

Animal and Plant Health Inspection Service APHIS Aviation Operations Manual

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CHAPTER 1 – Introduction

1. Purpose

This manual is directive in nature and establishes policies and procedures for Agency manned and unmanned aircraft operations, standardized regulatory guidance, flight rules, and general aviation provisions.

In addition to the policies set forth in this manual, Agency employees are obligated to comply with:

- Applicable Federal regulations
- Federal Aviation Regulations (FARs)
- National Transportation Safety Board (NTSB) guidance
- Occupational Safety and Health Administration (OSHA) regulations

Policies in this manual are not a replacement for, nor do they supersede, the above-listed rules and regulations. Memoranda of Understanding (MOU) and interagency/cooperative service agreements may further describe Agency aviation activities, but they do not supersede safety and operations policies set forth herein.

2. Applicability

The policies set forth in this manual apply to United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) personnel and APHIS contractors involved in aviation activities. This manual is not all encompassing, programs will consult with the Agency Senior Aviation Management Official (SAMO) before performing aviation activities not covered in the manual or delegated to the Agency performing aviation activity. If there is a conflict in policies set forth in this manual and any other Federal regulation, the most restrictive guidance will apply.

3. Authority

The Air Commerce Act of 1926, as amended ([49 U.S.C. § 171-214](#)), provides the authority for:

- a. APHIS aviation management functions and safety in operating public aircraft used exclusively by the Government; and
- b. The rulemaking, enforcement, and investigative responsibilities governing civil aircraft operations.

The Civil Aeronautics Act of 1938, as amended; the Federal Aviation Act of 1958, as amended ([49 U.S.C. § 1301 et seq.](#)); the FARs codified in Title 14 of the Code of Federal Regulations (CFR) and [49 U.S.C § 40102\(a\)\(41\)](#) and [§ 40125](#) provide authorization for functions such as aircraft and pilot approvals, operational standards, evaluations, and accident prevention and investigation.

4. Deviations

Individuals may deviate from provisions of this manual during emergencies.

Individuals will report deviations from the provisions of this regulation and Federal Aviation Administration (FAA) regulations with details of the incident directly to their supervisor, who will report through their management team to the APHIS SAMO. Report incidents within 24 hours. If necessary, the Agency SAMO will notify the FAA Flight Standards District Office (FSDO) with jurisdiction over the area involved.

5. Waivers

A waiver is an approved request to deviate from the guidance provided in this manual. The Agency SAMO or other individuals delegated by the Administrator is the approval authority for all waivers.

Individuals who fail to meet a standard outlined in this manual and/or an applicable Federal, State, or local regulation will not perform duties associated with aviation activities until the standard is met or a waiver has been approved.

6. Revisions

Any APHIS personnel involved in aviation activities may submit a request for revision to this manual to their program SAMO.

Revisions to this manual will be issued as required by:

- Changes in Federal regulations
- Changes in APHIS policies and procedures
- Recommendations of the APHIS Aviation Safety Council and approved by the APHIS Management Team
- Decisions of the APHIS Management Team
- Decisions of the APHIS Administrator

7. References

Refer to APPENDIX A – References.

8. Explanation of Abbreviations and Terms

Refer to APPENDIX B – Acronyms and APPENDIX C – Terms and Definitions.

CHAPTER 2 – Management Roles

1. Purpose

Various levels of APHIS management and aviation personnel will be referenced throughout this manual. The purpose of this section is to provide a brief overview of APHIS management and aviation personnel functions. Understanding the management and personnel structure assists personnel in finding information on policy and procedure.

2. General

The APHIS aviation structure includes:

- Administrator
- Deputy Administrators
- Aviation Safety Council
- Senior Aviation Management Official (SAMO)
- AAMD Aviation Fleet and Equipment Specialist
- Aviation Program Manager (APM)

3. Administrator

The Administrator provides oversight of aviation safety and operations with intent and strategic direction. Overall responsibility and authority for the APHIS aviation program remains with the Administrator.

4. Program Deputy Administrators

A Deputy Administrator is responsible for their respective program's aviation mission, including, but not limited to, training, contracting, compliance, aviation safety and operational policies, risk management, and loss-prevention programs. Deputy Administrators review and approve all business cases for acquiring aircraft.

5. Aviation Safety Council

A council comprised of members from all APHIS programs who are responsible for advising the Administrator on aviation matters. The chairperson will rotate between Program Deputy Administrators every 2 years.

6. Senior Aviation Management Official

The APHIS Administrator will appoint a SAMO. They are responsible for advising the APHIS Administrator and Deputy Administrators on APHIS aviation training, compliance, aviation safety and operational policies, risk management, and loss-prevention programs to minimize the potential loss of human life and property. The SAMO:

- a. Will have served as pilots, crewmembers, maintenance personnel, or have experience in aviation management or aviation maintenance program management; and
- b. Will have graduated from or been certified by an aviation safety officer course provided by a recognized training provider and authority in aviation safety before their appointment or within 1 year after their appointment; and

- c. Serves as the Agency representative to the Interagency Committee on Aviation Policy (ICAP).

7. AAMD Aviation Fleet and Equipment Specialist

- a. Provides guidance and support to Agency programs for acquisition, stewardship, utilization, accountability, and disposition to include asset life-cycle planning and developing aviation business cases.
- b. Serves as the Agency's lead management official for the Federal Aviation Interactive Reporting System (FAIRS) and Agency representative to the ICAP FAIRS subcommittee.
- c. Serves as the Agency Fleet Program Coordinator (AFPC) for the aviation fleet fuel card program and Component Program Manager (CPM) of the Defense Logistics Agency (DLA) Aviation-Into-Plane (AIR) card program.

8. Aviation Program Manager

Deputy Administrators will appoint an APM. The APM is responsible for program aviation training, compliance, aviation safety and operational policies, risk management, and loss-prevention programs to minimize the potential loss of human life and property. For programs with Government-owned aircraft, the APM will have:

- a. Experience as pilots, crewmembers, maintenance personnel, or have experience in aviation management or aviation maintenance program management; and
- b. Graduated from or been certified by an aviation safety officer course provided by a recognized training provider and authority in aviation safety before their appointment or within 1 year after their appointment.

9. Responsibilities

The APHIS Administrator has delegated responsibility and management for Agency flight safety and training to the program Deputy Administrators of programs that own aircraft or contract commercial aviation services (CAS). The program Deputy Administrators are responsible for:

- a. Program-specific flight standards
- b. Accounting for the cost of acquiring, operating, and supporting their aircraft
- c. Accounting for the use of their aircraft
- d. Maintaining and accounting for aircraft parts
- e. Reporting inventory, cost, and utilization data
- f. Properly disposing of aircraft and parts

- g. Remaining informed on aviation industry, National Transportation Safety Board (NTSB), and Federal Aviation Administration (FAA) best practices to include incorporating necessary changes to program manuals and policies
- h. Developing and administering an aviation safety program
- i. Providing oversight and compliance as required by Federal regulations, Department, and other applicable policies

CHAPTER 3 – Flight Program Standards

1. Purpose

Flight program standards are the minimum requirements for Agency flight programs to ensure aircraft are operated safely, effectively, and efficiently.

Flight Program Standards must be established because [Title 14 of the Code of Federal Regulations](#) (14 CFR) may not cover or address all aspects of the Agency's flight program, such as noncertificated aircraft, high-risk operations, special personnel requirements, etc.

2. General

Agency flight program standards must:

- a. Be specific to aviation operations including any Commercial Aviation Services (CAS).
- b. Establish applicable written policies and procedures for the following:
 - 1) Flight program administrative standards
 - 2) Flight program operational standards
 - 3) Flight program training standards
 - 4) Flight program safety standards
 - 5) Flight program accident, incident reporting, and investigation standards
 - 6) Flight program accounting standards
 - 7) Flight program standards for aircraft parts
 - 8) Flight program standards for fleet fuel card use and hangar leases

3. Flight Program Administrative Standards

Deputy Administrators will establish:

- a. A management structure for the administration, operation, safety, training, maintenance, and financial needs of their program's aviation operation (including establishing minimum requirements for the listed items for any commercial contracts).
- b. Guidance describing the roles, responsibilities, and authorities of their flight program's personnel, e.g., managers, pilots and other crewmembers, flight safety personnel, maintenance personnel, administrative personnel, and dispatchers.

4. Flight Program Operational Standards

Deputy Administrators will:

- a. Establish basic qualifications and current requirements for their pilots and other crewmembers, maintenance personnel, administrative personnel, and other mission-related personnel.
- b. Establish limitations on duty time and flight time for pilots and other crewmembers.
- c. Establish procedures to record and track flight time, duty time, crewmember training, and applicable medical requirements.

- d. Comply with Airworthiness Directives and Operational Service Bulletins.
- e. Establish flight-following procedures notifying management and initiating search and rescue (SAR) operations for lost or downed aircraft.
- f. Disseminate, as their program determines appropriate, a disclosure statement to all crewmembers and qualified non crewmembers who fly aboard their program's Government aircraft (refer to APPENDIX E - Disclosure Statement).
- g. Create a manifest, at the origin of each flight, containing the full names of all persons on board for each leg of the flight, a point of contact for each person, and phone numbers for the points of contact.
- h. Document any changes in the manifest by leg and retain manifests for 2 years from the time of flight.
- i. Establish procedures for reconciling flight manifests with persons on board and a method to periodically test those procedures.
- j. Prepare, at the origin of each flight, a complete weight and balance computation and a cargo-loading manifest and retain this computation and manifest for 30 days from the date of flight.
- k. Establish appropriate emergency procedures and provide appropriate equipment for specific missions.
- l. Establish procedures to ensure required Aviation Life Support (ALSE) is inspected and serviceable.
- m. Implement a risk assessment before each flight and/or as frequently as necessary, which includes variables such as weather, crew rest, type of flight (low-level, Instrument Flight Rules (IFR), night, etc.), crew makeup, etc. This implementation process should be accomplished in accordance with their Program's operations, flight dispatch, or flight-following procedures/program.

5. Flight Program Training Standards

Deputy Administrators will establish:

- a. An instructional program to train their flight program personnel, initially and on a recurrent basis, in their roles, responsibilities, authorities, and in the relevant operational skills. Flight program personnel may include managers, pilots and other crewmembers, flight safety personnel, maintenance personnel, administrative personnel, and dispatchers.
- b. An instructional program meeting the specific requirements for safety manager training.

6. Flight Program Safety Standards

Deputy Administrators will establish, implement, and support provisions outlined in the APHIS Safety Management System Manual.

7. Flight Program Accident Incident Reporting Standards

Deputy Administrators will establish:

- a. An aircraft accident/incident reporting policy to ensure compliance with the National Transportation Safety Board's (NTSB) regulations ([49 CFR parts 830 and 831](#)), including notifying NTSB immediately when there is an aircraft accident or incident as defined in [49 CFR 830.5](#). In addition, this policy must contain a method of notifying the U.S. General Services Administration (GSA) of an accident or incident reported to the NTSB. Refer to §§ 102-33.445 and 102-33.450 for further information.
- b. A field level accident/incident response plan, modeled on the NTSB's "[Federal Plan for Aviation Accidents Involving Aircraft Operated by or Chartered by Federal Agencies](#)," and periodic disaster response exercises to test the plan. The plan should also refer to or incorporate procedures (as outlined in Federal Aviation Administration (FAA) *Advisory Circular* 120-92) to identify the potential for accidents or incidents.
- c. Procedures (refer to [49 CFR 831.11](#)) for participating as a party to NTSB accident or incident investigations involving aircraft their program either owns or hires, and for conducting parallel investigations, as appropriate.
- d. Training in investigating accidents or incidents for their program's personnel who may be asked to participate in NTSB investigations or to conduct a parallel investigation.
- e. Procedures for disseminating, in the event of an aviation disaster involving one of their Government aircraft, information about eligibility for benefits contained in the disclosure statement in APPENDIX E - Disclosure Statement to anyone injured, to the points of contact for any injured or deceased person (listed on the manifest), and to the families of injured or deceased crewmembers and qualified non crewmembers.

8. Flight Program Accounting Standards

The Deputy Administrator for each program will account for operations and ownership costs of their Government aircraft, including their Unmanned Aircraft Systems (UAS), as described in the "[U.S. Government Aircraft Cost Accounting Guide](#)" (CAG) and [OMB Circular A-126](#).

- a. The aircraft costs program must:
 - 1) Justify acquisitions to support the Agency's aviation program; and
 - 2) Justify the use of Government aircraft in lieu of commercially available aircraft, and the use of one Government aircraft in lieu of another; and
 - 3) Develop a variable cost rate for each aircraft or aircraft type in their inventory; and
 - 4) Recover the costs of operating Government aircraft; and
 - 5) Determine the cost effectiveness of various aspects of Agency aircraft programs; and
 - 6) Accumulate aircraft program costs following the procedures defined in the [CAG](#).
- b. Aircraft ownership must be justified by the Deputy Administrator every 5 years by:

- 1) Reviewing their operations and establishing a continuing need for the aircraft, using the procedures required in OMB Circular A-76 and OMB Circular A-11, Part 7, Appendix B, Budgetary treatment of lease-purchases and leases of capital assets; and
 - 2) Reviewing the cost effectiveness of their aircraft operations as directed by OMB Circulars A-11 and A-76.
- c. To account for using Government aircraft, including their UAS, programs must document all flights and maintain the documentation for 2 years after the date of the flight. For each flight, record:
- 1) Aircraft's registration mark; and
 - 2) Owner and operator (the owner may not be the operator, as is the case when a CAS aircraft, owned commercially, is operated by U.S. Government personnel); and
 - 3) Purpose of the flight (the Governmental function for which the aircraft was dispatched); and
 - 4) Departure and destination points; and
 - 5) Flight date(s) and times; and
 - 6) Manifest (refer to § 102-33.165(g) and (h)); and
 - 7) Name(s) of the pilot(s) and crewmembers.
- d. Programs must designate a Federal Aviation Interactive Reporting System (FAIRS) representative who is responsible for ensuring all required aircraft data is entered into FAIRS on a quarterly basis as mandated by GSA.

9. Flight Program Standards for Aircraft Parts

Deputy Administrators will establish procedures for maintaining proper storage, protection, maintenance procedures, and records for aircraft parts throughout their life cycles.

10. Flight Program Standards for Fleet Fuel Card Use and Hangar Leases

Deputy Administrators will ensure their programs adhere to DR5400.46 "Use of the Fleet Charge Card and Alternative Payment Methods" to procure fuel and services necessary to operate and maintain their aviation fleet. The following are examples of authorized aviation fleet card purchases.

- Fuel (all types)
- Oil and fluids
- Washes
- Maintenance
- Tires/tire repair
- Tie-down fees
- Landing fees
- Deicing services
- Structural repairs

The process of acquiring aircraft hangar space must be coordinated through the APHIS MRPBS AAMD realty team. Hangar space cannot be secured using the Fleet Charge Card or Government Purchase Card. All hangar space acquisitions must go through the AAMD realty team. Programs will submit an MRP Form 114, providing as much detail as possible, including potential hangar locations. Otherwise AAMD Realty will assist in surveying the market and locating hangar options to meet mission requirements.

CHAPTER 4 – Safety

1. Purpose

To establish the required components and standards for the APHIS aviation safety program.

2. Applicability

This chapter is applicable to APHIS personnel and contractors engaged in APHIS aviation activities.

3. Accident / Incident Reporting

An APHIS [First Report](#) is required for all accidents and incidents. In addition, the following will be immediately reported to the program APM:

- a. Flight accidents
- b. Flight-related accidents
- c. Precautionary landings
- d. Aircraft ground accident(s)
- e. Malfunction or failure of an aircraft component or part
- f. Personnel injury that occurred during aviation activities
- g. Property damage that occurred because of aviation activities

Additional incidents requiring immediate reporting to the program APM include:

- a. Fire or smoke
- b. Engine failure, engine malfunctions, and engine shutdowns other than for training or maintenance purposes
- c. Failure of any aircraft and/or engine component
- d. Electrical failure or malfunction
- e. Hydraulic system failure or malfunction
- f. Damage to any aircraft component or structure
- g. Damage to property other than the aircraft
- h. Oxygen, fuel, or hydraulic system contamination
- i. Evacuation of an aircraft
- j. Hard landing or evidence of hard landing
- k. Exceeding published aircraft limitations (i.e., over-G, over-Torque) requiring inspection
- l. Unselected system or component activation
- m. Lightning strike

- n. Structural tire failure
- o. Brake failure
- p. Wildlife strike
- q. Significant fuel spills
- r. Controlled substance and hazardous material spills
- s. Fuel cell contamination
- t. Acts of vandalism, sabotage, or violence
- u. Personnel injuries, hypoxia, or other incapacitation or inability to perform assigned duties
- v. Chip detector light activations
- w. Propeller or rotor blade strikes
- x. Aircraft collisions
- y. Runway obstructions of any kind that interfere with safe take-off and landing
- z. Wire strikes
- aa. Flight control system malfunction or failure
- bb. Conditions that require declaring an emergency or implementing emergency procedures
- cc. Conditions or occurrences that affect the airworthiness of the aircraft
- dd. Off-airport landings caused by any malfunction or failure
- ee. Unplanned/unintentional departure from intended takeoff or landing surface

At a minimum, the report shall contain:

- a. Who was involved.
- b. What happened.
- c. When it happened.
- d. Where it happened.
- e. Any additional information explaining why and/or how the accident or incident occurred.

Upon notification, the APM shall report the accident or incident immediately to their Deputy Administrator.

4. Hazard Identification and Reporting

APHIS uses the interagency [Aviation Safety Communiqué \(SAFECOM\)](#) database for hazard identification and reporting to promote lessons learned and prevent future accidents. Aviation Program Managers (APM) will establish a SAFECOM account for their aviation program.

The SAFECOM is an internet-based system allowing anyone involved in APHIS aviation activities to report their concerns. The SAFECOM provides the framework for APHIS aviation safety management systems (SMS) communications. The SAFECOM system is not punitive. Programs will use the SAFECOM database to develop safety alerts, lessons learned, technical bulletins, accident-prevention bulletins, and SAFECOM safety summaries to distribute and promote lessons from the field.

A SAFECOM can be generated to report any condition, observance, act, maintenance problem, or circumstance with the potential to cause an aviation-related mishap. Submitting a SAFECOM is not a substitute for on-the-spot corrections to a safety concern. It is a tool to identify, document, track, and correct safety-related issues.

At a minimum, the following types of events will be reported using a SAFECOM:

- Aircraft maintenance deficiencies
- Aviation safety hazards
- Airspace intrusions
- Incident with potential (near miss)

The Agency Senior Aviation Management Official (SAMO) will process and report their SAFECOM findings within 10 working days of receiving them. Safety Alerts, Lessons, Technical Bulletins, Accident Prevention Bulletins, as applicable, shall be distributed to Agency aviation users and managers as soon as possible after receiving a SAFECOM.

A SAFECOM does not replace the requirement for initiating an accident or incident report.

5. Risk Management

The APHIS aviation SMS is the framework that shall be used to evaluate and measure risk across all APHIS Aviation programs.

6. Accident/Incident Determination

Upon receiving notification of an accident and/or incident, the APM will review the report to determine if an aircraft accident has occurred or if an aircraft National Transportation Safety Board (NTSB) reportable incident has occurred in accordance with [49 CFR § 830.5](#)).

7. National Transportation Safety Board Notification

If the APM determines an aircraft accident or NTSB reportable incident has occurred, the program APM or designated representative shall immediately notify the NTSB at 844-373-9922.

8. Initiating Search and Rescue

Programs shall establish the process and procedures for initiating search and rescue (SAR) for missing aircraft. Processes and procedures shall ensure essential personnel are notified and a record is kept of the steps taken and time of each event during the search and rescue.

CHAPTER 5 – Aircraft Acquisition

1. Purpose

To establish the process and procedures for acquiring owned aircraft and Commercial Aviation Services (CAS).

2. Applicability

This chapter is applicable to all APHIS programs.

3. Overview

Aircraft (fixed-wing, helicopter, and unmanned) transfer and acquisition of both replacement and aircraft additions must be coordinated through the AAMD Aviation Fleet and Equipment Specialist, Senior Aviation Management Official (SAMO), and ultimately approved by the Program Deputy Administrator.

4. Program Responsibilities

When acquiring aircraft, programs must adhere to all requirements and directives set forth in FMR 102-33 and OMB Circulars A-11 and A-76.

Programs must initiate all aircraft transfers and acquisitions using OMB Circular A-11, Business Case (Aviation Business Case).

Programs must account for and manage their aircraft in accordance with standards outlined in the [MRP Personal Property Manual](#).

CHAPTER 6 – Aircraft Disposal

1. Purpose

To establish the process and procedures for disposing APHIS-owned aircraft and aircraft parts.

2. Applicability

This chapter is applicable to all APHIS programs.

3. Overview

Programs interested in disposing aircraft and/or aircraft parts including unmanned aircraft systems (UAS), are to contact the AAMD Aviation Fleet and Equipment Specialist prior to initiating any action. The Aviation Fleet and Equipment Specialist will provide guidance and coordinate actions and is the contact with the General Services Administration (GSA).

All aircraft must be reported to GSA for disposal regardless of condition – NO EXCEPTIONS. Aircraft are not eligible for abandonment or destruction.

The USDA follows GSA's personal property disposal regulations contained in FMR 102-35.5 and the aviation-specific instructions found in FMR 102-33.240 – 260. Depending on the excess/disposal method, there are various forms required to initiate the excess/disposal process as identified in the MRP Personal Property Manual.

4. General

All aircraft, including UAS, will be disposed of according to Federal property management regulations ([41 CFR § 101](#)). Aircraft to be disposed of will be reported to GSA using the Personal Property Management System (PPMS). Before becoming eligible for sale, GSA is required to offer aircraft to other Federal entities, authorized non-Federal recipients, and State agencies for surplus property (SASP).

Aircraft will always be processed for exchange/sale and proceeds from the sale will be returned to the program for use.

Note: There may be exceptional circumstances when it is determined the aircraft may be disposed of without reimbursement. This decision is made by the property management officer (PMO), the accountable property officer (APO), and program leadership.

5. Program Responsibilities

For all aircraft disposal or sale/exchange requests, the program APO will complete and sign an [SF-120, "Report of Excess Personal Property"](#) and complete the GSA questionnaire, "Aircraft Information Requirements for Exchange/Sale," both documents can be found on the APHIS Aviation SharePoint page. The completed form and questionnaire will be submitted to the AAMD Personal Property Branch at SM.APHIS.AAMD.Aviation@usda.gov. The APO will provide:

- a. Registration (N#) and serial number

- b. Make, model, year
- c. Operational status
- d. Condition of aircraft – be descriptive; include items that are in the aircraft and those that are missing or will not be included in the disposal/sale (i.e., avionics, props, etc.)
- e. List of the spare parts (if any) and their condition
- f. Data plate transfer status
- g. Availability of logbooks/cycle time information; are they in a digitized format or only available for in-person inspection?
- h. Physical location/address of the aircraft
- i. Reserve price if any
- j. Digital photos for aircraft – eight to ten for each aircraft. Include exterior shots from various angles and interior shots of cockpit and seating/cargo areas. Include photos that may be of particular interest to a buyer (missing/included equipment, damage)
- k. Name and contact information for the person who will be the technical contact, on site for inspection by prospective bidders, and on site for ultimate physical transfer of the aircraft
- l. Target date or end date by which the aircraft must be disposed or removed

Under exchange/sale procedures, sales proceeds are available for the year in which the aircraft is sold and for 1 year after to apply toward the purchase of a like or similar asset. Funds not used by that time are returned to the U.S. General Treasury. When possible and to maximize the time funds are available, it is recommended that sales be posted as close to the beginning of a new fiscal year as possible.

APPENDIX A – References

Note: please be aware the references listed below are periodically updated. References have been validated as of the date this document is published.

Federal Aviation Administration (FAA) Advisory Circulars (AC)

AC 00-1.1B

FAA, “Public Aircraft Operations—Manned and Unmanned,” *Advisory Circular*, AC No. 00-1.1B, 2018.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_00-1.1B.pdf

AC 20-62E

FAA, “Eligibility, Quality, and Identification of Aeronautical Replacement Parts,” *Advisory Circular*, AC No. 20-62E, 2018.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_20-62E_CHG_1.pdf

AC 20-142 Change 1

FAA, “Eligibility and Evaluation of U.S. Military Surplus Flight Safety Critical Aircraft Parts, Engines, and Propellers,” *Advisory Circular*, AC No. 20-142, 2010.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_20-142_CHG_1.pdf

AC 21-13

FAA, “Standard Airworthiness Certification of Surplus Military Aircraft and Aircraft Built from Spare and Surplus Parts,” *Advisory Circular*, AC No. 21-13, 1973.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_21-13.pdf

AC 21-23B

FAA, “Airworthiness Certification of Civil Aircraft, Engines, Propellers, and Related Products Imported to the United States,” *Advisory Circular*, AC No. 21-23B, 2004.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_21-23B.pdf

AC 21-29D

FAA, “Detecting and Reporting Suspected Unapproved Parts,” *Advisory Circular*, AC No. 21-29D, 2018.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_21-29D_with_change_1.pdf

AC 21-40A

FAA, “Application Guide for Obtaining a Supplemental Type Certificate,” *Advisory Circular*, AC No. 21-40A, 2007.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_21-40A.pdf

AC 120-45A

FAA, “Airplane Flight Training Device Qualification,” *Advisory Circular*, AC No. 120-45A, 1992.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_120-45A.pdf

AC 120-50A

FAA, “Guidelines for Operational Approval of Windshear Training Programs,” *Advisory Circular*, AC No. 120-50A, 1996.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC120-50A.pdf

AC 120-51E

FAA, “Crew Resource Management Training,” *Advisory Circular*, AC No. 120-51E, 2004.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_120-51E.pdf

AC 120-68G

FAA, “Pilot Records Improvement Act of 1996,” *Advisory Circular*, AC No. 120-68G, 2016.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_120-68G.pdf

AC 120-72A

FAA, “Maintenance Human Factors Training,” *Advisory Circular*, AC No. 120-72A, 2017.

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_120-72A.pdf

FAA Form 7711-2 - Waiver

FAA, “Application for Certificate of Waiver or Authorization,” Form 7711-2, 2008.

https://www.faa.gov/documentLibrary/media/Form/FAA_Form_7711-2.pdf

Code of Federal Regulations (CFR)

14 CFR 1

Definitions and Abbreviations

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-A/part-1>

14 CFR 21

Certification Procedures for Products and Articles

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-C/part-21>

14 CFR 43

Maintenance, Preventive Maintenance, Rebuilding, and Alterations

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-C/part-43?toc=1>

14 CFR 61

Certification: Pilots, Flight Instructors, and Ground Instructors

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-D/part-61>

14 CFR 65

Certification: Airmen other than Crewmembers

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-D/part-65>

14 CFR 91

General Operating and Flight Rules

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-91>

14 CFR Part 119

Certification: Air Carriers and Commercial Operators

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-G/part-119>

14 CFR Part 121

Operating Requirements: Domestic, Flag and Supplemental Operations

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-G/part-121>

14 CFR Part 133

Rotorcraft External-Load Operations

<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-G/part-133>

29 CFR 1910

Occupational Safety and Health Standards

<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII>

40 CFR 112

Oil Pollution Prevention

https://www.epa.gov/sites/production/files/2014-04/documents/b_40cfr112.pdf

41 CFR 102-2

Federal Management Regulation System

<https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-A/part-102-2>

United States Code (USC)

5 USC Ch. 51 Classifications, Title 5

Government Organization and Employees

<https://uscode.house.gov/view.xhtml?path=/prelim@title5/part3/subpartD/chapter51&edition=prelim>

49 USC 40125

Qualifications for public aircraft status

<https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title49-section40125&num=0&edition=prelim>

APPENDIX B – Acronyms

Letter	Acronym	Meaning
A	AAMD	Acquisition and asset management division
	AD	Airworthiness Directive
	AFF	Automated Flight Following
	AFPC	Agency Fleet Program Coordinator
	AIR	aviation-in-plane
	AirCom	Aviation Safety Communique database (SAFECON)
	ALSE	Aviation Life Support Equipment
	APHIS	Animal and Plant Health Inspection Service
	APM	Aviation Program Manager
	APO	accountable property office
B		
C	CAG	Cost Accounting Guide
	CAS	Commercial Aviation Services
	CFR	Code of Federal Regulations
	COA	Certificate of Authorization
	CPM	component program manager
D	DLA	Defense Logistics Agency
	DOD	Department of Defense
	DOJ	Department of Justice
E	ELT	Emergency Locator Transmitter
	ERP	Emergency Response Plan
	ETA	estimated time of arrival
F	FAA	Federal Aviation Administration
	FAIRS	Federal Aviation Interactive Reporting System
	FAR	Federal Aviation Regulation
	FBI	Federal Bureau of Investigation
	FECA	Federal Employees' Compensation Act
	FEGLI	Federal Employees' Group Life Insurance program
	FERS	Federal Employees Retirement System
	FRAT	Flight Risk Assessment Tool

	FSCAP	flight safety critical aircraft parts
	FSDO	Flight Standards District Office
	FTCA	Federal Tort Claims Act
G	GSA	General Services Administration
H		
I	ICAP	Interagency Committee on Aviation Policy
	IFR	Instrument Flight Rules
	IS	International Services
	ISSA	Interservice Support Agreement
J		
K		
L		
M	MOU	Memoranda of Understanding
N	NAC	National Aviation Coordinator
	NTSB	National Transportation Safety Board
O	OMB	Office of Management and Budget
	OPM	Office of Personnel Management
	OSHA	Occupational Safety and Health Administration
P	PIC	Pilot in Command
	PMO	Property Management Officer
	PPE	Personal Protective Equipment
	PPMS	Personal Property Management System
	PPQ	Plant Protection and Quarantine
Q		
R		

S	SAMO	Senior Aviation Management Official
	SAR	Search and Rescue
	SASP	State agencies for surplus property
	SMS	Safety Management System
	SOP	Standard Operating Procedure
T	TSA	Transportation Safety Agency
U	UA	Unmanned Aircraft
	UAS	Unmanned Aircraft System
	USDA	United States Department of Agriculture
	USDI	United States Department of Interior
	USFS	United States Forest Service
V	VFR	Visual Flight Rules
	VS	Veterinary Services
W	WS	Wildlife Services
X		
Y		
Z		

APPENDIX C – Terms and Definitions

This is a merged list of terms and definitions used in Federal aviation activities, policies, and regulations. It is derived from the Wildlife Services Manual, the FMR 102-33, and other sources. Not all definitions included may be required upon completion of the draft APHIS Aviation Operations Manual.

A

Acquisition date - date APHIS took responsibility for the aircraft, e.g., received title (through purchase, exchange, or gift), signed a bailment agreement with the Department of Defense (DOD), took physical custody (in the case of reassignment or interagency transfer), received a court order (in the case of forfeiture), put into operational status an aircraft that is newly manufactured by the Agency, or otherwise accepted physical transfer (e.g., in the case of a borrowed aircraft).

Administrator – The APHIS Administrator or any person to whom they have delegated their authority in the matter concerned. When applicable, Administrator may refer to the Federal Aviation Administrator, those instances will be preceded with FAA Administrator.

Agency aircraft - aircraft operated for the Agency's exclusive use and which the Agency owns, bails, loans, or borrows; or commercial aircraft hired as commercial aviation services (CAS), which the Agency leases or lease-purchases with the intent to take title; charters or rents; or hires as part of a full-service contract or an interservice support agreement (ISSA).

Aircraft - device used or intended to be used for flight in the air and includes airplanes, helicopters, and unmanned aircraft.

Aircraft accident - occurrence, associated with operating an aircraft, that takes place between the time any person boards the aircraft intending to fly and until those persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. Aspects of the exceptions to substantial damage (refer to "Substantial damage") should be considered before making a final substantial damage determination that would classify the occurrence as an accident.

Aircraft engine - engine used or intended to be used for propelling aircraft. An engine includes turbochargers, appurtenances, and accessories necessary for its functioning, but does not include propellers.

Aircraft flight manual - manual furnished with each aircraft containing:

- Operating limitations
- Operating procedures
- Performance information

- Loading information

Aircraft ground accident - injury or property damage accidents involving APHIS-owned or contracted aircraft in which no intent for flight exists.

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

Aircraft incident with potential - "in-flight incident" that narrowly misses being an accident by the National Transportation Safety Board (NTSB) definition, and circumstances involving some aircraft damage, property damage, or minor injury to crew or passengers.

Aircraft part - individual component or assembly of components primarily designated for and used on aircraft.

Aircrew members - perform duties directly related to operating the aircraft (e.g., pilots, copilots, flight engineers, navigators) or duties assisting in operating the aircraft (e.g., flight directors, crew chiefs, electronics technicians, mechanics). For public aircraft operations, an aircrew member is also defined as a "qualified noncrewmember" (refer to definition for qualified noncrewmember below).

Airframe - fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors, but excluding propellers and rotating airfoils of engines), and landing gear of an aircraft and their accessories and controls.

Airplane - engine-driven aircraft, heavier than air, which is supported in flight by the dynamic reaction of the air against its wings.

Airport - area of land/or water used or intended to be used for aircraft landing and takeoff including its buildings and facilities, if any.

Air traffic control - service operated by the appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

Airworthiness –primary safety factor directly affecting the fundamental integrity of an aircraft and its capability to perform within the manufacturer-specified performance parameters. Aircraft with a discrepancy affecting airworthiness will be grounded until the discrepancy has been corrected in accordance with the manufacturers' maintenance instructions.

The aircraft shall conform to its type certificate. Conformity to type design is attained when the aircraft configuration and the installed components are consistent with the drawings, specifications, and other data that are part of the type certificate, including any supplemental type certificate and field-approved alterations incorporated into the aircraft. The aircraft shall be in safe operating condition. Safe operating condition refers to the state of the aircraft relative to wear and deterioration (e.g., skin corrosion, window delaminating, fluid leaks, tire wear, etc.).

Airworthiness Directive (AD) - notification from the Federal Aviation Administration (FAA) about a discrepancy on a particular model of aircraft, engine, propeller, or accessory that is detrimental to flying safety. AD compliance shall be conducted within the time prescribed by the Administrator (FAA Scheduled Inspections and Maintenance).

Appliance - any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, used or intended to be used in operating or controlling an aircraft in flight. The appliance must be installed in or attached to the aircraft and not a part of an airframe, engine, or propeller.

Approved - unless used in reference to another person, approved means approved by the APHIS Administrator.

Aviation life support equipment (ALSE) - equipment that protects flight crewmembers and others aboard an aircraft by assisting with their escape, survival, and recovery during an accident or other emergency.

Aviation program unit - organizational unit within APHIS utilizing aircraft in support of its mission.

B

Bailed aircraft - aircraft that is owned by one executive agency but is in the custody of and operated by another executive agency under an agreement that may or may not include cost reimbursement.

Bailments - executive agency-to-executive agency agreements and involve only aircraft, not services.

Base of operations - location where the aircraft is based.

Borrowed aircraft - aircraft provided to an executive agency for use without compensation. The executive agency operates and maintains the aircraft.

C

Ceiling - height of the lowest layer of clouds or obscuring phenomena above the Earth's surface that is reported as "broken," "overcast," or "obscuration," and not classified as "thin" or "partial."

Chartered aircraft - aircraft the Agency commercially hires under a contractual agreement specifying performance and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full-service contract.

Civil aircraft - aircraft other than public.

Commercial aviation services (CAS) - includes leasing an aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title; chartering or renting aircraft for exclusive use; contracting for full services (i.e., aircraft and related aviation services for exclusive use) or obtaining full services through an interservice support agreement (ISSA); or obtaining related aviation services (i.e., services, but not aircraft) by commercial contract or ISSA, **except those services acquired to support a Federal aircraft.**

Commercial operator - person who, for compensation or hire, conveys, by aircraft in air commerce, persons, or property other than as an air carrier, foreign air carrier, or under the authority of Part 375 of this title. Where it is doubtful an operation is for “compensation or hire,” the test applied is whether the carriage by air is merely incidental to the person’s other business or is, in itself, a major enterprise for profit.

Contract aircraft - commercially operated aircraft or aircraft services procured by the Agency under detailed specifications and all applicable Federal Acquisition Regulations. The four basic types of use under aviation contracts are:

- (1) Chartered aircraft;
- (2) Rented aircraft;
- (3) Exclusive-use aircraft or aircraft services; and
- (4) Call-when-needed use aircraft or aircraft services.

Contract pilot - non-Federal pilots who fly for the USDA under specific terms and agreements.

Crewmember - person assigned to operate or assist in operating an aircraft during flight time. Crewmembers perform duties directly related to the aircraft operation (e.g., pilots, copilots, flight engineers, navigators) or duties assisting in aircraft operation (e.g., flight directors, crew chiefs, electronics technicians, mechanics).

Criticality code - single-digit code DOD assigns to military flight safety critical aircraft parts (FSCAP).

D

Data plate - fireproof plate inscribed with certain information required by the Federal Aviation Regulations (FAR) ([14 CFR part 45](#)) and secured to an aircraft, aircraft engine, propeller, or propeller blade. The information must be marked by etching, stamping, engraving, or other approved method of fireproof marking. The plate must be attached in such a manner that it is not likely to be defaced or removed during normal service or lost or destroyed in an accident. Data plates are required only on certificated aircraft; however, uncertificated aircraft may also have data plates.

Declassify - to remove a nonoperational aircraft from the Federal aircraft inventory. Agencies may declassify only nonoperational aircraft that they will retain for ground use only.

Disposal date - in the case of a sale or exchange, the date the Agency relinquishes responsibility for an aircraft when the Agency transfers title; returns the aircraft to the lessor or bailer; declassifies it; or relinquishes custody to another agency as in the case of excess (transferred) or surplus (donated or sold) aircraft.

Donated aircraft - aircraft disposed of as surplus through donation to a non-Federal government, a tax-exempt nonprofit entity, or other eligible recipient.

E

Exchange - to replace personal property, including aircraft, by trade or trade-in with the supplier of the replacement property.

Exchange/sale - to exchange or sell nonexcess, nonsurplus aircraft and aircraft parts and apply the exchange allowance or proceeds of the sale, in whole or in part, as payment for the acquisition of similar property.

Exclusive use - condition under which an aircraft is operated for the sole benefit of the Agency and the Agency has operational control of the aircraft and the authority to define departure times, origins and destinations of flights, payloads, passengers, and cargo.

External load - load that is carried or extends outside of the aircraft fuselage.

External load-attaching means - structural components used to attach an external load to an aircraft (including external-load containers), the backup structure at the attachment points, and any quick-release device used to jettison the external load.

F

Federal Aviation Interactive Reporting System (FAIRS) - secure web-based aviation management information system used to collect and analyze the costs and usage (in hours) of the aircraft the Agency owns or hires.

Federal Acquisition Regulation ([48 CFR chapter 1, parts 1 through 53](#)) - codified regulation of the U.S. Government providing uniform policies and procedures for acquiring personal property and services by executive agencies.

Federal aircraft - aircraft an executive agency owns or borrows for any length of time. When an executive agency loans or bails an aircraft meeting the criteria for Federal aircraft, that aircraft is still considered a Federal aircraft in the owning agency's inventory except when DOD is the owning agency of a bailed aircraft. In that case, the aircraft is recorded in the Agency inventory.

Federal employee - as defined by [Title 5 U.S.C. 2105](#), employee with APHIS; or an individual employed by, detailed to, or assigned to APHIS; also refer to “Non-Federal Employee.”

Flight accidents - accidents in which intent for flight exists and for which there is reportable damage to the aircraft itself.

Flight plan - specified information relating to the intended flight of an aircraft that is filed orally or in writing with air traffic control or any responsible person as specified in the WS Aviation Safety and Operations Manual.

Flight Program Standards - standards specific to the Agency's aviation operations, including commercial aviation services (CAS) contracts. Flight Program Standards must meet the requirements in [41 CFR 102-33.155 through 102-33.185](#), and they must meet or exceed applicable civil or military rules. When civil or military rules do not apply, you must use risk management techniques to develop Flight Program Standards specifically for your program. In your standards, you must address all aspects of your program, e.g., uncertificated aircraft, high-risk operations, and special personnel requirements, that may not be addressed under the rules for civil aircraft in the Federal Aviation Regulations ([14 CFR chapter I](#)).

Flight-related accidents - aircraft accidents in which there is intent for flight and no reportable damage to the aircraft itself, but the accident involves a fatality, injury to aircrew, ground crew, qualified noncrewmember, other injury, or property damage.

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

Flight time - pilot time commencing when an aircraft moves under its own power for the purpose of flight and ending when the aircraft comes to rest after landing.

Forfeited aircraft - aircraft acquired by the Agency by summary process or order of a court of competent jurisdiction pursuant to any law of the United States.

Full-service contract - contractual agreement through which the Agency acquires an aircraft and related aviation services (e.g., pilot, crew, maintenance, catering) for exclusive use. Aircraft hired under full-service contracts are commercial aviation services (CAS), not Federal aircraft, regardless of the length of the contract.

G

Government Aircraft Cost Accounting Guide (CAG) - guidance published by the General Services Administration (GSA) based on the cost elements defined in Attachments A and B to OMB Circular A-126 and in OMB Circular A-76, FAIRS, and the U.S. Government Standard General Ledger to account for Government aircraft costs.

Governmental function - Federally funded activity the agency performs in compliance with its statutory authorities.

Ground crew – on-site (area of aviation operations) Wildlife Services (WS) employee, designated by the State director, who is responsible for assisting in monitoring flight following and maintaining frequent communication with the aircrew.

Ground visibility - prevailing horizontal visibility near the Earth's surface as reported by the United States National Weather Service or an accredited observer.

Gunner - WS individual certified to use firearms in an aircraft. Only WS-certified gunners may use a firearm during WS flights. Gunners do not play an active role in operating the flight controls of the aircraft, but may operate equipment in support of flight activities.

H

Helicopter - rotorcraft that, for its horizontal motion, depends principally on its engine-driven rotors.

Heliport - area of land, water, or a structure used or intended to be used for helicopter landings and takeoffs.

I

Incident with potential - "incident" that narrowly misses being an accident.

Interservice support agreement (ISSA) - any agreement between two or more executive agencies (including the DOD) in which one agency consents to perform aviation support services (i.e., providing an aircraft and other aviation services or providing services only) for another agency with or without cost reimbursement. An executive agency-to-executive agency agreement involving only the use of an aircraft, not services, is a bailment, not an ISSA.

Instrument flight rules conditions - weather conditions below the minimums for flight under visual flight rules (VFR).

Instrument - device using an internal mechanism to show visually or aurally the attitude, altitude, or operation of an aircraft or aircraft part. It includes electronic devices for automatically controlling an aircraft in flight.

Intent for flight - begins when power is applied or brakes are released to move the aircraft under its own power for the purpose of commencing flight. Intent for flight ends when the aircraft is at a full stop and power is completely reduced. Intent for flight is the physical act of applying power to move the aircraft, not the thought process of the crew member as to what is going to occur in the future.

J

K

L

Land as soon as practicable – extended flight is not recommended. The landing site and flight duration are at the discretion of the pilot. However, the nature of the specific problem or malfunction may dictate terminating the flight before reaching the destination.

Leased aircraft - aircraft hired under a commercial contractual agreement in which the Agency has exclusive use of the aircraft for an agreed-upon amount of time. The Agency operates and maintains the aircraft. Leased aircraft are hired as commercial aviation services (CAS).

Lease-purchase aircraft - leased aircraft for which the Agency holds an option to purchase.

Life-limited part - any aircraft part with an established replacement time, inspection interval, or other time-related procedure associated with it.

Loaned aircraft - Federal aircraft owned by an executive agency, but in the custody of a nonexecutive agency under an agreement that does not include compensation.

M

Main rotor - rotor supplying the principal lift to a rotorcraft.

Maintenance - inspection, overhaul, repair, preservation, and the replacement of parts excluding preventive maintenance.

Maintenance base - location where the aircraft is maintained.

Major alteration - aircraft alteration not listed in the aircraft, aircraft engine, or propeller specifications that might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other airworthiness qualities, or that is not done according to accepted practices or cannot be done by elementary operations.

Major repair - aircraft repair, which if improperly done, might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness, or that is not done according to accepted practices or cannot be done by elementary operations.

Manifold pressure - absolute pressure as measured at the appropriate point in the induction system and usually expressed in inches of mercury.

Mishap - accident or incident causing damage to aircraft or other property or results in injury.

Mission requirements - activities that discharge the Agency's official responsibilities. Such activities include, but are not limited to, agricultural aerial research and development, predator control, animal and plant disease eradication, and other such activities.

Medical certificate – form indicating acceptable evidence of physical fitness prescribed by the FAA.

N

Non-Federal employee - any individual working for the Government either as a contractor, affiliate, consultant, cooperator, volunteer, or any other designation other than an appointed Federal employee. This includes those who provide a service to the Government under a contract for aerial services (also refer to “Federal Employee,”)

Nonoperational aircraft - aircraft that is not safe for flight and, in the Agency's determination, cannot economically be made safe for flight. This definition refers to the aircraft's flight capability, not its mission-support equipment capability. An aircraft that is temporarily out of service for maintenance or repair and can economically be made safe for flight is considered operational.

O

Official Government business - in relation to Government aircraft includes, but is not limited to, carrying crewmembers, qualified noncrewmembers, and cargo directly required for or associated with performing Governmental functions and training pilots and other aviation personnel.

Operate - with respect to aircraft, use, cause to use, or authorize to use aircraft (except as provided in [14 CFR Part 91.13](#)) for the purpose of air navigation including the piloting of aircraft, with or without the right of legal control as owner, lessee, or otherwise.

Operational aircraft - aircraft that is safe for flight or, in the Agency's determination, can economically be made safe for flight. This definition refers to the aircraft's flight capability, not its mission-support capability. An aircraft temporarily out of service for maintenance or repair is considered operational.

Operational control - with respect to a flight, the exercise of authority over initiating, conducting, or terminating a flight.

Original equipment manufacturer - person or company who originally designed, engineered, and manufactured, or who currently holds the data rights to manufacture a specific aircraft or aircraft part.

Overdue aircraft –aircraft for which neither communication or visual contact can be established and 30 minutes have passed since its estimated time of arrival (ETA) or reporting time.

Owned aircraft - aircraft for which title or rights of title are vested in the Agency.

P

Passenger - person, other than a gunner or qualified noncrewmember.

Personal protective equipment (PPE) - equipment an individual brings to the flight. PPE does not include equipment or devices installed on the aircraft or furnished as a part of the aircraft operating equipment.

Pilotage - navigation by visual reference to landmarks.

Pilot in command - person who has final authority and responsibility for the operation and safety of the flight, has been designated as pilot in command before or during the flight, and holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight.

Precautionary landing – premeditated landing, on or off an airport, when further flight is possible but inadvisable. Examples of conditions that may call for a precautionary landing include caution lights, deteriorating weather, being lost, fuel shortage, and gradually developing engine trouble.

Preventive maintenance – performing simple or minor preservation operations and replacing small standard parts not involving complex operations.

Public aircraft - aircraft used only for the United States Government. An aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration. An aircraft owned and operated by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments. An aircraft exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments.

An aircraft described above does not qualify as a public aircraft when the aircraft is used for commercial purposes or to carry an individual other than a crewmember or a qualified noncrewmember.

For additional information refer to [49 U.S.C. 40125: Qualifications for public aircraft status](#)

Q

Qualified noncrewmember - person flying onboard a Government aircraft whose skills or expertise are required to perform or are associated with performing the Governmental function for which the aircraft is being operated (qualified noncrewmembers may be researchers, law enforcement agents, fire fighters, agricultural engineers, biologists, etc.). Qualified noncrewmembers are not passengers and shall be provided a copy of the disclosure statement prior to flight.

R

Rapid fueling - practice of fueling an aircraft while its engines are in operation; also known as “hot refueling.”

Registration mark - unique identification mark assigned by the FAA and displayed on Government aircraft (including foreign aircraft hired as CAS). *Tail number* is commonly used for *registration mark*.

Related aviation services contract - commercial contractual agreement through which the Agency hires aviation services only (not aircraft), e.g., pilot, crew, maintenance, cleaning, dispatching, etc.

Rental aircraft - aircraft hired commercially under an agreement in which the Agency has exclusive use of the aircraft for an agreed-upon period. The Agency operates, but does not maintain, a rental aircraft.

Risk analysis and management - systematic process for identifying risks associated with alternative courses of action involved in aviation operation and choosing from among these alternatives the action(s) that will promote optimum aviation safety.

S

Safe for flight - approved for flight and refers to an aircraft, aircraft engine, propeller, appliance, or part that has been inspected and certified to meet the requirements of applicable regulations, specifications, or standards. When applied to an aircraft that an executive agency operates under the Federal Aviation Regulations (FARs) ([14 CFR chapter I](#)), safe for flight means "airworthy," i.e., the aircraft or related parts meet their type designs and are in a condition, relative to wear and deterioration, for safe operation. When applied to an aircraft an executive agency uses but does not operate or require to be operated under the FARs, safe for flight means a state of compliance with the executive Agency's own flight program standards, and as approved, inspected, and certified by the agency.

Scheduled inspection - inspection cycles (may be optional on different types of aircraft) conducted in accordance with the applicable aircraft manufacturer's maintenance manuals and [14 CFR Part 43](#). Aircraft operated in APHIS/International Services (IS) missions shall be inspected and maintained by qualified and licensed personnel. U.S.-registered aircraft shall be maintained and inspected by FAA licensed personnel. The most used inspection types are:

- Annual
- Hourly (25, 50, 100, etc., as specified by the manufacturer)
- Preflight inspection
- Postflight inspection

Preflight and postflight inspections are performed by the pilot. These inspections ensure fuel levels, lubricants, and other fluids are within the proper levels or adjusted to the proper levels before the next flight. Additionally, leaks and hazardous discrepancies may be discovered and corrected before flight.

Senior aviation management official (SAMO) - Department-level person in USDA who is the primary member of the Interagency Committee for Aviation Policy (ICAP). This position resides in USDA's Office of Procurement and Environmental Management, Property Management Division.

Serviceable aircraft part - an aircraft part that is safe for flight, can fulfill its operational requirements, and is sufficiently documented to indicate the part conforms to applicable standards/specifications.

Shall - The verb "shall" indicates mandatory compliance. The verbs "will" or "must" hold that same expectation.

Should - The verbs "should" and "may" identify procedures with discretionary compliance and allow the person to decide based on the specific circumstance.

Special visual flight rules conditions - meteorological conditions not meeting basic visual flight rules (VFR) weather requirements in controlled airspace. Flight within these areas requires air traffic controller clearance.

Substantial damage - damage or failure adversely affecting the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Not considered substantial damage for the purpose of this order include: engine failure or damage limited to an engine if only one engine fails or is damaged; bent fairings or cowling; dented skin; small puncture holes in the skin or fabric; ground damage to rotor or propeller blades; and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips.

Supplemental type certificate - certificate the FAA may issue for a change to an aircraft, aircraft engine, propeller, or appliance.

A supplemental type certificate issued under paragraph 1 above shall consist of the change to the aircraft, aircraft engine, propeller, or appliance with respect to the previously issued type certificate for the aircraft, aircraft engine, propeller, or appliance.

Suspected unapproved part - nonmilitary aircraft part, component, or material any person suspects of not meeting the requirements of an "approved part." A part, component, or material may be suspect because of its questionable finish, size, or color; improper (or lack of) identification; incomplete or altered paperwork; or any other questionable indication.

T

Tail number (refer to *registration mark*).

Traceable part - aircraft part whose original equipment manufacturer or production approval holder can be identified by documentation, markings on the part, or packaging of the part. Nonmilitary parts are traceable if you can establish the parts were manufactured under rules in

[14 CFR part 21](#) or were previously determined to be airworthy under rules in [14 CFR part 43](#). Possible sources for traceability determination could be shipping tickets, barcodes, invoices, parts' marking (e.g., PMA, TSO), data plates, serial/part numbers, manufacturing production numbers, maintenance records, work orders, etc.

Training - instruction for flight program personnel enabling them to initially qualify for their positions and maintain qualification for their positions over time.

U

Unmanned Aircraft Systems (UAS) - unmanned aircraft (UA) and its associated elements related to safe operations, which may include but not be limited to control stations, data communications links, support equipment, payloads, flight termination systems, and launch/recovery equipment. The UA is the flying component of the system, flown by a pilot via a ground control system, or autonomously through the use of an onboard computer, communication links, and any additional equipment necessary for the UA to safely operate. The FAA issues either an Airworthiness Directive (AD) or a Certificate of Authorization (COA) for the entire system, not just the flying component of the system. Reporting UAS costs and flight hours is only required if the accumulated costs for acquisition and operations meets the Agency's threshold for capitalization, and the UAS has a useful life of 2 years or more.

Unsalvageable aircraft part - aircraft part that cannot be restored to a safe-for-flight condition because of its age, physical condition, a nonrepairable defect, insufficient documentation, or nonconformance with applicable standards/specifications.

Unscheduled maintenance - when discrepancies, resulting from material failure or wear, are found between flights, aircraft are rendered not airworthy and grounded until the required maintenance is performed.

V

Visual flight rules (VFR) - set of regulations under which a pilot operates an aircraft in weather conditions generally clear enough to allow the pilot to see where the aircraft is going. Typically, this is considered a visibility of greater than 5 miles and a ceiling greater than 3,000 ft.

W

Wildlife damage management – alleviating damage or other problems caused by or related to the presence of wildlife.

X

Y

Z

APPENDIX D – SAFECOM

SAFECOM Instructions

These instructions and helpful hints are intended to make the process of submitting a SAFECOM as easy as possible. If you need assistance, please click on this link <https://www.safecom.gov/submit/instructions>. After completing and submitting your SAFECOM, your data will be stored in a central database. Only submit one SAFECOM per event.

The **REPORTED BY** section is associated with the person submitting the SAFECOM. These fields are optional. However, this information is extremely helpful if it becomes necessary to follow-up with the submitter on an issue. This section requests the name of the person reporting the event, their contact information, and the organization for which they work. SAFECOMS may be submitted anonymously, however, if you do choose to submit your name or any other information in this section, it will not appear on the publicly available view of SAFECOM.

The **EVENT** section requests the "when" and "where" of an event in addition to any damage or injuries. Enter the *Date* in the mm/dd/yyyy format, then enter the *Time* using the 24-hour time format hh/mm. Note that the date is a required field, and both the date and time fields will only accept numeric characters. Were there any injuries, yes or no? If you select yes, please explain in the narrative. Was there any damage, yes or no? If you select yes, please explain in the narrative. The next three selections identify the *Agency*, *Region*, or *State* with operational control of the mission at the time of the event. These selections determine which organization(s) will receive the initial notification a SAFECOM was entered into the database. From the drop-down menu select the *Agency*. From the next drop-down table, select the *Region* for USFS or State for USDI. If applicable, next select the *Unit* from the drop-down table. In the *Location* field, enter the airport or latitude and longitude. The final field in this section is the *State*, which applies to the State where the event occurred. Note that the *State* field is a required entry, refer to examples below.

The **MISSION** section requests information describing the mission at the time of the event. In the *Type* field, from the drop-down table, select the item that best describes the mission being performed. Use the *Other* field, as needed, to further identify the mission or if none of the available drop-down items describe the mission. In the *Procurement* field, from the drop-down table, enter how the aircraft you were using was procured. Use the *Other* field, as needed, to further identify procurement. Under the *Persons Onboard* section, enter the total number of people on the aircraft including the pilot(s), all flight crew personnel, and passengers. Was the mission special use, yes or no? Many APHIS missions are special use. In fact, almost all animal counting, herding, eradication, etc. missions are considered special use. Were there hazardous materials onboard, yes or no? In *Departure Point*, enter where you departed from, e.g., an airport or helibase, and under *Destination*, enter the intended destination (could be an airport, helibase, or cooperator area).

The **AIRCRAFT** section generally applies to the aircraft you are using. However, in the event of an airspace intrusion, conflict, or near mid-air, enter as much information as possible about the other aircraft. If there are multiple aircraft involved, list the other aircraft in the narrative section. In the *Type* field, in the drop-down table, enter the aircraft type. In the *Tail #* field, enter the tail number of the aircraft beginning with N for U.S. registered aircraft and C for Canadian registered aircraft. Please do not enter the tanker, jumper, or helicopter number unless that is the only information you know. In the *Manufacturer* field, in the drop-down table, select the manufacturer. In the *Model* field, enter the model number without any spaces or hyphens, example.g., PA18, OH58, MD500. In the *Owner/Operator* field, enter the name of the agency if the aircraft is an agency fleet aircraft (i.e., Wildlife Services (WS)) or, if it is contracted, the name of the vendor operating the aircraft. In the *Pilot* field, enter the pilot's name: first name, then last name.

In the **NARRATIVE** section provide a brief description of the event including the facts and outcome. Elaborate on any previous sections above as necessary.

In the **CORRECTIVE ACTION** section provide a brief description of the corrective action taken to prevent the event from reoccurring. Remember, submitting a SAFECOM is not a substitute for resolving the problem and taking on-the-spot corrective action. SAFECOMS often attract the attention of senior management. However, minor or repetitive issues may not attract senior management's notice and may only be used for tracking and trending purposes as well as generating SAFETY ALERTS for prevention purposes.

Press the *Review* SAFECOM button. At the top of the *Review* page, follow the directions to change, print, and SUBMIT the SAFECOM.

Accidents and incidents with potential shall be reported immediately via the most expeditious method in accordance with the Program Aviation Mishap Response Plan. A SAFECOM should be completed within 5 days, but it is not to be used as initial notification.

APPENDIX E - Disclosure Statement

41 CFR Appendix A to Part 102-33 - Disclosure Statement for Crewmembers and Qualified Non-Crewmembers Flying on Board Government Aircraft Operated as Public Aircraft

Generally, an aircraft used exclusively for the U.S. Government may be considered a “public aircraft” as defined by [Public Law 106-181](#) and [14 CFR Chapter I](#), provided it is not a Government-owned aircraft transporting passengers or operating for commercial purposes. A public aircraft is not subject to many Federal Aviation Regulations, including requirements relating to aircraft certification, maintenance, and pilot certification. If the aircraft does not qualify as a “public aircraft”, then it is a civil aircraft and must comply with all Federal Aviation Regulations applicable to civil aircraft. If you have any questions concerning whether a particular flight will be a public aircraft operation or a civil aircraft operation, you should contact the agency sponsor of that flight.

Rights and Benefits

You have certain rights and benefits in the unlikely event you are injured or killed while working aboard a government-owned or operated aircraft. Federal employees and some private citizens are eligible for workers' compensation benefits under the [Federal Employees' Compensation Act \(FECA\)](#). When FECA applies, it is the sole remedy. For more information about FECA and its coverage, consult with your agency's benefits office or contact the [Branch of Technical Assistance at the Department of Labor's Office of Workers' Compensation Programs](#).

State or Foreign Laws

State or foreign laws may provide for product liability or “third party” causes of actions for personal injury or wrongful death. If you have questions about a particular case or believe you have a claim, you should consult with an attorney.

Insurance Policies

Some insurance policies may exclude coverage for injuries or death sustained while working or traveling aboard a government or military aircraft or while within a combat area. You may wish to check your policy or consult with your insurance provider before your flight. The insurance available to Federal employees through the Federal Employees Group Life Insurance Program does not contain an exclusion of this type.

Victim Rights

If you are the victim of an air disaster resulting from criminal activity, Victim and Witness Specialists from the Federal Bureau of Investigation (FBI) and/or the local U.S. Attorney's Office will keep you or your family informed about the status of the criminal investigation(s) and provide you or your family with information about rights and services, such as crisis intervention, counseling and emotional support. State crime victim compensation may be able to cover crime-related expenses, such as medical costs, mental health counseling, funeral and burial costs, and lost wages or loss of support. The [Office for Victims of Crime](#) (an agency of

the Department of Justice) and the U.S. Attorney's Office are authorized by the Antiterrorism Act of 1996 to provide emergency financial assistance to State programs for the benefit of victims of terrorist acts or mass violence.

Federal Employee

If you are injured or killed on the job during the performance of duty, including while traveling or working aboard a government aircraft or other Government-owned or operated conveyance for official Government business purposes, you and your family are eligible to collect workers' compensation benefits under FECA. You and your family may not file a personal injury or wrongful death suit against the United States or its employees. However, you may have cause of action against potentially liable third parties.

Family Member

You or your qualifying family member must normally also choose between FECA disability or death benefits and those payable under your retirement system (either the Civil Service Retirement System or the Federal Employees Retirement System). You may choose the benefit that is more favorable to you.

Private Citizen

Even if the Federal Government does not regularly employ you, if you are rendering personal service to the Federal Government on a voluntary basis or for nominal pay, you may be defined as a federal employee for purposes of FECA. If that is the case, you and your family are eligible to receive workers' compensation benefits under FECA but may not collect in a personal injury or wrongful death lawsuit against the United States or its employees. You and your family may file suit against potentially liable third parties. Before you board a government aircraft, you may wish to consult with the department or agency sponsoring the flight to clarify whether you are considered a federal employee.

If the agency determines that you are not a "Federal employee," you and your family will not be eligible to receive workers' compensation benefits under FECA. If you are onboard the aircraft for purposes of official Government business, you may be eligible for workers' compensation benefits under state law. If an accident occurs within the United States, or its territories, its airspace, or over the high seas, you and your family may claim against the United States under the [Federal Tort Claims Act](#) or [Suits in Admiralty Act](#). If you are killed aboard a military aircraft, your family may be eligible to receive compensation under the [Military Claims Act](#), or if you are an inhabitant of a foreign country, under the Foreign Claims Act.

Note to Appendix A to part 102-33:

This disclosure statement is not all-inclusive. You should contact your agency's personnel office, or, if you are a private citizen, your agency sponsor or point-of-contact for further assistance.

Disclosure Statement for Qualified Non-crewmembers Flying on Board Government Aircraft Operated as Public Aircraft

I _____ (qualified non-crewmember), have read this disclosure statement in its entirety. I fully understand and accept the terms of this disclosure statement.

Signed _____ Date _____

Witnessed by _____ Date _____

The provisions of the Federal Tort Claims Act (FTCA) are found at [28 U.S.C. §1346\(b\), §1402\(b\), §2401\(b\), and §§2671-2680](#).