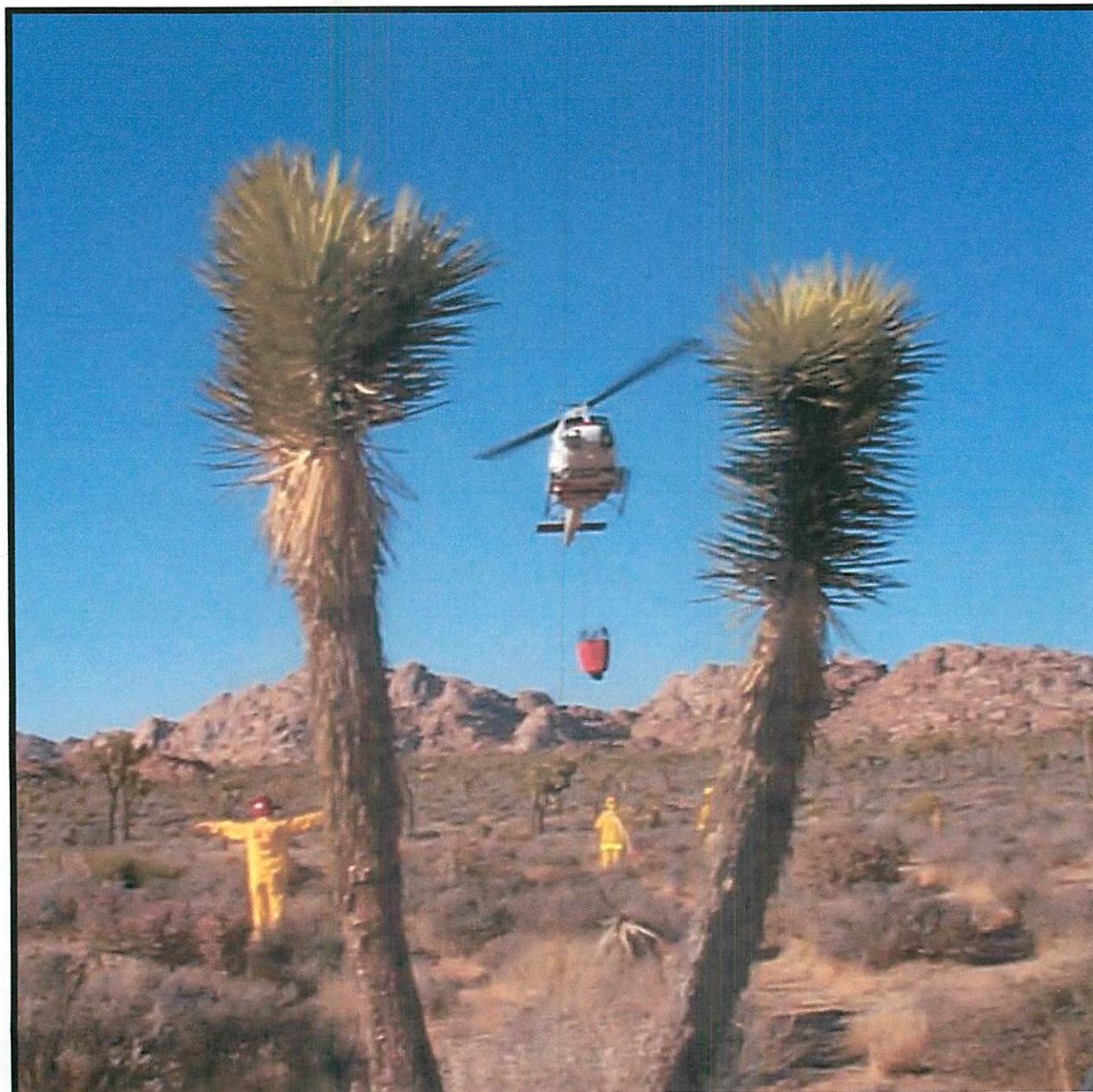




National Park Service  
U.S. Department of the Interior

# Joshua Tree National Park Aviation Management Plan



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United States Department of the Interior

National Park Service

Joshua Tree National Park

Aviation Management Plan

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## I. Purpose

The Joshua Tree National Park Aviation Plan has been developed to maintain a safe, cost efficient and effective aviation management program to support all aviation needs for the park’s multi faceted program, encompassing Law Enforcement, Emergency Medical Services, Wildland Fire, Search and Rescue, Resource Management, and administrative use. This plan is meant to be an operational plan developed with needs and workload specific to Joshua Tree National Park. This plan builds on departmental aviation policy (D.M.350-354), and adopts the Interagency Helicopter Operations Guide (IHOG), as park policy. This plan will be consistent with Draft DO-60 and RM-60 (Aviation Policy).

The objective of the Aviation Plan is to provide guidelines and policies for the safe, efficient and economical use of aircraft and define responsibilities and authority for aviation duties in park operations.

## II. Introduction

### A. Aviation needs.

1. Law Enforcement. Joshua Tree National Park lies within an easy drive of several large population centers. Almost 20 million people live within 3 hours of Joshua Tree National Park. Joshua Tree NP receives 1.3 million visits per year. Problems commonly associated with a substantial urban interface are common, including drug offences, violent offences, and crimes against persons and property. Intelligence information indicates that Joshua Tree National Park’s extensive natural and cultural resources

are highly valued commodities in black market trading. Incidents of theft of reptiles and cactus species have been recorded. Evidence of the manufacturing of methamphetamine and other drugs has been found within the park. Aviation support for law enforcement may be required for personnel transport to remote areas, reconnaissance, air cover and support for ground operations, drug interdiction, prisoner transport, or tracking suspects in remote areas or on park roads.

2. **Emergency Medical Services.** The responsibility to provide Emergency Medical services lies primarily with the National Park Service on all park lands. Park rangers provide initial response for EMS incidents in the park. Rangers average over 40 EMS incidents annually, many requiring evacuations. Ambulance transportation of patients is provided by privately owned ambulance services out of the towns of Joshua Tree, Yucca Valley, or Indio, California. Aircraft are utilized to transport critically injured patients from remote areas to regional trauma facilities. Private air ambulance services are commonly used, however cooperating agency aircraft can be utilized occasionally.
3. **Wildland Fire.** Joshua Tree National Park has a substantial wildland fire program. The park incurs over 20 wildland fires annually. In 1999, the Juniper Complex fire became the largest fire in park history, growing to over 14,000 acres. Current trends indicate that due in part to the presence of exotic species, the park can expect increasingly larger fires and uncharacteristic fire behavior in coming years. Aviation support is critical to fire operations. Aviation support is required for direct attack, including fixed and rotor wing of varying sizes, as well as crew shuttles, reconnaissance, and evacuation.
4. **Search and Rescue.** Joshua Tree National Park is one of the world's premier climbing areas. Joshua Tree's characteristic granite monoliths create a unique and challenging climbing environment, attracting thousands of recreational climbers each year. Over 5000 world class climbs have been identified in the park. In 2001, the park issued over 18 incidental business permits to teach climbing in Joshua Tree National Park. The park's unique geology creates areas that can be vast with few or deceptive visual landmarks, or within the Wonderland of Rocks, maze like, with drainages that make abrupt turns, or dead end. Aviation support is critical in search and rescue operations. Aircraft may be utilized for crew shuttles, reconnaissance, long line operations, equipment shuttles, or evacuation. Aircraft may be utilized to for hoist or shorthaul operations, however no MOU currently exists to provide for NPS participation in these operations.
5. **Resource Management.** Joshua Tree National Park has a varied and complex resource management program, including an abandoned mine

restoration program, an extensive native plant nursery, and wildlife program. Populations of Desert Tortoise, Desert Bighorn Sheep, Mule Deer, mountain lion, and bobcat reside in the park. Numerous historic structures are scattered throughout the park, many lie in wilderness areas, or have no road or trail access. Hundreds of abandoned mine shafts and adits are scattered throughout the park. Many are unstable and pose a potential hazard to park visitors. Many mine sites also lie in wilderness areas or in areas where road access is not possible. Stabilization of historic structures and abandoned mine sites often require heavy equipment or supplies to be brought to the site. Overland transportation of this equipment can be in conflict with park management goals or regulations. Aircraft may be utilized for transportation of heavy equipment to remote locations, reconnaissance, wildlife surveys or inventories, transportation of native plants, or aerial seeding.

6. Administrative Use. Joshua Tree National Park has extensive interaction with surrounding communities, cooperators, and other interested parties. Park management is faced with many challenges and management issues on a continuing basis. Issues with boundary integrity and encroachment, air quality, inholdings, and overflights are common. Aircraft may be utilized for a variety of administrative purposes, including aerial photography, personnel shuttle, maintenance operations, surveys, and similar activities.

#### B. Operating Conditions

Joshua Tree National Park encompasses 1,017,748 acres of the Southern California Desert. Located in both the Colorado and Mojave Deserts, Joshua Tree contains an extraordinary cross section of the California Desert, ranging in elevation from near sea level to almost 6000 ft. The park has 557,802 acres of wilderness and 27,238 acres of potential wilderness. Much of the park is remote with no possible vehicle access. Temperatures can reach 120 or drop well below freezing. Relative humidity is generally low; density altitudes are generally high.

Geographically, Joshua Tree National Park is mountainous, with large boulder fields and steep chutes, arroyos, rock-filled canyons, washes and washout plains and low-lying basins. High mountains rise abruptly from low-lying plains. High winds are common, and usually increase during spring and summer. Winds are generally southerly, strongest on north facing slopes of the park. Strong northerly winds are common during Santa Ana wind conditions, predominately in the late fall.

A military training route, VR-1257 exists along the southern edge of the park in the Little San Bernardino Mountains. No power lines or hidden aerial hazards are present within the park, however power lines traverse the northwest boundary of the park, and portions of the southern boundary, adjacent to I-10. One 300-foot

radio tower is present in the park, on Bell Mountain. Two other microwave towers lie adjacent to the park, one in the Whispering Pines area of the north boundary near the town of Joshua Tree, the other just off the Northwest corner of the park. A 100-foot telecommunications tower is present in the Northeast corner of the park, near the Coxcomb Mountains. A line of high-tension wires flanks the East boundary of the park, along state highway 177 near Desert Center, California.

### C. Aircraft Use.

Wildland Fire-Reconnaissance for wildland fire operations occurs regularly in summer months by fixed wing aircraft. Rotary wing aircraft may support initial attack on remote lightning strikes, by type I, type II or type III helicopters. Air tankers support large fire operations as needed. All aircraft used in fire operations are under contract with either the Department of Interior, or U.S. Forrest Service, and are OAS carded for the appropriate mission.

Law Enforcement-Reconnaissance for law enforcement operations is usually accomplished by cooperating agencies. The California Highway Patrol operates both fixed wing and rotor wing aircraft out of Thermal California. CHP is generally the reconnaissance ship of choice due to their proximity and quick response time to the park. Law enforcement reconnaissance flights may be required several times a year. Both San Bernardino County Sheriff and Riverside County Sheriff have aviation units. Since the park shares jurisdiction with both sheriff departments, either aviation unit may be utilized for law enforcement operations in cooperation with the National Park Service. These operations are infrequent, occasional aircraft uses, and are performed under the authority of the cooperating agency. No current MOU is in place between OAS and Riverside County Sheriff or San Bernardino County Sheriff. When these agencies aircraft are used, employees of the National Park Service are not authorized to ride in cooperating agency aircraft except in eminent emergency situations.

Resource Management-Abandoned mine stabilization efforts utilize contract type II or larger rotor wing aircraft, to move heavy equipment from staging areas to remote mine sites. Operations typically involve multiple trips between two set points, utilizing long lines and sling loads to transport equipment.

EMS/ SAR- Local air ambulance services generally use type II or type III rotor wing aircraft. Joshua Tree National Park utilized air ambulance services over 12 times annually. Specialized aircraft operations in support of SAR, such as hoist or short haul, are provided by either San Bernardino County or the California Highway Patrol. Since no MOU exists with either agency at this time, these operations are performed on the cooperating agencies authority. NPS and DOI employees are prohibited from serving in control or active roles in these operations

#### D. Aircraft Procurement

OAS has sole authority for contracting aircraft within the Department of the Interior. OAS will handle all contracts or requests for contracts. The Federal Interagency Communications Center (FICC) has primary responsibility for ordering of call when needed helicopters. All aircraft must be OAS carded for the intended mission. Use of aircraft for fire operations contracted to other federal agencies (i.e. the USFS), is authorized under interagency fire agreements. Fire related aviation ordering would be requested at the direction of the FMO or within wildland fire operational guidelines. All non-fire contracting will be done at the direction of the park Aviation Manager. All contracting will be done through OAS in accordance with OAS regulations and 353 DM 1-6, all flight time will be reported to OAS on form OAS-23, Aircraft Use Report. Aircraft use for project work and related expenses will be paid by the benefiting account.

The Incident Commander will approve requests for Emergency Services Air support. Air ambulances are dispatched through FICC. Air ambulances are generally not OAS carded. Interior Department personnel are prohibited from riding on air ambulances except for emergency situations. FICC will allow the county emergency dispatch system to select the appropriate aircraft for the incident, unless the Incident Commander specifies the need for a particular aircraft. In these instances, FICC will contact the company or agency directly. All flight safety, risk assessment and risk management procedures as outlined in the IHOG, departmental manuals, and this document, will be followed to the fullest possible extent. Use of an air ambulance will be reported to OAS on a form OAS-23, as a non-revenue flight.

Whenever possible, Incident commanders will contact the responding agency or air ambulance company and confirm that the dispatched aircraft has adequate payload for the altitude and temperature where the incident is occurring.

Sheriff Department or CHP aircraft utilized for Law Enforcement or Search and Rescue incidents are requested through FICC as needed. These aircraft are generally not OAS carded. With agencies that do not have a current MOU with the Department of the Interior, DOI personnel are prohibited from riding in a cooperating agency's aircraft except for emergency operations. An emergency is a potentially life or death situation. The incident commander will make the determination on weather or not an emergency situation merits deviation from aviation policy.

Aircraft of agencies that share jurisdiction with Joshua Tree National Park may be utilized in emergency operations under the cooperating agency's authority. All flight safety, risk assessment and risk management procedures as outlined in the IHOG, departmental manuals, and this document, will be followed to the fullest

possible extent. Use of a cooperating agency's aircraft will be reported to OAS on a form OAS-23, as a non-revenue flight.

### **III. Organization and Responsibility.**

- A. **Superintendent.** The Superintendent has overall responsibility for the park wide aviation program. This responsibility has been delegated to the Chief Park Ranger.
- B. **Chief Park Ranger.** The Chief Ranger manages the park aviation program on behalf of the superintendent. The Chief Ranger is responsible for providing program guidance and ensuring compliance with Departmental Policy. The Chief Park Ranger supervises the Park Aviation Manager.
- C. **Park Aviation Manager.** The Park Aviation Manager has functional responsibilities in the following areas:
  1. Developing aviation procedures based upon DOI policies and guidelines.
  2. Developing the Aviation Operating Plan. Reviewing and updating the plan annually.
  3. Coordinating aviation safety and operational training
  4. Conducting periodic evaluations of the overall program and for specific projects where aviation resources are used.
  5. Enforcing aviation regulations and policies.
  6. Reviewing and evaluating aviation project proposals. Assisting with aviation operations plans for individual projects.
  7. Initiates aircraft flight requests for project work. Coordinates with park contracting officer and FICC to determine appropriate vendor aircraft.
  8. Assigning qualified individuals as project managers, and project crewmembers.
  9. Insuring that all procedures are followed for all flights and projects requiring aviation resources.
  10. Process OAS-23s, Aircraft Use reports.
  11. Ensure SAFECOM system is utilized, ensures SAFECOMS are filed as appropriate.

- D. **Fire Management Officer.** The park Fire Management Officer is responsible for ensuring Aviation in support of fire operations are conducted in accordance with national fire policy, and in accordance with the IHOG.
- E. **FICC Manager.** FICC manager will ensure that emergency resource lists are updated periodically, and are current. All contracts will be in place prior to fire season, current lists of OAS approved CWN aircraft are maintained and current.
- F. **Dispatcher.** Dispatchers will ensure that flight following requirements for all aircraft operating in the park are met. Dispatchers will maintain all records of flights, and will track the status of flight plans opened with FICC.
- G. **All Risk Incident Commander (non-fire).** Incident commanders will utilize risk assessment and risk management strategies as outlined in the IHOG, Chapter 3, in determining the need for aviation support on incidents. Risk assessment will be documented in the final incident report. The Incident Commander will ensure that all persons involved in ground activities adheres to IHOG requirements including :
1. Ensuring personal protective equipment requirements (PPE) for Interior Employees working under or near moving rotors are met.
  2. Ensuring adequate and clear landing areas are chosen and adequate trained personnel are available to secure it.
  3. Ensuring that landing areas and flight paths are clear of hazards.
  4. Ensures flight following is arranged and that procedures are followed.
  5. Ensuring the appropriate Aircraft Use Report, OAS-23 is completed (revenue or non-revenue flight).
- H. **Project Helicopter Manager.** The Project Helicopter Manager is responsible for coordinating use of the aircraft with the project supervisor. The Project Helicopter Manager is responsible for the direct supervision of the aircraft and aircraft crew and has the following responsibilities:
1. Ensures that the Project Aviation Safety Plan, (Appendix 2) is completed and adequate, per IHOG, 3-16.
  2. Completes pre-inspection of aircraft, assures compliance with contract obligations.
  3. Provides personal protective equipment (PPE) for flights requiring it.
  4. Ensures that flight following is arranged with FICC, and that procedures are followed.
  5. Completes the Aircraft Use Report, OAS-23, at the end of each project, or at the end of each operational period.

6. Checks pilot cards and aircraft cards prior to any use to ensure they are carded for the appropriate mission.
  7. Ensures that the pilot is briefed on the objectives of each flight.
  8. Ensures that the pilot briefs all passengers on emergency procedures prior to each flight.
  9. Takes responsibility for the safety of each flight, shuts down flight operations immediately if any safety concerns exist.
- I. Project Supervisor. The project supervisor is responsible for coordinating aircraft use with the park Aviation Manager. The project supervisor has the following responsibilities:
1. Complete park project proposal requirements including appropriate NEPA documentation, minimum tool documentation, etc.
  2. Identifies the need for aviation support to complete project work.
  3. Complete the project Aviation Safety Plan with the Park Aviation Manager.
  4. Ensures that adequate qualified personnel are available for each stage of the operation.
  5. Ensures adequate funding is available to cover contractual obligations.
- J. Helicopter Crewmember. Helicopter crewmembers are responsible for performing on-site duties of helicopter operations. Helicopter crewmembers are responsible for ensuring that operations are conducted safely, and in accordance with the IHOG. Helicopter crewmembers will meet all qualifications as specified in the IHOG. Helicopter crewmembers have the following responsibilities:
1. Loading and unloading cargo
  2. Weighing, manifesting cargo.
  3. Preparing sling loads.
  4. Hooking and receiving cargo loads.
  5. Securing landing and operational areas.
  6. Marshaling aircraft.
  7. Briefing and loading passengers.
  8. Ensuring all PPE is used in accordance with the IHOG

#### IV. General Policy.

- A. Non-fire aviation related needs, requests, procedural matters and safety for Joshua Tree National Park, will be routed through the Aviation Manager for review and action. The park aviation manager will forward all project requests and safety plans to the Superintendent for final approval.
- B. Joshua Tree National Park adopts the IHOG, Interagency Helicopter Operations Guide as park policy. Exceptions to IHOG requirements must be

granted by the superintendent or his designatee, i.e. extended operations following the emergency phase of an incident utilizing cooperating agency aircraft. Incident reports should indicate an adequate risk assessment, and superintendent's approval. All aircraft operations will comply with Department of the Interior Aviation Policy, DM 350 through 354.

- C. A risk assessment in accordance with IHOG chapter 3-1 will be conducted on all operations. Risk assessment will be documented on incident reports for emergency operations, and documented on operation safety plan for non-emergency operations, including wildland fire projects.
- D. Wildland fire aviation responsibility is the responsibility of the BLM California Desert FMO and the park FMO. All wildland fire operations will comply with IHOG requirements.
- E. Use of aircraft not carded by OAS. In emergency operations, aircraft of cooperating agencies that share jurisdiction with the National Park Service may be utilized. Cooperating agency aircraft may be used under the authority of, and within the scope of the cooperating agency's authority. Unless a Memorandum of Understanding (MOU) or General Agreement (GA) exists between the National Park Service, OAS and the cooperating agency, Department of the Interior employees are prohibited from riding on non-OAS carded aircraft, except in emergency situations. The Incident Commander on a case-by-case basis may grant emergency exceptions. A written justification statement shall be prepared by the employee, attached to the incident report and submitted to the Aviation Manager within 24 hours of the completion of the mission (IHOG, Chapter 17-3).
- F. Air Ambulance Services: Air ambulance services may be utilized as needed in an emergency situation. An emergency situation includes any patient where an extended ground transport would threaten life or limb, or exacerbate a serious injury. All applicable landing area and safety requirements as outlined in IHOG, chapter 8, will be ensured by park personnel to the fullest degree possible.
- G. Night Operations: Except for life or death emergencies, helicopters are limited to flight during daylight hours, and only under VFR conditions (minimum of ½ mile visibility). Use of other agency aircraft in nighttime operations, except in life or death emergencies are prohibited. Patients requiring night air evacuations should be transported to 29 Palms airport, or Yucca Valley airport.
- H. Project Staffing Requirements: All legs (take-off to landing) of any helicopter project operation will be appropriately staffed with qualified personnel. A minimum of one helitak-qualified person is required at each take-off or

landing area, a minimum of 2 helitak qualified persons is required for hover hook-up, or long line operations requiring a manual release of a cargo load.

- I. **Project Safety Plan:** All projects, including wildland fire use projects, requiring aviation support must have a project safety plan submitted to the park aviation manager and approved by the park Management Team, prior to initiating the project. The safety plan should be reviewed with the park aviation manager once aircraft procurement procedures are completed and the project date has been finalized (appendix 2).

## V. Administration

- A. **Aircraft Flight Requests (Project Work):** All projects requiring aviation support require a Joshua Tree Project Proposal, and a Project Aviation Safety Plan. The park Aviation Manager will assist the project supervisor in determining the appropriate aircraft for the mission. The Park Aviation Manager will initiate the ordering of aircraft with the park contracting officer, or FICC.

1. The Project Supervisor will identify the following:
  - a. Mission objectives
  - b. Cargo and personnel requirements, and estimated weight
  - c. Approximate timetable
  - d. Availability of funding and account to be charged for services.
  - e. Desired itinerary of flights.
  - f. Number of qualified support personnel required.
2. The Park Aviation Manager will identify the following:
  - a. Type of aircraft required
  - b. Estimated cost of operation, including ferry time.
  - c. Available Helicopter Managers and qualified personnel.

- B. **Aircraft Flight Request (Emergency Services):**

1. For emergency incidents, (EMS/SAR), the incident commander may request flight services directly to FICC. FICC will request aircraft services through the County Communications Center (Comm Center). Comm Center will determine the appropriate aircraft for the mission. An incident commander may request a specific aircraft for a particular mission, i.e. a hoist operation. If an incident commander requests a specific aircraft, FICC will contact the appropriate agency directly.
2. For extended operations following the initial phase of an emergency incident, i.e. a body recovery in remote areas, an incident commander may request aircraft services directly to FICC. Public aircraft should not be used if private aircraft are available and carded for the mission, however if CWN aircraft are utilized, a qualified project or fire helicopter manager must be utilized. If the use of private aircraft would cause an unreasonable delay or put rescuers at additional risk, the use of public aircraft is authorized.

C. **Aircraft Flight Request (Wildland Fire)** The BLM California Desert District FMO or park FMO has responsibility for Aircraft management in Wildland Fire incidents.. All fire operations will comply with IHOG requirements.

D. **Aircraft Use Reports – OAS-23**

1. **Procedures.** The OAS 23 document is a three-part form used for recording aircraft use and as a record for payment for the aircraft vendor. The form is used for both fixed wing and rotor wing aircraft (appendix 2). Since this form is a payment document, the Prompt Payment Act applies. Speedy processing of the form is important in order for the vendor to be paid on time. It is the vendor's responsibility to file the form with OAS. The vendor will keep the white copy to submit for payment. The blue copy may be kept by the vendor for their records. The helicopter manager is responsible for completing the form. The yellow copy should be forward to the Park Aviation Manager as soon as possible after completion of services. The Park Aviation Manager will provide the Park Fiscal Office with a copy of the completed OAS 23.
2. **OAS Payment.** The Helicopter Manager should indicate the appropriate accounting code for each charge. Indicate the appropriate account number in the column labeled "User Organization and Charge Codes." OAS will calculate the final payment owed to the vendor and charge the indicated account. OAS billing back to the benefiting account can take 4 months or more, so it is imperative that the park accounting office be apprised of the impending charge.
3. **Non-Revenue Flights.** OAS tracks aviation use through the OAS 23. All flights initiated by, and for the benefit of the National Park Service must be reported on an OAS 23. This includes flights initiated by the National Park Service accomplished by public aircraft of cooperating agencies, or air ambulance services. Completion of the OAS 23 is the responsibility of the Incident Commander. Flight time and use codes should be entered as appropriate. Enter "Non-Revenue Flight / Public Aircraft" in the column labeled "User Organization and Charge Codes." Completed OAS 23s should be submitted to the park Aviation Manager within 72 hours of the incident (appendix 3).
4. **Park Records Management.** OAS 23s will be kept on file with the park Aviation Manager for 3 years. A copy of all OAS 23s for vendor aircraft, or that indicate a charge against an NPS account, will be forwarded to the park Fiscal Officer. The park Fiscal Officer will keep all payment documents for 7 years.

**VI. Pilot and Aircraft Requirements.**

- A. **Pilots.** Only OAS approved and carded pilots will be used on all project missions. Pilots must be qualified and approved for the mission or project. Not all OAS approved pilots are approved to fly all special use missions. The Aviation Manager will specify carding requirements when aircraft are ordered. The assigned Helicopter manager will check the pilot's card prior to initiating any mission. The backside of the OAS pilot approval card lists Special Use missions that a pilot is approved for. Examples of Special Use Missions requiring approval include long line operations, low-level reconnaissance, and aerial ignition (IHOG 3-12).
- B. **Aircraft.**
1. Only OAS approved and carded aircraft will be used on all project missions. Aircraft must be qualified and approved for the mission or project. All aircraft must be FAA, Part 135 certified. OAS makes the determination on what types of missions an aircraft is qualified to perform.
  2. Public Aircraft cannot be used for project or non-emergency work if the project could be accomplished with available private sector aircraft. Cost cannot be a factor in considering the use of public vs. private sector aircraft. (ref. Pressler Bill, OMB Circular).
  3. Military aircraft cannot be used without prior approval from OAS. Military aircraft cannot be used if the project could be accomplished with available private sector aircraft. Cost cannot be a factor in considering the use of military vs. private sector aircraft.
  4. Use of Military aircraft in life threatening emergencies is authorized (351 DM 4.1). Requests for assistance should be made directly to the military installation.

## **VII. Operating Standards**

- A. **Point to Point Flights (airport to airport).** Employees using charter aircraft or Interior owned aircraft for point to point travel would not be required to flight follow, provided appropriate flight plans are filed with the FAA. Any deviation from flight plan must be reported to the nearest FAA Flight Service Station. In some instances, flight following may be done through NICC flight following by calling 1-800-231-5584.
- B. **Special Use Mission Flights.** Special use mission flights are defined as a flight where the aircraft is required to perform activities where there is an abnormal risk to the aircraft and passengers. Such activities may include low level flying (below 500 feet AGL), fire fighting, or external load transportation (IHOG 3-12). Special use missions require the following:
1. Pilots and aircraft shall be OAS approved for each special use prior to the mission.
  2. Employees engaged in the mission must meet training requirements as specified in the IHOG.

3. Aircraft will be equipped with appropriate avionics, and will be capable of establishing communication with ground personnel and FICC dispatch center.
4. Flights adhere to night time limitations
5. Load calculations must be completed each time the load is changed, after every fuel stop, or when ever density altitude exceeds that which was last computed.
6. All PPE will be worn as required by 351 DM 1, and the IHOG.
7. All standards and procedures as found in Departmental Manual 351 and IHOG apply.

#### **VIII. Flight Following.**

FICC will provide flight following services for all special use missions, except when an adequate incident dispatch center has been established, or when aviation management is provided under a separate ICS structure. Flight following may be accomplished by on-site incident or project personnel that are helitak qualified, provided FICC is apprised of the frequency of the operation, and notified at the beginning and end of daily operations. Flight Following standards are as follows:

- A. Flight following will be a minimum of a radio check-in every 15 minuets, or on each leg of an operation.
- B. The pilot will provide current position and heading.
- C. On take off, the following information will be required:
  1. Amount of fuel on board.
  2. Number of souls (including pilot and crew) on board the aircraft.
  3. The geographic destination of the aircraft.
- D. In areas of marginal radio coverage, a field vehicle or remote relay must be used. Potential radio deficiencies should be identified in the project safety plan and approved by the Park Aviation Manager prior to initiating the project. Special radio requirements should be addressed with the park radio coordinator prior to the completion of the Project Safety Plan.
- E. In areas where no radio coverage exists, a radio check-in prior to entering the area will be required. Aircraft heading, speed, and altitude should be provided. The approximate time when the aircraft will return into radio contact should be provided. Time outside of radio contact should not exceed 30 minuets. Deviations from the flight plan while out of radio contact are not allowed.

#### **IX. Overdue Aircraft.**

Any aircraft, which has not been accounted for within 30 minutes of the last positive location report, will be considered overdue. The following procedures will be initiated by the dispatcher, helicopter manager, or aviation manager.

- A. Phase I, to begin immediately after an aircraft has been identified as overdue.
  1. The dispatcher or helicopter manager will notify the duty ranger with SAR responsibilities, the Park Aviation Manager and the Chief Park

Ranger. Personnel will be dispatched to the last known location of the aircraft.

2. The dispatcher will conduct a telephone search of all known destinations, including airports, and landing strips. The vendor's home office will be contacted.
  3. Dispatch and field personnel will continue to try and make radio contact with the overdue aircraft.
- B. Phase II, to begin within one hour after the last contact with the aircraft and initial attempts to contact the aircraft have failed. The Aviation Manager or Incident Commander will:
1. Notify the FAA Flight Service Station of an overdue aircraft (1-800-992-7433).
  2. Notify the Regional Aviation Manager [Susie Bates (510) 817-1495, p (650) 997-6497].
  3. Notify the Civil Air Patrol of an impending SAR.
  4. Notify the CHP of an impending SAR.
  5. Notify the appropriate county Sheriff's Office of an impending SAR.
  6. Implement the ICS system
- C. Phase III, to begin within 45 minutes following the implementation of Phase II. The Aviation Manager or Incident Commander will coordinate the following:
1. Initiate unified command structure with the appropriate county agency
  2. Make a formal request to Civil Air Patrol and other area cooperating agencies for assistance.
  3. Notify OAS (1-888-4-MISHAP)
  4. Set up a briefing for cooperating agencies.
  5. Designate a PIO, establish a command base (Blackrock, HQ, or other appropriate location).

## X. Search and Rescue

- A. Missing/ overdue aircraft. Search and Rescue operations are coordinated through the FAA to the Air Force Rescue Coordination Center (AFRCC). Once an aircraft is declared missing and SAR initiated, the AFRCC becomes the controlling agency. Initial Search and Rescue efforts undertaken by the park should not be delayed for notification of the FAA.
- B. Emergency Actions, Aircraft Accident. The National Park Service has primary responsibility for rescue and recovery of any equipment or persons involved in aviation accidents. The park will establish unified command for recovery operations with other agencies that share jurisdiction with Joshua Tree National Park when appropriate. The highest priority in any aircraft accident is the protection of people, both victims and rescuers. No action should be taken in the event of an accident until the scene of the incident is safe. Existing regional and local incident action plans should be utilized as appropriate. Initial actions should include:

1. Evaluate seen safety (fire, hazardous material, moving blades, etc.)
2. Secure the safety of rescuers.
3. Rescue, removal of victims.
4. Secure the wreckage.
5. Preserve evidence.

C. **Military Aircraft Accidents.** The appropriate branch of the Military has primary responsibility for search and rescue of military owned aircraft, however all laws, regulations and management objectives of Joshua Tree National Park apply to military aircraft recoveries, except when those objectives are in conflict with potential threats to national security. Joshua Tree National Park will assist the military with EMS and SAR as needed. The National Transportation and Safety Bureau (NTSB) has responsibility for investigation of all aircraft accidents as specified in section XI of this plan.

#### **XI. Mishap Notification / Investigation**

Mishap notification will be done in accordance with 352 DM 6.1. Joshua Tree National Park will utilize the Interagency Aviation Mishap Response Plan (Appendix 3), where appropriate. Additionally, the incident commander or project manager will notify the Park Aviation Manager, the Chief Park Ranger, and the Superintendent of any aviation related incident. The park Aviation Manager will notify the Regional Aviation Manager of any incident that will require interaction with the OAS, NTSB, or other cooperating agency.

Investigation of Aircraft Mishaps will be as follows:

- A. Aircraft Accidents (fatality, serious injury, or substantial damage) will be investigated by NTSB. OAS will usually be a "party" to the investigation.
- B. Aircraft Incidents with potential may not be investigated by NTSB personnel, but will be investigated by Air Safety Investigators from OAS.
- C. Aircraft incidents will usually require the park Aviation Manager to investigate the event and report the facts and circumstances to OAS. No report is required by the NTSB unless specifically requested.
- D. SAFECOM Incident Reporting System. All aviation-related events, which impact aviation safety, must be reported using the SAFECOM. Any employee of the Department of the Interior can file SAFECOMs electronically (<http://www.oas.gov/oasafety/index.htm>). A copy of all SAFECOMs filed for incidents within Joshua Tree National Park should be forwarded to the park aviation manager. SAFECOMs should be filed for all mishaps, mechanical problems, near misses, violations of operating requirements, or violations of aviation policies (i.e., a pilot exceeding his duty day limitations).

#### **XII. Aircraft Training and Qualification Requirements.**

All Joshua Tree employees who use aircraft on the job will receive appropriate training and be qualified to work with aircraft prior to any flight of flight operation. The minimum required training will be the OAS Basic Aviation Safety Course. Special use missions require specialized training as appropriate. Examples of specialized training may include S-217, helicopter crewmember, Fire

Helicopter Manager, Project Helicopter Manager, Helibase Manager, etc.  
Training requirements for aviation positions are specified in IHOG, 2-3 to 2-8.

**XIII. Violation of Policy.**

Repeated violations of national, regional or local aviation policy and procedures will not be tolerated. Management may take disciplinary action for any employee who willfully violates policies and procedures. An employee ordering an aircraft outside of normal procedures and their authority may be held financially liable for any cost incurred by the government by that aircraft.

## Appendices

Appendix #1.....Project Aviation Safety Plan

Appendix #2.....OAS-23, Flight Payment Document

Appendix #3.....OAS-23, Flight Payment Document  
(Non Revenue Flight)

Appendix #4.....Interagency Aviation Mishap  
Response Plan

Appendix #5.....SAFECOM form

Appendix #6.....Aerial Hazzard Map

Appendix #7.....Current MOU's

Appenix #8 .....Phone numbers

## AVIATION SAFETY PLAN

**Joshua Tree National Park**  
May 8,9,10,11, 2001

**Project Name:** Gold Coin, My Mine, and Sullivan Foam Jobs

**Project Leader:** Chris Holbeck, Physical Sciences Branch or the Division of Resources Management, Joshua Tree National Park

**Helicopter Manager:** Karen Kufta (YOSE), Hassan Basagic (JOTR) trainee

**Project Dates and Objectives:** May 8-11, 2001. The project involves transporting equipment to three remote mine sites for the installation of safety devices in mine shafts.

There are four phases to the project spanning four days. The ship will ferry from Fort Collins, Co to Twentynine Palms Airport on May 7, 2001.

1. Day One, May 8, 2001: The ship will be inspected at the Twentynine Palms Airport which will serve as the heli-base. A pre-use inspection will be completed. The ships crew will complete load calculations, inspect loads, manifest and receive a briefing on the operation. A reconnaissance flight with Holbeck, Kufta, and Basagic will familiarize the pilot with the project locations and equipment placement. The ship will then proceed to the Pinto Wye gravel pit where equipment and barrels of foam product will be long-line hauled to the Gold Coin Mine. Equipment may be long-lines from the airport to the first site if adequate personnel are unavailable. Traffic will be controlled by barricade and orange cones for the brief time that the ship is working at the intersection. The barricades are in sight of the operation staff and park staff will be informed that an operation is underway. Loads will be flown to and placed on the flat spot created by the waste rock located adjacent to the mineshaft at the Gold Coin mine. There will be water and ready-mix concrete slung to the work site to support the masonry work done there. The ship will return to the 29 Palms Airport, five miles to the East and overnight there.
2. Day Two, May 9th, 2001: The ship will return to the Gold Coin mine and long-line transport equipment to the My Mine. Equipment will be placed on the flat spot created by the waste rock located adjacent to the mineshaft. Full foam barrels will be slung from the Pinto Wye to the My Mine, or from the 29 Palms airport if necessary. The ship will return to the 29 Palms Airport. If the masonry crew at the Gold Coin needs re-supply of mortar or water the ship would sling a load of that material to that location or sling equipment out if the job is complete.
3. Day Three May 10th, 2001: The ship will return to the My Mine and sling equipment to the Sullivan mine site. Equipment and loads will be placed on a flat spot created by the waste rock located adjacent to the mineshaft. Full foam barrels will be slung from the Pinto Wye to the Sullivan. The ship will return to the 29 Palms Airport.

4. Day Four, May 11th, 2001. The ship will return to the Sullivan mine and sling all equipment to the Pinto Wye. If material and equipment remain at the Gold Coin mine it would be slung out at that time.

Once complete the ship will ferry to Yosemite National Park, Ca.

There will be a minimum of two qualified personnel at each pick up location and one qualified personnel at each landing or drop off location.

Karen Kufta of YOSE will Supervise the operation and Hassan Basagic of JOTR will act as (CWN) Helicopter Manager Trainee

**Location:** Joshua Tree National Park. The 29 Palms airport will serve as the Heli-Base. Heli-spot #1 will be at the intersection of the road on the road which leads to the Pinto Wye maintenance facility, and the gravel pit. Heli-spot #2, the Sullivan Mine is 1.5 miles North of the Heli-base. Heli-spot #3 is the My Mine, .5 mile Northwest of the Pinto Wye. Heli-spot #4 is the Gold Coin Mine. Overnight, Air ship security will be at the 29 Palms Air Port, five miles east of 29 Palms on Hwy #62.

Heli-spot#1, Pinto Wye Elevation 3,635ft	116° 01' 00" 34° 01' 15"
Heli-spot#2, Sullivan Mine Elevation 3,200ft	116° 01' 05" 34° 03' 00"
Heli-spot#3, My Mine Elevation 3,760ft	116° 01' 10" 34° 02' 00"
Heli-spot#4, Gold Coin Elevation 3500	588100 3754003
Overnight Aircraft Parking Twentynine Palms Aviation	TNP

**Aircraft:** AStar B3 located in Fort Collins. The aircraft is OAS certified and carded.

**Pilot:**

**Project Participants:** Chris Holbeck, NPS/JOTR, project coordinator. Karen Kufta Helicopter Manager NPS/YOSE, Susy Bates, NPS/PGSO, Regional Aviation Manager, Pat Suddeth, NPS/JOTR, Aviation Manager, District Ranger, Hassan Basagic, NPS/JOTR, Marshaler, NPS/JOTR, Ryan Branciforte NPS/JOTR, Marshaler, Brian Scott, BLM fire, Aviation Manager.

**Justification:** The mine sites involved in this project are unsafe and need safety devices installed. The mines are inaccessible to vehicular traffic. The machine which dispenses the foam product weighs 2,340 pounds and is not transportable by other means.

**Flight Following:** Flight following for the ferry to Yosemite National Park will be done through the Federal Interagency Communication Center (FICC) in San Bernardino. Once in the park the ship will be within visual and radio communication with the Helicopter Manager, or Heli-spot personnel throughout the operation. The Helicopter Manager will fax prior to initiation of the project an itinerary, name of pilot, ship's N#, ship's color and a radio frequency to FICC at 909-383-5587.

**Aerial Hazard Analysis:** The operation is East of a Visual Flight Reference Military Training Route. The North terminus of the route is the Marine Corps Air Ground Combat Center in Twenty-nine Palms California. There are no overhead power lines within this area of the park.

**Personal Protective Equipment:** All personnel within 100 meters of the ship will wear PPE consistent with the IHOG.

**Load Calculation:** The load calculation will be the responsibility of the pilot. The Helicopter Manager will check load calculations.

**Load Preparation:** The project manager will pack the loads to be transported as exterior jettisonable loads hauled with a long line. The polyurethane foam machine is built into a steel frame and has 10,000 pound nylon straps pinned to the corners. Certified scale weights for the machine are 2,320 pounds. The foam barrels, half full, with pumps inserted are 700 pounds. Full barrels are 540 pounds. Barrels will be packed into nets to be slung into the sites.

Completed By: \_\_\_\_\_  
Project Manager ( Holbeck) Date

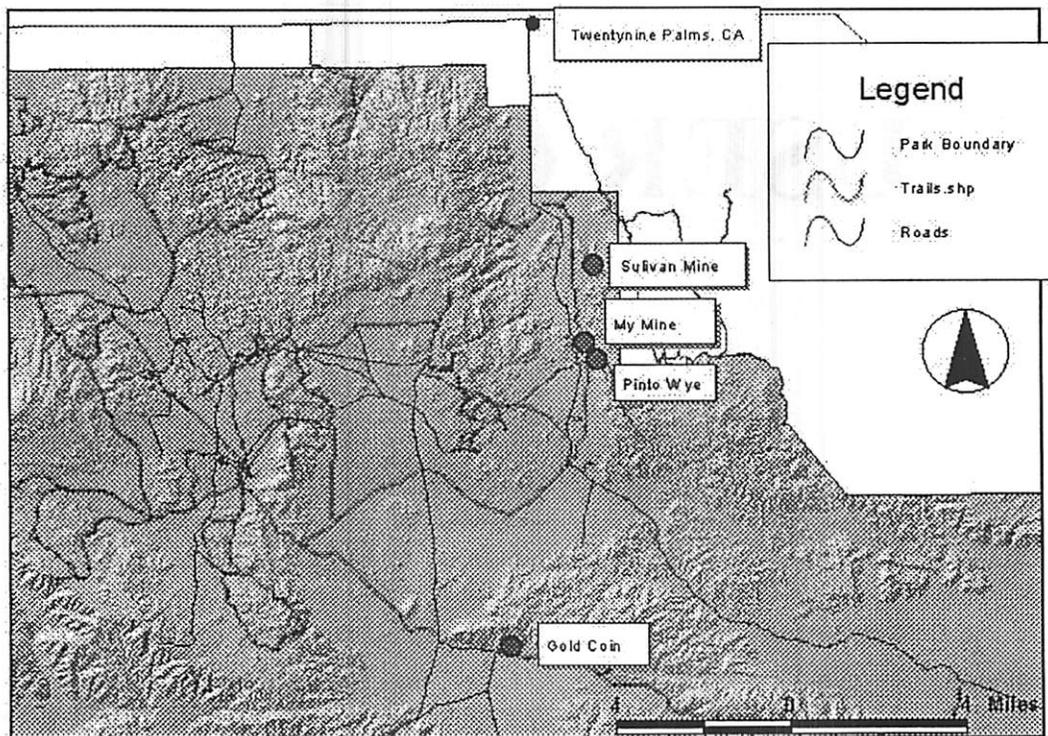
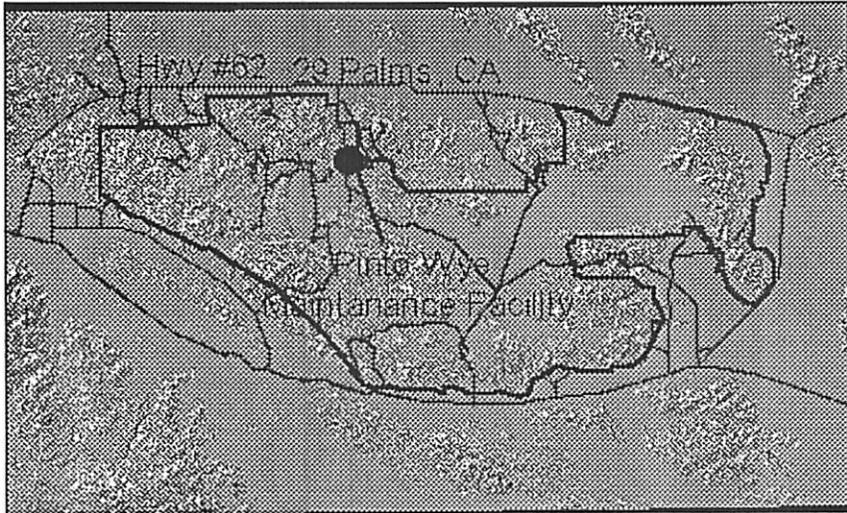
Reviewed By: \_\_\_\_\_  
Park Helicopter Manager (Suddeth) Date

Reviewed By: \_\_\_\_\_  
Project Helicopter Manager (Kufta) Date

Approved By: \_\_\_\_\_  
Superintendent, Joshua Tree National park Date

CC:  
Susie Bates, Acting Regional Aviation Specialist, NPS  
Pat Suddeth, JOTR Helicopter Manager, NPS  
Richard Franklin, CDD Aviation Manager, BLM  
Federal Interagency Communications Center

Attachments: locations map



# **AIRCRAFT USE REPORT**

**(OAS-23)**

**USER GUIDE**

## I. Introduction

The Aircraft Use Report, OAS-23, is used to provide a method of accurately and efficiently processing payments for aircraft contracts and rental agreements. The document is a multipurpose form, which performs the following functions:

- It documents services provided under existing contractual arrangements.
- It serves as the contractor's invoice.
- It constitutes the receiving report for the using bureau in documenting services received.
- It is a computer-input document used to prepare contractor payments, billing to bureaus, and other aviation management reports.

OAS-23's, in booklet form, are provided to vendors on an as required basis. The form is completed and signed by the contractor's representative and the approving bureau official. Joint signing of the OAS-23 constitutes agreement by both parties as to the quantity of services provided.

The instructions in this user guide are intended to be a general supplement to the Contract or Aircraft Rental Agreement. Its purpose is to improve the speed and accuracy of the OAS-23 preparation, the data entry process, and payments to the contractor/vendor. **This User Guide shall not be regarded as a substitute for a Contract, its provisions, nor an Aircraft Rental Agreement (ARA).** The Contract or ARA must be consulted to determine the actual requirements and provision for payment. Questions concerning Contract or ARA provisions may be directed to the Contracting Officer or the Contracting Officer's Representative.

# AIRCRAFT USE REPORT

RECEIVED DATE

<b>AIRCRAFT USE REPORT</b>										RECEIVED DATE							
1 COMPANY NAME & ADDRESS			2 CONTRACT/ORD. NO.		3 ITEM NO.	4 AIRCRAFT MAKE & MODEL		5 PILOT NAME (FIC)		SERV.	AGMT NO.	ACCONTROL NO.					
			6 AIRCRAFT DESIGNATED BASE (CITY/ST)			7 FAA REGISTRATION NO.			8 PILOT NAME (2nd p/c)		9 AGENCY ORDER NO.						
			10 HRED (DATE & TIME)			11 RELEASED (DATE & TIME)			12 OTHER CREWMEMBER								
1	DATE		LOCATION IDENTIFIER		METER READINGS		ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PROJ INITIAL	BILER CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE	
	MO/YY	FR	TO	START	STOP			PAK	CARGO								
1	13		14		15	16	17	18		19		20	21	22	23	24	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
OTHER CHARGES/CREDITS & INFORMATION:																	
25																	
<b>ONS COPY (ORIGINAL)</b>																	
26 I CERTIFY THAT THE ABOVE RECORD OF SERVICE IS CORRECT AND NO PAYMENT HAS BEEN RECEIVED.								27 I CERTIFY THAT THE ABOVE SERVICES WERE RECEIVED.				AGENCY TELEPHONE NO. (COMM)		AGENCY:			
SIGNATURE OF CONTRACTOR/ACHETA/EST. NAME: _____ DATE: _____								SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: NAME: _____ DATE: _____				AGENCY ADDRESS:					

## II. General Instructions

Print entries in black or blue ink, as each flight occurs. See overview found inside the front cover of the OAS-23 form book.

**\*\*PRINT CAREFULLY TO AVOID DELAYS IN PAYMENT AND/OR INTEREST CHARGES**

1. Company name and address.
2. Contract number OR Aircraft Rental Agreement (ARA) number
3. Item Number – Complete only for contracts. Show services of only one item number on each OAS-23.
4. Aircraft Make and Model.
5. Pilot Name (PIC) – Print first and last name of pilot-in-command.
6. Aircraft Designated Base – Enter Designated Base as identified in the Contract or ARA.
7. Aircraft FAA Registration Number – Use complete aircraft FAA Registration Number. **Only one aircraft on each OAS-23.** Service provided by a second aircraft must be recorded on a separate OAS-23.
8. Pilot Name (2<sup>nd</sup> PIC) – Print first and last name of additional pilot-in-command or copilot, if ordered and delivered.
9. Agency Order Number – Reserved for agency personnel for funds obligation (may or may not be required).
10. Hired (Date and Time) – Enter date and time of service ordered to begin AND the service is provided, i.e. standing by. Use 24-hour clock time.
11. Released (Date and Time) – Enter date and time aircraft/crew are released from service. Use 24-hour clock time.
12. Other Crew Member – Enter name of additional authorized crewmember, if additional payments are appropriate. Use Other Charges/Credits block if additional space is needed.

**BLOCKS 13-20 are to be completed by the contractor/vendor**

13. Date – Record month-day-year in six-digit (02.04.00). Date each line to show the actual date of service claimed for payment.
14. FAA Identifier From/To – Record departure and arrival location for each take-off and landing. This field can contain up to 6 digits/characters. **LCL should NOT be used.** This space is also used to identify other than flight pay items such as availability, standby, subsistence, service truck mileage, etc.
- 15-16. Start time & Stop time – Log flight time from an approved hour meter or 24-hour clock times as appropriate. Measure fixed wing time from take-off roll to block in. Measure helicopter times from lift-off to touch down. Log standby period in 24-hour clock time.

17. Elapse Time/Quantity – Record each pay item due as follows:

**FLIGHT TIME** Record elapsed time based upon the recorded start/stop time. Entry when the meter is used should be in hours and tenths. Entry when 24-hour clock is used should be hours and tenths/hundredths.

**SUBSISTENCE** If applicable Government per diem rate is known, enter dollar amount due and the number of people under the PAX column. If the rate is not known, enter the number of nights due.

**SERVICE TRUCK** Enter mileage due to nearest mile. Disregard decimal point on form (i.e. 240 miles = 2.40).

**DAILY AVAILABILITY** Enter 1.00 for each day of availability. To reflect unavailability, please use the conversion chart provided.

**HOURLY AVAILABILITY** Enter 1.00 for each hour of availability up to the maximum number stated in contract. If aircraft is unavailable part of the day record only actual hours available. (i.e., 5 hours unavailability equals 4.0 AH and second line entry of 5.0 UH on a nine hour availability contract).

**EXTENDED STANDBY** Enter 1.00 for each hour of extended standby ordered and performed. This quantity is rounded to the nearest whole hour (i.e., 2 hours and 35 min extended standby = 3.00 EP).

**STANDBY** If standby is applicable, enter quantities using hours and hundredths.

18. Pay Item Code – Enter two-letter Pay Item Code to identify the type of claim. Caution: Codes differ between Contracts & ARA's.
19. Payload PAX/Cargo – Indicate the number of passengers in the PAX block and cargo weight to the nearest pound in the CARGO block.
20. Pilot initial – self-explanatory.

**The User Agency completes blocks 21-24 & 27**

21. Billee Code –Indicate the OAS assigned billed code to be filled for this line entry. If not known, call your finance office or OAS.
22. Use Code – Enter appropriate 2-digit use code.
23. User Organization and Charge Codes – User agency enters their appropriate organization and charge code symbols (30 digits are available).
24. Signed Received –Agency personnel initial to acknowledge receipt of services rendered.
25. Other Charges/Credits – Agency and Contractor/Vendor remarks to the Contracting Officer, explanations for non-standard identifiers, statements of contract proceedings, information required by Contract or ARA provisions, agency information and identification of attached receipts, county/city, state for overnight claims of high rate lodging, notation if flight segments are to/from rural airports, etc.

**OAS cannot process OAS-23 for payment without signatures  
in Blocks 26 & 27**

26. **Signature of Contractor/Agent/Pilot – Signature of authorized representative for Contractor/Vendor/Pilot indicating that the record of service is correct.**
27. **Signature of Government Representative – Signature, agency address, and telephone number of authorized agency representative.**

**Additional Information:**

**Excise Tax - Use Tax**

The vendor shall not claim Excise Tax as a line item. The vendor shall indicate in Block 25 that excise tax is applicable. OAS will enter the appropriate code in the Tax Code field of the OAS-23 and the tax will be calculated with the computer.

**Adjustments**

Occasionally it is necessary to add to or deduct from amounts claimed for payment. These adjustments may include standby terms, reinspection costs, or corrections to payments.

**Avoiding Delays in Processing of Payment**

- While in the field, the pilot should record each segment of flight as it occurs.
- Other claims such as PerDiem, and Standby should be entered as line items as they occur.
- Agency personnel should sign Block 24 as line items are entered onto the OAS-23.
- Payments cannot be processed without Contractor/Vendor signature and Using Agency signature in Blocks 26 & 27.
- Ensure that OAS approved aircraft and pilots are used for DOI flights.

**Distribution of the OAS – 23**

At the end of the service or every two weeks, (whichever comes first) OAS-23's are distributed as follows:

- White (Original) & Pink Copy – Submit to OAS
- Blue Copy – Contractor/Vendor copy.
- Yellow – User Agency copy.

### III. Pay Item codes

The "Pay Item Code" is a two-letter explanation of the type of claim being submitted by a vendor.

	<u>CONTRACTS</u>	<u>ARAS</u>
AC - Additional Crew in hours	X	
AD - Additional Fuel Truck Driver	X	
AH - Hourly Availability in hours	X	
AV - Daily Availability in days	X	
CP - Copilot (when extra charge)		X
EA - Extended Availability hours	X	
EM - Extended Availability Mechanic	X	
EP - Extended Availability Pilot	X	X
ET - Extended Availability Driver	X	X
FC - Fuel Charge	X	X
FD - Flight Time with Vendor Pilot, Dry		X
FT - Flight Time with Vendor Pilot	X	X
FN - Flight Time without pilot	X	X
FY - Ferry Flight Time	X	X
GT - Guarantee due, if appropriate	X	X
MC - Additional Mechanic (Daily rate)	X	
PD - Per Diem in Dollars	X	X
SB - Standby Hours	X	X
SC - Special Charge in Dollars	X	X
SD - Service Truck Day	X	X
SM - Service Truck Mileage	X	X
SP - Standby, Pilot	X	X
UA - Unavailability, Days	X	
UH - Unavailability, Hours	X	

#### A. AC – Additional Crew

Refer to the contract to see if claims for Additional Crew are allowed. Additional crew (pilots and/or co-pilots) may be used to double crew an aircraft, or act as a relief pilot during the primary pilot's scheduled days off. Payment for Additional Crew commences at the aircraft's designated base and ends upon return of the additional personnel to the same base, unless otherwise agreed upon in writing. Payment begins when personnel actually report at the airport, not the hour the Bureau orders them to report.

- Measurement and Payment

Additional personnel reporting for service prior to 12:00 noon shall be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. Additional personnel released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability.

The Contractor shall record arrival and departure from the specified base as separate line entries on the OAS-23. Each line entry shall identify the start time and stop time in hours and minutes. Additional crew reporting for service at or after noon or released at or before noon will be measured as available one-half day (00.50 AC). Additional crew reporting for service before noon or released after noon will be measured as available one full day (01.00 AC)

1. Record Date
2. Write "Add'l PIC " or "2<sup>nd</sup> PIC" across Block 14
3. Record Start time
4. Record Stop Time
5. Record the payable portion of day as a four-digit number in Block 17. A full day is recorded as 01.00.
6. Record Pay Item as "AC"
7. Record any relevant information in Block 25.

LINE	DATE			IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAK	CARGO						
1.	07	2	98	Add'l PIC		1700	2400	00.50	AC			JS	7610	6W	9841-10-10ZB	Leem	
2.	07	3	98	Add'l PIC		0000	2400	01.00	AC			JS	7610	6W	9841-10-10ZB	Leem	
3.	07	4	98	Add'l PIC		0000	1100	00.50	AC			JS	7610	6W	9841-10-10ZB	Leem	
Line 1,2,3 Add'l personnel (Pilot) 1st thru last day.																	

#### B. AD – Additional Fuel Truck Driver

Refer to the contract to see if claims for an Additional Fuel Truck Driver are allowed. Payment for an Additional Fuel Truck Driver commences at the aircraft's designated base and ends upon return of the driver to the same base, unless otherwise agreed upon in writing. Payment begins when personnel actually report at the airport, not the hour the Bureau orders them to report.

- **Measurement and Payment**

An Additional Fuel Truck Driver reporting for service prior to 12:00 noon shall be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. Drivers released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability.

The Contractor shall record arrival and departure from the specified base as separate line entries on the OAS-23. Each line entry shall identify the start time and stop time in hours and minutes. An additional driver reporting for service at or after noon or released at or before noon will be measured as available one-half day (00.50 AD). An additional driver reporting for service before noon or released after noon will be measured as available one full day (01.00 AD)

#### C. AV – Availability (Daily)

Refer to the contract to see if claims for an Daily Availability are allowed. Measurement of availability shall commence at the Contractor's designated base of hire or the base designated in the contract. (Example: Designated Base: Boise, Idaho) It shall end upon return of the aircraft to the same base, unless otherwise agreed upon. Contractors required to report to the designated base prior to 12:00 noon should be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. Contractors released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability.

	DATE			IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	7	02	98	Availability		1700	2400	00.50	AV			JS	7610	6W	12521-1261	Leem	
2.																	

- Example of full day of Availability for 14 hour availability day.

1. Record Date
2. Write "Availability" or "Avail" across Blocks 14-16
3. Record the payable portion of Availability as a four-digit number in Block 17. A full day is recorded as 01.00.
4. Record Pay Item as "AV".

	DATE			IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	7	02	98	Availability		1700	2400	00.50	AV			JS	7610	6W	9841-10-10ZB	Leem	
2.	07	03	98	Availability				01.00	AV			JS	7610	6W	9841-10-10ZB	Leem	
3.	07	04	98	Availability		0000	1100	00.50	AV			JS	7610	6W	9841-10-10ZB	Leem	

*Line 1 & 3 are first and last day of operation.*

- Example of Unavailability: The aircraft is unavailable for two hours on a 14 hours availability day:

LINE 1

1. Record Date
2. Write "Availability" or "Avail" across Blocks 14-16
3. Record the payable portion of Availability in Block 17 as 00.86.
4. Record Pay Item as "AV"

LINE 2

1. Record Date
2. Write "Unavailable" or "Unavail" across Blocks 14-16
3. Record the Unavailable portion of Availability in Block 17 as 00.14
4. Record Pay Item as "UA"
5. Record the hours and circumstances of the aircraft being unavailable for service in Block 25.

	DATE			IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	07	2	98	Availability				00.86	AV			JS	7610	6W	9841-10-10ZB	Leem	
2.	07	2	98	Availability				00.14	UA			JS	7610	6W	9841-10-10ZB	Leem	
3.	07	03	98	Availability				01.00	AV			JS	7610	6W	9841-10-10ZB	Leem	

*1 & 2 Aircraft was not available from 1:00 P.M. till 3:00 P.M. due to low oil pressure.*

AV + UA must Equal 01.00 for each full day of use.

- To record Daily Availability for First/Last day:

To claim one-half day of Availability (under the "first and last day" Contract clause), record Date and Description. Enter Quantity 00.50 and the Pay Item Code as "AV". Use Block 25 to reference the line number and the "first and last day" clause.

**D. CP – CO-Pilot Charge**

The Co-pilot charge is used when an aircraft does not require a co-pilot but the government requests a co-pilot. Transportation for these extra personnel is at the Vendor's expense. The co-pilot cost is based on Flight Time.

1. Enter Name of Co-Pilot in Block 8
2. Enter Date
3. Enter "Co-Pilot" in Block 14
4. Enter Total Flight Time for that day in Block 17
5. Enter Pay Item "CP" in Block 18
6. Pilot initializes in block 20
7. Summarize claim in Block 25

AIRCRAFT USE REPORT										U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES				RED IS FOR OAS USE ONLY RECEIVED DATE					
PLEASE PRINT CLEARLY THIS FORM IS USED AS AN INSTRUMENT OF CLAIM TO AN ALLOWANCE TO BE PAID TO THE CONTRACTOR.										P.O. BOX 1541837 Avonhill Drive BOISE, ID 83715-0428/CHORAGE, AK 99502-1052				221901					
COMPANY NAME & ADDRESS Fly Away With Us 8676 Airline Circle Florinda, Alaska 99709 - 307-844-4444										CONTRACTING AGENCY NO. FLORINDA		ITEM NO.		AIRCRAFT MAKE & MODEL Cessna		Pilot Name (PIC) Print Jay Bird		SERV. AGMT. NO. JAC CONTROL NO.	
AIRCRAFT DESIGNATED BASE (City/State) MRED (Date & Time) 11:00 2/25/98										AIRCRAFT FAA REGISTRATION NO. N1234		PILOT NAME (2ND PIC) Print Jack Ph		EMERGENCY ORDER NO.					
RELEASED (Date & Time) 18:00 2/25/98										OTHER CREW MEMBER									
DATE	FAA IDENTIFIER	START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	PAYLOAD CARGO	PILOT INITIALS	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES		SIGNED RECEIVED	TAX CODE					
02 25 98	BRW/BRW	0830	0900	00.50	ET	2	50 GPA	5360	6E	9836	1801	NZB	PHI						
02 25 98	BRW/BRW	0930	1000	00.50	ET	2	50 GPA	5360	6E	9836	1801	NZB	PHI						
02 25 98	BRW/BRW	1300	1330	00.50	ET	2	50 GPA	5360	6E	9836	1801	NZB	PHI						
02 25 98	BRW/BRW	1430	1500	00.50	ET	2	50 GPA	5360	6E	9836	1801	NZB	PHI						
02 25 98	Co-Pilot Charge				CP				5360	6E	9836	1801	NZB	PHI					
Co-pilot requested by Gov. 2.0 hr FT=CP charge.										Excise Tax Applies.									

**E. FC – Fuel Charge**

• **Fuel Purchased in USA**

1. Record Date
2. Write "Fuel Charge" across Blocks 14-16
3. Record the cost of the fuel by rounding the "cents" up or down to the nearest dollar and moving the decimal point two spaces to the left. Example: Fuel that cost \$312.89 is recorded as 03.13. Example: Fuel that cost \$29.20 is recorded as 00.29.
4. Record Pay Item code as "FC".
5. Payload blocks are left blank
6. Pilot initials Block 20.
7. Record the name of the vendor, invoice #, gallons purchased, total price of purchase in Block 25.

	DATE			IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	7	02	98	OME	OME			03.13	FC			JS	7610	6W	12521-1261	Leem	
2.	7	02	98	OME	OME			00.29	FC			JS	7610	6W	12521-1261	Leem	
1. Gas for Less: #123654; 66 gallons;\$312.89      2. We're the Best;#655488; 9.2 gallons;\$29.20.																	

**F. FT – Flight Time**

- Airplane Flight**

Airplane flight time is computed from the take-off-roll to block-in time. The Start/Stop Times are recorded as 24-hour clock times. Using the decimal point in Block 17, Elapsed Time is converted to a decimal format and recorded in hours and hundredths of an hour.

1. Record Date
2. Record From/To Identifiers
3. Record Start Time
4. Record Stop Time
5. Record Elapsed Time – Converted to hours and hundredths of an hour
6. Record Pay Item as “FT”
7. Record Payload information
8. Pilot’s Signature

- Helicopter Flight**

Helicopter flight time is computed from lift-off to touchdown and is recorded in hours and tenths of an hour using the Hour Meter (Hobbs) for the Start/Stop Times. Enter Elapsed Time in hours and hundredths. Hundredths is determined by adding a “zero” to the total Elapsed Time. Example: 1.3 = 1.30.

1. Record Date
2. Record From/To Identifiers
3. Record Start Time
4. Record Stop Time
5. Record Elapsed Time – Converted to hours and hundredths of an hour
6. Record Pay Item as “FT”
7. Record Payload information
8. Pilot’s Signature

	DATE			IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE	
	M	D	Y	FROM	TO					PAX	CARGO							
1.	04	15	98	OME	OME	9846.8	9847.3	00.50	FT			GT	5600	9H	9911	CAT		
2.																		

- Note:** Payment will not be made for flights that are for the benefit of the Contractor such as inspection, maintenance test flights, flights to and from maintenance facilities, training or orientation flights, or transportation of Contractor’s support personnel.

**G. FY – Ferry Time**

Refer to the contract to see if claims for Ferry Time are allowed. Payment will be made for Government ordered ferry flights only.

**H. GT – Guarantee Time**

Refer to the contract or ARA to see if claims for Guarantee Time are allowed. Guarantees cannot be calculated until the service is complete.

Payment will be made for the greater of:

- Actual flight time including required ferry time
- OR
- The total guarantee determined by multiplying the number of days of service by the daily guarantee as recorded in the ARA.

**Example of Guarantee Time**

1. Complete Blocks 1-8
2. In Blocks 10-11, record date and time for the entire period of service.
3. Record each segment of flight.
4. When the aircraft is hired at or after 12:00 noon, reduce the daily guarantee by ½ for that day. When the aircraft is released at or before noon, reduce the daily guarantee by ½ for that day.
5. Calculate the “Guarantee Time” due after the entire Order of Service is completed. **Guarantee Time is calculated over the entire time of service not on an individual day-by-day basis.**
  - Add up the total hours of flight time
  - Multiply the daily guarantee X the number of days of service = guarantee due
  - If the flight time performed exceeds or equals the guarantee due, no Guarantee is paid to the vendor
  - If the flight time performed is less than the minimum Guarantee allowed, the difference is payable as Guarantee (GT)

Example: A three-day project is hired before noon on the first day and released after noon on the last day. The Minimum Guarantee is three hours per day as referenced in the ARA. The total amount of flight hours performed is five hours.

- 3 days X 3 Hrs Guarantee = 9 hours
- 9 hours
- 5 hours actual flight time
- 4 hours Guarantee Due

6. Use the Date of the last day of service, and enter “Guarantee” across Blocks 14-16.
7. Enter the amount of Payable Guarantee in hours and hundredths in Block 17.
8. Enter Pay Item Code “GT” in Block 18. Note: Payable Guarantee will be paid at the rate specified in the ARA.
9. Show calculations in Block 25.

OAS 23 FORM 11 AIRCRAFT USE REPORT										U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES				RED IS FOR OAS USE ONLY RECEIVED DATE		
PLEASE PRINT CLEARLY THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM										P.O. BOX 154 WEST ANCHORAGE DRIVE BOISE, ID 83715-0400 (ANCHORAGE, AK 99502-1052 308-285-6733/3037-3731-3700/3036)				221901		
COMPANY NAME & ADDRESS <i>Fly Away With Us 9876 Airline Circle Boise, 99999</i>			CONTRACTING/ARA NO. 80-ARA-9999		ITEM NO.	AIRCRAFT MAKE & MODEL C-206		PILOT NAME (PIC) PILOT Joy Bird		SERV.	AGMT. NO.	AG CONTROL NO.				
			AIRCRAFT DESIGNATED BASE (City/SL) Boise, Idaho		AIRCRAFT FAA REGISTRATION NO. N12345		PILOT NAME (2ND PIC) PILOT		AGENCY ORDER NO.							
			(H)RED (Date & Time) 3-12-99 08:30		RELEASED (Date & Time) 3-14-99 13:20		OTHER CREW MEMBER									
907-44-3333	DATE	FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES		SIGNED RECEIVED	TAX CODE
	M D Y	FROM	TO					PAX	CARGO							
1.	3.12.99	BOI	PDX	0830	1030	02.00	FT			DL	5490	DA	6811-123-12		MM	
2.	3.13.99	No Flying due to weather														
3.	3.14.99	PDX	PDX	0900	1015	01.25	FT			DL	5490	DA	6811-123-12		MM	
4.	3.14.99	PDX	BOI	1100	1245	01.75	FT			DL	5490	DA	6811-123-12		MM	
5.	3.14.99	Guarantee Due				04.00	GT			DL	5490	DA	6811-123-12		MM	
6.																
Other Charges/Credits (Add attachments if necessary) (3 days X 3 Hrs Guarantee = 9 hours) - (5 hours (flight time) = 4 Hours Guarantee Due.																

**I. MC – Mechanic Charge**

When ordered, the Government shall compensate the Contractor the daily rate, furnish or reimburse the contractor for lodging subsistence and transportation to and from the Contractor’s designated base as well as between project locations.

**• Example – Measurement and Payment**

A mechanic reporting for service prior to 12:00 noon shall be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. A Mechanic released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability. Measurement of personnel will be reduced 1/10 per hour or portion thereof if the personnel fail to perform. The reduction will not exceed 10/10 per day.

The Contractor shall record arrival and departure from the specified base as separate line entries on the OAS-23. Each line entry shall identify the start time and stop time in hours and minutes. A mechanic reporting for service at or after noon or released at or before noon will be measured as available one-half day availability. A mechanic reporting for service before noon or released after noon will be measured as available one full day availability.

1. Record Date
2. Write “Mechanic” across Block 14
3. Record Start time
4. Record Stop Time
5. Record the payable portion of day as a four-digit number in Block 17. A full day is recorded as 01.00.
6. Record Pay Item as “MC”
7. Provide explanation of mechanic’s time in Block 25

	DATE			START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT IN-CHARGE	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y					FROM	TO						
1.	4	25	98	Mechanic	1350	2400	00.50	MC		GT	5600	9H	9911	CF	
2.	4	26	98	Mechanic	0001	2400	01.00	MC		GT	5600	9H	9911	CF	

1. . Mechanic did not arrive from town until 13:50; pay for 1/2 day. Changed two cylinders, prop, and flat tire.

**J. PD – PerDiem – Applies to both Contracts and ARA’s**

A subsistence allowance may be claimed for each authorized crewmember, for each **OVERNIGHT** stay, including mandatory days off, when assigned to an alternate base away from the designated base. No partial subsistence amounts will be paid for any day in which there is no overnight (lodging) stay. The Government, at its option, may provide meals and/or lodging (which may be remote field or fire camp accommodations). If not Government provided, the Contractor will be paid an overnight allowance equal to the standard Federal Travel Regulation (FTR) rate (or high rate, if applicable). The Contractor may claim overnight expenses using either of the two following methods:

1. Payment of the Standard Lodging and M&IE rate **EXCLUDING** lodging tax (does not require lodging receipts to be submitted with the OAS-23) or;
2. Payment of actual lodging amount and M&IE rate **PLUS** lodging tax not to exceed the maximum FTR rate. An itemized lodging invoice detailing lodging cost and tax **IS REQUIRED** to be submitted with the OAS-23. Credit card receipts are not acceptable. Receipts are not required for M&IE.

The OAS-23 invoice shall clearly show the county or city where the overnight occurred. **High rate claims for subsistence that do not include this information will be reduced to the standard rate.**

If the Contractor elects not to utilize Government provided meals and/or lodging, there shall be no payment for meals, lodging, or transportation costs incurred by the Contractor for travel to alternate meal or lodging locations.

No payment will be made for partial meals when the Contractor’s crew is directed to operate in the field and returns to the designated base in the evening and no overnight occurs.

If the Government furnishes lodging, the lodging rate will not be paid. Use of Government or Contractor provided tents does not result in an entitlement for lodging payments.

A listing of Government facilities/meals furnished shall be recorded in Block 25, “Other Charges/Credits”, on the OAS-23.

If partial subsistence, either three meals or lodging, is provided by the Government, the Contractor will be paid at current FTR rates for the portion that is Contractor provided.

- **Standard Rate – Lodging and M & IE – One Crew Member**

No receipts are required when claiming the standard rate.

1. Record Date
2. Enter "PerDiem" in Blocks 14-16.
3. Enter 00.85 in block 17
4. Enter PD in block 18
5. Enter "1" in the PAX block
6. Describe the Standard PerDiem charge in Block 25 using the date, cost of lodging and M & IE.

	DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	1	03	00	Per Diem				00.85	PD	1		GT	5600	9H	9911	AV	
2.	1. 1-3-00 Lodging & M&IE provided by contractor. Standard rate of \$85.00.																

- **Standard Rate – Lodging and M & IE – More than one crewmember**

1. Record Date
2. Enter "PerDiem" in Blocks 14-16.
3. Enter 01.70 in block 17
4. Enter PD in block 18
5. Enter number of crew members claiming PerDiem in the PAX block
6. Describe the Standard PerDiem charge in Block 25 using the date, cost of lodging and M & IE.

	DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	1	03	00	Per Diem				01.70	PD	2		GT	5600	9H	9911	ST	
2.	1. 1-03-00 Lodging & M&IE provided by contractor. Standard rate of \$85.00x 2 = \$170.00.																

- **High Rate - Lodging and M & IE – One Crew Member**

1. Record Date
2. Enter "PerDiem-High Rate" in Blocks 14-16.
3. Enter Lodging amount paid + M & IE Rate from FTR in block 17
4. Enter PD in block 18
5. Enter number of people claiming PerDiem for that date in the PAX block
6. Describe the PerDiem charge in Block 25 using the date, place and cost of lodging.

	DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	1	03	00	High Rate Lodging				01.98	PD	2		GT	5600	9H	9911	II	
2.																	

1. 1-03-00 2 People X \$99.00 = \$198.00. Boise, Idaho.

### K. SB – Standby or Ground Time

Refer to the ARA to see if claims for Standby Time are allowed. Record all Standby as it occurs.

- Vendor may offer more favorable standby terms (e.g., free standby equal to hours flown) either as part of the agreement under the ARA or on a case-by-case basis as documented on Block 25.
- Standby will not be earned for stops involving passenger exchange, fuel stops, lunch breaks, or acts of God, such as weather, which prevent continuation of the flight.
- Standby time shall be recorded in 24-hour clock time, under start/stop time, and converted to hours and tenths/hundredths under elapsed time.
- Payable standby should be recorded between the actual flight times in which it occurred.
- OAS computes and records Standby deductions.

	DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	1	10	98	ANC	KNI	0730	840	01.17	FT	1		JS	7610	6W	9841-10-10ZB	Leem	
2.	0	1	0	Standby		0845	900	00.25	SB	1		JS	7610	6W	9841-10-10ZB	Leem	
3.	0	1	0	KNI	ANC	0905	1015	01.17	FT	1		JS	7610	6W	9841-10-10ZB	Leem	

### L. SC – Special Charge (Misc.)

Special charges are charges authorized by the contract, but not assigned their own Pay Item Code. They are recorded as “SC” in block 18 using the “whole dollar” four-digit format. They include:

- **Airport use Costs.** The Government will reimburse the contractor for airport use costs such as tie-downs or similar type costs when the Contractor is required to pay them at airports other than the designated base(s). Such costs, when in excess of \$25.00, shall be supported by a paid itemized invoice
- **Landing Fees.** The Government will reimburse the Contractor for all landing fees the Contractor is required to pay at the designated and/or alternate base(s). Such costs when in excess of \$25.00 shall be supported by a paid itemized invoice.
- **Items Furnished by the Government –** Miscellaneous charges for goods or services furnished by the Government, on behalf of the Contractor, will be deducted from amounts due under the contract.
- **Items Furnished by the Contractor –** No additional charges (other than those specified in the contract) shall be paid to the Contractor unless otherwise approved by the Contracting Officer.
- **Excise Tax (Use Tax) -** Do not claim Use Tax as a line item: indicate in Block 25 that “Use Tax applies”.

**M. SM – Service Miles (Fuel Truck)**

Refer to the contract to see if claims for Service Miles on a Fuel Truck are allowed. It is expected that a service truck will only be required to support aircraft dispatches to the lower 48 states in support of fire activity. Service Truck mileage shall accrue from point of hire (mobilization) until the Contractor returns the truck to the same point of hire (demobilization) upon release from service. Rate of payment shall be calculated at the per mile rate specified in the contract. Elapsed Time is number of miles the fuel truck drove.

	DATE			JOB NUMBER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1	09	09	98	Availability				01.00	AV			JS	7610	6W	9841-10-10ZB	Leem	
2	09	09	98	Service Truck Miles				00.47	SM			JS	7610	6W	9841-10-10ZB	Leem	
3																	
2. Truck drove 47 miles - 560 gal truck.																	

**N. UA – Unavailability**

Measurement of unavailability is the time the aircraft and/or crew are not available for use as described in the contract. A full day of Unavailability is recorded as 01.00 in block 17. AV + UA must Equal 01.00 for a full day of explanation of use by an aircraft. See examples and definition of Availability on page 8.

IV. Appendix

Appendix A - Conversion Chart

Conversion Chart									
Minutes to Hundredths									
Min	100th	Min	100th	Min	100th	Min	100th	Min	100th
1	0.02	11	0.18	21	0.35	31	0.52	41	0.68
2	0.03	12	0.20	22	0.37	32	0.53	42	0.70
3	0.05	13	0.22	23	0.38	33	0.55	43	0.72
4	0.07	14	0.23	24	0.40	34	0.57	44	0.73
5	0.08	15	0.25	25	0.42	35	0.58	45	0.75
6	0.10	16	0.27	26	0.43	36	0.60	46	0.77
7	0.12	17	0.28	27	0.45	37	0.62	47	0.78
8	0.13	18	0.30	28	0.47	38	0.63	48	0.80
9	0.15	19	0.32	29	0.48	39	0.65	49	0.82
10	0.17	20	0.33	30	0.50	40	0.67	50	0.83
								51	0.85
								52	0.87
								53	0.88
								54	0.90
								55	0.92
								56	0.93
								57	0.95
								58	0.97
								59	0.98
								60	1.00

Appendix A

CONVERSION CHART-UNAVAILABILITY

HOURS UNAVAILABLE	UNITS OF AVAILABILITY	UNITS OF UNAVAILABILITY
0	1.00	0.00
1	.93	.07
2	.86	.14
3	.79	.21
4	.71	.29
5	.64	.36
6	.57	.43
7	.50	.50
8	.43	.57
9	.36	.64
10	.29	.71
11	.21	.79
12	.14	.86
13	.07	.93
14	0.00	1.00

**Appendix B – Use Codes**

Use Codes for OAS 23's  
As defined in 350 DM 3.9 & 351 DM 6.4

<b>External Loads</b>	<b>Aerial Applications</b>
1A Sling	8C Seeding
1F Fixed Wing External Load	8F Fuses
1H Short Haul – Helicopter	8H Helitorch
1L Long Line/Remote Hook	8P Ping Pong Ball
	8R Spraying
	8T Thermite
<b>Fire Suppression Activities – Interagency</b>	
2A Helitack/Initial Attack	
2C Cargo Transport – Internal	<b>Other Special Uses</b>
2E Smokejumper	4A Any Takeoff or Landing Requiring Special Pilot Techniques Due To Terrain, Obstacles, or Surface Conditions
2F Roam Dispensing – Bucket/Tank	4H Hoversite - Helicopter
2H Deployment & Retrieval/Personnel Transport	4L Wheel or Ski Operations on Unprepared Landing Sites – Fixed Wing
2K Air Attack Supervisor	4M Fixed Wing Modifications that Invalidate Standard Certificate
2L Lead Plane	4N Night Vision Goggles – Helicopters
2F Paracargo	4P Paracargo – Non-fire
2R Fire Retardant – Bucket/Tank	4R Rappelling – Helicopter
2W Water Dropping – Bucket/Tank	7N Offshore Navigation – Vessel or Platform Landings - Helicopter
<b>Fire Suppression Activities – Local</b>	<b>Other Uses – Special Equip, and/or Special Techniques Required</b>
3A Helitack/Initial Attack	5E Animal Electronic Tracking – Above 500 feet
3C Cargo Transport – Internal	5F Mountain Flying
3F Foam Dispensing – Bucket/Tank	5M USGS and COM Special Pilot Requirements
3H Deployment & Retrieval/Personnel Transport	5R Overwater – Special PPE Requirements
3L Lead Plane	5X Extended Overwater – Special PPE and Equipment Requirements
3P Paracargo	
3R Fire Retardant – Bucket/Tank	<b>General Uses</b>
3W Water Dropping – Bucket/Tank	9A Air Crew Training
	9C Cargo Only
<b>Low-Level – Within 500' or Surface</b>	9E Pilot Proficiency/Pilot Training
6A Animal Herding	9F Ferry Aircraft – Required Air Crew Only
6C Animal Gathering & Capturing	9H Reconnaissance – More than 500' from the Surface
6E Animal Electronic Tracking	9L Law Enforcement – Non-special Use
6F Auto Surveyor	9M Drug Law Enforcement – Non-special Use
6H Habitat/Environmental Evaluations	9P Personnel Transport Point-to-Point
6K Animal Counting	9R Search & Rescue – Above 500 feet
6L Law Enforcement	9V Photo Mapping/Video
6M Drug Law Enforcement	9X Other General Use (not identified in above)
6N Search and Rescue	MA Maintenance Flights – DOI Fleet Only
6P Powerline Patrol	
6R Reconnaissance	
6T Animal Eradication & Tagging	
6W Wildlife Surveys	
6X Medivac	

The primary purpose of the Use Code is to identify all Special Use flight activity. If any portion of your flight is in a Special Use flight mode, then code that line of the Aircraft Use Report (OAS-2 or OAS-23) to the Special Use code (the 1-7 and 8 series), which most closely describes the use. You may use the code for that Special Use which consumed the greater portion of flight time. OR you may break the flight into sections, showing a different use code for each segment.

If your use is other than Special Use (for instance of the types of flight described by codes 5 or 9), enter the most appropriate code or 9X. Reporting Special Use always takes precedence over reporting Other Uses and General Uses.

The aircraft user must exercise judgment when completing the Use Code column on each line of the OAS-2 or OAS-23. For example, 6L is more specific to low-level law enforcement flights than code 6R. Code 4R is for all rappelling performed for any reason, such as fire or rescue.

The use code must describe the actual use as accurately as possible. The use code is not intended for reporting what the aircraft or pilot is carded (inspected and approved) to do. Inspection and approval (carding) must occur before actual use and it has no effect on what you enter in the Use Code column on the Aircraft Use Report.



# AIRCRAFT USE REPORT

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES

P.O. BOX 15428 4837 AIRCRAFT DRIVE  
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1052  
208-387-5781 907-271-3700/3935

RECEIVED DATE

FIELD USE ONLY

424404

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

COMPANY NAME & ADDRESS Merry Air Merry Air 3		CONTRACT/BOA NO. N/A	ITEM NO.	AIRCRAFT MAKE & MODEL Bell 222	PILOT NAME (PIC) Print	SERV.	AGMT. NO.	AC CONTROL NO.
AIRCRAFT DESIGNATED BASE (City/St.) Banning, CA		AIRCRAFT FAA REGISTRATION NO.		PILOT NAME (2nd PIC) Print	AGENCY ORDER NO. Non-Revenue Flight			
HIRED (Date & Time) 04/12/02 16:30		RELEASED (Date & Time) 04/12/02 17:30		OTHER CREW MEMBER				
TELEPHONE NO.								

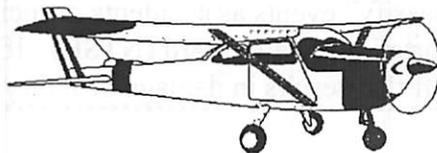
DATE	FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D					Y	FROM						
04-12-02			1645	1705	20	Non Revenue	3	/				Medical Transport ALS		
04-12-02			1705	1750	45	" "	3	/						
04-12-02			1750	1805	15	" "	4	/						
4.	.	.			.									
5.	.	.			.									
6.	.	.			.									
7.	.	.			.									
8.	.	.			.									
9.	.	.			.									
10.	.	.			.									

Other Charges/Credits (Add attachments if necessary)

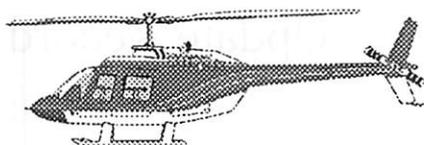
- Non Revenue Flight, In Support of EMS/SAR Incident (Inc # JTP 02-271)  
Merry Air-3 Transported 1 patient (Fall Victim) to Desert Hospital in -  
Palm Springs.

ORIGINAL - OAS COPY

I certify that the above record of services is correct and no payment has been received.		I certify that the above services were received.		AGENCY TELEPHONE NO. ( ) FTS ( ) COMM. (760) 367-5544	AGENCY U.S. DOT, National Park Service
SIGNATURE OF CONTRACTOR/AGENT/PILOT		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		AGENCY ADDRESS 74485 Nat'l Park Dr Twentynine Palms, CA 92251	
NAME (print)	DATE	NAME (Print)	DATE		



*Interagency  
Aviation  
Mishap Response  
Plan*



May 2001

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*If you see something...SAY SOMETHING !!*

Do not try to "classify" events as accidents or incidents, that's the job of the National Transportation Safety Board (NTSB). If you have an event with an aircraft that results in damage or injury, **REPORT IT.**

## Administrative Information

This is a generic aircraft mishap response plan. It is not intended to be all-encompassing but rather it provides the minimum essential elements which apply to most aviation mishaps. **You must tailor this plan to your own organization, mission, and operational location.** An electronic copy of this document can be downloaded at (<http://www.oas.gov/oassafety/library/iamrp.htm>). It will serve you best when used in conjunction with the Agency Administrator's Guide to Critical Incident Management (available through the Great Basin Cache Supply Office (NFES 1356).

All personnel involved in aviation operations should be familiar with the purpose and use of your Aviation Mishap Response Plan. **Ensure that your plan is up-to-date. It must be verified a minimum of annually AND prior to operations conducted in new locations.** When you review your Aviation Mishap Response Plan ensure that all of the points-of-contact listed and their respective phone numbers (and email addresses) are still valid.

**Practice --** The absolute best way to be prepared for the unexpected is to periodically practice your Aviation Mishap Response Plan. Coordinate in advance and get as many responders as possible to participate when you conduct a training drill.

## Update Record

**Date of Review**

**Signature**

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## Protecting People

- a. Many times in the urgency to assist accident victims the rescuers may place themselves in jeopardy and become victims themselves. Aircraft accident sites are always hazardous to some degree, and people working at those sites are exposed to more hazards than they might realize.
- b. Aircraft wreckage attracts people like a magnet; some of the people you can expect to find at an accident scene include: accident victims, emergency responders, investigators, the public, and the media.
- c. **Hazards at an aircraft accident site can include:**
  - 1. **Biological Hazards** -- Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and any others. See OSHA's 29 CFR 1910.1030 for control measures.
  - 2. **Toxic Substances** -- Fuel, oil, hydraulic fluid, and exotic aircraft materials such as beryllium, lithium, chromium, and mercury. You must also consider the cargo the aircraft was carrying.
  - 3. **Pressure Vessels** -- Tires (often above 90 psi), hydraulic accumulators, oleo struts, oxygen cylinders, and fire extinguishers. They may look OK, but they may have been damaged in the crash.
  - 4. **Mechanical Hazards** -- Metal under tension (rotor blades bent under fuselage), heavy objects, composite materials, and innumerable sharp edges.
  - 5. **Fire Hazards** -- Unburned fuel, hot metal (or other components), aircraft batteries, pyrotechnics, and the ignition of grass as a result of the accident. Be cautious of smoldering items which may re-ignite.
  - 6. **Environmental Hazards** -- Weather, terrain, and animals (snakes, spiders, scorpions, etc.) Depending on the location and time of year, the environment may be among the most serious hazards at the scene.
- d. It is important to exercise good judgment, utilize available protective devices and clothing, and use extreme caution when working around the wreckage. Protective measures include:
  - 1. Minimize the number of personnel allowed to enter the accident site. Keep non-essential personnel well clear, and preferably upwind.
  - 2. Ensure exposed personnel use appropriate personal protective equipment (PPE) such as boots, long pants, long-sleeved shirts, leather gloves (use surgical gloves as inserts if blood or bodily fluids are present), and appropriate respirators if toxic vapors or composite material pose respiratory hazards.
- e. Do whatever is necessary to extricate victims and to extinguish fires, but keep in mind the need to protect and preserve evidence. Document and/or photograph the location of any debris, which must be disturbed in order to carry out rescues or fire suppression activities. REMEMBER, it's already a bad day, don't make it worse by letting someone else get hurt!

**Emergency Actions Tab A**  
*(Protect People)*

## Protecting Property

**NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.**

- a. *Only the Board's accident investigation personnel, and persons authorized by the investigator-in-charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.*
- b. *Wreckage, records, mail, and cargo in the Board's custody shall be released by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, "Release of Wreckage," will be completed, acknowledging receipt.*

Treat the accident site like a crime scene. Wreckage, cargo, and debris should not be disturbed or moved except to the extent necessary:

- a. To remove victims.
- b. To protect the wreckage from further damage.
- c. To protect the public.

In addition to the authority explicit in NTSB 831.12 another (very good) argument for restricting access is for the protection of the public from the hazards of the accident site (Tab A).

Initially the accident site should be protected by either your own people or by local law enforcement officers. The investigation team may request extended security until the investigation is complete.

## Emergency Actions

**Tab B**  
(Protect Property)

**Preserving Evidence**

**NTSB Sec. 830.10 Preservation of aircraft wreckage, mail, cargo, and records.**

- a. *The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to Sec. 831.12(b) of this chapter.*
- b. *Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:*
  - 1. *To remove persons injured or trapped;*
  - 2. *To protect the wreckage from further damage; or*
  - 3. *To protect the public from injury.*
- c. *Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.*
- d. *The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.*

In addition to those items required by law (above) you should also:

**Control access** to the site by cordoning off the area and allowing into the area only those individuals who have official business. Establishing a pass system to identify authorized personnel is an excellent technique for serious accidents. Everyone who enters should be briefed on the known or suspected hazards and cautioned to avoid disturbing the evidence (flipping switches and souvenir hunting).

**Photograph everything.** Film is cheap and some evidence may be easily destroyed prior to the arrival of the accident investigators. Photograph switch positions, ground scars, and other perishable evidence.

**Identify witnesses and request statements.** Request witnesses to write out their statements as soon as possible (before witnesses can compare notes). Be sure to get witnesses' names, addresses and phone numbers. Supervisors must ensure that personnel with information pertinent to the investigation are made available to the investigators in a timely manner. If possible, coordinate with the accident investigator(s) PRIOR to de-mobilizing personnel with information pertinent to the accident.

**Secure crew equipment.** The helmet, survival vest (if used), and other equipment (kneeboard, notes, charts, etc.) should be controlled and provided to the IIC/investigation team upon arrival.

**Emergency Actions**

**Tab C**  
*(Preserve Evidence)*

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**Notify and Investigate**

***If you see something...SAY SOMETHING !!***

Do not try to “classify” events as accidents or incidents, that’s the job of the National Transportation Safety Board (NTSB). If you have an event with an aircraft that results in damage or injury, **REPORT IT.**

**Initial** Notification to OAS or the USDA-FS will be conducted by calling 1-888-4MISHAP and providing the information on OAS Form 77 / FS 5700-28.

**\*\*DO NOT DELAY** the *initial* notification by trying to complete all of the blanks on the form. Call in the accident as soon as possible and call back as more information becomes available.

The OAS or USFS Investigator you contact will review your actions and advise you of any additional actions you should be taking, or reports you need to make.

**\*\*If you have enough people** you should conduct the notification process at the same time as you are conducting other aspects of the immediate response.

**Investigation:**

- a. Aircraft accidents (fatality, serious injury, or substantial damage) will usually be investigated by NTSB personnel (PL 103-411). OAS/USFS personnel will generally be a “party” to the NTSB investigation.
- b. Aircraft incidents with potential may not necessarily be investigated by NTSB personnel, but will be investigated by Air Safety Investigators from OAS or USFS.
- c. Aircraft incidents will usually require the local Aviation Manager or Aviation Safety Manager to investigate the event and report the facts and circumstances to OAS/USFS. No report is required by the NTSB unless specifically requested (Part 830.15)
- d. All aviation-related events, which impact aviation safety, must be reported using the SAFECOM (see <http://www.oas.gov/oassafety/index.htm> or for USFS activities, <http://www.aviation.fs.fed.us/safecom/index.htm>).

**Emergency Actions**

**Tab D**  
(Notify and Investigate)

## Recovery Operations

**NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.**

- a. *Only the Board's accident investigation personnel, and persons authorized by the investigator-in-charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.*
- b. *Wreckage, records, mail, and cargo in the Board's custody shall be released by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, "Release of Wreckage," will be completed, acknowledging receipt.*

If an accident is investigated by OAS / USFS personnel, they are responsible for notification to the NTSB and compliance with section 831.12, prior to releasing the wreckage.

Actual recovery (and the associated costs) is usually the responsibility of the owner (or the owner's insurer). Before committing the Government to unnecessary costs, check with the appropriate Contracting Officer.

Use extreme caution when removing or recovering aircraft wreckage (Tab A). Normally salvage personnel are aware of, and take appropriate precautions for, hazards at accident sites. Your people may not!

## Emergency Actions

## Tab E

(Recovery Operations)

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*Anyone who has ever been involved in the immediate response to an aircraft accident will agree that the first few minutes (and hours) are chaotic. Time is an extremely critical factor and immediate positive action is necessary; delay may affect someone's survival. Developing and practicing your Aviation Mishap Response Plan today is your best defense against the chaos of tomorrow.*

**Conduct of Aircraft Accident Investigations.** All U.S. Department of the Interior (DOI) and U.S. Department of Agriculture - Forest Service (USDA-FS) aircraft mishaps are investigated under the authority of the National Transportation Safety Board (NTSB) as defined in:

- a. 49 Code of Federal Regulations (CFR) Parts 830 and 831
- b. Public Law (PL) 103-411

**\*\*** This means that regardless of severity, all aircraft mishaps (accidents or incidents) are the domain of the NTSB. If the NTSB elects to not visit the site and the physical investigation is conducted by DOI or USDA-FS personnel, it is still an NTSB investigation and investigative efforts must comply with their rules and standards.

### **Tips and Techniques**

- a. **Who's in charge** -- Although the investigation is the responsibility of the NTSB you need to determine in advance who your organization wants to be responsible for the initial actions at the accident site. Generally the fire department controls the scene until the threat of fire is controlled at which time the senior medical representative controls the scene until necessary life-saving efforts are established. Finally the accident investigator takes charge in order to conduct the investigation.
- b. **Notification of Next-of-Kin** -- See Agency Administrator's Guide to Critical Incident Management for guidance. As a minimum, all supervisors should have a plan on how to contact their employee's next-of-kin.
- c. **Start a journal** -- Write down everything regarding events, actions, points of contact (who, what, when, where, why).
- d. **Control of Records** -- Under the provisions of NTSB Part 831.12 (Tab B) the records pertaining to the aircraft and the flight become a part of the investigation and "belong" to the NTSB until released. Your role is to gather and control the appropriate records until they can be turned over to the NTSB (or other authorized investigator). Required records include (but are not limited to) aircraft operating and maintenance documents, crew records (flight and medical), flight plans, weather briefings, weight and balance forms, and load calculations,
- e. **Conduct after-action review (AAR)** -- After the dust has settled and the professional investigators have taken charge it is time to review what happened, what worked, and what needs to be improved. Conduct the AAR while issues and events are fresh in everyone's mind. Update your Aviation Mishap Response Plan with the lessons learned.

**Priority of Actions.** As soon as you are aware of the accident *start a log of all actions and calls*, then refer to the expanded subsections of this plan. The subsections are listed in order of priority.

- a. **Protect people (Tab A).** Lives saving operations take first priority.
- b. **Protect property (Tab B).** Property should be protected from unnecessary additional damage.
- c. **Preserve evidence (Tab C).** Treat the area as if it were a crime scene and provide 24-hour security until the investigation team arrives. Identify witnesses, get their addresses and phone numbers.
- d. **Notify and investigate (Tab D).** Report the accident. Do not delay reporting if detailed information is not immediately available.
- e. **Recovery operations (Tab E).** Everything at the site is under the control of the NTSB until released.

**Terms (See 49 CFR (NTSB) 830/831)**

- a. **Aircraft Accident** -- 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 receives substantial damage.
- b. **Aircraft Incident** -- an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- c. **Investigator In Charge** -- the designated Investigator-In-Charge (IIC) organizes, conducts, controls, and manages the field phase of the investigation. The IIC has the responsibility and authority to supervise and coordinate all resources and activities of all personnel, both Board and non-Board, involved in the on-site investigation. The IIC continues to have considerable organizational and management responsibilities throughout later phases of the investigation, up to and including Board consideration and adoption of a report or brief of probable cause(s).
- d. **Serious Injury** -- any injury which:
  1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;
  2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
  3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
  4. Involves any internal organ; or
  5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- e. **Substantial Damage** -- 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 punctured 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 wingtips are not considered "substantial damage" for the purpose of this part.

**Media****NTSB Sec. 831.13 Flow and dissemination of accident or incident information.**

- a. *Release of information during the field investigation, particularly at the accident scene, shall be limited to factual developments, and shall be made only through the Board Member present at the accident scene, the representative of the Board's Office of Public Affairs, or the Investigator-In-Charge.*
- b. *All information concerning the accident or incident obtained by any person or organization participating in the investigation shall be passed to the IIC through appropriate channels before being provided to any individual outside the investigation. Parties to the investigation may relay to their respective organizations information necessary for purposes of prevention or remedial action. However, no information concerning the accident or incident may be released to any person not a party representative to the investigation (including non-party representative employees of the party organization) before initial release by the Safety Board without prior consultation and approval of the IIC.*

When the field investigation is conducted by OAS / USFS personnel they will comply with the law by referring all questions, requests for interviews, etc. to the NTSB IIC or to the appropriate NTSB office.

Tips and techniques when working with the media:

- a. Advise the media that the investigation of this accident is under the jurisdiction of the NTSB and any questions or requests for access to the site must be directed to them.
- b. Don't aggravate the media; they're just doing their job. Even aircraft accidents don't stay in the headlines forever... unless the reporter thinks you're hiding something.

Most reporters have more experience than you at accident sites. Remind them of the hazards, to avoid disturbing the wreckage, and ask them to be respectful of the victims.

## Media Relations

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**OVERDUE AIRCRAFT**

An aircraft is considered “overdue” when it fails to arrive within 30-minutes past the estimated time of arrival (ETA) and cannot be located.

**MISSING AIRCRAFT**

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.

The aircraft is OFFICIALLY missing when the fuel duration, as reported on the request for flight following, or as reported on the FAA flight plan, has been exceeded and the aircraft location is unknown.

Time	Action	Contact and Phone	Time Log
Immediately at ETA	Attempt to contact aircraft by radio or phone. Contact destination agency airbase or airport. Gather info required for Aircraft Accident Report.		
15 minutes past ETA	Contact originating or enroute agency dispatch. Contact originating or enroute agency airbase. Contact originating or enroute airports		
30 minutes past ETA	Contact vendor home base. Contact FAA Flight Service Station		
Fuel duration exceeded or if accident is suspected	Submit Aircraft Accident Report to: FAA Flight Service Station Aviation Manager DOI/USFS Aviation Safety Manager	1 800 - WX BRIEF (800 992-7433) 1 888 - 4MISHAP (888 464-7427)	

Contact the FAA at 1 800-WX BRIEF (or 1 800 992-7433) if:

1. The aircraft is believed to have been involved in an accident.
2. The aircraft is not located within 30 minutes of its estimated time of arrival or reporting time.

*(the FAA also maintains a 24-hour Communications Center at (202) 267-3333)*

**\*\* Provide the information on OAS Form 77/FS 5700-28 (Aircraft Accident Report).** Do not delay notification if you do not have all the blocks filled. Provide as much information as you can and follow-up when additional info is available.

**SEARCH AND RESCUE.** Search and Rescue (SAR) operations are coordinated through the FAA to the Air Force Rescue Coordination Center (AFRCC). Once an aircraft is declared missing and SAR initiated, the AFRCC becomes the controlling agency. Agency aircraft may participate in the SAR under the direction of the AFRCC.

**Overdue and Missing Aircraft**

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## Aircraft Accident Report

NTSB Communications Center 1-202-314-6290

OAS/USFS 1-888-4MISHAP

(Do not delay initial report by trying to fill in all the

<b>1. Point of Contact Information</b>		
a. Name	c. Duty Position:	
b. Phone Numbers	d. Address:	
Work:	Cell:	e. Email:
Fax:	Home:	
<b>2. Accident Information</b>		
a. Aircraft Registration/Tail Number	Type of Aircraft	Color
b. Date and Time of Accident		
c. Location of Aircraft (Grid, Lat/Log, Reference to Known Point)		
d. Hazardous Materials Involved? (Explosives, Radioactive Materials, etc.)		
e. Witnesses identified and statements requested?		
f. Accident Site Secured?	Photos Taken?	
g. Flight Data Recorder Secured? (if applicable)	ELT Deactivated?	
h. Total Number of Personnel Involved		
Number of Fatalities	Number of Injuries	
<b>3. Accident Description (type of mission, what happened, weather, extent of damage, etc.)</b>		
<b>4. Admin Information</b>		
a. Aircraft Owner	b. Operator	
c. Pilot in Command		
d. Point of Last Departure	e. Destination	
f. Route of Flight	g. Fuel on Board	
h. Nearest Commercial Airport	i. Suitable Helicopter Landing Site	
j. Other Agencies Involved		

**Aircraft Accident Report**

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## Emergency Contact List

OAS/USFS 1-888-4MISHAP  
 FAA Flight Service Station 1-800-WX BRIEF  
 FAA Communication Center 1-202-267-3333  
 NTSB Communication Center 1-202-314-6290

*Update phone numbers, frequencies, and POCs quarterly and for each*

<b>1. Primary Response (Emergency Responders -- dial 911, use discrete numbers as a back-up)</b>
a. Fire Department
b. Police
c. Ambulance
d. Air Ambulance
e. Hospital
f.
<b>2. Secondary Response (Support Personnel)</b>
a. Flight Following -- FAA Flight Service Station (1 800 WX BRIEF)
b.        - Dispatcher
c. OAS / USDA-FS Aviation Safety Manager (1 888 4MISHAP)
d. NTSB (1-202-314-6290)
e. Photographer
f. HAZMAT Response Team
g. Coroner
h. Clergy
i. Explosive Ordnance Disposal (Military or Police)
j. Engineer / Recovery Specialists
k.
<b>3. Agency Management and Other Agencies (as required)</b>
a. Aviation Safety Manager
b. Aviation Manager
c. Public Affairs Officer
d. Military Base Operations
e. Federal Emergency Management Agency (FEMA)
f. Airport Operations
g. Aircraft Owner/Operator
h. Contracting Officer
i. Security

**Emergency Contact List**

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Notes

Notes



*Reported By (Optional)*

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Office  
Organization \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>EVENT</b>	Date ____/____/____ <small>Mo Day Year</small>	Local Time ____:____:____ <small>24 hour clock</small>	Injuries? Y N <small>Circle</small>	Damage? Y N <small>Circle</small>
	Location _____ <small>Airport, City, Lat/Long, or Fire Name</small>			State ____

<b>MISSION</b>	Type _____ <small>Pax, Cargo, Recon, Sling, Longline, Rappel, etc.</small>	Procurement _____ <small>Contract, CWN, Rental, Fleet, Cooperator, etc.</small>	
	Number of Persons Onboard _____	Special Use? Y N <small>Circle</small>	Hazardous Materials <small>Circle</small>
	Departure Point _____	Destination _____	

<b>AIRCRAFT</b>	N# _____	Manufacturer _____	Model _____
	Owner/Operator _____	Pilot _____	

<b>NARRATIVE</b>	<i>Please provide a brief explanation of the event.</i>

**CORRECTIVE ACTION**

*Fold here*

**FROM:**

Place  
Stamp  
Here

**TO:**

*Fold here*

***Fold and send to:***

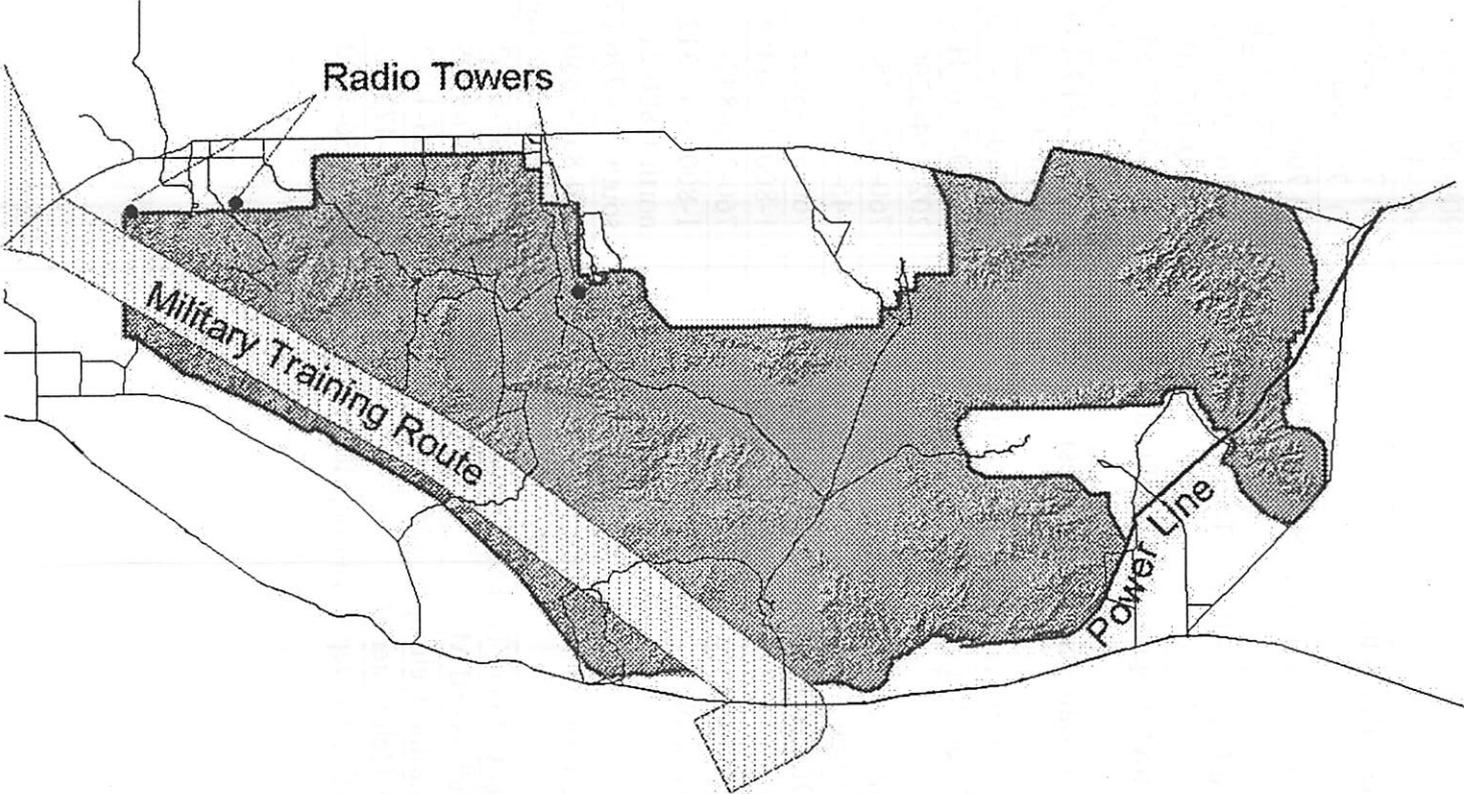
***U.S. Forest Service - Local Forest and Regional Aviation Safety Officer in which the event took place.***

***U.S. Department of the Interior - Through Bureau channels to OAS Aviation Safety Manager, P.O. Box 15428, Boise, ID 83715-5428***

***or***

***Submit electronically through the OAS Home Page at <http://www.oas.gov>.***

# Aerial Hazard Map



## Phone List

County Emergency	911
FICC Dispatch	909-383-5651 909-383-5652
Chief Ranger (Judy Bartzatt)	w) 760-367-5540 p) 760-864-3467
Aviation Manager- JOTR (Patrick Suddath)	w) 760-367-5547 p) 760-864-0210
Fire Management Officer – JOTR (Tom Patterson)	w) 760-228-2339 p) 760-367-1015
Cottonwood District Ranger- JOTR (Jeff Ohlfs)	w) 760-367-5548 p) 760-864-8110
Regional Aviation Manager –(Susie Bates)	w) 510- 817-1495 p) 650-997-6497
Public Information Officer- JOTR (Joe Zarki)	w) 760-367-5520
OAS Aviation Safety Manager	1-800-4MISHAP
NTSB	202-314-6290
Landells Aviation	760-329-6468
CHP Aviation Office – Indio, CA	345-4132
CHP Aviation Officer-Thermal, CA (Craig Martinez)	760-399-8615
Mercy Air Evac	1-800-222-3456
Morongo Basin Ambulance	760-366-8474
NICC Flight Following	1-800-994-6312 north 1-800-213-5584 south 909-276-6725
USMC Air Ops, Twentynine Palms	760-830-7830 (Sgt. Harper) 760-830-7824 (Sgt. Miller)
OAS Contracting Officer (Toni Musgrove)	208-387-5762
Apple Valley Helitak- BLM	760-240-8505
CDF- San Bernardino Helicopter 305	909-883-1112
CDF- Riverside, Helicopter 301	1-800-472-5697
San Bernardino Sheriff Dept Aviation, Helicopter 40 king	909-356-3800