

INTERAGENCY HELICOPTER OPERATIONS GUIDE
Chapter 5 - Vendor Personnel and Equipment: Approval and Carding

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

- I. **Introduction.** The Office of Aircraft Services (OAS) in the United States Department of the Interior (DOI) and the United States Forest Service in the Department of Agriculture (USDA-FS) inspect and approve personnel and equipment for interagency use by DOI and USDA-FS. Both agencies utilize an Interagency Pilot Qualification Card, a Helicopter Data Card, and a Helicopter Service Truck Data Card. There are differences in the way agencies issue approval for mechanics. Although DOI and FS accept and utilize the other agency carded aircraft and pilots, it is important to insure your agency has a procurement agreement with the operator of the aircraft before using an aircraft approved by the other agency.

Most state and local agencies have a carding and approval process. They may also accept USDA-FS or OAS carding. In certain cases, USDA-FS and OAS accept state agency cards.

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.

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

- II. **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.

- III. **Pilot Qualification Card.** (See Exhibits 5-1 and 5-2.) 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).

The Pilot must have a current interagency card showing qualifications for the mission to be performed. For law enforcement requirements, see Chapter 16.

Field personnel, including the 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.

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IV. **Helicopter Data Card.** (See Exhibit 5-3.) 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-agency, military, and cooperator (civil) aircraft requires agency approval, but the aircraft will not necessarily be carded.

Exhibit 5-3: Example of Interagency Helicopter Data Card

<p>INTERAGENCY FIRE INTERAGENCY DATA CARD Helicopter</p>		CONTROL NO. _____ CONTRACT/RENTAL NO. _____ ITEM NO. _____ DESIGNATED BASE _____ REGION/AREA _____															
OPERATOR _____ ADDRESS _____ PHONE NO. (____) _____	MAKE & MODEL _____ FAA REGISTRATION NO. _____ MFG. SERIAL NO. _____ YEAR OF MFR. _____ HOBBS READING _____																
<p>Configuration Type: _____</p> MAX. CERTIFICATED GROSS WT. INTERNAL _____ MAX. CERTIFICATED GROSS WT. SLING _____ EQUIPPED WT. _____ USEFUL LOAD (INT.) _____ (SLING) _____ (FIXED FLOATS) _____ NO. PASSENGER SEATS _____ TYPE FUEL _____ FUEL FLOW (CRUISE) _____ G/P/H _____																	
<p>Configuration Type: _____</p> MAX. CERTIFICATED GROSS WT. INTERNAL _____ MAX. CERTIFICATED GROSS WT. SLING _____ EQUIPPED WEIGHT _____ USEFUL LOAD (INT.) _____ (SLING) _____																	
<p>Authorized Uses: EXPIRES: _____</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> PASSENGER & CARGO</td> <td><input type="checkbox"/> FIRE SUPPRESSION-INTERAGENCY (2X)</td> <td><input type="checkbox"/> FLOAT LANDINGS (FIX.)(5)</td> </tr> <tr> <td><input type="checkbox"/> LOW LEVEL (6D)</td> <td><input type="checkbox"/> FIRE SUPPRESSION-LOCAL (2)</td> <td><input type="checkbox"/> PLATFORM</td> </tr> <tr> <td><input type="checkbox"/> CARGO ONLY</td> <td><input type="checkbox"/> WATER/RETARDANT BUCKET (2B)</td> <td><input type="checkbox"/> OVERWATER (9)</td> </tr> <tr> <td><input type="checkbox"/> EXT. LOAD (SLING)(1)</td> <td><input type="checkbox"/> HELITANKER (FIXED TANK)(2A)</td> <td><input type="checkbox"/> EXTENDED OVERWATER (9)</td> </tr> <tr> <td><input type="checkbox"/> RAPPELLING (9D)</td> <td><input type="checkbox"/> AERIAL IGN. (8)(TYPE) _____</td> <td><input type="checkbox"/> OTHER _____</td> </tr> </table>			<input type="checkbox"/> PASSENGER & CARGO	<input type="checkbox"/> FIRE SUPPRESSION-INTERAGENCY (2X)	<input type="checkbox"/> FLOAT LANDINGS (FIX.)(5)	<input type="checkbox"/> LOW LEVEL (6D)	<input type="checkbox"/> FIRE SUPPRESSION-LOCAL (2)	<input type="checkbox"/> PLATFORM	<input type="checkbox"/> CARGO ONLY	<input type="checkbox"/> WATER/RETARDANT BUCKET (2B)	<input type="checkbox"/> OVERWATER (9)	<input type="checkbox"/> EXT. LOAD (SLING)(1)	<input type="checkbox"/> HELITANKER (FIXED TANK)(2A)	<input type="checkbox"/> EXTENDED OVERWATER (9)	<input type="checkbox"/> RAPPELLING (9D)	<input type="checkbox"/> AERIAL IGN. (8)(TYPE) _____	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> PASSENGER & CARGO	<input type="checkbox"/> FIRE SUPPRESSION-INTERAGENCY (2X)	<input type="checkbox"/> FLOAT LANDINGS (FIX.)(5)															
<input type="checkbox"/> LOW LEVEL (6D)	<input type="checkbox"/> FIRE SUPPRESSION-LOCAL (2)	<input type="checkbox"/> PLATFORM															
<input type="checkbox"/> CARGO ONLY	<input type="checkbox"/> WATER/RETARDANT BUCKET (2B)	<input type="checkbox"/> OVERWATER (9)															
<input type="checkbox"/> EXT. LOAD (SLING)(1)	<input type="checkbox"/> HELITANKER (FIXED TANK)(2A)	<input type="checkbox"/> EXTENDED OVERWATER (9)															
<input type="checkbox"/> RAPPELLING (9D)	<input type="checkbox"/> AERIAL IGN. (8)(TYPE) _____	<input type="checkbox"/> OTHER _____															
APPROVED BY/TITLE: _____ REGION/AREA: _____ DATE: _____																	

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V. **Mechanic Qualification Card.** The mechanic shall have a current FAA mechanic certificate with airframe and powerplant ratings. However, DOI and USDA-FS policies differ regarding carding of mechanics.

A. **USDA-FS Procedure.** (See Exhibits 5-4 and 5-5.) Mechanics on USDA-FS exclusive-use and CWN procurement agreements shall have a Mechanic's Qualification Card.

Exhibit 5-4: Mechanic Qualification Card (FRONT)

<p>INTERAGENCY MECHANIC QUALIFICATION</p>	
NAME _____	
COMPANY _____	
CONTRACT NO. _____	
CARD EXPIRATION DATE _____	
ISSUED BY _____ UNIT _____	
DATE _____	

Exhibit 5-5: Mechanic Qualification Card (REVERSE)

QUALIFICATIONS	
AIRCRAFT _____	INSPECTOR INITIALS _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
ENGINE _____	
_____	_____
_____	_____
_____	_____

B. **DOI 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 USDA-FS 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 USDA-FS incident, provided the aircraft is operating under an OAS procurement agreement.

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- VI.  **Service Truck Data Card.** (See Exhibit 5-6.) For interagency fire helicopters, helicopter service trucks operating under procurement agreement are inspected and carded by OAS and USDA-FS. 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 also perform daily and weekly checks on fuel quality, utilizing vendor formats (see Appendix B).

**Exhibit 5-6: Example of Interagency Helicopter
Service Truck Data Card**

INTERAGENCY DATA CARD	
SERVICE TRUCK	
CONTRACTOR	_____
ADDRESS	_____ _____
TRUCK TYPE	_____
LICENSE NO.	_____
CAPACITY GAL.	_____ FUEL TYPE _____
CARD EXPIRATION DATE	_____
CONTRACT/RENTAL NO.	_____
APPROVED BY	_____
DATE	_____

- VII. **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 agencies or USDA-FS utilizing 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.