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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

Subject Number: ADS-14
Transmittal Number: 425
Date: 2/17/88

Subject: AIRCRAFT SAFETY

Approval: Jed D. Christensen | Title: Director, Office of Surface Mining

1. Purpose. This Directive is to establish, implement, and administer an aircraft management and safety program within the Office of Surface Mining Reclamation and Enforcement (OSMRE) for the protection of its employees and real property. This directive supplements current Departmental and Office of Aircraft Services (OAS) policy and procedures concerning the use of contract air services.

2. Definitions.

a. Special Use Activities - Any aircraft flight where part or all of the in-flight activities, excluding takeoff and landing maneuvers at established airfields, are conducted at or below an altitude of 500 feet AGL (Above Ground Level).

b. Contract Air Services - Aircraft and pilot services provided by OAS approved vendors and utilized on a formal contract, charter, or rental basis for a stipulated mission or time interval. Scheduled flights on common carriers are not included under this definition.

c. Cooperative Aircraft - Any aircraft owned and used by other Federal agencies, state governments, or other entities where OSMRE employees serve as members of the crew on official business.

d. Contracting Officer (CO) - In accordance with OSMRE Policy and the provision of 350 DM 1, all OSMRE contract air services will be obtained through OAS. The CO for all OSMRE contract air services will therefore be a staff member of OAS. The CO is the only individual who may modify or change a contract provision.

e. Contracting Officer Administrative Representative (COAR)

The COAR [OSMRE labels these positions as Contracting Officers Technical Representative (COTR)], will be an OSMRE employee designated by OAS to oversee an air services contract.

The COAR is directly responsible to the CO for monitoring contract performance. Primary responsibility of the COAR is to assure compliance with the administrative provisions of the contract. The COAR maintains direct oral and written communications with the Contractor in day-to-day operations and represents the CO in making minor allowances which do not modify the price, or other provisions of the contract.

Changes or modifications may be discussed with the Contractor, however, the COAR cannot commit the Government to such modifications or changes. The COAR recommends to the CO proposed changes and adjustments whenever the contract requires modification in order to meet the demands of the work project. The COAR is responsible for verifying the work performed upon which payment is based.

f. Project Inspectors (PI) - OSMRE employees familiar with both the technical aspects of aircraft and associated equipment, and OAS contract requirements. These employees will be appointed on a collateral duty basis to assist the COAR in ensuring that contractor's aircraft and equipment continues to meet OAS contract requirements. Project Inspectors may also serve as Aircraft Management and Safety Officers (AMSO's).

g. Aircraft Management and Safety Officer (AMSO) OSMRE employees appointed on a collateral duty basis by OSMRE Area Office Managers or higher level field supervisory officials to perform duties concerning aircraft use or other aviation related safety matters. Aircraft Management and Safety Officers may, if properly qualified, also serve as Project Inspectors (PI's).

h. OSMRE Aircraft Safety Manager OSMRE employee selected to assist the Assistant Director, Budget and Administration, in developing and directing a comprehensive aircraft utilization and accident prevention program.

i. OSMRE Flight Manager - On each flight, one OSMRE crew member will be designated as the "Flight Manager". This designation will confer duties as outlined in this document. Designation of the Flight Manager will be by the AMSO or Authorizing Official having the most direct responsibility for the flight.

j. Authorizing Official - The Area Office Manager, Field Office Director, or other OSMRE official whose authorization must be obtained prior to the utilization of contract air services.

k. Official Passengers - In accordance with 350 DM 1.9 A., the following categories of personnel are official passengers:

1. Officers and employees of the Federal Government traveling on official business;

2. Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs;

3. Non-Federal passengers when engaged in missions which enhance accomplishment of a Departmental program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; and contractors' representatives.

3. OSMRE Policy/Procedures

a. Policy

(1) All OSMRE personnel engaged in flights operations have the right and obligation to cease flight operations at any time if in their judgement continued operations may imperil the aircraft, its crew, or passengers.

(2) All OSMRE offices will maintain a current file of OAS/Departmental Manual releases concerning aircraft operations.

(3) For Contract Air Services OSMRE will utilize only OAS certified contract aircraft flown by OAS certified pilots. Certifications of pilot and aircraft will be visually checked prior to each individual mission. OAS approval is also required prior to missions flown on "cooperative" aircraft. (See OAS Operational Procedures Memorandum No. 86-8).

(4) All OSMRE employees and official passengers who are crew members or passengers on aircraft engaged in special use activities must, while on board such aircraft, wear the appropriate personal protection equipment specified in 351 DM 6.4E (aviator's protective headgear, fire retardant flight suits and gloves, and all-leather boots). Personal protective equipment is to be worn at all times during special use activity flights. When PPE is required for flights, garments made of synthetic materials (including official OSMRE uniforms) will not be worn.

(5) OSMRE employees and official passengers on board aircraft engaged in non-special use activities (e.g., an aircraft chartered solely to provide point-to-point transportation and where no portion of the flight(s), with the exception of normal take off and landing operations, will be conducted at or below 500' AGL) are exempt from the requirements of section 3, subparagraph a(4). In addition, non-special use activity flights are exempt from the requirements of Section c, subparagraphs c(5), c(6), and c(7) of this directive, except that 1) a pre-flight weather briefing must be obtained in accordance with c(5)a; 2) weights of all passengers and baggage will be supplied to the pilot in accordance with c(6)e.; and 3) certifications of both the pilot and the aircraft must be verified in accordance with c(6)c.

(6) Where the local OSMRE field or area office has radio communications capability, a mobile radio enabling constant communications with OSMRE ground units and offices will be on board the aircraft during all flights.

(7) A flight plan is required for all OSMRE flight operations using contract air services. A flight plan (FAA form 7233-1) for each flight will be filed with the appropriate FAA facility prior to take off, and activated immediately prior to or following takeoff. In areas where OSMRE installations have

direct ground-to-air radio communications capabilities, an OSMRE flight following plan (OSM Form 131) may be used in lieu of filing form 7233-1 with the FAA providing:

(a) The flight planning/following log and an attached FAA form 7233-1 are fully completed prior to take off.

(b) Radio contact can be made at predetermined intervals of no more than 30 minutes, allowing position reports or plan amendments to be communicated and recorded.

(c) OSMRE personnel tasked with flight following responsibilities monitor the communications radio at all times during the flight.

(8) OSMRE will not conduct flight operation in actual or forecast weather conditions judged by either the Pilot In Command, the Aircraft Management Safety Officer, the OSMRE Flight Manager, or other Authorizing Official, to pose a hazard to the aircraft or its occupants.

(9) Special use missions requiring the use of helicopters and during which significant portions of the flight will be conducted at extremely low altitudes and airspeeds (e.g. aerial examination of highwalls) will, whenever possible, be flown in twin engine helicopters to provide additional aircraft reliability and increased aircrew safety.

b. Responsibilities.

(1) The Assistant Director, Budget and Administration, is responsible for ensuring the effective implementation of a Bureau-wide Aircraft Management and Safety Program. The Assistant Director recommends and obtains the necessary funding to ensure an effective aircraft safety program and, as Chairman of the OSMRE Safety and Health Advisory Committee, will ensure that the policies and procedures delineated in this Directive are kept current.

The Assistant Director will approve the appointment of OSMRE employees selected to act as PI's, and AMSO's, based on the aviation related knowledge, skills, and abilities of the selected employees.

(2) The OSMRE Safety Manager, assigned to the Division of Management Services, is designated as the OSMRE Aircraft Safety Manager and will assist the Assistant Director, Budget and Administration, in developing and directing a comprehensive aircraft utilization and accident prevention program.

(3) The Assistant Directors, Eastern and Western Field Management and Operations Offices, are responsible for implementing an effective aircraft safety program within their areas of responsibility. They will appoint subject to the approval of the Assistant Director, Management and Budget, an Aircraft Management and Safety Officer (AMSO) to assist them in the day-to-day direction of their respective aircraft programs, and appoint project inspectors (PI's) for their geographic areas.

(4) Field Office Directors are responsible for ensuring that their employees follow the policies and procedures established by this directive for the safe and effective utilization of contract aircraft services and will ensure that their employees receive periodic training to maintain a high degree of aircraft safety awareness. They will task, subject to the approval of the Assistant Director, Management and Budget, a knowledgeable employee with the responsibility of serving as Aircraft Management and Safety Officer to assist them in performing these duties. A collateral duty Aircraft Management and Safety officer will also be designated subject to the approval of the Assistant Director, Management and Budget, in each area office which utilizes contract or cooperative aircraft services.

c. Procedures. All OSMRE flight related activities will be conducted in accordance with this Directive, Department standards, OAS guidance documents, and the OSMRE Flight Operations Handbook (under development).

(1) Training.

(a) Prior to flying in contract or cooperative aircraft for the first time, all OSMRE employees and official passengers must receive appropriate safety training in flight operations. Such training shall include, but not be limited to: the safe boarding and exiting of helicopter and/or fixed wing aircraft while the engine(s) or rotor(s) are turning; the locations and operations of master switches and emergency fuel shut off valves; the location and use of emergency flares; the location of the required first aid supplies; the location and operation of the required emergency locator transmitter (ELT); and both the location of the aircraft's radio(s), and operations of the same on the international emergency frequency (121.5 MHZ).

(b) Prior to flying in support of the OSMRE mission, all OSMRE personnel who routinely use contract aircraft services will attend, at a minimum, one OAS-provided Aviation Management Seminar, and one fixed wing or helicopter safety course, as appropriate.

(c) Fixed wing or helicopter safety refresher training will be offered to, and attended by, all personnel using contract aircraft services. This refresher training will be conducted at the discretion of the appropriate Assistant Director or Field Office Director, but not less than bi-annually.

(2) Contracting Procedures. The procedures outlined in 353 DM 1.1 will apply when offices require contract air services. The OSMRE person appointed as Contracting Officer's Administrative Representative (COAR) by the OAS, or the local Authorizing Official may also request the services of an on-site Project Inspector (PI). The Project Inspector will assist the COAR in ensuring that the contractor selected to provide aircraft services continues to adhere to the terms and conditions of the OAS contract throughout its duration. The PI should be an individual familiar with the aircraft type being utilized and the equipment required on each aircraft to be inspected. Assistant Directors, Eastern and Western Field Operations Offices will designate, subject to the approval of the Assistant Director, Management and Budget, appropriate PI's and periodically circulate a listing of the designated individuals among their respective Field Offices. OSMRE employees with pilot, aircraft mechanic, or other relevant technical expertise who can assist COAR's with on-site inspections shall be designated as PI's.

(3) Pre-Accident Plan Procedures. Each Field, Area, or other office engaging in contract flight missions shall prepare and maintain on a current basis an aircraft pre-accident plan. Guidelines for the plan are provided in the OAS publication "Aircraft Pre-Accident Plan and Hazard Map Instructions" (Attachment A). Attachment B provides an example of a completed plan. The local AMSO shall be responsible for maintaining the Pre-Accident Plan and ensuring that all personnel responsible for flight following procedures (see below) are familiar with the plan, its use, and updating procedures.

(4) Hazard Map Procedures. Each Field, Area, or other office engaging in flight missions shall maintain current Local Operational Hazard Map(s) in conformance with the hazard map provisions of Attachment A. New hazards identified during a mission will be accurately located by the pilot and an assigned OSMRE crew member, and appropriately drawn by an assigned OSMRE crew member on the scale navigational map(s) to be carried on board the aircraft during each mission. Such notations may be in pencil during the flight, and will be transferred to the appropriate hazard map(s) in permanent appropriate colors after the flight.

(5) Special Use Activity Pre-flight Planning and Approvals.

(a) Pre-flight planning. Five documents will be used in the pre-flight planning of all OSMRE flight operations, including those using contract aircraft for special use activity flights: (1) the appropriate scale topographic (navigational) map(s); (2) FAA form 7233-1 Flight Plan; (3) the OSMRE flight planning/following log; (4) the appropriate sectional aeronautical chart(s); and (5) the appropriate Local Operational Hazard Map(s).

(1) 1:100,000 scale topographic (navigational) maps (or other appropriately scaled maps if the 1:100,000 scale series is not available) will be used to plan the route of flight and will be carried on all flights for use in navigation and position reporting. The proposed route of flight will also be marked on a duplicate map to be used for flight following by ground personnel while flight operations are in progress. Each Field or Area Office will acquire sufficient maps to allow at least one map aboard the aircraft and one map in the office. Legible full-size Xerox copies of these topographic maps are acceptable for office use only. An example 1:100,000 scale topographic map is attached (Attachment B).

(2) FAA form 7233-1 (Flight Plan) is self-explanatory and will be completed and attached to the flight planning/flight following log. Several items such as hours of fuel on board, aircraft number, and color may not be known prior to meeting the contract aircraft. This information shall be transmitted to the field or area office by radio once obtained from the pilot. If radio communications are not available, this information shall be transmitted to the field or area office by telephone prior to aircraft takeoff (Attachment C).

(3) An OSMRE flight planning/following log (OSM form 131) will be prepared for each flight, regardless of radio communications capabilities, and followed by the appropriate field or area office if that office has radio communications capability. The plan will include the aircraft ID number; aircraft color; number and names of persons on board; hours of fuel on board; anticipated route of flight (such as by 7 1/2 minute quad. name and inspection site designations); estimated time of departure, estimated time of return; proposed refueling locations(s), lunch stop, and mine site landing(s), if any.

The flight planning log section of the flight planning/flight following log will be completed prior to all flights. Flights will be planned to overfly mines and/or AML sites in a logical,

sequential manner to avoid retracing the flight course and to allow the most direct route to minimize flight time. The first log entry will be the departure point (Attachment C).

(4) Aviation Sectional Map Description. Sectional Aeronautical Charts are 1:500.000 scale charts used for planning and conducting aerial navigation, and are published at six-month intervals by the National Oceanic and Atmospheric Administration (NOAA). The continental United States (excluding Alaska) has been divided into 37 areas, with each area having a desingated Sectional Chart which depicts the airfields, aerial navigation facilities, and known hazards to aircraft or flight operations which exist within that designated geographical area. The appropriate Sectional Aeronautical Charts are to be used to develop and maintain the required Local Operational Area Hazard Maps. Current Sectional Charts will also be consulted prior to each OSMRE flight operation to ensure that potential flight hazards are identified and noted on both the navigational map(s) to be carried on board the aircraft and the local operational area hazard map.

(5) Prior to each special use activity mission, the local Authorizing Official or Aircraft Management and Safety Officer shall be responsible for ensuring that the OSMRE Flight Manager carefully reviews the Local Operational Area Hazard Map(s) for the area to be flown. Any hazards situated in the general area of the planned mission must be carefully noted on the appropriate map(s) to be used for navigation. [Note that wire strikes, in particular, have been a major source of accidents in Departmental low level flight operations, and extreme caution when flying around wire hazards is urged.]

(b) Weather Briefing. Prior to each planned flight, the Field or Area Office Manager or his/her designated AMSO shall be responsible for obtaining an independent, up-to-date weather forecast or briefing for the area of planned flight operations. Based on this briefing, the local Authorizing Official or the AMSO shall approve, postpone, or cancel the scheduled flight. This requirement is in addition to the requirement that the pilot obtain a preflight weather briefing and the OSMRE Flight Manager's independent authority to cancel or reschedule the flight based on weather conditions as outlined below.

(6) Pre-Flight Inspections. The OSMRE Flight Manager on an OSMRE contract air services mission will ensure that the activities listed below are conducted prior to flight operations. OSMRE form 131 will be utilized as a preflight checklist, and will be completed prior to each flight. The completed form will be filed in the appropriate contract/purchase order file following completion of the flight.

(a) Flight Following Plan. The OSMRE Flight Manager must ascertain that a copy of the OSMRE flight planning/following log is on board the mission aircraft. If the mission is in an area where no OSMRE radio communications are available, he or she must ascertain that the pilot has filed and activated an adequate flight plan (FAA form 7233-1) with the appropriate office of the Federal Aviation Administration.

(b) Equipment. The OSMRE Flight Manager will ensure that the aircraft is stocked with the equipment specified by OAS and by Departmental Directive 351 DM 6.3E and 351 DM 6.4F. This includes any contractor-supplied mounting brackets and OSMRE-supplied radio equipment for use during the flight as may be specified in the Aircraft Services contract (offices with radio communications capability). In addition, the OSMRE Flight Manager will also ensure that the pilot and all crew members, including official passengers, are properly clothed in the personal protective equipment specified in 351 DM 6.4E, when such equipment is required.

(c) Certifications. Both the aircraft and the pilot must possess valid OAS Certification cards. It will be the responsibility of the OSMRE Flight Manager to personally check both certifications cards and ensure that they are valid. Flight operations will not be conducted if either card is missing, altered without authorization, lapsed, or indicates that the pilot or the aircraft has not been OAS approved to perform the requirements of the mission (e.g. special use activities will not be conducted in an aircraft not certified as properly equipped for operations below 500 feet AGL). Any incidence in which an aircraft or pilot lacking a valid certification card is presented for OSMRE use will be immediately reported to the appropriate AMSO or Authorizing Official and the flight will be cancelled. The AMSO or Authorizing Official will in turn promptly notify the appropriate COAR of the circumstances surrounding the flight cancellation.

(d) Weather Briefing. The pilot must obtain a weather briefing prior to flight departure. The OSMRE Flight Manager will either listen to the weather briefing or have it relayed to him/her by the pilot. The time at which the briefing is received shall be noted on the pre-flight checklist (OSM form 131). Adverse weather condition warnings will normally be sufficient to warrant cancellation or rescheduling of the departure under authority of the OSMRE Flight Manager.

(e) Weights. The OSMRE Flight Manager will provide the pilot with the actual weights of each crew member and official passenger as clothed in the required personal protective equipment, and the total actual weight of all equipment to be temporarily carried on board the aircraft (e.g. cameras, portable radios, brief cases, etc.). These weights are to be used by the pilot to ensure that the aircraft is within its maximum weight and center of gravity limitations.

(f) Hazards. The OSMRE Flight Manager will ensure that the pilot is fully briefed as to the nature and location of all potential flight hazards noted during the pre-flight review of the Local Operational Hazard Map(s) and identified on the appropriate scale navigational map(s).

(7) Flight Following Procedures. Where OSMRE radio communications are available, the flight will be followed by designated personnel in the Field or Area Office under the overall direction of the Office Supervisor, the local AMSO, or his/her designated alternate. At no time while OSMRE personnel are engaged in flight operations will the office communication station be left unattended. Position reports shall be made from the aircraft not less often than every 30 minutes. Position reports will also be made prior to any landings and again immediately after takeoff. Additional position reporting requirements may be established as appropriate. As aircraft positions are reported, the ground support person will record the time adjacent to that position on the flight following section of the flight planning/flight following log. Any relevant remarks including reported changes to the flight following plan will also be recorded.

Where OSMRE radio communications are not available, the field or area office will be contacted by telephone at appropriate refueling or lunch stops and the flight following log will be updated. The time of the communication will be noted in the log, along with those portions of the flight path which have been completed. Any additions or changes to the flight following plan will also be noted.

Upon completion of the flight, the log will be initialed by both the OSMRE Flight Manager utilizing the aircraft and the ground support person, then filed.

(8) Emergency Procedures for Search and Rescue. Appropriate emergency procedures in accordance with the office's Pre-Accident Plan should be initiated immediately upon receipt of any communication from the aircraft which indicates that the aircraft or crew is imperiled (equipment failure, emergency landing, etc.), whenever an aircraft is overdue, when no radio communications from the aircraft have been received within any 60 minute period (offices with radio communications), or whenever the aircrew fails to report by telephone within 60 minutes of an anticipated fuel or lunch stop (offices with no radio communications).

NOTE: An aircraft is considered overdue if it has failed to arrive at its destination within 60 minutes after filed arrival time (i.e., 60 minutes beyond the combined times in Item 6 and Item 10 on FAA form 7233-1). If the flight following plan includes a refueling stop, then Item 12 of FAA form 7233-1 must be updated at the base station via radio or telephone as appropriate.

(9) Reporting of Hazards, Actions, and Unsafe Incidents. All OSMRE crew members shall report to the appropriate AMSO any incident(s) during flight operations which he or she believes may have endangered the crew, including equipment problems or pilot actions considered unsafe. The AMSO together with the appropriate Authorizing Official shall take whatever action is necessary to ensure against a repeat of the unsafe condition(s). This action may include, as appropriate, requesting an investigation of the incident by the OSMRE Aircraft Safety Manager, and OSMRE Project Inspector, or OAS personnel.

A written report documenting the unsafe incident(s) shall be prepared by the OSMRE crew member within 24 hours of the incident. This report shall be forwarded to the OSMRE Aircraft Safety manager by the AMSO or Office Supervisor within 48 hours of the incident.

(10) References. Departmental Manual (DM) parts 350-354, "Aviation Policy"; OAS Operational Procedures Memorandums (all).

(11) Effect on Other Documents. Supersedes Temporary Directive No. 87-1, September 30, 1986, subject: Aircraft Safety.

(12) Effective Date. Date of Issuance.

(13) Contact. Division of Management Services, OSMRE Aircraft Safety Manager, FTS 343-7826.

General:

This plan establishes the actions to take in the event of an overdue aircraft, an aircraft accident or incident.

The scope of this plan outlines the basic procedures necessary to activate all emergency search, crash and rescue services as well as associated support activities as rapidly and orderly as possible.

The plan is broken down into three categories: OVERDUE AIRCRAFT, CRASHED AIRCRAFT ON, AND OFF AN AIRPORT. Each category lists actions to take and references either Appendix "A," "B," or "C" for phone numbers and sequence. Do not delay notification because one or two items in the Appendix are unknown at the time - GET THE BALL ROLLING; keep an accurate written log and fill in the blanks as best you can.

Someone's life may depend on it!

OVERDUE AIRCRAFT

1. Get information in Appendix "A" - As much as possible.

2. Call Dispatcher.* Phone Number_____.

   Dispatcher will:

   A. Call local F.A.A. Flight Service Station. Phone Number_____.

   B. Notify Air Officer.* Phone Number_____.

   C. Notify Office:*

      Commercial _____
      FTS _____
      Home _____

      Safety Officer

   D. Local Law Enforcement. Phone Number_____.

   E. Notify Office of Aircraft Services (OAS): (24-Hour Service)
      Commercial (208) 334-9494
      FTS 554-9494

   F. Complete Form OAS-78 and OAS-34 (Accident/Incident Report).

*Local level office, i.e., BLM District, Park Headquarters, USFWS Area, etc.

CRASHED AIRCRAFT - OFF AIRPORT

1. Rescue survivors - render first aid.

2. Call local crash/rescue, if available.

3. Witnesses of an aircraft accident will complete actions in Appendix "C."

4. Complete actions in Appendix "C."

5. Get information in Appendix "B."

6. Call Dispatcher.* Phone Number_____.

   Dispatcher will:

   A. Notify Air Officer.* Phone Number_____.

   B. Dispatch contract helicopter (if available) with emergency medical technician. Phone Number_____.

   C. Evacuate unjured, notify hospital, doctor. Phone Number_____.

   D. Local law enforcement. Phone Number_____.

   E. Military Search and Rescue. Phone Number_____.

   F. Notify Office:*

      Commercial _____
      FTS _____
      Home _____

      Safety Officer

   G. Complete Appendix "B" and call OAS at FTS 554-9494 or Commercial (208) 334-9494 ask for Bob Lewis or Bill Rainey. Be prepared to give as much information as you have in Appendix "B."

*At next level of responsibility.

CRASHED AIRCRAFT - ON AIRPORT

1. Call local crash/rescue, if available. Phone Number_____.

2. Rescue survivors - render first aid.

3. Complete actions in Appendix "C."

4. Get information in Appendix "B."

5. Call Dispatcher.* Phone Number_____.

   Dispatcher will:

   A. Notify Air Officer.* Phone Number_____.

   B. Dispatch contract helicopter (if available) with emergency medical technician. Phone Number_____.

   C. Evacuate injured.

   D. Notify hospital, doctor. Phone Number_____.

   E. Local law enforcement. Phone Number_____.

   F. Notify Office:*

      Commercial _____
      FTS _____
      Home _____

      Safety Officer

   G. Complete Appendix "B" and call OAS at FTS 554-9494 or Commercial 208/ 334-9494, these are 24-hour service numbers. Ask for Bob Lewis or Bill Rainey. Be prepared to give as much information as you have in Appendix "B."

* At next level of responsibility.

APPENDIX "A"

Date_____ Local Time_____

1. Name of Pilot.
2. Names of passengers/crew members (how many?).
3. Aircraft tail number.
4. Type aircraft.
5. Color of aircraft.
6. Type mission.
7. Last known point of takeoff.
8. Last known location.
9. Point of intended landing.
10. Was flight plan filed with FAA/bureau office (which?).
11. Time aircraft was due at destination.
12. Name and telephone number of person coordinating location effort.

NOTE: Aircraft is considered over due 60 minutes after filed arrival time.

REMARKS:

APPENDIX "B"

1. TYPE OF MISHAP: _____
   Date and Time of Occurrence: _____
   Location of Occurrence: _____
   Aircraft Involved: Type _____ Registration No.* _____

2. Name of Pilot:* _____
   Operator/Company:* _____
   Number of Persons on Board: _____ Duty/Status: _____
   Agency(ies) Involved: _____
   Injuries: _____
   _____

3. Brief Description of Occurrence: _____
   _____
   _____

4. Estimated Damage: Gov't Property $_____ NonGov't Property $_____
   Aircraft Damage: _____
   _____

5. Local Actions Planned: _____
   _____

6. Name of NTSB Representative Notified: _____
   Phone Number: _____ Location: _____

7. Person Making this Report:* _____
   (Signature)
   Title & Agency _____
   Location _____ Telephone Number _____

*These items are the most critical for OAS. DO NOT DELAY NOTIFICATION if they are unknown.

APPENDIX "C"

1. Rescue:

   A. Assist survivors and render first aid until relieved by medical personnel.

   B. If there is danger of post crash fire - move survivors a safe distance away.

   C. Keep bystanders and unauthorized personnel out of crash area.

   D. Establish "No Smoking" rule. Fire and explosion is a "real" danger with residual fuel and hot metals.

2. Search the wreckage carefully for other survivors.

3. Notify the Saftey Officer through channels.

4. Preserve the accident site. Every piece of the aircraft and it's location is important to the investigators. Nothing should be disturbed. Use local law enforcement to secure site.

5. Identify witnesses:

   A. Get written statements, if possible.

   B. Name, address, phone numbers.

LIST OF TELEPHONE NUMBERS

1. Crash/Rescue Personnel

2. Ambulance

3. Hospital

4. Sheriff/Police

5. Office*

   A. Safety
   B. Aviation
   C. Information
   D. Dispatcher

6. Office of Aircraft Services (OAS)

   Commercial (208) 334-9494
   FTS: 554-9494

   NOTE: The OAS numbers are monitored 24 hours a day. Call at "any" time and ask for:

   1. Safety Manager
   2. Safety Specialist
   3. Chief, Division of Technical Services
   4. Individual ON-CALL

7. Office**
   A. Safety
   B. Aviation
   C. Fire
   D. Information Office
   E. Dispatcher

8. Tower

9. FAA Flight Service Station

10. County Coroner

* Local agency office, i.e., BLM District, Park Headquarters, FWS Area Office, etc.

** Next higher level office in your organization such as Regional Office, State Office, etc.

LOCAL OPERATIONAL AREA HAZARD MAP

Aircraft operating at the low altitudes required for many DOI projects are subject to a high risk mishap environment. Several wire strikes, often culminating in a catostrophic accident, occur within DOI flight operations each year. To minimize this risk, a detailed knowledge of the area to be flown and the awareness of the many obstacles which may be encountered is an essential part of the DOI accident prevention program.

The development of a Local Operational Area Hazard Map, with constant updating as changes occur, will help in increasing the pilot's awareness of existing "wire" or "obstacle" hazards which may be encountered during operations at low altitudes.

OAS recommends the following:

1. A map scale of 1:25,000, or as close as you can get.

2. Cover with a hard, clear plastic sheet to facilitate nonpermanent hazard notations.

3. Utilize the legend below for hazard marking.

4. Post hazard map where all pilots and personnel can review it.

5. Assure that all pilots are briefed and shown the map.

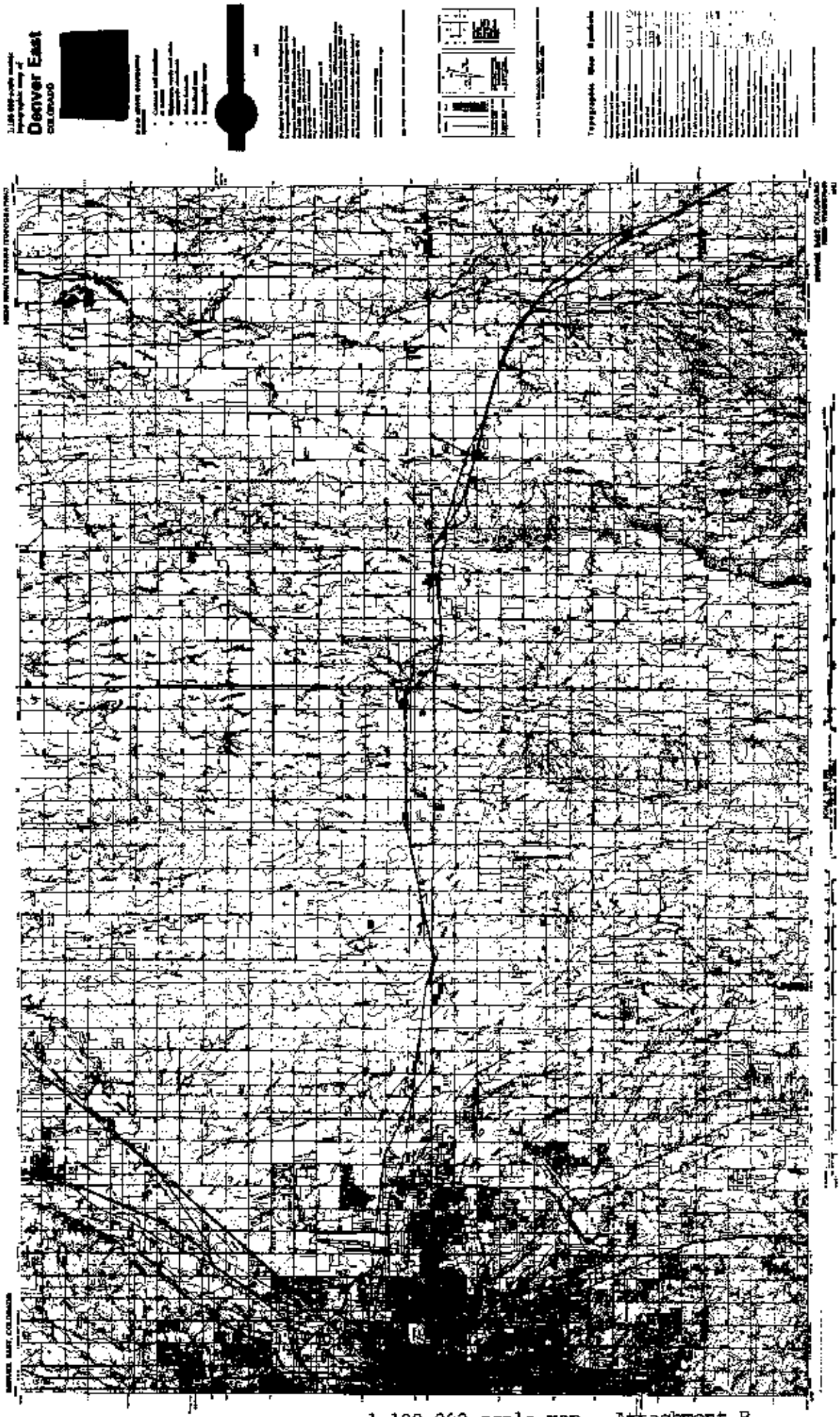
6. Obtain current information from the materials/agencies listed below:

   A. Federal Aviation Administration (FAA):
      (1) Notice to Airmen on parachute operations.
      (2) Glider operation.
      (3) Military low-level operations.
      (4) Areas of extreme turbulence.

   B. Nearest military facility for military "oil burner" (low-level jet training) routes.

   C. (Below)

Hazard	Legend Color	Symbol
Powerlines/Wires & Cable Crossings	Red	
Towers	Red	
Aerial Activities	Yellow	
Military Routes	Red	
Airports	Yellow	
Heliports	Yellow	
Restricted Areas	Red	
Known Extreme Turbulence	Red	



1:100,000 scale map - Attachment B

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
FLIGHT PLAN

SECTION A: AIRCRAFT DATA

1. TYPE	2. AIRCRAFT IDENTIFICATION	3. AIRCRAFT TYPE SPECIAL EQUIPMENT	4. TRUE AIRSPEED	5. DEPARTURE POINT	6. DEPARTURE TIME PROPOSED	6. DEPARTURE TIME ACTUAL	7. CRUISING SPEED
VFR / IFR							

8. CREW NAMES (PRINT) (S) DESIGNATES SENIOR CREWMEMBER	FLIGHT WEIGHT

9. DESTINATION (Name of airport and city)	10. EST. TIME ENROUTE HOURS	10. EST. TIME ENROUTE MINUTES	11. FUEL ON BOARD HOURS	11. FUEL ON BOARD MINUTES	12. NUMBER ABOARD	13. COLOR OF AIRCRAFT

14. ALTERNATE AIRPORT(S)	15. PILOTS NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE
	16. DESTINATION CONTACT/TELEPHONE (OPTIONAL)

SECTION B: AIRCRAFT PRE-FLIGHT CHECKLIST

EQUIPMENT WEIGHT	HAZARD MAP REVIEW	HAZARDS NOTED	AMSO FLIGHT AUTHORIZATION

AIRCRAFT PRE-FLIGHT	YES	NO
VALID OAS CERTIFICATION CARD*	☐	☐
FIRST AID/SURVIVAL GEAR ON BOARD	☐	☐
OPERATIONAL FIRE EXT.	☐	☐
PILOT/CREW PPE	☐	☐
AIRCRAFT NAV/COM/EQUIP. OPERATIONAL		
COMMUNICATION RADIOS	☐	☐
NAVIGATION RADIOS	☐	☐
ELT ARMED/OPERATIONAL	☐	☐
OSMRE EQUIP. INSTALLED	☐	☐

PILOT PRE-FLIGHT	YES	NO
VALID OSA CERT. CARD*	☐	☐
PILOT WEATHER BRIEFING	☐	☐
TIME: _____		
SOURCE: _____		
HAZARD MAPS REVIEWED	☐	☐
WEIGHTS/BALANCES REVIEWED	☐	☐
FLIGHT PLAN FILED	☐	☐
FLIGHT PLAN ACTIVATED	☐	☐

*FLIGHT OPERATIONS WILL NOT BE CONDUCTED IF EITHER THE PILOT OR THE AIRCRAFT DOES NOT HAVE A VALID OAS CERTIFICATION CARD. NOTIFY THE AMSO IMMEDIATELY.

SECTION C: POST-FLIGHT CHECK

NEW HAZARDS:	YES	NO
IDENTIFIED	☐	☐
PLOTTED	☐	☐
SAFETY RELATED INCIDENTS TO BE REPORTED	☐	☐

IF YES, A WRITTEN REPORT MUST BE FILED WITH THE AMSO WITHIN 24 HOURS, IN ACCORDANCE WITH DIRECTIVE SECTION C, SUBPARAGRAPH 9.

INSTRUCTIONS FOR PREPARING OSMRE FORM 131

OSMRE Flight Plan, Form 131, will be prepared for each flight scheduled by the Office of Surface Mining Reclamation and Enforcement. These instructions are designed to assist in the correct preparation of the form. The form has been divided into five sections and the individual descriptions relate to specific items in each section.

A. Aircraft Data and Flight Plan.

Item 1. Type: Most OSMRE Flights will be either Visual Flight Rules (VFR) or Instrument Flight Rules (IFR) Check appropriate box.

Item 2. Aircraft Identification: Use the "N" number designation that is painted on the fuselage, tail, or wings of the mission aircraft.

Item 3. Aircraft Type/Special Equipment:
SEL - Single engine land aircraft
SEF - Single engine sea aircraft
MEL - Multi engine land aircraft
MES - Multi engine sea aircraft
HEL - Helicopter

Item 4. True Airspeed: The actual airspeed used for this mission in knots. (1 knot = 1.151 miles)

Item 5. Departure Point: Location where the flight mission will originate.

Item 6. Departure Time: The time the flight mission is scheduled to begin in local time, not "Z" time. Enter the proposed time of departure and the actual time of takeoff to the nearest minute.

Item 7. Cruising Altitude: The planned height above sea level.

Item 8. Crew Members/Weights: The names of all persons scheduled to travel on the flight and their actual body weightin flight attire. Estimated weights are not acceptable.

Item 9. Destination: Name of airport and city.

Item 10. Estimated Time Enroute: The planned hours and minutes of flying time to scheduled designation.

Item 11. Fuel on Board: The pilot will provide information on fuel available in hours and minutes.

Item 12. Number Aboard: The number in this item must be same as in number listed in Item #8.

Item 13 thru Item 15. Self-explanatory.

Item 16. Destination contact/telephone. (Optional)

B. Aircraft Pre-flight Checklist.

Equipment Weight: Actual weights of all equipment and accessories carried on the mission flight must be recorded. be recorded

Hazard Map Review: Self-explanatory.

Hazards Noted: Self-explanatory.

AMSO Flight Authorization: Use as necessary for mission control.

Aircraft pre-flight: Must be filled in with information furnished by the pilot from data on the aircraft.

Pilot pre-flight: Must be filled in with information furnished by the pilot.

C. Post Flight Checklist: Following a mission flight, each crew must complete this section as soon as possible. THIS PORTION OF THE FORM IS VERY IMPORTANT FOR CONTINUED SUCCESS AND SAFETY OF THE OSMRE AIRCRAFT PROGRAM. Failure to complete this portion of the form could endanger the lives of fellow employees on future flights.

D. Remarks: Self-explanatory.

E. Inspection Sites/Route of Flight: The codes, times, and Loran coordinates information is vital to procedures used by OSMRE in cases of search and rescue operations. Information for this section is obtained from the Flight Manager and will be completed for each flight.

SECTION D: REMARKS

SECTION E: INSPECTION SITES/ROUTE OF FLIGHT

CODES: (F)–FUEL STOP (L)–LUNCH STOP (M)–MINESITE LANDING

INSPECTION SITES/ROUTE OF FLIGHT	CODES	TIME		LORAN COORDINATES	
		ESTIMATED	ACTUAL	LATITUDE	LONGITUDE
DEPARTURE POINT 1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

RADIO COMMUNICATIONS, IF AVAILABLE, MUST BE ESTABLISHED AT INTERVALS OF NO MORE THAN 30 MINUTES, AND IMMEDIATELY BEFORE AND AFTER MINESITE LANDINGS. IF NO RADIO COMMUNICATIONS, CHECK IN BY TELEPHONE WITHIN 60 MINUTES OF DESIGNATED FUEL/LUNCH STOPS.