

Listing of all Aviation Reviewer Recommendations

Directives, Manuals and Operating Procedures (DMP)

- 1 APHIS/WS should adopt the Disclosure Statement as outlined in the FMR 102-33.165 and modify it to meet APHIS/WS mission needs. All APHIS/WS employees (flight personnel) and any person that flies on an APHIS/WS aircraft should be required to sign the Disclosure Statement. APHIS/WS employees should sign the statement when hired, and each year during aviation related training.
- 2 The Aircraft Operations Manual needs to be updated to incorporate changes contained in the WS Directive as well as other procedural changes that have been implemented and are being practiced by managers and pilots. This will bring it up to standards required by the FMR, FAR, and WS Directive.
- 3 WS should continue to develop its internal Emergency Response Plan (draft) and incorporate it into the Safety Manual, and into the USDA overarching emergency response plan.
- 4 The Safety Manual should be changed to require a Safety “Council” in lieu of the “Safety Committee” if only to be more in line with the FMR 102-33.180(f)(5) which requires a “safety council”. The change should be expanded to include: safety council required members, and safety council minutes are to be printed and distributed to all APHIS/WS employees.
- 5 Revise Aviation Operations Manual Sections B, C, & J to reflect current guidelines/policy of USDA/APHIS/WS operations.

Management and Administration (MA)

- 1 The National Aviation Coordinator (NAC) should be a qualified aviator. Federal Aviation Regulations (14 CFR Part 119) require that an individual in that position be a current line pilot in at least one aircraft that the operator operates.
- 2 Budget authority and management should have clear lines of authority. The NAC should have a dedicated budget analyst that reports directly to him/her to ensure the program is supported in an efficient and effective manor.
- 3 To ensure the highest level of safety for the USDA/APHIS/WS employees that must fly on contracted aircraft, it is incumbent upon the NAC, ATOC, Safety Officer, and Aviation Safety Inspector- Airworthiness, to provide the ER SD’s with appropriate support and oversight to the maximum extent possible. This support should take the form of on-site observations of the contractors operations and well as the document reviews, which they now conduct. Upper management should support the necessity for these key individuals to expand their current level of support/oversight of ER flight operations.
- 4 APHIS should develop a planning document that outlines a budget and timetable for the purchase/replacement of aircraft. The plan should consider the cost of operating older aircraft versus newer aircraft as well as determining the appropriateness of a particular aircraft type for the terrain that it is to operate in. Aircraft that are identified as ‘scheduled for replacement’ should be considered as candidates for the General Services Administration's ‘exchange/sale’

program. Older aircraft could be sold and the monies received could be used to purchase newer aircraft for the APHIS fleet.

- 5 The Aviation Safety Officer (ASO) should develop a checklist to conduct facility inspections. It should cover areas such as hangers, offices, ramp space, grounding locations, fire extinguishers, HAZMAT/MSDS, etc. in accordance with OSHA requirements.
- 6 The Hazard Map should be a function of the ASO and should be required for each operating location. Hazard maps should be co-located in the area where flight planning is conducted. As a recommendation, the maps should be posted in each hanger with APHIS aircraft and kept up to date on a weekly basis.
- 7 APHIS should appoint an Aviation Security Officer in order to comply with USDA Directive 1650.2.
- 8 For continuity, the NAM should have all oversight responsibilities for the aviation programs as stated in the Aviation Operations Manual.
- 9 Pilot in Command provide the aircraft times of operation on a weekly basis to the NAC.
- 10 USDA/APHIS/WS should apply for the Gold Standard Certificate soon as possible.

Training Program (TP)

- 1 Upper management should continue to support the training program with necessary financial and human resources that might be required for the ATOC to continue providing outstanding and effective training.
- 2 The ATOC should develop a policy addressing how unsatisfactory (“U”) item(s) on a check flight (pilot evaluation flight) will be processed. The process should be included in the Aviation Operations Handbook which will become policy as it is signed by the Deputy Administrator. This is a standard policy in the air carrier industry.
- 3 Serious consideration should be given to the addition of another full time Certified Flight Instructor (CFI) to the Cedar City training facility staff. (same as SS-1)
- 4 For each course of training the ATOC should add a “Completion Standard”. This would bring the training curriculums up to industry standards (14 CFR Part 141).
- 5 When contractors are scheduled to attend training they should be paid a salary in addition to the travel and per diem that is now given.

Additional Safety Staff (SS)

- 1 (*While not directly related to safety staff, the following comment would serve to increase aviation safety.*) Serious consideration should be given to the addition of another full time Certified Flight Instructor (CFI) to the Cedar City training facility staff. (same as TP-3)

Equipment, Facilities and Maintenance (EFM)

- 1 Audit maintenance contractors on an annual basis to ensure quality of maintenance is being performed on agency aircraft, USDA/APHIS/WS

- guidelines, requirements, and FAR's are complied with. Develop an audit checklist to ensure standardization.
- 2 Install grounding wires to ground aircraft and install fire extinguishers to comply with OSHA regulations.
 - 3 APHIS should formalize the Aviation Life Support Equipment (ALSE) Program and designate an "ALSE Manager" who would be responsible for the ordering, tracking, distribution, inspection, and repair (or return to manufacturer) of ALSE equipment. This "ALSE Manager" would also be responsible for the evaluation of ALSE equipment and for developing policy for the use of ALSE equipment by APHIS/WS flight crew and personnel.
 - 4 Aircraft maintenance providers should be limited to no more than 3 or 4 locations.

Databases and Tracking Systems (DB)

- 1 APHIS should put together a working group consisting of representatives from all parties within APHIS that need information from pilots at the conclusion of a flight. The goal of the working group would be to identify all information that needs to be captured. This would include operational information, flight and crew information, information for invoicing purposes, and maintenance information. A standard form could be added to the MIS program that a pilot would complete and enter at the completion of a flight. The reporting interval should also be standardized and made a pilot in command requirement. Reporting in a manner such as this is the standard for most government operations as well as civilian operations.
- 2 Pilot Records should be centrally located to provide assurance of completeness and standardization.
- 3 All pilot training and certification records should be maintained in a central repository at the Aviation Training and Operations Center.

Culture (C)

- 1 The existing awards program contained in the USDA/APHIS/WS Safety Manual should be expanded to include the GSA Federal Aviation Awards Program.