CHAPTER 5:  VENDOR PERSONNEL AND EQUIPMENT: APPROVAL AND CARDING.

I.  Introduction.

The OAS and USFS inspect and approve personnel and equipment for interagency use.

With the exception of life-threatening situations or undercover law enforcement missions, personnel shall not fly with Pilots or in aircraft that have not been approved.

II. Approval and Documentation Process.

Interagency Carding - Both agencies use:

- Interagency Pilot Qualification Cards
- Helicopter Data Cards
- Helicopter Service Truck Data Cards
- There are differences in the way agencies issue approval for mechanics

Although DOI and USFS accept and use each other’s carded aircraft and pilots, it is important to ensure your agency has a procurement agreement with the operator of the aircraft or an interagency agreement with another government agency before using an aircraft.

Government inspectors complete annual inspections of the aircraft, pilots, mechanics, fuel service vehicles and equipment. The cards may be issued for up to 12 months from the date of inspection. Extensions may be granted on a case-by-case basis.

Interagency Cooperator Approvals – Cooperating aircraft and pilots may be inspected and approved for transporting Federal employees and/or working on interagency projects or fires. Letters of Approval must be approved annually by the USFS, Regional Aviation Officer or the OAS Regional Director.

A discussion of use of other-government, military, and cooperator (civil) aircraft is contained in Chapter 3. Use of these aircraft requires agency approval. These aircraft and pilots will not necessarily be carded, but must have documentation of approval for use.

Most state and local agencies have a carding and approval process. They may also accept USFS or OAS carding. In certain cases, USFS and OAS accept state agency cards. Documentation and review of these approvals is mandatory prior to use.
III. Interagency and Procurement Document Standards.

Minimum equipment and pilot standards have been adopted for interagency helicopter operations. These standards are incorporated into procurement documents. Some procurement documents require additional equipment and/or pilot standards.

Aircraft and pilots may be approved for interagency use if they:

- Meet Interagency Fire Helicopter Standards (Reference current, approved document)
- Meet standards set forth in their procurement document
- Possess a current interagency helicopter pilot qualification card or letter of approval

IV. Responsibility for Checking Carding or Approval Prior To Use.

The requirement in Chapter 3, Operational Planning, that Dispatchers or Aviation Managers verify carding during the scheduling process does not relieve the Helicopter Manager, Project Flight Manager, or other on-scene supervisor from the responsibility for checking both Pilot and aircraft cards prior to flight.

If any discrepancy is found during this process the flight shall not proceed and the helicopter manager shall call the scheduling office immediately.

V. Pilot Qualification Card.

Pilots are carded separately for airplane and helicopter operations. To be carded for special use missions, the Pilot may be required to meet additional qualification requirements (for example, a specified number of hours in the low-level flight environment). See Exhibits 5-1 and 5-2.

The Pilot must have a current interagency card showing qualifications for the mission to be performed.

Field personnel, including the Contracting Officer’s Administrative Representative (COAR)/COR or PI, do not have the authority to suspend or revoke a Pilot’s card. Only the agency contracting officer or other agency-designated official may suspend or revoke the card.

Each qualification card has an expiration date which is the primary criteria for use of that Pilot. However, this is not the only check necessary.

If the Pilot is to be used for a special use mission, then that use must be noted with the inspector’s initial on the reverse of the card.
Exhibit 5-1 and Exhibit 5-2: Example of Interagency Helicopter Pilot Qualification Card

![Image of USDA / USDI Helicopter Pilot Qualification Card]

<table>
<thead>
<tr>
<th>Pilot Name:</th>
<th>Date Expired:</th>
<th>Flight Evaluation Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized Aircraft:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pilot Name</th>
<th>Date Expired</th>
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</tr>
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</table>

Designated "Field Trainee":
- [ ] Trainee OF-183
- [ ] Flight (A, B, C)
- [ ] Flight (A, B, C, D)
- [ ] Flight (A, B, C, D, E)
- [ ] Flight (A, B, C, D, E, F)
- [ ] Flight (A, B, C, D, E, F, G)
- [ ] Flight (A, B, C, D, E, F, G, H)
- [ ] Flight (A, B, C, D, E, F, G, H, I)
- [ ] Flight (A, B, C, D, E, F, G, H, I, J)
- [ ] Flight (A, B, C, D, E, F, G, H, I, J, K)

CARDS STATUS

- [ ] Interagency
- [ ] DOI Only
- [ ] USFS Only

Initial: Renewal: Re-Issue: Added Skill: Inspector Comments: Issued By: Issue Date:
VI. Helicopter Data Card.

The aircraft shall have a current interagency card showing that the aircraft has been inspected and approved for the mission(s) to be performed. Remember that use of other-government, military, and cooperator (civil) aircraft requires agency approval, but the aircraft may not necessarily be carded. See Exhibit 5-3.

Exhibit 5-3: Example of Interagency Helicopter Data Card

<table>
<thead>
<tr>
<th>USDA – Forest Service</th>
<th>HELICOPTER DATA RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Reference FSH 5709.16)</td>
<td></td>
</tr>
</tbody>
</table>

1. Operator
2. Address (Street, City, State & ZIP Code)
3. Phone No.
4. Make/Model
5. FAA Registration
6. Manufacturer’s Serial No.
7. Hobbs Reading
8. Max Cert Gross Weight (Internal)
9. Max Cert Gross Weight (External)
10. No. of Passengers
11. Type Fuel
12. Fuel Flow (Cruise) G.P.H.
13. Authorized Uses (X appropriate boxes) Expires (Fill in the blank):
   a. [ ] Passenger & Cargo
   b. [ ] Low-Level Reconnaissance
   c. [ ] Cargo Only
   d. [ ] External Load (Sling)
   e. [ ] Rappelling
   f. [ ] Aerial Ignition
   g. [ ] Synthetic Longline S/N
   h. [ ] Fire Suppression – Interagency
   i. [ ] Fire Suppression – Local
   j. [ ] Water/Retardant Bucket
   k. [ ] Helitanker (Fixed Tank)
   l. [ ] Longline/Remote Hook
   m. [ ] Rapid Refuel (CCR or Splash)
   n. [ ] Air Attack (Type ______)
   o. [ ] Approved for Left Seat Ops
   p. [ ] Manager May Ride Point-to-Point
   q. [ ] Approved MEL
   r. [ ] Other
   s. [ ] Other
   t. [ ] Other
   u. [ ] Other
14. Approved By (Signature)
15. Title
16. Region/Area
17. Date

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VII. Mechanic Qualification Card.

The mechanic shall have a current FAA mechanic certificate with airframe and power plant ratings. OAS and USFS policies differ regarding carding of mechanics.

A. USFS Procedure.

Mechanics on USFS exclusive-use and CWN procurement agreements shall have a Mechanic’s Qualification Card. See Exhibits 5-4 and 5-5.
B. OAS Procedure.

Mechanics on OAS exclusive-use procurement agreements are approved by name on an OAS-68 Inspection Report. Depending upon whether or not they have also been approved on a USFS contract, they may or may not possess a Mechanic’s Card. The lack of a card does not preclude the mechanic from functioning as such on a USFS incident, provided the aircraft is operating under an OAS procurement agreement.

VIII. Service Truck Data Card.

For interagency fire helicopters, helicopter service trucks operating under procurement agreement are inspected and carded by OAS and USFS. The inspection sticker should be located on or in the vehicle in a conspicuous location. It is the Helicopter Manager’s or Flight Manager’s responsibility to ensure that the service truck has a valid, current inspection sticker. See Chapter 13 for further information. Per the procurement document, the fuel truck driver should perform daily and weekly checks on fuel quality, using vendor formats See Exhibit 5-6 and Appendix B.
IX. Aircraft Fuel Facility Inspection and Carding.

Helicopter fuel facilities operated by the government, or those for which a vendor is responsible but which are located on government lands, shall be inspected regularly by DOI bureaus or USFS using Form HCM-3, Aircraft Fuel Facility Inspection Log. See Appendix A and Chapter 13.

Depending on agency policy, an inspection sticker for the facility may be issued. The sticker should be located in an area secure from the elements. A copy of the inspection shall also be maintained by the local unit responsible for the facility.