"Space available" travel**. For "space available" travel other than for the conduct of agency business, whether on mission or other flights, the government shall be reimbursed at the full coach fare except (i) as authorized under 10 U.S.C. 4744 and regulations implementing the statute; and (ii) by civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

d. In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 C.F.R. 106.3) if greater than the amount otherwise required by the foregoing reimbursement rules.

10. **Approving the Use of Government Aircraft**. The following policies apply to the procedures under which the use of government aircraft for official travel may be approved by the agency, which owns or operates the aircraft:

a. Only an agency head, or officials designated by the agency head, may approve the use of agency aircraft for official travel.

b. Whenever a government aircraft used to fulfill a mission requirement is used also to transport senior Federal officials, members of their families or other non-Federal travelers on a "space available" basis (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), the agency that is conducting the mission shall certify in writing prior to the flight that the aircraft is scheduled to perform a bona fide mission activity, and that the minimum mission requirements have not been exceeded in order to transport such "space available" travelers. In special emergency situations, an after-the-fact written certification by an agency is permitted.

c. Agencies that use government aircraft shall report semi-annually to GSA each use of such aircraft for non-mission travel by senior Federal officials, members of the families of such officials, and any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute). Such reports shall be in a format specified by GSA and shall list all such travel conducted during the preceding six month period. The report shall include: (i) the name of each such traveler, (ii) the official purpose of the trip, (iii) destination(s), and (iv) for travel to which Section 8.a.(ii) applies, the appropriate allocated share of the full operating cost of each trip and the corresponding commercial cost for the trip. In addition, agencies shall report a summary of these data to OMB semi-annually in a format specified by GSA. (Reports on classified trips shall not be reported to GSA but must be maintained by the agency using the aircraft and available for review as authorized.)

11. **Approving Travel on Government Aircraft**. The following policies apply to the procedures under which travel on government aircraft may be approved by the agency which sponsors the travel:

a. **General approval requirements** - All travel on government aircraft must be authorized by the sponsoring agency in accordance with its travel policies and this Circular and, when applicable, documented on an official travel authorization. Where possible, such travel must be approved by at least one organizational level above the person(s) traveling. If review by a higher organizational level is not possible, another appropriate approval is required.

b. **Special approval requirements for required use travel** - Use of government aircraft for required use travel must be approved in advance and in writing. A Federal officer or employee must obtain written approval for all required use travel on a trip-by-trip basis from the agency's senior legal official or his/her principal deputy, unless (1) in the case of an officer or employee who is not an agency head, the agency head has determined that all travel by the officer or employee or travel in specified categories qualifies as required use

travel, or (2) in the case of an agency head, the President has determined that all travel, or travel in specified categories, by the agency head qualifies as required use travel. Any determination by an agency head that travel by an officer or employee of that agency qualifies as required use travel must be in writing and set forth the basis for that determination. In special emergency situations, an after-the-fact written certification by an agency is permitted.

Any agency head opting to determine that travel by an officer or employee may be required use travel shall establish written standards for determining when required use travel is permitted. Such travel is not permitted unless in conformance with such written standards.

c. **Special approval requirements for travel that is not to meet mission requirements or required use travel** - Use of government aircraft for such travel by the following categories of people must be authorized in advance and in writing:

(i) senior Federal officials;

(ii) members of families of such senior Federal officials; and

(iii) non-Federal travelers.

Such authorizations must be approved on a trip-by-trip basis and be signed by the agency's senior legal official or his/her principal deputy; or be in conformance with an agency review and approval system that has been approved by OMB. In special emergency situations, an after-the-fact written certification by an agency is permitted.

Travel by such individuals that is deemed to be official travel shall be subject to the same rules and conditions as any other official travel. Travel by such individuals that is not official travel is subject to the reimbursement requirements in Section 9.c. for "space available" travel.

12. **Documenting the Use of Government Aircraft**. All uses of government aircraft must be documented and this documentation must be retained for at least two years. At a minimum, the documentation of each use of government aircraft must include:

- the date(s) used

- the name(s) of the pilot(s) and flight crew

- the purpose(s) of the flight

- the route(s) flown

- the names of all passengers

When government aircraft are used to support official travel, the documentation must also include evidence that the applicable provisions of this Circular have been satisfied.

13. **Responsibilities**.

a. All Executive Agency officials with statutory authority to procure aircraft will assure that:

(i) Their agency's internal policies and procedures for procuring aircraft and related services are consistent with the requirements of OMB Circular No. A-76.

(ii) Their agency's aircraft programs comply with the internal control requirements of OMB Circular No. A-123 and that they are included in the agency's Management Control Plan. Any material weaknesses in these programs are to be reported in the annual internal control reports to the President and the Congress.

(iii) Their agency cooperates with the General Services Administration in the development of aircraft management policies and standards and in the collection of aircraft information.

(iv) Their agency has an aircraft information system that conforms to the generic data and reporting standards developed by GSA. Agencies that do not already have systems that conform to these standards are required to implement such systems within one year from the issuance of the GSA standards.

b. The Secretaries of Defense and "the uniformed serv-ices," the Secretary of State, and the Administrator of General Services shall incorporate the applicable policies in this Circular into the travel regulations which they promulgate for uniformed service, foreign service, and civilian employees, respectively. The necessary changes to these regulations should be issued no later than 180 days from the date of this Circular.

c. The Administrator of General Services shall maintain a single coordinating office for agency aircraft management. The responsibilities of this office shall include, but not be limited to, the following:

(i) coordination of the development of effectiveness measures and standards, policy recommendations, and guidance for the procurement, operation, safety, and disposal of civilian agency aircraft;

(ii) operation of a government-wide aircraft management information system;

(iii) identification, for agencies and OMB, of opportunities: to share, transfer, or dispose of underutilized aircraft; to reduce excessive aircraft operations and maintenance costs; and to replace obsolete aircraft;

(iv) development of generic aircraft information system standards and software;

(v) other technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting the cost analyses required by this Circular;

(vi) review of proposed agency internal aircraft policies for compliance with OMB guidance and notification to OMB of any discrepancies; and

(vii) conduct of an annual study of the variable and fixed costs of operating the different categories of government aircraft and dissemination of the results for use in making the cost comparisons required in Section 8.a.(ii) and reporting the trip costs as required in Section 10.c.

In order to carry out these responsibilities, the Administrator of General Services shall maintain an interagency aviation policy-working group to advise him in developing or changing aircraft policies and information requirements.

d. Except for provisions of this Circular which specify their own implementation dates, each agency head shall issue internal agency directives to implement this Circular no later than 180 days from the date of the Circular. These internal agency directives must include all policies contained in this Circular, but may also contain additional policies unique to the agency. Responsibility for these policies shall be assigned to a senior management official who has the agency-wide authority and resources to implement them.

14. **Accounting for Aircraft Costs**. Agencies must maintain systems for their aircraft operations which will permit them to: (i) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (ii) recover the costs of operating government aircraft when appropriate; (iii) determine the cost effectiveness of various aspects of their aircraft programs; and (iv) conduct the cost comparisons required by OMB Circular A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. Although agency accounting systems do not have to be uniform in their design or operation to comply with this Circular, they must accumulate costs, which can be summarized into the standard Aircraft Program Cost Elements defined in Attachment B. The use of these elements to account for aircraft costs is discussed in Attachment A.

15. **Effective Date**. This Circular is effective on publication.

16. **Information Contact**. All inquiries should be addressed to the General Management Division, Office of Management and Budget, telephone number (202) 395-5090.

Richard Darman
Director

ATTACHMENT A

ACCOUNTING FOR AIRCRAFT COSTS

The costs associated with agency aircraft programs must be accumulated to: (1) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (2) recover the costs of operating government aircraft

when appropriate; (3) determine the cost effectiveness of various aspects of agency aircraft programs; and (4) conduct the cost comparisons required by OMB Circular No. A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program costs into the Standard Aircraft Program Cost Elements defined in Attachment B. The remainder of this Attachment presents guidance for accomplishing each of these purposes.

Justify Use of Aircraft

The cost comparison to justify the use of a government aircraft for a proposed trip under Section 8.a.(ii) of this Circular should be made prior to authorizing the use of the aircraft for that trip. Agencies that propose to use their aircraft to support recurring travel between locations are encouraged to develop standard trip cost justification schedules. These schedules would summarize the projected costs of using one or more specific types of agency aircraft to travel between selected locations as compared to using commercial aircraft (including charter) or airline service between those locations. Comparative costs for varying passenger loads would also be shown. Agencies that chose to use this approach would be able to see at a glance the minimum number of official travelers needed to justify the use of a particular aircraft or aircraft type for a trip between locations on the schedule. Agencies that are not able to use such schedules are required to do a cost justification on a case by case basis.

To make the cost comparisons necessary to justify the use of a government aircraft, the agency must compare the actual cost of using a government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a government aircraft is either: (a) the amount that the agency will be charged by the organization that provides the aircraft, (b), if the agency operates its own aircraft, the variable cost of using the aircraft; or (c), if the agency is not charged for the use of an aircraft owned by another agency, the variable cost of using the aircraft as reported to it by the owning agency.

Agencies should develop a variable cost rate for each aircraft or aircraft type (i.e., make and model) in their inventories before the beginning of each fiscal year. These rates should be developed as follows:

1. Accumulate or allocate to the aircraft or aircraft type all historical costs (for the previous 12 months) grouped under the variable cost category defined in Attachment B. These costs should be obtained from the agency's accounting system.

2. Adjust the historical variable costs from Step 1 for inflation and for any known upcoming cost changes to project the new variable cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Divide the total projected variable costs of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the projected variable cost or usage rate (per flying hour).

To compute the variable cost of using an agency's own aircraft for a proposed trip, multiply the variable cost rate computed in Step 3 (above) by the estimated number of flying hours for the trip. The number of flying hours should include all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations, if no follow-on trip is scheduled. If a follow-on trip requires any repositioning time, it should be charged with that time. If one aircraft mission (i.e., a series of flights scheduled sequentially) supports multiple trips, the use of the aircraft for the total mission may be justified by comparing the actual cost of the entire mission to the commercial aircraft (including charter) or airline costs for all the component trips.

The cost of using commercial airline or aircraft services for the purpose of justifying the use of government aircraft must:

1. be the current government contract fare or price or the lowest fare or price known to be available for the trip(s) in question;

2. include, as appropriate, any differences in the costs of any additional ground or air travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the government, including benefits) between the two options; and

3. only include costs associated with passengers on official business. Costs associated with passengers traveling "space available" may not be used in the cost comparison.

Recover Cost of Operation

Under the Economy Act of 1932, as amended, (31 U.S.C.S. 1535), and various acts appropriating funds or establishing working funds to operate aircraft, agencies are required to recover the costs of operating their aircraft for use by other agencies, other governments (e.g., state, local, or foreign), or non-official travelers. Depending on the statutory authorities under which its aircraft were obtained or are operated, an agency may use either of two methods for establishing the rates charged for using its aircraft: (1) the full cost recovery rate or (2), the variable cost recovery rate.

The **full cost recovery rate** for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft or aircraft type is described under the previous paragraph "Justify Use of Aircraft." The fixed cost rate for an aircraft or aircraft type is computed as follows:

1. Accumulate from the agency's accounting system the fixed costs listed in Attachment B that are directly attributable to the aircraft or aircraft type (e.g. crew costs-fixed, maintenance costs-fixed, and aircraft lease-fixed).

2. Adjust the historical fixed costs from Step 1 for inflation and for any known upcoming cost changes to project the new fixed cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Add to the adjusted historical fixed costs amounts representing self insurance costs and the annual depreciation or replacement costs, as described in Attachment B.

4. Allocate operations and administrative overhead costs to the aircraft or aircraft type based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.

5. Compute a fixed cost recovery rate for the aircraft or aircraft type by dividing the sum of the projected directly attributable fixed costs (from Step 3) and the allocated fixed costs (from Step 4) by the annual flying hours projected for the aircraft or aircraft type.

To compute the full cost of using a government aircraft for a trip, add the variable cost rate for the aircraft or aircraft type to the corresponding fixed cost rate (computed in Step 5 above) and multiply the result by the estimated number of flying hours for the trip using the proposed aircraft.

The **variable cost recovery rate** for an aircraft or aircraft type is the same as the variable cost or usage rate described under the previous paragraph "Justify Use of Aircraft." If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft separately from the appropriation which supports the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly or flying hour basis.

Determine Aircraft Program Cost Effectiveness

Although cost data are not the only measures of the effectiveness of an agency's aircraft program, they can be very useful in identifying opportunities to reduce aircraft operational costs. These opportunities might include changing maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel-efficient and have lower operations and maintenance costs.

The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile for certain types of aircraft costs. These measures may be developed using the Standard Aircraft Cost Elements and include, but are not limited to: maintenance costs/flying hour, fuel and other fluids cost/flying hour, accident repair costs/flying hour (or per aircraft), and variable cost/passenger mile.

The Administrator of General Services should coordinate the development of specific cost effectiveness measures with an interagency aircraft policy working group.

Justify In-House Operation

OMB Circular No. A-76, "Performance of Commercial Activities," requires Federal agencies to conduct cost comparisons of commercial activities they operate and, where appropriate, to determine the most economical way to perform the work -- whether by private commercial source or using in-house government resources. The guidelines for conducting these cost comparisons are presented in the Supplement to the Circular.

ATTACHMENT B

VARIABLE COSTS

The variable costs of operating aircraft are those costs that vary depending on how much the aircraft are used. The specific variable cost elements include:

Crew costs - variable - The crew costs which vary according to aircraft usage consist of travel expenses (particularly reimbursement of subsistence (i.e., per diem and miscellaneous expenses), overtime charges, and wages of crew members hired on an hourly or part-time basis.

Maintenance costs - variable - Unscheduled maintenance and maintenance scheduled on the basis of flying time vary with aircraft usage and, therefore, the associated costs are considered variable costs. In addition to the costs of normal maintenance activities, variable maintenance costs shall include aircraft refurbishment, such as painting and interior restoration, and costs of or allowances for performing overhauls and modifications required by service bulletins and airworthiness directives. If they wish, agencies may consider all of their maintenance costs as variable costs and account for them accordingly. Otherwise, certain maintenance costs will be considered fixed as described in a subsequent paragraph. Variable maintenance costs include the costs of:

Maintenance labor - variable - This includes all labor (i.e., salaries and wages, benefits, travel, and training) expended by mechanics, technicians, and inspectors, exclusive of labor for engine overhaul, aircraft refurbishment, and/or repair of major components.

Maintenance parts - variable - This includes cost of materials and parts consumed in aircraft maintenance and inspections, exclusive of materials and parts for engine overhaul, aircraft refurbishment, and/or repair of major components.

Maintenance contracts - variable - This includes all contracted costs for unscheduled maintenance and for maintenance scheduled on a flying hour basis or based on the condition of the part or component.

Engine overhaul, aircraft refurbishment, and major component repairs - These are the materials and labor costs of overhauling engines, refurbishing aircraft, and/or repairing major aircraft components.

NOTE 1: In general, the flight hour cost is computed by dividing the costs for a period by the projected hours flown during the period. However, when computing the flight hour cost factor for this cost category, divide the total estimated cost for the activities in this category (e.g., overhaul, refurbishment and major repairs) by the number of flight hours **between** these activities.

NOTE 2: Separate cost or reserve accounts for engine overhaul, aircraft refurbishment, major component repairs, and other maintenance cost elements, may, at the agency's discretion, be identified and quantified separately for mission-pertinent information purposes. Reserve accounts are generally used when the aircraft program is funded through a working capital or revolving fund.

Fuel and other fluids - The costs of the aviation gasoline, jet fuel, and other fluids (e.g.. engine oil, hydraulic fluids and water-methanol) consumed by aircraft.

Lease costs - variable - When the cost of leasing an aircraft is based on flight hours , the associated lease or rental costs are considered variable costs.

Landing and tie down fees - Landing fees and tie down fees associated with aircraft usage are considered variable costs. Tie down fees for storing an aircraft at its base of operations should be considered part of operations overhead, a fixed cost.

FIXED COSTS

The fixed costs of operating aircraft are those that result from owning and support the aircraft and that do not vary according to aircraft usage. The specific fixed cost elements include:

Crew costs - fixed - The crew costs which do not vary according to aircraft usage consist of salaries, benefits, and training costs. This includes the salaries, benefits, and training costs of crew members who also perform minimal aircraft maintenance. Also included in fixed crew costs are the costs of their charts, personal protective equipment, uniforms, and other personal equipment.

Maintenance costs - fixed - This cost category includes certain maintenance and inspection activities, which are scheduled on a calendar interval basis and take place regardless of whether or how much the aircraft are flown. Agencies are encouraged to simplify their accounting systems and account for all maintenance costs as variable costs. However, if they wish, agencies may account for the following costs as fixed costs:

Maintenance labor - fixed - This includes all projected labor expended by mechanics and inspectors associated with maintenance scheduled on a calendar interval basis. This does not include variable maintenance labor or work on items having a TBO or retirement life.

This category also includes costs associated with unallocated maintenance labor expenses, i.e., associated salaries, benefits, travel expenses and training costs. These costs should be evenly allocated over the number of the aircraft in the fleet.

Maintenance parts - fixed - This includes all parts and consumables used for maintenance scheduled on a calendar basis.

Maintenance contracts - fixed - This includes all contracted costs for maintenance or inspections scheduled on a calendar basis.

Lease costs - fixed - When the cost of leasing an aircraft is based on a length of time (e.g., days, weeks, months, or years) and does not vary according to aircraft usage, the associated leased costs are considered fixed costs.

Operations overhead - These include all costs, not accounted for elsewhere, associated with direct management and support of the aircraft program. Examples of such costs include: personnel costs (salaries, benefits, travel, uniform allowances, training, etc.) for management and administrative personnel directly responsible for the aircraft program; building and ground maintenance; janitorial services; lease or rent costs for hangers and administrative buildings and office space; communications and utilities costs; office supplies and equipment; maintenance and depreciation of support equipment; tie down fees for aircraft located on base; and miscellaneous operational support costs.

Administrative overhead - These costs represent a pro-rated share of salaries, office supplies and other expenses of fiscal, accounting, personnel, management, and similar common services performed outside and the aircraft program but which support this program. For purposes of recovering the costs of operations, agencies should exercise their own judgment as to the extent to which aircraft users should bear the administrative overhead costs. Agencies may, for example, decide to charge non-agency users a higher proportion of administrative overhead than agency users. For purposes of A-76 cost comparisons, agencies should compute the actual administrative costs that would be avoided if a decision is made to contract out the operation under study.

Self-insurance costs - Aviation activity involves risks and potential casualty losses and liability claims. Theses risks are normally covered in the private sector by purchasing and insurance policy. The government is self-insuring; the Treasury's General Fund is charged for casualty losses and/or liability claims resulting from accidents. For the purposes of analyses, government managers will recognize a cost for "self-insurance" by developing a cost based on rates published in OMB Circular No. A-76.

Depreciation - Depreciation represents the cost or value of ownership. Aircraft have a finite useful economic or service life. Depreciation is the method used to spread the cost of the purchase price, less residual value, over an asset's useful life. A-76 provides guidance on computing depreciation charges to be used in computing the fixed costs of an aircraft or aircraft program. Although these costs are not direct outlays in the sense of most other aircraft costs, it is important to recognize them for A-76 cost comparison purposes and when replenishing a working capital fund by recovering the full cost of aircraft operations. Depreciation costs depend on aircraft acquisition or replacement costs, useful life, and residual or salvage value. To calculate the cost of depreciation that shall be allocated to each year, subtract the residual value from the total of the acquisition cost plus any capital improvements and, then, divide by the estimated useful life of the asset.

OTHER COSTS

There are certain other costs of the aircraft program which should be recorded but are not appropriate for inclusion in either the variable or fixed cost categories for the purposes of justifying aircraft use or recovering the cost of aircraft operations. These costs include:

Accident repair costs - These costs include all parts, materials, equipment and maintenance labor related to repairing accidental damage to airframes or aircraft equipment. Also included are all accident investigation costs.

Aircraft costs - This is the basic aircraft inventory or asset account used as the basis for determining aircraft depreciation charges. These costs include the cost of acquiring aircraft and accessories, including transportation and initial installation. Also included are all costs required to bring aircraft and capitalized accessories up to fleet standards.

Cost of Capital - The cost of capital is the cost to the Government of acquiring the funds necessary for capital investments. The agency shall use the borrowing rate announced by the Department of Treasury for bonds or notes whose maturities correspond to the useful life of the asset.

OPM 7
Appendix 2

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503
April 19, 1993

THE DIRECTOR

BULLETIN NO. 93-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Responsibility and Reducing Perquisites

1. Purpose. This Bulletin provides guidance and instructions to agencies concerning implementation of the February 10, 1993 Presidential memorandum on "Use of Government Vehicles," "Restricted Use of Government Aircraft," and "Government Fiscal Responsibility and Reducing Perquisites."

2. Background. On Friday February 10, 1993 the President signed three memoranda to Executive Departments instructing them to curtail use of Government vehicles, government aircraft, executive dining facilities and conferences. These memoranda instruct the Office of Management and Budget to issue any necessary directives and plans to implement the policies and to monitor compliance.

3. Coverage. This Bulletin applies to all Executive Departments and Agencies.

4. Policy. As American taxpayers are being asked to make a contribution to reducing the deficit it is imperative that we not spend their hard-earned tax dollars in ways that may appear to be improper. Specific policy guidance and definitions are attached to this bulletin covering the use of government vehicles and aircraft, executive dining facilities and conferences.

5. Action Requirements. It is the responsibility of every Department and agency to ensure compliance with the President's policies and attached guidance both in spirit and in fact.

6. Effective Date. The provisions of this Bulletin are effective upon issuance.

7. Information Contact: Inquiries should be directed to the person named in the attachments.

ATTACHMENT 3

Use of Government Aircraft

Policy: The taxpayers should pay no more than necessary to transport Government officials. In general, government aircraft shall not be used for nongovernmental purposes. When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available.

Scope and Coverage: This guidance applies to Executive Departments and agencies.

Definitions: For purposes of this guidance, definitions for "government aircraft," "full coach fare," "reasonably available," and "official travel" are the same as defined in OMB Circular a-126. In addition:

> Aircraft configured for passenger use means fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the aircraft flight crew, whether or not the seats are normally installed in the aircraft. This designation is made based on capability, not on use. In the case of the Department of Defense and the Coast Guard, this designation means fixed-wing "Operational Support Aircraft" (OSA).
>
> Senior Executive Branch Officials mean civilian officials appointed by the President with the advice and consent of the Senate and Civilian employees of the Executive Office of the President (EOP).

Actions:

> a. Agencies may authorize the use of government aircraft by Executive Branch officials and employees only for travel to meet mission requirements or other travel for the conduct of agency business and then only when commercial airline or aircraft (including charter) service is not reasonably available, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization shall be granted in accordance OMB Circular A-126.
>
> b. Agencies shall report all uses of government aircraft by Senior Executive Branch Officials, including for mission travel. In addition to information on non-mission travel by Senior Federal officials and others already reported under OMB Circular A-126, these reports must include the amount of reimbursement collected for travel by Senior Executive Branch Officials. As provided in the Presidents February 10 memorandum, documentation of use of government aircraft by Senior Executive Branch Officials must be "disclosed to the public upon request unless classified." c. The Administrator of General Services shall modify the current guidance on agency reports on non-mission uses of government aircraft to incorporate the additional requirements in subparagraph b. above. The revised guidance should be issued no later than 60 days from the date of this Bulletin. d. The Administrator of General Services shall evaluate the reports on agencies' continuing need for aircraft configured for passenger use in the context of the aircraft inventory data and other information maintained by GSA and shall provide OMB the results of such evaluation.

Exceptions:

a. The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of the Central Intelligence may use government aircraft for travel other than (1) to meet mission requirements or (2) for the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

b. "Space Available" travel shall continue to be authorized consistent with the provisions of OMB Circular A-126.

Reporting: Not later than 45 days from the issuance of this guidance, agencies shall report on their continuing need for aircraft configured for passenger use. These reports will be provided in the format and according to instructions given in Exhibit 3A. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.

Contact: Jack Kelly, OMB, (202) 395-6106.

Attachments

Exhibit 3A

Agency Report on the Continuing Need for Aircraft Configured for Passenger Use

The February 10, 1993 Presidential memorandum on "Restricted Use of Government Aircraft" requires agencies to report to OMB on their continuing need for aircraft configured for passenger use. For purposes of meeting this requirement such aircraft have been defined to be "fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the flight crew, whether or not the seats are normally installed in the aircraft." To meet this requirement, agencies shall:

1. Submit a copy of the agency's 1992 FAMIS inventory list (or the 1991 list if 1992 is not available) annotated as follows:

a. Mark the list to indicate all changes in location and mission that have occurred since the list was published as well as the "Del. Dt." Column for aircraft removed from inventory. For aircraft removed from the inventory, note the type of disposal (e.g., transfer, sale, donation, etc.) and to whom title was transferred, in addition to the data deleted from the inventory.

b. Amend the FAMIS list to add any aircraft acquired since the FAMIS list was published or aircraft that are included in the agency's property records that were not reported to FAMIS. Such aircraft might include aircraft that are in non-operational status, e.g., storage, and seized or forfeited aircraft that have been acquired subsequently for agency use. Do not list aircraft that are

on loan to a state or local government or seized or forfeited aircraft, which the agency has not acquired for use.

2. For each aircraft on the annotated FAMIS list that is configured for passenger use, mark "P" in the left margin next to the Aircraft Type.

3. For other aircraft, mark "NP" in the left margin next to the Aircraft Type.

4. List the Aircraft Type and FAA No. (i.e., "tail number") for each aircraft marked "P" on the FAMIS report on the separate "Report on Aircraft Configured for Passenger Use," the format for which is provided as Exhibit 3B, and provide the remaining information as follows:

a. Passenger Capacity, Designed and Normal - indicate in the appropriate columns the number of passenger seats that the aircraft is designed or capable of holding (including seats that are designed to be moved in on an as needed basis) and the number of seats the aircraft carries normally.

b. Annual Hours Flown - indicate the number of hours aircraft was flown in 1991, 1992, and thus far in 1993.

c. 1992 Operating Costs - indicate the total operating costs for the aircraft in FY 1992. These costs should include the total of both the variable and fixed cost elements defined in OMB Circular A-126.

5. For each aircraft listed on the "Report on Aircraft Configured for Passenger Use," provide a paragraph justifying the use of the aircraft. Justifications are:

(1) commercial aircraft or aircraft services are unable to meet the agency's need; or

(2) the agency can operate its aircraft at lower cost than it can acquire the comparable service from commercial sources.

Each of these justifications should be explained in sufficient detail and the agency should provide copies of any reports or other analyses that support them. If several aircraft are justified on the same grounds, they may be grouped together and justified in the same paragraph.

6. Submit the annotated FAMIS list, the "Report on Aircraft Configured for Passenger Use," and the justification paragraphs to OMB by April 12, 1993. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.

Exhibit 3B

Report on Aircraft Configured for Passenger Use

Department_____ Agency/Bureau_____

Aircraft Type	FAA No	Passenger Capacity		Annual Hours Flown			1992 Operating Costs
		Designed	Normal	1991	1992	1993	

Agency Contact_____ Phone_____

OPM 7
Appendix 3

United States Department of the Interior

OFFICE OF THE SOLICITOR

Washington, D.C. 20240

December 23, 1999

Memorandum

To: Director, Office of Aircraft Services, Policy, Management and Budget

From: Robert S. More, Associate Solicitor Division of Administration

Subject: Use of Government-Owned and Operated Aircraft

Pursuant to OMB Circular A-126 and 41 C.F.R. Subpart 101-37.4, approval by the Solicitor or Deputy Solicitor is required for the use of government aircraft by senior Federal officials, members of their families, and non-Federal travelers. (The term "senior Federal officials" includes any departmental employee whose pay is equal to or greater than the minimum rate of basic pay for the Senior Executive Service.) This memorandum is a reminder of the procedures that Bureaus and Offices within the Department should use in requesting such approval. Please distribute this memorandum to all affected organizations.

Requests for approval of government aircraft travel should be submitted to this office (Office of the Solicitor, Division of Administration) using form OAS-110, or its equivalent. Detailed cost information should be provided for all applicable categories, including ground transportation costs, employee diem, hourly flights rates, and crew standby charges. If the cost comparison shows that the travel method chosen is not the most cost-effective of the options available, additional detailed information should be provided showing why a less cost-effective method was chosen. For example, if use of a commercial airline, although cheaper, would not allow the travelers to make their meeting schedule, a statement to that effect should be provided, along with an explanation as to why the meeting schedule could not be changed to take advantage of the cheaper travel method.

Completed requests for approval should be sent to this office by mail (MS 7456-MIB) or facsimile (202-219-6780) at least five workdays prior to the scheduled travel. This will allow sufficient time for review, surnaming, and approval or disapproval of the request by the Solicitor or Deputy Solicitor. This office will notify the requesting organization promptly upon receipt of approval or disapproval from the Solicitor or Deputy Solicitor.

Questions concerning this memorandum maybe directed to Pat Taborn at 202-208-6538.

TITLE 41--PUBLIC CONTRACTS AND PROPERTY MANAGEMENT

CHAPTER 101--FEDERAL PROPERTY MANAGEMENT REGULATIONS

PART 101-37--GOVERNMENT AVIATION ADMINISTRATION AND COORDINATION

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Subpart 101-37.14--Forms
101-37.1400 General.
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Authority: Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c); the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and OMB Circular No. A-126 (Revised May 22, 1992).

Source: 56 FR 5356, Feb. 11, 1991, unless otherwise noted.

Sec. 101-37.000 Scope of part.

(a) The provisions of this part prescribe policies and procedures

and make recommendations for executive agencies governing the efficient and effective management and utilization of Government-owned, leased, chartered and rented aircraft and related support services.

(b) Agencies are responsible for establishing clear accountability for aircraft management at a senior management level.

[57 FR 48329, Oct. 23, 1992]

Subpart 101-37.1--Definitions

Sec. 101-37.100 Definitions.

In part 101-37, the following definitions apply:

Acquisition date means the date the agency acquired the asset.

Acquisition value means the value initially recorded on agency property records and/or accounting records at the time of acquisition. If the aircraft is acquired through an interagency transfer, the acquisition value is the greater of the aircraft net book value plus the cost of returning the aircraft to an airworthy, mission ready condition or the commercial retail value of that aircraft in average condition. If it is a military aircraft without a commercial

equivalent, the acquisition value is equal to the scrap value plus the cost of returning the aircraft to an airworthy, mission ready condition.

Actual cost means all costs associated with the use and operation of an aircraft as specified in Sec. 101-37.406(b).

Agency aircraft means an aircraft, excluding aircraft owned by the Armed Forces, which is: (1) owned and operated by any executive agency or entity thereof, or (2) exclusively leased, chartered, rented, bailed, contracted and operated by an executive agency.

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage.

Aircraft part means any part, component, system, or assembly primarily designated for aircraft.

Bailed aircraft means any aircraft borrowed by a department or agency from the Department of Defense (DOD), State or local government, or other non-Federal entity.

Capital asset means any tangible property, including durable goods, equipment, buildings, facilities, installations, or land, which:

(1) Is leased to the Federal Government for a term of 5 or more years; or

(2) In the case of a new asset with an economic life of less than 5 years, is leased to the Federal Government for a term of 75 percent or more of the economic life of the asset; or

(3) Is built for the express purpose of being leased to the Federal Government; or

(4) Clearly has no alternative commercial use; e.g., special-purpose Government installation.

Charter aircraft means a one time procurement for aviation resources and associated services.

Civil aircraft means any aircraft other than a public aircraft.

Contract aircraft means aircraft procured for an agency's exclusive use for a specified period of time in accordance with the requirements of the Federal Acquisition Regulation (FAR) 48 CFR Chapter 1 or other applicable procurement regulations.

Criticality Code is the one-digit code assigned by Department of Defense to designate an aircraft part as a Flight Safety Critical Aircraft Part (FSCAP).

Deep cover aircraft means an agency aircraft that is utilized to gather information for law enforcement purposes. This aircraft does not display any agency markings. Although the registration filed with the Federal Aviation Administration (FAA) may indicate ownership by persons other than the owning or using agency, actual ownership will be maintained by the owning Federal agency.

Fatal injury means any injury, which results in death within 30 days of the accident.

Fixed costs means the costs of operating aircraft that result from owning and supporting the aircraft and do not vary according to aircraft usage. For specific fixed aircraft program cost information, see Sec. 101-37.201(b).

Flight Safety Critical Aircraft Part (FSCAP) means any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shut-down resulting in an unsafe condition.

Forfeited aircraft means an aircraft acquired by the Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States.

Full coach fare means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.

Government aircraft means any aircraft owned, leased, chartered or rented and operated by an executive agency.

Head of executive agency means the head of a Department, agency, bureau, or independent establishment in the executive branch, including any wholly owned Government corporation, or an official designated in writing to act on his or her behalf.

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Intelligence agencies refers to the following agencies or organizations within the intelligence community:

(1) Central Intelligence Agency;

(2) National Security Agency;

(3) Defense Intelligence Agency;

(4) Offices with the Department of Defense for the collection of specialized national foreign intelligence through reconnaissance programs;

(5) The Bureau of Intelligence and Research of the Department of State;

(6) Intelligence elements of the Army, Navy, Air Force, Marine Corps, Federal Bureau of Investigation, Drug Enforcement Administration, Department of the Treasury, and Department of Energy; and

(7) The staff elements of the Director of Central Intelligence. Investigator-in-charge means the investigator who organizes, conducts, and controls the field phase of the investigation. This investigator shall assume responsibility for the supervision and coordination of all resources and of the activities of all personnel involved in the on-site investigation.

Lease purchase aircraft means a leased aircraft for which the Government holds an option to purchase.

Leased aircraft means an aircraft that the Government has a contractual right to use for a specific period of time.

Loaned aircraft means an aircraft owned by a Department or independent office which is on loan to a State, cooperator, or other entity.

Military surplus aircraft part is an aircraft part that has been released as surplus by the military, even if subsequently resold by manufacturers, owner/operators, repair facilities, or any other parts supplier.

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 attaché-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. Routine site visits are customary or regular travel to a location for official purposes.

Net book value means the acquisition value plus the cost of capital improvements minus accumulated depreciation.

Non-operational aircraft means an owned, leased, lease purchased, or bailed aircraft that cannot be flown or operated by the owning or using agency for an extended period (6 months or more).

Official travel means travel for the purpose of mission requirements, required use travel, and other travel for the conduct of agency business.

Operational aircraft means an owned, leased, lease purchased, or bailed aircraft that is flown and operated or capable of being flown and operated by the owning or using agency.

Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

Owned aircraft means aircraft registered to a Department or an independent agency in conformity with the regulations of the Federal Aviation Administration of the Department of Transportation (14 CFR Chapter 1, Part 47) or in conformity with appropriate military regulations.

Owning agency means any executive agency, including any wholly owned Government corporation, having accountability for owned aircraft. This term applies when an executive agency has authority to take possession of, assign, or reassign the aircraft regardless of which agency is the using agency.

Production approval holder is the holder of a Federal Aviation Administration Production Certificate (PC), Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) who controls the design and quality of a product or part thereof, in accordance with Part 21 of the Federal Aviation Regulations (14 CFR 21.305).

Reasonably available means commercial airline or aircraft (including charter) is able to meet the traveler's departure and/or arrival requirements within a 24-hour period (unless the traveler demonstrates that extraordinary circumstances require a shorter period of time).

Rental aircraft means aviation resources or services procured through a standing ordering agreement which is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and contractor that contains: (1) terms and clauses applying to future contracts (orders) between parties during its term, (2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders.

Replacement means the process of acquiring property specifically to be used in place of property which is still needed but will no longer adequately perform all the tasks for which it was used.

Required use means use of a Government aircraft for the travel of an executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements. An example of a bona fide communications requirement is having to maintain continuous 24-hour secure communications with the traveler. Bona fide security requirements include, but are not limited to, life threatening circumstances. Exceptional scheduling requirements include emergencies and other operational considerations, which make commercial transportation unacceptable.

Residual value means the estimated value of an asset at the conclusion of its useful life, net of disposal costs. It is the dollar value below which the asset will not be depreciated. Residual value is established at the time of acquisition.

Seized aircraft means an aircraft that has been confiscated by the Federal Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States and whose care and custody will be the responsibility of the Federal Government until final ownership is determined by judicial process.

Senior executive branch official means civilian officials appointed by the President with the advice and consent of the Senate and civilian employees of the Executive Office of the President (EOP).

Senior Federal official means a person:

(1) Employed at a rate of pay specified in, or fixed according to, subchapter II of chapter 53 of title 5 of the United States Code;

(2) Employed in a position in an executive agency, including any independent agency, at a rate of pay payable for level I of the Executive Schedule or employed in the Executive Office of the President at a rate of pay payable for level II of the Executive Schedule;

(3) Employed in an executive agency position that is not referred to in paragraph (1) of this definition, (other than a position that is subject to pay adjustment under 37 U.S.C. 1009) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under 5 U.S.C. 5304 (or any comparable adjustment pursuant to interim authority of the President),

is equal to or greater than the rate of the basic pay payable for the Senior Executive Service under 5 U.S.C. 5382; or

(4) Appointed by the President to a position under 3 U.S.C. 105(a)(2) (A), (B), or (C) or by the Vice President to a position under 3 U.S.C. 106(a)(1) (A), (B), or (C). Generally, a senior Federal official is employed by the White House or an executive agency, including an independent agency, at a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service. The term senior Federal official does not include an active duty military officer.

Serious injury means any injury which: Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received: results in a fracture of any bone (except simple fractures of fingers, toes, or nose); causes severe hemorrhages, nerve, muscle, or tendon damage; involves any internal organ; or involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Space available means travel using aircraft capacity, that is already scheduled for use for an official purpose, that would otherwise be unutilized. For the purposes of this part, space available travel is travel other than for the conduct of agency business.

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wing tips are not considered ``substantial damage."

Support service agreement means a pre-established agreement with a commercial vendor for specific aviation services.

Undercover aircraft means an owned, leased, lease purchased, or bailed aircraft that is utilized to gather information for law enforcement purposes. An undercover aircraft does not display agency markings but is registered with the FAA to the owning agency.

Unsalvageable aircraft part is an aircraft part which cannot be restored to an airworthy condition due to its age, physical condition, a non-repairable defect, insufficient documentation, or non-conformance with applicable specifications. For additional information on disposition of such parts refer to FAA Advisory Circular No. 21-38, or other current applicable guidelines.

Useful life means the service life, in years, of the aircraft as estimated by the manufacturer or evidenced by historical performance. The useful life is established at the time of acquisition.

Using agency means an executive agency using aircraft for which it does not maintain ownership. This term applies when an agency obtains aircraft from any other executive agency on a temporary basis.

Variable costs means the costs of operating aircraft that vary depending on how much the aircraft are used. For specific variable aircraft program cost information see Sec. 101-37.201(a).[60 FR 3548, Jan. 18, 1995, as amended at 62 FR 43472, Aug. 14, 1997]

Subpart 101-37.2--Accounting for Aircraft Costs

Source: 60 FR 3550, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.200 General.

The provisions of this subpart prescribe policies and procedures for accounting for aircraft costs. This subpart also prescribes provisions and procedures contained in OMB Circulars A-76 and A-126.

Sec. 101-37.201 Standard aircraft program cost elements.

The following cost elements will be used for the establishment of cost accounting systems and for reporting Government-owned and operated aircraft cost and utilization data to the Federal Aviation Management Information System (FAMIS) on GSA Form 3552.

(a) Variable costs. The variable costs of operating aircraft are those costs that vary depending on how much the aircraft are used. The specific variable cost elements include:

(1) Crew costs. The crew costs which vary according to aircraft usage consist of travel expenses, particularly reimbursement of subsistence (i.e., per diem and miscellaneous expenses), overtime charges, and wages of crew members hired on an hourly or part-time basis.

(2) Maintenance costs. Unscheduled maintenance and maintenance scheduled on the basis of flying time vary with aircraft usage and, therefore, the associated costs are considered variable costs. In addition to the costs of normal maintenance activities, variable maintenance costs shall include aircraft refurbishment, such as painting and interior restoration, and costs of or allowances for performing overhauls and modifications required by service bulletins and airworthiness directives. If they wish, agencies may consider all of their maintenance costs as variable costs and account for them accordingly. Otherwise, certain maintenance costs will be considered fixed as described in paragraph (b) of this section. Variable maintenance costs include the costs of:

(i) Maintenance labor. This includes all labor (i.e., salaries and wages, benefits, travel, and training) expended by mechanics, technicians, and inspectors, exclusive of labor for engine overhaul, aircraft refurbishment, and/or repair of major components.

(ii) Maintenance parts. This includes cost of materials and parts consumed in aircraft maintenance and inspections, exclusive of materials and parts for engine overhaul, aircraft refurbishment, and/or repair of major components.

(iii) Maintenance contracts. This includes all contracted costs for unscheduled maintenance and for maintenance scheduled on a flying hour basis or based on the condition of the part or component.

(iv) Engine overhaul, aircraft refurbishment, and major component repairs. These are the materials and labor costs of overhauling engines, refurbishing aircraft, and/or repairing major aircraft components.

(A) In general, the flight hour cost is computed by dividing the costs for a period by the projected hours flown during the period. However, when computing the flight hour cost factor for this cost category, divide the total estimated cost for the activities in this category (e.g., overhaul, refurbishment, and major repairs) by the number of flight hours between these activities.

(B) Cost or reserve accounts for engine overhaul, aircraft refurbishment, and major component repairs may, at the agency's discretion, be identified and quantified separately for mission-pertinent information purposes. Reserve accounts are generally used when the aircraft program is funded through a working capital or revolving fund.

(3) Fuel and other fluids. The costs of the aviation gasoline, jet fuel, and other fluids (e.g., engine oil, hydraulic fluids, and water-methanol) consumed by aircraft.

(4) Lease costs. When the cost of leasing an aircraft is based on flight hours, the associated lease or rental costs are considered variable costs.

(5) Landing and tie down fees. Landing fees and tie down fees associated with aircraft usage are considered variable costs. Tie down fees for storing an aircraft at its base of operations should be considered part of operations overhead, a fixed cost.

(b) Fixed costs. The fixed costs of operating aircraft are those that result from owning and supporting the aircraft and do not vary according to aircraft usage. The specific fixed cost elements include:

(1) Crew costs. The crew costs which do not vary according to aircraft usage consist of salaries, benefits, and training costs. This includes the salaries, benefits, and training costs of crew members who also perform minimal aircraft maintenance. Also included in fixed crew costs are the costs of their charts, personal protective equipment, uniforms, and other personal equipment when the agency is authorized to purchase such items.

(2) Maintenance costs. This cost category includes maintenance and inspection activities which are scheduled on a calendar interval basis and take place regardless of whether or how much an aircraft is flown. Agencies are encouraged to simplify their accounting systems and account for all maintenance costs as variable costs. However, if they wish, agencies may account for the following costs as fixed costs:

(i) Maintenance labor. This includes all projected labor expended by mechanics, technicians, and inspectors associated with maintenance scheduled on a calendar interval basis. This does not include variable maintenance labor or work on items having a retirement life or time between overhaul. This category also includes costs associated with no allocated maintenance labor expenses; i.e., associated salaries, benefits, travel expenses, and training costs. These costs should be evenly allocated over the number of aircraft in the fleet.

(ii) Maintenance parts. This includes all parts and consumables used for maintenance scheduled on a calendar interval basis.

(iii) Maintenance contracts. This includes all contracted costs for maintenance or inspections scheduled on a calendar interval basis.

(3) Lease costs. When the cost of leasing an aircraft is based on a length of time (e.g., days, weeks, months, or years) and does not vary according to aircraft usage, the lease costs are considered fixed costs.

(4) Operations overhead. This includes all costs, not accounted for elsewhere, associated with direct management and support of the aircraft program. Examples of such costs include: personnel costs (salaries, benefits, travel, uniform allowances (when the agency is authorized to purchase such items), training, etc.) for management and administrative personnel directly responsible for the aircraft program; building and ground maintenance; janitorial services; lease or rent costs for hangars and administrative buildings and office space; communications and utilities costs; office supplies and equipment; maintenance and depreciation of support equipment; tie down fees for aircraft located on base; and miscellaneous operational support costs.

(5) Administrative overhead. These costs represent a prorated share of salaries, office supplies, and other expenses of fiscal, accounting, personnel, management, and similar common services performed outside the aircraft program but which support this program. For purposes of recovering the costs of operations, agencies should exercise their own judgment as to the extent to which aircraft users should bear the administrative overhead costs. Agencies may, for example, decide to charge non-agency users a higher proportion, not to exceed 100 percent of administrative overhead, than agency users if the agency has the authority to do so. If an aircraft is provided pursuant to an interagency agreement under the Economy Act of 1932 (31 U.S.C. 1535), the agency must charge based on the actual costs of the goods or services provided. For purposes of OMB Circular A-76 costs comparisons, agencies should compute the actual administrative costs that would be avoided if a decision is made to contract out the operation under study.

(6) Self-insurance costs. Aviation activity involves risks and potential casualty losses and liability claims. These risks are normally covered in the private sector by purchasing an insurance policy. The Government is self-insuring; the Treasury's General Fund is charged for casualty losses and/or liability claims resulting from accidents. For the purposes of analyses, Government managers will recognize a cost for ``self-insurance'' by developing a cost based on rates published by GSA's Aircraft Management Division.

(7) Depreciation. The cost or value of ownership. Aircraft have a finite useful economic or service life (useful life). Depreciation is the method used to spread the acquisition value, less residual value, over an asset's useful life. Although these costs are not direct outlays as is the case with most other aircraft costs, it is important to recognize them for analyses required by OMB and other cost comparison purposes and when replenishing a working capital fund by recovering the full cost of aircraft operations. Depreciation costs depend on aircraft acquisition or replacement costs, useful life, and residual or salvage value. To calculate the cost of depreciation that shall be allocated to each year, subtract the residual

value from the total of the acquisition cost plus any capital improvements and, then, divide by the estimated useful life of the asset.

(c) Other costs. There are certain other costs of the aircraft program which should be recorded but are not appropriate for inclusion in either the variable or fixed cost categories for the purposes of justifying aircraft use or recovering the cost of aircraft operations. These costs include:

(1) Accident repair costs. These costs include all parts, materials, equipment, and maintenance labor related to repairing accidental damage to airframes or aircraft equipment. Also included are all accident investigation costs.

(2) Aircraft costs. This is the basic aircraft inventory or asset account used as the basis for determining aircraft depreciation charges. These costs include the cost of acquiring aircraft and accessories, including transportation and initial installation. Also included are all costs required to bring aircraft and capitalized accessories up to fleet standards.

(3) Cost of capital. The cost of capital is the cost to the Government of acquiring the funds necessary for capital investments. The agency shall use the borrowing rate announced by the Department of the Treasury for bonds or notes whose maturities correspond to the manufacturer's suggested useful life or the remaining useful life of the asset.

Sec. 101-37.202 Policy.

Agencies shall maintain cost systems for their aircraft operations which will permit them to justify the use of Government aircraft in lieu of commercially available aircraft, or the use of one Government aircraft in lieu of another; recover the costs of operating Government aircraft when appropriate; determine the cost effectiveness of various aspects of their aircraft program; and conduct the cost comparisons to justify in-house operation of Government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program cost into the standard aircraft program cost elements specified in Sec. 1010-37.201.

Sec. 101-37.203 [Reserved]

Sec. 101-37.204 Operations cost recovery methods.

Under 31 U.S.C. 1535, and various acts appropriating funds or establishing working funds to operate aircraft, agencies are generally required to recover the costs of operating all aircraft in support of other agencies and other governments. Depending on the statutory authorities under which its aircraft were obtained or are operated, agencies may use either of two methods for establishing the rates charged for using their aircraft; full cost recovery rate or the variable cost recovery rate.

(a) The full cost recovery rate for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft is described in Sec. 101-37.304. The fixed cost recovery rate for an aircraft or aircraft type is computed as follows:

(1) Accumulate the fixed costs listed in Sec. 101-37.201(b) that are directly attributable to the aircraft or aircraft type. These costs should be taken from the agency's accounting system.

(2) Adjust the total fixed cost for inflation and for any known upcoming cost changes to project the new fixed total costs. The inflation factor used should conform to the provisions of OMB Circular A-76.

(3) Allocate operations and administrative overhead costs to the aircraft based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.

(4) Compute a fixed cost recovery rate for the aircraft by dividing the sum of the projected directly attributable fixed costs, adjusted for inflation, from paragraph (a)(2) of this section and the allocated fixed costs from paragraph (a)(3) of this section by the annual flying hours projected for the aircraft.

(b) The variable cost recovery rate is the total variable cost rate of operating an aircraft described in Sec. 101-37.304. If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft from the appropriations which support the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly, or flying hour basis.

(c) To compute the full cost recovery rate of using a Government aircraft for a trip, add the variable cost recovery rate for the aircraft or aircraft type to the corresponding fixed cost recovery rate and multiply this sum by the estimated number of flying hours for the trip using the proposed aircraft.

Sec. 101-37.205 Aircraft program cost effectiveness.

Although cost data are not the only measures of the effectiveness of an agency's aircraft program, they can be useful in identifying opportunities to reduce aircraft operational costs. These opportunities include changing maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel efficient and have lower operation and maintenance costs. The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile (one passenger flying one mile). These measures may be developed using the standard aircraft program cost elements (see Sec. 101-37.201) and include, but are not limited to: maintenance costs/flying hours, fuel and other fluids/flying hours, and variable cost/passenger mile. GSA will coordinate the development of other specific cost-effectiveness measures with the appropriate Interagency Committee for Aviation Policy subcommittees (ICAP).

(a) Maintenance costs per flying hour. Maintenance costs per flying hour identifies on an aggregate basis relative cost effectiveness of maintenance alternatives. This measure is among those necessary to identify and justify procurement of less costly aircraft.

(b) Fuel and other fluids cost per flying hour. Fuel per flying hour identifies the relative fuel efficiency of an individual aircraft. The measure identifies the requirement to replace inefficient engines or to eliminate fuel inefficient aircraft from the fleet.

(c) Crew costs-fixed per flying hour. When based on the total fixed crew costs and flying hours, can be used to determine the impact of crew utilization on overall operating costs; can also be used to compare crew utilization and salary levels among different agency or bureau aircraft programs.

(d) Operations overhead per flying hour. Operations overhead may be used on an aggregate basis (i.e., total operations overhead expenditures divided by hours flown) to compare the overhead activities in direct support of aircraft operations among agencies or bureaus. This factor can indicate excess overhead support costs.

(e) Administrative overhead per flying hour. Administrative overhead may be used on an aggregate basis (i.e., total administrative overhead divided by hours flown) to compare the level of administrative support to other agencies and bureaus.

Subpart 101-37.3--Cost Comparisons for Acquiring and Using Aircraft

Source: 60 FR 3552, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.300 General.

The provisions of this subpart prescribe policies and procedures for conducting cost comparisons for the acquisition, use, or lease of aircraft. This subpart incorporates selected provisions of OMB Circulars A-76 and A-126.

Sec. 101-37.301 Applicability.

This subpart applies to all agencies in the executive branch of the Federal Government. It does not apply to the United States Postal Service, to the Government of the District of Columbia, or to non-Federal organizations receiving Federal loans, contracts, or grants.

Secs. 101-37.302--101-37.303 [Reserved]

Sec. 101-37.304 Variable cost rate.

For the purpose of comparing costs (Government, commercial charter, and airline) associated with passenger transportation flights, as required by Sec. 101-37.406, the agency should develop a variable cost rate for each aircraft or aircraft type as follows:

(a) Accumulate or allocate to the aircraft or aircraft type all historical costs, for the previous 12 months, grouped under the variable cost category defined in Sec. 101-37.201. These costs should be obtained from the agency's accounting system.

(b) Adjust the historical variable costs for inflation and for any known upcoming cost changes to determine the projected variable cost. The inflation factor used should conform to the provisions of OMB Circular A-76.

(c) Divide the projected variable cost of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the variable cost rate (per flying hour).

(d) To compute the variable cost for a proposed trip, multiply the variable cost rate by the estimated number of flying hours for the trip. The number of flying hours should include:

(1) If no follow-up trip is scheduled, all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations.

(2) If a follow-on trip requires repositioning, the cost for repositioning should be charged to the associated follow-on trip.

(3) If an aircraft supports a multi-leg trip (a series of flights scheduled sequentially), the use of the aircraft for the total trip may be justified by comparing the total variable cost of the entire trip to the commercial aircraft cost (including charter) for all legs of the trip.

Sec. 101-37.305 Acquisition and management.

(a) The number and size of aircraft acquired by an agency and the capacity of those aircraft to carry passengers and cargo shall not exceed the level necessary to meet the agency's mission requirements.

(b) Agencies must comply with OMB Circular A-76 before purchasing, leasing, or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

(c) Agencies shall review on a 5-year cycle the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with OMB approved cost justification methodologies. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

(d) Agencies shall use their aircraft in the most cost effective way to meet their requirements.

Subpart 101-37.4--Use of Government-Owned and -Operated Aircraft

Source: 58 FR 53660, Oct. 18, 1993, unless otherwise noted.

Sec. 101-37.400 General.

The provisions of this subpart prescribe policies and procedures for the use of Government aircraft. This subpart incorporates certain provisions of OMB Circular A-126 and OMB Bulletin Number 93-11.

Sec. 101-37.401 [Reserved]

Sec. 101-37.402 Policy.

Government aircraft shall be used for official purposes only in accordance with applicable laws and regulations, including this subpart.

(a) Use of Government aircraft. Agencies shall operate Government aircraft only for official purposes. Official purposes include the operation of Government aircraft for:

(1) Mission requirements, and

(2) Other official travel.

(b) Use of Government aircraft for official travel or on space available travel is subject to paragraphs (b)(1) and (2) of this section.

(1) Use of a Government aircraft for official travel other than required use travel or mission requirement travel; i.e., for the conduct of agency business, shall be authorized only when:

(i) No commercial airline or aircraft service (including charter) is reasonably available to fulfill effectively the agency's requirement; or

(ii) The actual cost of using a Government aircraft is not more than the cost of commercial airline or aircraft service (including charter). When a flight is made for mission requirements or required use travel (and is certified as such in writing by the agency which is conducting the mission), it is presumed that secondary use of the aircraft for other travel for the conduct of agency business will result in cost savings.

(2) Use of a Government aircraft on a space available basis is authorized only when:

(i) The aircraft is already scheduled for use for an official purpose;

(ii) Space available travel does not require a larger aircraft than needed for the already scheduled official purpose;

(iii) Space available use results in no, or only minor, additional cost to the Government; and

(iv) Reimbursement is provided as set forth in Sec. 101-37.403 of this subpart.

(c) The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of Central Intelligence may use Government aircraft for travel other than:

(1) To meet mission requirements, or

(2) For the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

Sec. 101-37.403 Reimbursement for the use of Government aircraft.

A passenger transported by Government aircraft is required to reimburse the Government under the circumstances specified, and in the amount indicated, in paragraphs (a) through (d) of this section.

(a) For travel that is not required use travel:

(1) Any incidental private activities (personal or political) of an employee undertaken on an employee's own time while on official travel shall not result in any increase in the actual costs to the Government of operating the aircraft, and

(2) The Government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as otherwise provided in paragraph (d) of this section).

(b) For required use travel (except as otherwise provided in paragraph (d) of this section).

(1) For a wholly personal or political trip, the Government shall be reimbursed the full coach fare for the trip,

(2) For an official trip during which the employee engages in political activities, the Government shall be reimbursed the appropriate share of the full coach fare for the entire trip, and

(3) For an official trip during which the employee flies to one or more locations for personal reasons, the Government shall be reimbursed the excess of the full coach fare of all flights taken by the employee on the trip over the full coach fare of the flights that would have been taken by the employee had there been no personal activities on the trip.

(c) For space available travel, whether on mission requirements or other flights, the Government shall be reimbursed at the full coach fare except:

(1) As authorized under 10 U.S.C. 4744 and regulations implementing that statute, and

(2) By civilian personnel and their dependents in remote locations not reasonably accessible to regularly scheduled commercial airline service.

(d) In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 CFR 106.3) if greater than the amount otherwise required under paragraphs (a) through (c) of this section.

Sec. 101-37.404 Approving the use of Government aircraft for transportation of passengers.

(a) Use of Government aircraft for official travel may be approved only by the agency head or official(s) designated by the agency head.

(b) Whenever a Government aircraft used to fulfill a mission requirement is used also to transport senior Federal officials, members of their families or other non-Federal travelers on a space available basis (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), the agency that is conducting the mission shall certify in writing prior to the flight that the aircraft is scheduled to perform a bona fide mission activity, and that the minimum mission requirements have not been exceeded in order to transport such space available travelers. In emergency situations, an after-the-fact written certification by the agency is permitted.

[60 FR 3552, Jan. 18, 1995]

Sec. 101-37.405 Approving travel on Government aircraft.

Policy and practices under which travel on Government aircraft may be approved by the agency are specified in paragraphs (a) through (c) of this section.

(a) All travel on Government aircraft must have advance authorization by the sponsoring agency in accordance with its travel policies, OMB Circular A-126 and, when applicable, documented on an official travel authorization. Where possible, such travel authorization must be approved by at least one organizational level above that of the person(s) traveling. If review by a higher organizational level is not possible, another appropriate approval is required.

(b) All required use travel must have written approval on a trip-by-trip basis from the agency's senior legal official or the principal deputy, unless:

(1) The President has determined that all travel or travel in specified categories by an agency head is qualified as required use travel, or

(2) The agency head has determined that all travel or travel in specified categories by an officer or employee other than the agency head, is qualified as required use travel.

(i) Any determination by an agency head that travel by an officer or employee of that agency qualifies as required use travel must be in writing and set forth the basis for that determination. In emergency situations an after-the-fact written certification by an agency is permitted.

(ii) An agency head opting to determine that travel by an officer or employee may be required use travel shall establish written standards for determining when required use travel is permitted. Such travel shall not be permitted unless the travel is in conformance with the written standards.

(c) All travel by senior Federal officials, family members of senior Federal officials, and non-Federal travelers that is not to meet mission requirements or required use travel must be authorized in advance and in writing.

(1) Such authorization must be approved on a trip-by-trip basis and must be signed by the agency's senior legal official or the principal deputy, or be in conformance with an agency review and approval system that has been approved by the Office of Management and Budget (OMB). In emergency situations, an after-the-fact written certification by an agency is permitted.

(2) In addition to the provisions of this subpart, Federal employees on official travel shall be subject to all other applicable travel rules and regulations. Travel by such individuals that is not official travel, for purposes of this subpart, is subject to the reimbursement requirements in Sec. 101-37.403(c) of this subpart for space available travel.

Sec. 101-37.406 Justification of the use of Government aircraft for transportation of passengers.

(a) The cost comparison justifying the use of a Government aircraft for a proposed trip as required by Sec. 101-37.402(b)(1)(ii) of this subpart should be made prior to authorizing the use of the aircraft for that trip. Standard trip cost justification schedules developed by agencies may be used for this purpose. Agencies that are not able to use such schedules are required to conduct a cost justification on a case-by-case basis.

(b) When conducting a cost comparison, the agency must compare the actual cost of using a Government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a Government aircraft is either:

(1) The amount that the agency will be charged by the organization that provides the aircraft,

(2) The variable cost of using the aircraft, if the agency operates its own aircraft, or

(3) The variable cost of using the aircraft as reported by the owning agency, if the agency is not charged for the use of an aircraft owned by another agency.

(c) The cost of using commercial airline or aircraft services for the purpose of justifying the use of Government aircraft:

(1) Must be the current Government contract fare or price, or the lowest fare or price available for the trip(s) in question,

(2) Must include, as appropriate, any differences in the cost of ground travel, per diem and miscellaneous travel (e.g., taxis, parking,

etc.), and lost employees' work time (computed at gross hourly costs to the Government, including benefits), between using Government aircraft and commercial aircraft services, and

(3) Must include only the costs associated with passengers on official business. Costs associated with passengers traveling on a space available basis may not be used in the cost comparison.

Sec. 101-37.407 Documentation.

All uses of Government aircraft must be documented, and this documentation must be retained for at least 2 years by the aircraft operations manager. The documentation of each use of Government aircraft must include the information specified in paragraphs (a) through (g) of this section:

(a) Aircraft registration number (the registration number assigned by the Federal Aviation Administration or military-designated tail number);

(b) Purpose of the flight (the mission the aircraft was dispatched to perform);

(c) Route(s) flown;

(d) Flight date(s) and times;

(e) Name of each traveler;

(f) Name(s) of the pilot(s) and aircrew;

(g) When Government aircraft are used to support official travel, the documentation must also include evidence that Sec. 101-37.408 and other applicable provisions of this FPMR have been satisfied.

Sec. 101-37.408 Reporting travel by senior Federal officials.

Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Aircraft Management Division, Washington, DC 20406. A copy of each report shall also be submitted to the Deputy Director for Management, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503. Agencies shall submit report data using the Federal Aviation Management Information System structure and management codes for automated reporting or GSA Form 3641, Senior Federal Travel. Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report. These reports shall be disclosed to the public upon request unless classified.

(a) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal traveler (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:

(1) The names of the travelers;

(2) The destinations;

(3) The corresponding commercial cost had the traveler used commercial airline or aircraft service (including charter);

(4) The appropriate allocated share of the full operating cost of each trip;

(5) The amount required to be reimbursed to the Government for the flight;

(6) The accounting data associated with the reimbursement; and

(7) The data required by Sec. 101-37.407 (a), (b), and (d) of this subpart.

(b) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

(c) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GAS or OMB but must be made available by the agency for review by properly cleared personnel.

[60 FR 3553, Jan. 18, 1995]

Subpart 101-37.5--Management Information Systems (MIS)

Source: 60 FR 3553, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.500 General.

Executive agencies must maintain an aviation MIS. Agency systems will include computer applications appropriate to the complexity of the operation. Systems should be integrated among bureaus, agencies, and Departments as appropriate to maximize efficiency and effectiveness Government wide. MIS capabilities will include, but are not limited to, collecting, consolidating, and producing the reports and analyses required by: field-level organizations for day-to-day operations, agencies to justify the continuing use of aircraft or new acquisitions, GSA to develop Government wide aviation management guidance, and OMB and other oversight agencies to capitalize on opportunities to improve efficiency and effectiveness.

Sec. 101-37.501 [Reserved]

Sec. 101-37.502 GSA MIS responsibilities.

The Aircraft Management Division will operate the Government wide aircraft MIS (also known as the Federal Aviation Management Information System (FAMIS)), develop generic aircraft MIS standards and software, and provide technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting cost analyses required by OMB. The FAMIS will collect and maintain summary data including, but not limited to:

(a) Aircraft and aviation related facilities inventories;

(b) Cost and utilization for owned aircraft and aviation facilities;

(c) Cost and utilization for chartered, rented, or contracted aircraft;

(d) Inventories of support service agreements; and

(e) Senior Federal official and special category travel data.

Sec. 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:

(a) Owned aircraft. The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.

(b) Bailed aircraft. The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.

(c) Leased or lease/purchased aircraft. The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.

(d) Loaned aircraft. The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an

aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.

(e) Contract, charter, and rental aircraft. The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.

(f) Support services. The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.

(g) Senior Federal official and special category travel. Each executive agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

Sec. 101-37.504 Reports.

Executive agencies will submit aviation management data using FAMIS structure format for automated reporting or appropriate forms. FAMIS data shall be submitted to the General Services Administration, Aircraft Management Division, Washington, DC 20406. Interagency report control number 0322-GSA-AN has been assigned to these reports. To the extent that information is protected from disclosure by statute, an agency is not required to furnish information otherwise required to be reported under this subpart.

(a) Each executive agency will provide GSA with reports as changes occur for: (1) Facilities inventories. Additions, deletions, and changes shall be submitted using GSA Form 3549, Government-owned/leased Maintenance, Storage, Training, Refueling Facilities (per facility) or FAMIS file structures.

(2) Aircraft inventories. Additions, deletions, and changes shall be submitted using GSA Form 3550, Government Aircraft Inventory (per aircraft) or FAMIS file structures. Any aircraft operated or held in a non-operational status, must be reported to FAMIS regardless of its ownership category.

(3) Aviation support services cost data. This data will be submitted using GSA Form 3554, Aircraft Contract/Rental/Charter Support Services Cost Data Form or FAMIS file structures, as support service agreements become effective.

(b) Each executive agency will provide GSA with reports annually on or before January 15 for the previous fiscal year ending September 30 for:

(1) Contract, rental, and charter aircraft cost and utilization data. Each form or FAMIS database record must contain only one aircraft for each type of mission performed. The data is submitted using GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization or FAMIS file structures.

(2) Government aircraft cost and utilization data. The cost and utilization information must be tracked by serial number and must reflect the actual use and expenditures incurred for each individual aircraft. These reports are to be submitted using GSA Form 3552, Government Aircraft Cost and Utilization or FAMIS file structures.

(c) Each executive agency will provide GSA with a report semiannually on or before May 31 for the period October 1 through March 30, and on or before November 30 for the period April 1 through September 30 for senior Federal official and special category travel. These reports are to be submitted using GSA Form 3641, Senior Federal Travel or FAMIS file structures. Executive agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must submit a written response that acknowledges the reporting requirements and states that they have no travel to report. For detailed explanation see Sec. 101-37.408.

Sec. 101-37.505 Aircraft used for sensitive missions.

Inventory, cost, and utilization data submitted to GSA for agency aircraft dedicated to national defense, law enforcement, or interdiction missions will be safeguarded as specified in Sec. 101-37.506. GSA will not allow identification (registration number, serial number, etc.), location, or use patterns to be disclosed except as required under the Freedom of Information Act.

Sec. 101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Agencies using aircraft for law enforcement, national defense, or interdiction missions may use reporting provisions which provide for agency information protection as specified in paragraphs (a) and (b) of this section.

(a) Undercover aircraft. Agencies operating undercover aircraft as defined in Sec. 101-37.100, will report to GSA all FAMIS data in accordance with Sec. 101-37.504, to include the registration number and serial number as reported to the Federal Aviation Administration (FAA), Office of Aircraft Registry.

(b) Deep cover aircraft. Agencies operating deep cover aircraft as defined in Sec. 101-37.100, will report to GSA all FAMIS data in accordance with Sec. 101-37.504, except for that data requiring special handling by the FAA. Specific identifying data for those aircraft requiring special handling by the FAA will be reported as follows:

(1) Special number data. Initially, agencies will supply the actual aircraft serial number with a unique code number. The code number will be used for all future data submissions. GSA will maintain the actual serial number and associated code in a secured file independent from all other FAMIS data. The secured file containing aircraft serial number data will not be printed or distributed.

(2) Registration number data. Agencies will not submit registration number (FAA registration number) for deep cover aircraft.

(3) Location data. Agencies will not submit location data.

Subpart 101-37.6--Management, Use, and Disposal of Government Aircraft Parts

Source: 62 FR 43472, Aug. 14, 1997, unless otherwise noted.

Sec. 101-37.600 What does this subpart do?

This subpart prescribes special policies and procedures governing the management, use, and disposal of Government-owned aircraft parts.

Sec. 101-37.601 What responsibilities does the owning/operating agency have in the management and use of Government aircraft parts?

(a) The owning/operating agency is responsible for ensuring the continued airworthiness of an aircraft, including replacement parts. The owning/operating agency must ensure that replacement parts conform to an approved type design, have been maintained in accordance with applicable standards, and are in condition for safe operation.

(b) In evaluating the acceptability of a part, the owning/operating agency should review the appropriate log books and historical/maintenance records. The maintenance records must contain the data set forth in the latest version of Federal Aviation Administration (FAA) Advisory Circular 43-9. When the quality and origin of a part is questionable, the owning/operating agency should seek guidance from the local FAA Flight Standards District Office (FSDO) in establishing the part's airworthiness eligibility.

Sec. 101-37.602 Are there special requirements in the management, use, and disposal of military Flight Safety Critical Aircraft Parts (FSCAP)?

(a) Yes. Any aircraft part designated by the Department of Defense as a FSCAP must be identified with the appropriate FSCAP Criticality Code which must be perpetuated on all documentation pertaining to such parts.

(b) A military FSCAP may be installed on a FAA type-certificated aircraft holding either a restricted or standard airworthiness certificate, provided the part is inspected and approved for such installation in accordance with the applicable Federal Aviation Regulations.

(c) If a FSCAP has no maintenance or historical records with which to determine its airworthiness, it must be mutilated and scrapped in accordance with Sec. 101-37.609. However, FSCAP still in its original unopened package, and with sufficient documentation traceable to the Production Approval Holder (PAH), need not be mutilated. Undocumented FSCAP with no trace ability to either the original manufacturer or PAH must not be made available for transfer or donation. For assistance in the evaluation of FSCAP, contact the local FAA Flight Standards District Office (FSDO).

Sec. 101-37.603 What are the owning/operating agency's responsibilities in reporting excess Government aircraft parts?

(a) The owning/operating agency must report excess aircraft parts to GSA in accordance with the provisions set forth in part 101-43 of this chapter. The owning/operating agency must indicate on the reporting document if any of the parts are life-limited parts and/or military FSCAP, and ensure that tags and labels, applicable historical data and maintenance records accompany these aircraft parts.

(b) The owning/operating agency must identify excess aircraft parts which are unsalvageable according to FAA or DOD guidance, and ensure that such parts are mutilated in accordance with Sec. 101-37.609. The owning/operating agency should not report such parts to GSA.

Sec. 101-37.604 What are the procedures for transferring and donating excess and surplus Government aircraft parts?

(a) Transfer and donate excess and surplus aircraft parts in accordance with part 101-43, Utilization of Personal Property, and part 101-44, Donation of Personal Property.

(b) Unsalvageable aircraft parts must not be issued for transfer or donation; they must be mutilated in accordance with Sec. 101-37.609.

Sec. 101-37.605 What are the receiving agency's responsibilities in the transfer or donation of excess and surplus Government aircraft parts?

(a) The receiving agency must verify that all applicable labels and tags, and historical/modification records are furnished with the aircraft parts. The receiving agency must also ensure the continued airworthiness of these parts by following proper storage, protection and maintenance procedures, and by maintaining appropriate records throughout the life cycle of these parts.

(b) The receiving agency must perpetuate the DOD-assigned Criticality Code on all property records of acquired military FSCAP. The receiving agency must ensure that flight use of military FSCAP on civil aircraft meets all Federal Aviation Regulation requirements.

(c) The receiving agency must certify and ensure that when a transferred or donated part is no longer needed, and the part is determined to be unsalvageable, the part must be mutilated in accordance with Sec. 101-37.609 and properly disposed.

Sec. 101-37.606 What are the GSA approving official's responsibilities in transferring and donating excess and surplus Government aircraft parts?

(a) The GSA approving official must review transfer documents of excess and surplus aircraft parts for completeness and accuracy, and ensure that the certification required in Sec. 101-37.605(c) is included in the transfer document.

(b) The GSA approving official must also ensure the following statement is included on the SF123, Transfer Order Surplus Personal Property:

``Due to the critical nature of aircraft parts failure and the resulting potential safety threat, recipients of aircraft parts must ensure that any parts installed on a civil aircraft meet applicable Federal Aviation Administration Regulations, and that required certifications are obtained. The General Services Administration makes no representation as to a part's conformance with FAA requirements."

Sec. 101-37.607 What are the State Agency's responsibilities in the donation of surplus Government aircraft parts?

(a) The State Agency must review donation transfer documents for completeness and accuracy, and ensure that the certification provisions set forth in Sec. 101-37.605(c) is included in the transfer documents.

(b) The State Agency must ensure that when a donated part is no longer needed, and the part is determined to be unsalvageable, the donee mutilates the part in accordance with Sec. 101-37.609.

Sec. 101-37.608 What are the responsibilities of the Federal agency conducting the sale of Government aircraft parts?

(a) The Federal agency must sell Government aircraft parts in accordance with the provisions set forth in Part 101-45, Sale, Abandonment, or Destruction of Personal Property of this chapter.

(b) The Federal agency must ensure that the documentation required pursuant to Sec. 101-37.603(a) accompanies the parts at the time of sale, and that sales offerings on aircraft parts contain the following statement:

``Purchasers are warned that the parts purchased herewith may not be in compliance with applicable Federal Aviation Administration requirements. Purchasers are not exempted from and must comply with applicable Federal Aviation Administration requirements. Purchasers are solely responsible for all FAA inspections and/or modifications necessary to bring the purchased items into compliance with 14 CFR (Code of Federal Regulations)."

(c) The Federal agency must ensure that the following certification is executed by the purchaser and received by the Government prior to releasing such parts to the purchaser:

``The purchaser agrees that the Government shall not be liable for personal injuries to, disabilities of, or death of the purchaser, the purchaser's employees, or to any other persons arising from or incident to the purchase of this item, its use, or disposition. The purchaser shall hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to purchase or resale of this item."

Sec. 101-37.609 What are the procedures for mutilating unsalvageable aircraft parts?

(a) Identify unsalvageable aircraft parts which require mutilation.

(b) Mutilate unsalvageable aircraft parts so they can no longer be utilized for aviation purposes. Mutilation includes destruction of the data plate, removing the serial/lot/part number, and cutting, crushing, grinding, melting, burning, or other means which will prevent the parts from being misidentified or used as serviceable aircraft parts. Obtain additional guidance on the mutilation of unsalvageable aircraft parts in FAA AC No. 21-38, Disposition of Unsalvageable Aircraft Parts and Materials.

(c) Ensure an authorized agency official witnesses and documents the mutilation, retain a signed certification and statement of mutilation.

(d) If unable to perform the mutilation, turn in the parts to a Federal or Federally-approved facility for mutilation and proper disposition. Ensure that contractor performance is in accordance with the provisions of this part.

(e) Ensure that mutilated aircraft parts are sold only as scrap.

Sec. 101-37.610 Are there special procedures for the exchange/sale of Government aircraft parts?

Yes. Executive agencies may exchange or sell aircraft parts as part of a transaction to acquire similar replacement parts in accordance with FPMR part 101-46. In addition to the requirements of this subpart, agencies must ensure that the exchange/sale transaction is accomplished in accordance with the methods and procedures contained in part 101-46 of this chapter, and comply with the restrictions and limitations under Sec. 101-46.202 of this chapter.

(a) Prior to the proposed exchange/sale, agencies should determine whether the parts identified for disposition are airworthy parts. For additional guidance refer to the applicable FAA Advisory Circular(s), or contact the local FAA FSDO.

(b) At the time of exchange or sale, agencies must ensure that applicable labels and tags, historical data and modification records accompany the aircraft parts prior to release. The records must contain the information and content as required by current DOD and FAA requirements for maintenance and inspections.

(c) Life limited parts that have reached or exceeded their life limits, or which have missing or incomplete documentation, must either be returned to the FAA production approval holder as part of an exchange transaction, or mutilated in accordance with Sec. 101-37.609.

(d) Unsalvageable aircraft parts, other than parts in paragraph (c) of this section, must not be used for exchange/sale purposes; they must be mutilated in accordance with Sec. 101-37.609.

Subparts 101-37.7--101-37.10 [Reserved]

Subpart 101-37.11--Aircraft Accident and Incident Reporting and Investigation

Source: 63 FR 43638, Aug. 14, 1998, unless otherwise noted.

Sec. 101-37.1100 What are my general responsibilities for aircraft accident and incident reporting and investigation?

You must:

(a) Develop a Federal agency specific aircraft accident and incident response plan for your agency;

(b) Be prepared to participate in National Transportation Safety Board (NTSB) investigations of Federal agency aircraft accident or incidents involving your agency;

(c) Conduct a parallel investigation of an aviation accident/incident involving your agency aircraft as appropriate;

(d) Report any condition, act, maintenance problem, or circumstance, which has potential to cause aviation related mishap;

(e) Provide training to your agency personnel who may be asked to participate in an NTSB investigation;

(f) Assure that your reporting requirements are in compliance with the NTSB definitions contained in 49 CFR 830.2; and

(g) Refer to 49 CFR part 830 for further details when required to report an aircraft accident, incident, or overdue aircraft to the NTSB.

Sec. 101-37.1101 What aircraft accident and incident response planning must I do?

You must develop an agency specific aircraft accident and incident response plan which include the following:

(a) Reporting aircraft accidents, incidents, and overdue or missing aircraft,

(b) Wreckage site safety,

(c) Wreckage security,

(d) Evidence preservation, and

(e) A point of contact list with current telephone numbers for fire, crash rescue, medical, and law enforcement support personnel and trained agency accident investigators.

Sec. 101-37.1102 When must I give initial notification of an aircraft accident, incident, or overdue aircraft?

You must assure that the operator of any aircraft that is owned, leased, or under your exclusive use and operational control for more than 180 days immediately notifies the nearest NTSB field office when an accident or incident occurs.

Sec. 101-37.1103 What information must I give in an initial notification of an aircraft accident, incident, or overdue aircraft?

You must assure that the notification contains the following information, if available:

(a) Type and registration of the aircraft;

(b) Name of the owning agency;

(c) Name of the pilot-in-command;

(d) Date and time of the accident;

(e) Last point of departure and the point of intended landing;

(f) Position of the aircraft with reference to a geographical point;

(g) Number of persons aboard, number fatally injured, and number seriously injured;

(h) Nature of the accident, extent of damage, and the weather; and

(i) A description of any explosives, radioactive materials, or any other dangerous substances carried on the aircraft.

Sec. 101-37.1104 What are my responsibilities for preserving aircraft wreckage, cargo, mail, and records resulting from aircraft accidents and incidents?

You must assure that the operator of your aircraft is responsible for preserving to the extent possible any wreckage, cargo, and mail carried aboard the aircraft that was involved in an accident or incident. All records such as history data recordings of flight and maintenance information and voice recordings pertaining to the flight and all records pertaining to the operation and maintenance of the aircraft and to the airmen must be preserved until the NTSB takes custody. If items must be moved from the aircraft or the scene of the accident/incident for safety or health reasons, sketches, descriptive notes, or photographs should be made if possible of the original positions and conditions of items moved. If classified material is involved in an accident or incident, you must coordinate its protection and recovery with the National Transportation Safety Board as required by 49 CFR 830.10 and 831.12.

Sec. 101-37.1105 What must I report regarding an aircraft accident, incident, or overdue aircraft?

You must assure that the operator of your aircraft files a report on NTSB Form 6120.1 or 7120.2 within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report involving a reportable incident shall be filed only if requested by the NTSB.

Sec. 101-37.1106 What must I do when the NTSB investigates an accident or incident involving my aircraft?

You should request designation as ``party'' to the investigation in accordance with 49 CFR 831.11 and assist the NTSB to the maximum extent possible. The NTSB shall allow you to participate in any investigation, except that you may not participate in the NTSB'S determination of the probable cause of the accident. You may conduct your own parallel investigation. You and the NTSB must exchange appropriate information obtained or developed in the course of the investigation(s) in a timely manner.

Sec. 101-37.1107 What must I do if I observe a condition, act, maintenance problem, or circumstance that has the potential to cause an aviation related mishap?

You must report such observations to a senior aviation safety manager of your agency.

Sec. 101-37.1108 Why is it important that I be provided aircraft accident/incident related guidance in the form of this subpart, in addition to that found in 49 CFR parts 830 and 831?

You may be excluded from some civil standards because of your unique operational and/or airworthiness requirements. Therefore, in addition to meeting the requirements found in 49 CFR parts 830 and 831, you must do the following: Make personnel who are knowledgeable about your missions and trained as aircraft accident investigators available to work with the NTSB. Develop accident and incident response plans. And understand that a parallel

investigation may be conducted. Such teamwork will enhance both NTSB's and your aircraft accident investigation and prevention efforts.

Sec. 101-37.1109 What training must I have to participate in an NTSB investigation?

You must be trained in aircraft accident investigation, reconstruction, and analysis. You must also receive aircraft accident investigation recurrency training and be familiar with NTSB accident investigation procedures.

Subpart 101-37.12--Federal Agency Aviation Safety Program

Source: 59 FR 27486, May 27, 1994, unless otherwise noted.

Sec. 101-37.1200 General.

(a) This subpart sets forth guidance to agencies for establishing aviation safety programs in accordance with the direction given to GSA in OMB Circular A-126, but the subpart is not binding on other agencies.

(b) The aviation safety program objective is the safe accomplishment of the agency mission, and is a direct result of effective management which should include attention to detail sufficient to preclude the occurrence of an accident. Each agency should establish appropriate key management positions and define their responsibilities and qualifications. Agencies should ensure these positions are staffed with properly qualified personnel.

Sec. 101-37.1201 Applicability.

As prescribed in this subpart 101-37.12, the requirement to develop and operate an aviation safety program which addresses all program facets including, but not limited to, flight, ground, and weapons environments, is applicable to all Federal aviation programs.

Sec. 101-37.1202 Agency aviation safety responsibilities.

Agencies operating aviation programs are responsibilities for establishing and conducting a comprehensive aviation safety program. Agencies should appoint qualified aviation safety managers at both the national and operational program level.

Sec. 101-37.1203 Aviation safety manager qualifications.

(a) Aviation safety manager positions may be full time or additional duty, based on program mission requirements. In general, an aviation safety manger should, regardless of management level:

(1) Be knowledgeable in agency aviation program activities within his/her purview;

(2) Have experience as a pilot, crew member, or in aviation operations management; and

(3) Be a graduate of a recognized aviation safety officer or accident prevention course, or qualified within 1 year through attendance at formal courses(s) of instruction.

(b) These standards should be used as a guide to ensure that qualified personnel are selected as safety managers. However, they do not supersede those job classifications prescribed by the Office of Personnel Management or other appropriate authority.

Sec. 101-37.1204 Program responsibilities.

Agencies will ensure that policies, objectives, and standards are established and clearly defined to support an effective aviation accident prevention effort. The aviation safety manager should develop and implement an agency aviation safety program which integrates agency safety policy into aviation related activities.

Sec. 101-37.1205 Program elements.

As a recommendation, aviation safety program elements should include, but not be limited to, the following:

(a) Aviation safety council;

(b) Inspections and evaluations;

(c) Hazard reporting;

(d) Aircraft accident and incident investigation;

(e) Education and training;

(f) Aviation protective equipment;

(g) Aviation qualification and certification; and

(h) Awards program.

Sec. 101-37.1206 Aviation safety council.

(a) Each agency should establish aviation safety councils at the appropriate aircraft operations level. The purpose of the council is to promote safety by exchanging ideas, reviewing, and discussing hazard reports and accident and incident reports, and assessing the threat to safe operation inherent in mission operations plans. The council should function to recommend changes to agency policies, rules, regulations, procedures, and operations based upon such discussions, reviews, and assessments. The council should meet regularly and should consist, at a minimum, of those individuals within the organization responsible for the following areas:

(1) Operations/mission planning;

(2) Safety;

(3) Aircrew training;

(4) Maintenance; and

(5) Aircrew scheduling.

(b) Safety meetings for operations and maintenance personnel are used to increase the education and awareness of agency personnel regarding the hazards associated with aviation and to discuss mishap prevention. Meetings should be scheduled and conducted on a regular basis.

Sec. 101-37.1207 Inspections and evaluations.

The purpose of any inspection or evaluation is to prevent aviation accidents and to foster aviation safety.

(a) Each agency should establish and maintain an inspection and evaluation program for all aviation activities. All operational elements of the aviation activity should be regularly inspected and evaluated based on standardized criteria established by the agency. The purpose of this program is to ensure that the agency mission is being carried out in accordance with Federal and agency safety regulations and directives.

(b) Records should be kept and will identify the function or work area involved, date(s), hazard(s) identified, and recommended corrective action(s). All agencies will ensure appropriate resolution and close-out.

Sec. 101-37.1208 Hazard reporting.

Each agency safety program should include an aviation hazard reporting and resolution tracking system. Hazards are identified as conditions, practices, or procedures that constitute an immediate or potential threat to the safe conduct of aviation operations and may be reported by any person. Reports may be submitted on any event, procedure, practice, or condition that adversely affects safety of aviation operations. Prompt resolution of hazards, by safety threat priority, should be the goal of the agency.

Sec. 101-37.1209 Aircraft accident and incident investigation and reporting.

Each agency aviation safety program should have an aircraft accident and incident investigation and reporting capability (see subpart 101-37.11).

Sec. 101-37.1210 Education and training.

Each aviation operations program should develop and conduct aviation safety training within applicable OPM guidelines. Identification, development, and presentation of training needs that are unique to respective programs should be accomplished as required. Training frequency, duration, and currency requirements should be developed for each safety discipline, and should consist of initial and recurring training.

Sec. 101-37.1211 Aviation protective equipment.

Each agency should establish an aviation protective equipment program. Such a program should ensure that all personnel flying aboard agency aircraft are equipped with, or have at their disposal, appropriate aviation life support equipment.

Sec. 101-37.1212 Aircrew qualification and certification.

Minimum standards for aircraft operations are established by OPM Position Classification Series GS-2181. Agencies should periodically review operational requirements to establish or revise aircrew standards. Such standards should ensure that aircrew members meet the minimum qualification and certification necessary for the continued safe operation of aircraft.

Sec. 101-37.1213 Aircraft accident and incident database.

Each agency should establish an aircraft accident and incident data collection system to support an effective aviation safety and accident prevention program. The database should include:

(a) Owner and operator of the aircraft;

(b) Federal Aviation Administration registration number or assigned tail number;

(c) Aircraft make, model, and serial number;

(d) Location of occurrence;

(e) Date of mishap (month/day/year);

(f) Type of mishap, accident, or incident (see Sec. 101-37.1101, Definitions);

(g) Estimated damage to the aircraft;

(h) Type of injury; no injury, serious injury, or fatal injury (see Sec. 101-37.1101, Definitions);

(i) Brief description of the circumstances; and

(j) Name of the investigator as it appears on the factual report (see Sec. 101-37.1108).

Sec. 101-37.1214 Aviation safety awards program.

Each agency should establish an aviation safety awards program to recognize individuals and organizations for exceptional acts or service in support of the organizational aviation safety program. Such a program should provide for awards in flight, ground, and weapons safety, if applicable.

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms

Sec. 101-37.1400 General.

This subpart provides the necessary information to obtain forms prescribed or available for use in connection with the subject matter covered in part 101-37. These forms are designed to provide a uniform method of requesting and transmitting aviation management information and uniform documentation of transactions among Government agencies.

Sec. 101-37.1401 GSA forms availability.

Copies of the forms identified in paragraphs (a) through (e) of this section may be obtained from the General Services Administration (FBX), Washington, DC 20406.

(a) GSA Form 3549, Government-owned/Leased Maintenance, Storage, Training, Refueling Facilities (Per Facility).

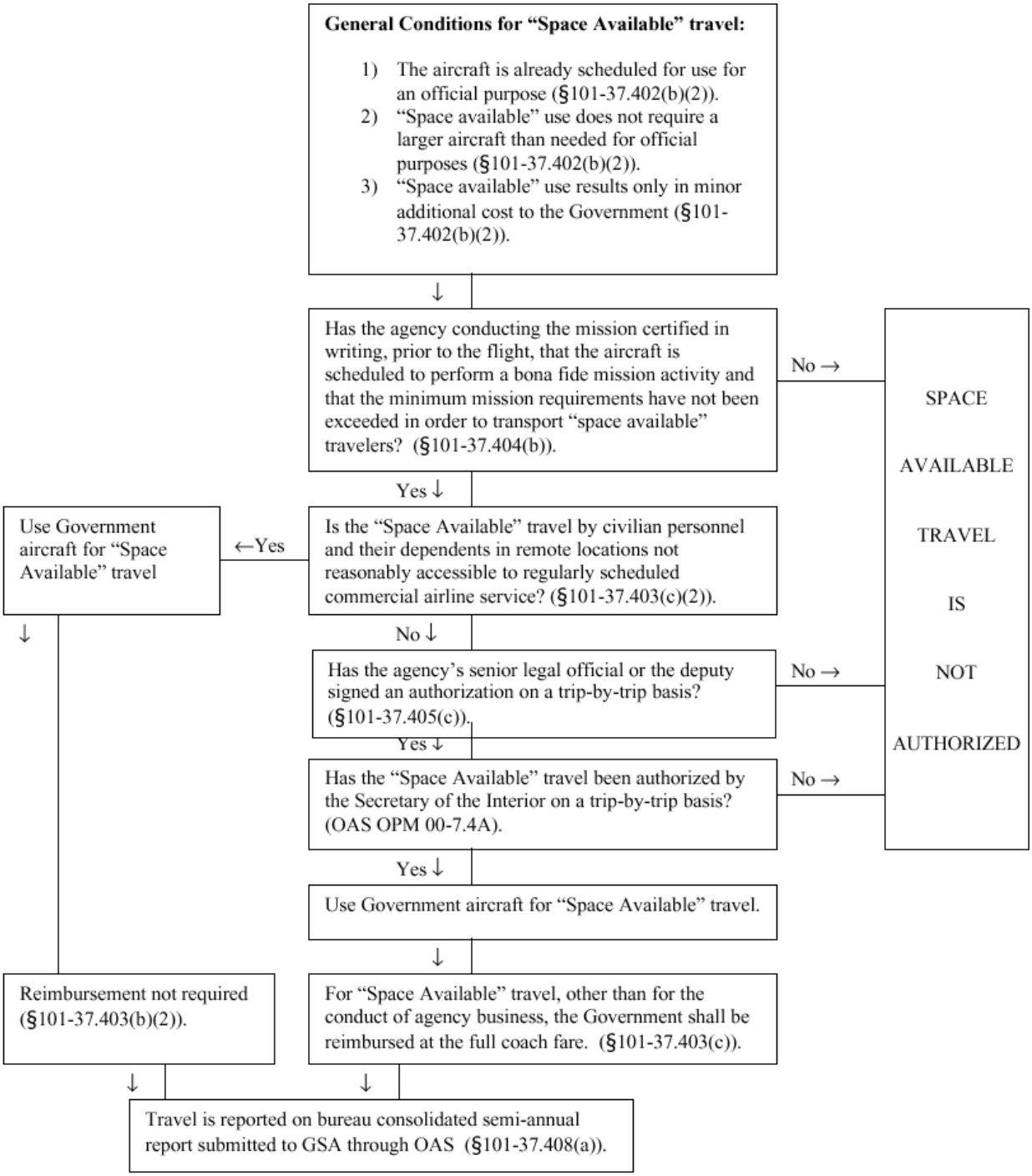
(b) GSA Form 3550, Government Aircraft Inventory (Per Aircraft).

(c) GSA Form 3551, Contract/Rental/Charter Aircraft Cost and Utilization.

(d) GSA Form 3552, Government Aircraft Cost and Utilization (Per Aircraft).

(e) GSA Form 3554, Aircraft Contract, Rental/Charter and Support Services Cost Data Form.

FLOW CHART AND DECISION PROCESS
Use of Government Aircraft for "Space Available" Travel
Implementation of 41 CFR (FPMR Amendment G-101)



11.6
TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

A. BASIC DATA:

Dates and time of required times(s) at Temporary Duty Station(s) (TDS):
Location_____ Date_____ Hours Required to be on site_____ to _____
Location_____ Date_____ Hours Required to be on site_____ to _____
Location_____ Date_____ Hours Required to be on site_____ to _____
Manifest (only persons required to at TDS):

Name	Hourly Salary
_____	$_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	$_____

Annual Salary + 2087 x 1.20 =Hourly Salary Rate Note: 1.20 covers average Fringe Benefits. Retirement. Health & Life Insurance.

(Continue on attached sheet of needed)

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x # of required travelers. $_____

· Cost of total duty hours away from office or regular duty station to meet commercial airline schedule. _____

· Cost of required per diem and ground transportation. _____

TOTAL Cost by commercial transportation. $_____

2. Leased, Contract, or Rental Aircraft.

· Flight Hours x flight hour costs $_____

· Cost of total duty hours away from office or regular duty station. _____

· Cost of required per diem and ground transportation. _____

· Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tie down fees, overnight parking, extra crew, etc. _____

TOTAL Cost by Lease, Contract, or Rental Aircraft. $_____

3. DOI Operated Aircraft - identify specific aircraft: _____

· Flight hours required x variable flight hour cost. $_____

· Cost of total duty hours away from office or regular duty station. _____

· Cost of required per diem and ground transportation. _____

· Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126. Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____

· Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____

TOTAL Cost by DOI Fleet Aircraft. $_____

C. MOST COST EFFECTIVE METHOD:

☐ Commercial

☐ Lease, Contract or Rental - N#_____. Pilot/Crew _____
Purpose _____

☐ DOI Fleet ----------N#_____. Pilot/Crew _____
Purpose _____

REMARKS: *(Must be completed if other than most-cost-effective method is chosen.)*

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

_____	_____	_____
Print name of designated approving official	Signature	Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See para. 11.b page 6 of OMB Circular A-126)

_____	_____	_____
Print name of designated approving official	Signature	Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE: (See para. 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

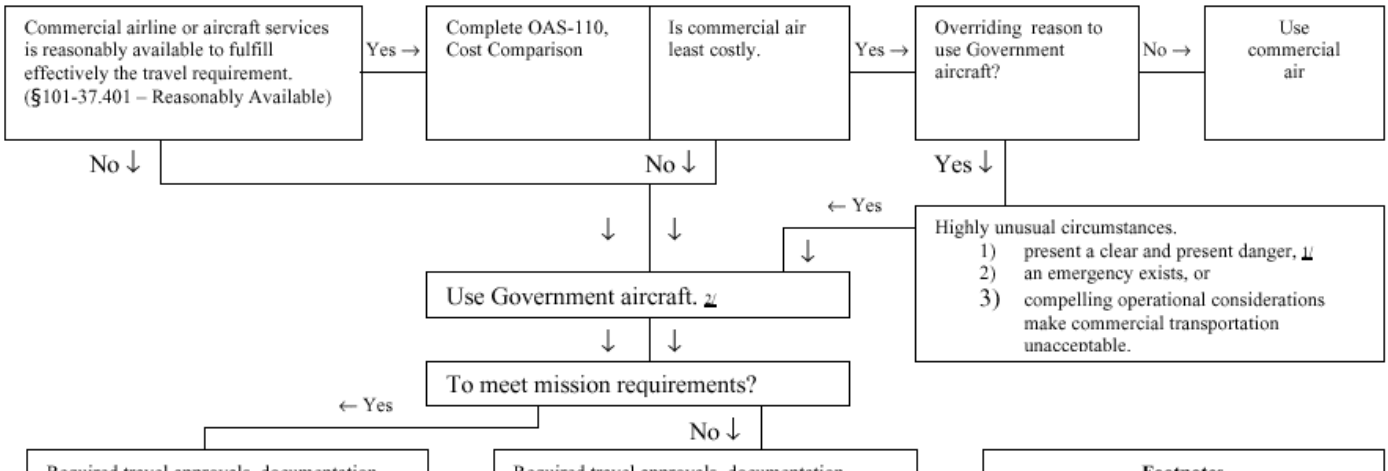
1. Senior Executive Branch Officials
2. Senior Federal Officials
3. Members of Families of Senior Executive Branch and Senior Federal Officials
4. Non-Federal travelers

_____	_____	_____
Print name of designated approving official	Signature	Date

FLOW CHART AND DECISION PROCESS
Use of Government Aircraft for Travel by Senior Federal Officials & Senior Executive Branch Officials
Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

DEFINITIONS:

Government Aircraft – Any aircraft owned, leased, chartered, or rented and operated by an Executive Agency
Official Travel – (a) Travel for the conduct of agency business; (b) Travel to meet mission requirements (c) Required use travel
Mission Requirements – See §101-37.401. Mission Requirements do not include official travel to give speeches, attend conferences or meetings, or to make routine site visits.



Required travel approvals, documentation, reporting and reimbursement requirements

1. **Travel Approval**

   A. **General** – One organizational level above the person traveling (§101-37.405(a))

   B. **Special** – NONE

2. **Documentation** – Document in accordance with §101-37.407. Include a copy of Form OAS-110.

3. **Report requirements** for mission travel are only applicable to Senior Executive Branch Officials. The procedure is the same as for non-mission travel. 4/

4. **Reimbursement required** - NO

Required travel approvals, documentation, reporting and reimbursement requirements

1. **Travel Approval**

   A. **General** – One organizational level above the person traveling (§101-37.405(a))

   B. **Special** – Must be approved on a trip-by-trip basis and be signed (reverse side of OAS-110) by agency senior legal official or principal deputy; OR an alternate system approved by OMB (§101-37.405(c)) 3/

2. **Documentation** – Document in accordance with §101-37.407. Include a copy of Form OAS-110.

3. **Report requirements** –

   A. Consolidated semi-annual report submitted to GSA based on bureau data input to OAS. 3/

4. **Reimbursement required** – MAYBE – See 41 CFR 101-37.403 (Appendix 5)

Footnotes

1/ Exercising this criteria places the travel in "Required Use" category (as defined in §101-37.401) and involves approval process prescribed in (§101-37.405(b)).

2/ Only an agency head, or officials designated by the agency head, may approve use of agency aircraft for official travel (§101-37.404). Use normal authorization of delegated authority media.

3/ Requests for approval of Government aircraft travel to the Solicitor should be submitted to Division of Fiscal Services, PMB (MIB 5257/FAX 208-4719). The Division of Fiscal Services will review the information for accuracy and compliance with A-126 and submit the results of that review to the Office of the Solicitor for concurrence.

4/ For persons who accrue a reporting requirement and are not being reported on a "bureau" semi-annual report, the "general approval" official or some other designated official, shall prepare and forward a Senior Federal Travel Form, GSA Form 3641 to OAS. OAS will incorporate the reported information into the semi-annual consolidated DOI report to GSA.

11.8

Senior Federal Travel Form

(See Instructions on Reverse)

Interagency Report Control Form
0322-GSA-AN

Agency Contact Data

1 Department/Agency	2 Bureau/Office/Service
3a Contact Name	3b Contact Title
3c Contact Phone Number	3d Contact Fax Number

Aircraft Data

4 Aircraft Registration Number	5 Aircraft Serial Number	
6 Aircraft Make/Model	7 Purpose of Flight	8 Flight Number
9 Variable Cost per hour:	10 Charter Quote:	

Flight Legs and Dates

Dept Leg	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
11a Icao									
11b Date									
11c Time									
Arrival Leg	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
11d Icao									
11e Date									
11f Time									
12 Hours									
13 Pax No.									

Passenger Data

14 Passenger Name		15 Pax Dept/Agency	16 Pax Status	17 Purp of Travl	18 Legs		19 Costs			20 Reimburse Amount
Last	First				On	Off	19a Govt	19b Charter	19c Carrier	

Instructions for Senior Federal Travel Data Form

1. **Department/Agency** - The Federal Department or independent agency not assigned to a Department.
2. **Bureau/Office/Service** - Unit within a Department or agency (including offices and services) which dispatched the
3a. flight.
3b. **Contact Name** - The name of person scheduling the flight.
3c-d. **Contact Title** - The official title of the person scheduling flight.
4. **Telephone and FAX Numbers** - Telephone numbers for the Contact person.
5. **Aircraft Registration Number** - FAA registration number or military designated tail number.
6. **Serial Number** - The aircraft manufacturer's serial number as reported to the Federal Aviation Administration (optional).
7. **Aircraft Make/Model** - The descriptive name of the aircraft.

M =Flight is scheduled to conduct an agency mission. Such activities include the transport of troops and/or equipment, training, evacuation, intelligence and counter-narcotics activities, search and etc. (See Title 49 CFR Part 101-37.100).

R = Required Use. Use of Government aircraft is required for bona fide communications, security needs, or exceptional scheduling requirements.

T = Other Official Travel. Flight is scheduled for transportation of personnel on official travel other than Mission or

8. **Flight Number** - An optional agency-designated number. (*optional)
9. **Variable Cost/Hour** - The cost of operating aircraft that vary depending on how much the aircraft are used. (*optional)
10. **Charter Quote** - The cost quoted by an FAA approved charter operator (vendor) for the planned flight.
11a. **Location (departure)** - The airport name for the initial departure point of the aircraft.
11b-c. **Date and Time** - Date (month-day-year) and time of the departure (24-hour format) for first leg of the flight.
11d. **Location (arrival)** - The airport name for the initial arrival point of the aircraft.
11e-f. **Date and Time** - Date (month-day-year) and time of arrival (24-hour format) for first leg of the flight.
12. **Hours** - The flight time recorded by the pilot for the leg. (*optional)
13. **Pax** - Total number of passengers transported for this leg. (*optional)
14. **Passenger's Name** - The name of the identified traveler, last name first, first name last.
15. **Department/Agency** - The passenger's Department/agency, or bureau, or in cases of dependents, the unit for which the relative works, or in cases of non-Federal travelers, the unit which approved their passage on the flight.
16. **Status Code** - A one letter code identifying the type of traveler being reported. The codes are:

C= Contractor	N= Non-Federal official	D= Dependent
O= Other Official Traveler (employee)	E = Senior Executive Branch official	S= Senior Federal official
M = Military		

17. **Purpose of Travel** - A two-character alphanumeric code identifying the reason the passenger is traveling.

"Mission Requirement". Activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, etceteras.

1E = Emergency means an unexpected, serious occurrence or situation urgently requiring prompt action.
1O = Operational
1T = Training

"Required Use". Use of a Government aircraft for the travel of an Executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements.

2B = Business Only
2C = Combined Business and Personal or Political (Reimbursable category)
2W = Wholly Personal or Political (Reimbursable category)

"Other Official Travel". Travel is for official business other than Mission or Required Use.

3B = Business Only
3C = Combined Business and Political (Reimbursable category)

"Space Available". Travel other than for the conduct of agency business; using aircraft capacity that is already scheduled for use for an official purpose but would otherwise be unutilized.

4S = Space Available (Reimbursable category)

18. **Leg On and Leg Off** - The airport name at which a passenger boarded and departed the flight.
19a. **Government Cost** - The appropriate share of the full operating cost of the aircraft allocated to the traveler.
19b. **Charter Cost** - The appropriate share of the full charter cost quoted by an FAA approved vendor for the planned flight.
19c. **Commercial Cost** - The corresponding commercial cost had the traveler used scheduled airline service.
20. **Reimbursement Amount** - The amount required to be reimbursed to the Government for the flight, if applicable

11.9

NEGATIVE REPORT OF SENIOR FEDERAL TRAVEL FOR THE PERIOD

Month, Day & Year to Month, Day & Year

To: Office of Aircraft Services
2350 West Robinson Road
Boise, ID 83705-5355
(208) 387-5780 (FAX)

From:

For the above period, this department/agency had no travel to report pursuant to FPMR 101-37.4. Travel considered includes (i) all non-mission travel on Government aircraft by senior Federal officials (including those acting in an aircrew capacity when they are also aboard the flight for transportation), family members of such officials and non-Federal travelers including persons from other departments or agencies, and (ii) all mission and non-mission travel on Government aircraft for senior executive branch officials from this or other agencies. Government aircraft include all aircraft owned, leased, chartered, or rented by this agency.

_____
Signature

_____
Name (Please print or type)

_____
Title

_____
Date

11.10

PROJECT AVIATION PLAN/PROJECT RISK ASSESSMENT

1. PROJECT NAME:

2. PROJECT OBJECTIVE:

3. PROJECT CONTACT (name)

4. PROJECT LOCATION:

5. PROJECT DATE:

6. MANAGEMENT CODE:

7. PARTICIPANTS:

8. KNOWN HAZARDS IN AREA (Ground/Air)

9. ARE LOW LEVEL OPERATIONS REQUIRED? (Below 500 feet)

Please provide the above information for your proposed mission/project. The Aviation Officer will review the proposal. The review will determine the need for a Project Plan, identify the right aircraft for the mission, and provide for Risk Assessment concerns.

11.11

AIRSPACE BOUNDARY MANAGEMENT PLAN

1. PURPOSE

Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator ("mutual aid", "shared" or "exchanged" initial attack areas or zones) require increased management and coordination. The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas, which would unknowingly put the responding aerial resources within close proximity to one another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and I/A zones and provide means of communication, coordination, and airspace de-confliction within those areas.

2. GUIDELINES & PROCEDURES.

A. An imaginary 10 mile wide "neutral air" corridor will center on agency/cooperator boundaries. The "neutral air" for mutual or exchanged initial attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries

B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.

C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made the contact air-to-air frequency will be "Air Guard" 168.625 Mhz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default/ receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternate frequency (i.e. the local or incident air-air frequency, etc.)

D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone

1. Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).

2. Approaching aircraft will establish air-to-air frequency contact prior to entering the area.

3. Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.

4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:

1. The approaching aircraft will attempt to establish contact on the assigned frequency, if unsuccessful Guard frequency 168.625 or National Flight Following 168.550 will be utilized.

2. Perform a high-level recon prior to low-level

3. Practice "see and avoid".

4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

F. Temporary Flight Restrictions (TFR'S) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.

11.12

AVIATION BOUNDARY OPERATIONS CHECKLIST

The boundary zone between adjacent jurisdictional agencies has the potential for conflicted airspace when more than one center or agency dispatches aviation resources to these areas.
The definition of boundary zone area for the purposes of conflicting airspace shall be defined as an area 5 nautical miles either side of jurisdictional boundaries.

Aviation Dispatchers are responsible for assuring that agency aircraft dispatched to initial or extended attack incidents, leave there bases with accurate mission information. If aircraft are crossing or working in close proximity to unit boundaries utilize the following checklist.

HAVE NEIGHBORING DISPATCH CENTER (S) BEEN NOTIFIED OF YOUR RESPONSE?
Yes____ No____

HAVE COMMON FREQUENCIES BEEN ASSIGNED TO ALL RESPONDING AIRCRAFT?
Yes____ No____

IF EXTENDED ATTACK, HAVE DISPATCH CENTERS AGREED ON THE SINGLE ORDER POINT FOR INCIDENT RESOURCES?
Yes____ No____

ARE FLIGHT CREWS AWARE OF ORDER POINT AND FLIGHT FOLLOWING CENTER?
Yes____ No____

DO YOU HAVE AN EXISTING TEMPORARY FLIGHT RESTRICTION (TFR) ON YOUR UNIT? HAVE YOU NOTIFIED COOPERATING AGENCIES?
Yes___ No___

ARE THERE MILITARY TRAINING ROUTES, (MTR) OR SPECIAL-USE AIRSPACE (SUA) IN THE INCIDENT AREA? HAVE FLIGHT CREWS BEEN INFORMED?
Yes___ No___

AIRCRAFT WILL NOT BE DISPATCHED UNTIL CHECKLIST HAS BEEN COMPLETED AND INITIALED BY AIRCRAFT DISPATCHER.