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| Forest Service | **United States Department of Agriculture**  **Forest Service**  **Pacific Southwest Region** |

R-5 Government-Owned Light Fixed-Wing

Aviation Management Plan

Version 1.1

2014



**FOREWORD**

This document supplements the USDA-Forest Service (FS), *National Aviation Management Plan*. Information presented in this document is a critical component of the Pacific Southwest (R5) Region Aviation Program.

Questions regarding this plan should be directed to the Light Fixed-Wing Program Manager. This plan is a living document and shall be reviewed and updated at least once a year.

**Prepared By: /s/ *John Litton\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_3/17/14\_\_\_\_\_\_\_***

John Litton Date

Lancaster Air Unit Manager

**Prepared By: *\_/s/ Jon Curtis\_****\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3/17/14\_\_\_\_\_\_\_\_\_***

Jon Curtis Date

R-5 South Zone Aviation Maintenance Inspector

**Approved By: *\_\_/s/ Yolanda Saldana\_\_\_\_\_\_\_\_\_\_\_\_\_ 3/17/14 \_\_\_\_\_\_\_\_***

Yolanda R. Saldana Date

R-5 Regional Aviation Safety Manager

**Approved By: *\_/s/ Philip C. Ketel\_(Acting RAO) \_\_\_\_\_\_3/17/14\_\_\_\_\_\_\_\_***

Jeff Power Date

R-5 Regional Aviation Officer

**Table of Contents**

[**FOREWORD** 2](#_Toc199611279)

[Chapter 1 - Government-Owned Light Fixed-Wing Program - General](#_Toc199611280) 4

[Chapter 2 - Aviation Procedures and Information](#_Toc199611282) 8

[Chapter 3 - Aircraft Maintenance 10](#_Toc199611284)

[Chapter 4 - Training 12](#_Toc199611286)

Chapter 5 - Business Practices………………………………………………………15

Chapter 6 - Safety……………………………………………………………………...17

Appendix #1

[Security Plan for GOLF Aircraft](#_Toc199611289) 19

Appendix #2

[GOLF Instructor Pilot/Check Airman Qualification Standards](#_Toc199611289) 20

Appendix #3

[Training Syllabus](#_Toc199611289) 21

Appendix #4

[Program Contacts](#_Toc199611289) 27

Appendix #5

Quality Assurance Audit Check List……………………………………………….28

Appendix #6

Contract Maintenance, Maintenance and Inspection Agreement………….…..33

Appendix #7

Approved list of vendors/parts suppliers …………………………………………34

# Chapter 1

## General

PURPOSE:

The purpose of this plan is to identify R-5 Government-Owned Light Fixed-Wing (GOLF) program management goals, objectives, and activities, and to provide strategic and operational guidance to each organizational level as appropriate. This plan supplements the *National Aviation Management Plan* (FSM 5704.3 and 5711) and the *Pacific Southwest Region Aviation Management Plan*.

OBJECTIVES:

* 1. To provide emphasis on aviation safety.
  2. To provide an expansion for program guidance, but not a replacement for aviation management directives.
  3. To describe and provide operational direction for GOLF current and projected activities.

MISSION STATEMENT:

The GOLF Aircraft Program is available regionally and nationally for special projects as well as routine point-to-point, survey, and recon operations. Current missions being flown are wildlife telemetry, forest health, and law enforcement. Additional uses include backcountry airfield surveys/inspections, Category 4 airfield/off-airport training and operations, and float/wheel/ski operations in geographically diverse areas throughout the western U.S. and Alaska.

PROGRAM OVERVIEW:

The R-5 GOLF Program has a Cessna A185F (N4704A) and a Piper Super Cub PA-18-160 (N4340Z) owned by the U.S. Forest Service and currently equipped with specialized equipment for wildlife telemetry operations. These aircraft are based in the Pacific Southwest Region and equipped with avionics to meet interagency communications and flight following requirements throughout the lower 48 states and Alaska.

Not all applications for use of these aircraft are discovered. Approval for uses not addressed in this document shall be obtained from the Pacific Southwest Regional Aviation Officer.

1. ORGANIZATION AND STAFFING:
   1. Regional Aviation Officer (RAO):

Responsible for the leadership, management, and direction of the GOLF program, including coordination of aviation activities with other staffs, agencies, and groups within the USFS. The RAO communicates institutional values and level of acceptable risk to those managing GOLF aviation operations. The activities of the RAO are meant to unify the efforts of GOLF aviation experts and develop a team approach in achieving safety goals and objectives while providing aviation support to the Forests and Cooperators. RAO responsibilities include:

* + 1. Monitor the GOLF program planning and qualifications of both USFS and contractor personnel involved in GOLF operations.
    2. Ensure specialized aviation training is provided to GOLF personnel.
    3. Ensure the GOLF program is accomplished within Departmental, Agency, and Unit directives and guidelines.
    4. Conduct periodic evaluations and site visits of GOLF activities to ensure goals and standards are maintained.
    5. Represent GOLF program issues and products at Regional and National assemblies and relay feedback to the program coordinator.
    6. Ensure funding and personnel support is provided to cover requirements outside of Working Capital Fund programs.
    7. Ensure follow-up actions on recommendations from safety and operational evaluations are addressed and accomplished.
  1. R-5 GOLF Program Manager:

Program Manager Responsibilities include:

* + 1. Accomplish program budget formulation, tracking, and reporting.
    2. Ensure adequate and proper training of GOLF personnel.
    3. Coordinate the activities and schedules of GOLF field personnel.
    4. Coordinate with assigned AMI to monitor the flow of maintenance, parts, and personnel within the program to ensure operational readiness.
    5. Monitor program to ensure aviation and occupational safety and health systems are adequate for the operations.
  1. R-5 GOLF Maintenance Inspector:

Responsible for providing safety and quality assurance oversight for aircraft and aviation maintenance, parts, and support facilities. The Aviation Maintenance Inspector (AMI) is designated a Contracting Officers Technical Representative (COTR) and works directly with the USFS and Contractor personnel to interpret, oversee, and resolve all associated aircraft issues and is responsible for:

* + 1. Approving aircraft repairs, parts ordering and return to Forest Service availability.
    2. Oversight and approval of aircraft record keeping systems.
    3. Oversee aircraft status report of GOLF aircraft weekly. Assure that maintenance information is disseminated on a weekly basis and passed on to pilot and manager.

* + - 1. The weekly aircraft status report will list the following:  
         1. Current aircraft time in operation.
         2. Time to next maintenance action required.
         3. All deferred maintenance items.
         4. Any safety-of-flight condition completed since the previous status report and any not fulfilled.
    1. Perform internal audits of the GOLF program; facility, aircraft, maintenance, parts and training (audit annually). Track and follow up discrepancies found by reporting to RAO/RASM/WO.
    2. Coordinates ferry flights through the FAA if needed.

* 1. R-5 GOLF Pilot Inspector:

Responsible for ensuring the experience, quality, and readiness of flight crewmembers assigned to GOLF pilot duties. Pilot Inspector responsibilities include:

* + 1. Conduct initial and annual GOLF pilot standardization, qualification, and recurrent training.
    2. Certification of GOLF pilots mission readiness.
    3. Pilot crew scheduling for GOLF missions.
    4. Content and approval of the GOLF pilot aircraft checklists & briefing cards (review annually)
  1. GOLF Instructor Pilots:

Responsible for qualification and recurrent training IAW with Chapter 4 requirements. A list of authorized GOLF Instructor Pilots are maintained in Appendix #2.

* 1. GOLF Pilots:Responsible for the safe, efficient, and cost effective use of the aircraft.
     1. Clean and wash aircraft.
     2. Insure that approved/serviceable parts, consumables, and hazardous items are tagged, stored, inventoried, shelf life not exceeded and separated properly.
     3. Know when and how to obtain a ferry flight permit.
     4. Know when and how to submit SafeCom’s.

# Chapter 2

## Aviation Procedures and Information

1. GENERAL:

R-5 GOLF aircraft are available for a wide variety of roles including wildlife telemetry, forest health, law enforcement, backcountry airstrip surveys, search and rescue, air attack, fire recon, and point-to-point operations. Both aircraft are currently assigned to Mariposa, CA., for wildlife research and are managed by the Lancaster Air Unit Manager, Fox Airfield, Lancaster, CA.

1. DISPATCHING:

Effective communications with the controlling dispatch office is key to the efficient use and operational effectiveness of the GOLF Aviation Program.

* 1. Call-signs:
     1. Cessna A185F, N4704A
     2. Piper PA-18-160, N4340Z
  2. Procedures:
     1. Dispatching and flight following procedures for all aircraft are listed in the California Mobilization Guide, Chapters 20 and 80.
     2. GOLF aircraft are equipped with Automated Flight Following (AFF) equipment and will normally request this mode of flight following.

1. OPERATIONS:
   1. Pilots:
      1. Pilots will be approved for GOLF missions by the GOLF Program Manager or his representative. Pilots may be either USFS or Contract personnel.
      2. Pilots will accomplish pre-flight, planning, operations, and post-flight activities in accordance with the provisions of FAA and USFS regulations.
      3. Prior to takeoff, the pilot shall determine that passenger(s)/mission specialist(s) is/are familiar with:
         1. Radio communication equipment, operation, and responsibilities.
         2. Crewmember/passenger duties, expectations, and limitations.\*
         3. Actions in the event of an emergency.
         4. Emergency egress from the aircraft.
         5. First Aid and Survival Equipment (ensure dated items are not expired)
      4. Project crewmembers and qualified non-crewmembers will complete IAT web-based training in accordance with regional and national requirements.
2. SECURITY: See Appendix #1

**Chapter 3**

## Aircraft Maintenance

1. GENERAL:

Maintain all GOLF aircraft in accordance with applicable FAR 39, 43, and (FSH 5709.16, 11.21b) or equivalent standards approved by the National Aviation Operations Officer for Airworthiness and Logistics. The Program Manager through the AMI, will coordinate all inspections, maintenance and parts activities associated with the GOLF program. Primary AMI: South Ops Secondary AMI: North Ops.

1. Persons authorized to perform maintenance, preventive maintenance; rebuilding and alterations will do so in accordance with FAR part 43 and part 65. FAA, CFR 14, Part 145 Repair Stations may be used for specific maintenance functions that the repair station is certified for. Human Factors training for contracted maintenance personnel recommended. Blanket Purchase Arrangement (BPA) will be used for maintenance and inspections.
2. Maintenance being performed that is unscheduled must be reported to the AMI and the Program Manager. The AMI will direct the pilot or Program Manager to submit a SAFECOM if required depending on the severity of the problem. After completion of maintenance, the AMI shall review the maintenance performed and log book entries. A return to service will then be given and annotated in the log with the name of the AMI, date and time it was returned to service.
3. A maintenance test flight must be performed, in accordance with FAR 91.407, after any maintenance activity which could have appreciably altered the aircraft’s flight characteristics or substantially affected its operation in flight. Removal or replacement of an engine, propeller or flight control deems a flight test. The appropriate entries in the aircraft records (maintenance log, form FS-5700-34) describing the reason for the check flight and the results of the operational check. A return to service will then be given and annotated in the log with the name of the AMI, date and time it was returned to service.
4. Inspections will be performed every 50 and 100 hours as per Cessna and Piper recommendations. Annual inspection will be done per CFR 14 Part 91. An Aircraft In-Use Inspections will be performed once a year by an AMI using Appendix 5 checklist.
5. Aircraft modifications or configuration changes will be approved in writing by the National Aviation Operations Officer for Airworthiness and Logistics or designee prior to purchasing or installation.
6. Parts procurement will be done with permission from the AMI for any amount. Appendix 7 will list the approved vendors/suppliers that parts can be purchased form.
7. Aircraft times shall be given to the AMI once a week to track scheduled inspections and other time sensitive items. Maintenance log white pages will also be removed once a week and mailed or handed to AMI.
8. AMI will visit the remote GOLF operations every other month to inspect the aircraft, logs, facilities and perform a PRISM Safety Management System internal audit checks with corrective follow ups (see chapter 6).

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# Chapter 4

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## Training

1. GENERAL:

Training is the key method to ensure GOLF aviation staff members are knowledgeable of current procedures and techniques. It is essential that pilots, mechanics, supervisors, aviation users, and other operations staff be familiar with the inherent hazards of aviation operations. Forest Service management is dedicated to providing professional and technical training to employees and contract personnel at all levels of the GOLF organization that use or influence use of aviation resources.

1. CURRICULUM:

The following training curriculum is developed to standardize GOLF crewmember qualification:

* 1. Before participating in the GOLF pilot training curriculum, pilots will meet the minimum experience requirements of FSH 5709.16, paragraph 12.11 for Employee Fixed-Wing Pilots, or paragraph 11.22.for Contract Fixed-Wing Pilots. In addition, all pilots will have a minimum of 200 hours in conventional (tail wheel) aircraft and meet the recent flight experience requirements of FAR 61.57 (a).(1).(ii).  
     1. Academic subjects for initial or recurrent qualification.   
        1. USDA Forest Service Policies and Regulatory Requirements  
           1. FSM 5700 & FSH 5709.16

Pilot Qualification Cards

FS-6500-122 and maintenance log books

Flight and duty limitations

Flight plans

Flight following

* + - 1. Aircraft Systems Review  
         1. General Description
         2. Power plant and related systems
         3. Electrical systems
         4. Flight controls
         5. Hydraulic systems
         6. Avionics
         7. Mission equipment
         8. Operating limits and restrictions
         9. Weight/balance and loading
         10. Performance data
         11. Normal procedures
         12. Emergency procedures
         13. Operators manual written examination
      2. National Airspace System
      3. Fire Traffic Area
      4. Temporary Flight Restrictions (TFR) Operation
  1. Flight Training:

All pilots will meet the training and proficiency standards of the FAA approved***Alaskan Off-Airport Operations Guide* *Training* *Syllabus*** (Appendix #3), the Interagency Airplane Pilot Practical Test Standards Guide 2011, and FAA Commercial Pilot Practical Test Standards for Airplane Single-Engine.

i) Category IV Airstrip Operations/Wheel Operations on Unprepared Landing Sites.

* + - 1. Currency – Category IV Airstrip Operations:

In addition to the requirements listed in paragraph b), the Training Syllabus, and the Practical Test Standards Guide, all pilots shall complete 5 takeoffs and landings into at least 2 different Category IV airstrips in the preceding 12 months. Pilots are restricted from operating into Category IV airstrips *with* *passengers* that they have not landed at within the preceding 24 months.

* + - 1. Currency - Wheel Operations into Unprepared Landing Sites:

All pilots must have completed 5 takeoffs and landings into at least 2 unprepared landing sites within the preceding 12 months. Pilots are restricted from operating into unprepared landing sites *with passengers* that they have not landed at with in the preceding 24 months.

* + 1. Pilots requiring routine access to backcountry destinations will pass an initial mountain/remote airstrip/landing site ground and flight evaluation from a Forest Service Inspector Pilot/Check Airman.
    2. All pilots flying government-owned aircraft will have training and currency records on file with the local Forest Service Supervisory Pilot or his designee.

**Chapter 5**

**Business Practices**

1. GENERAL:

GOLF aircraft are managed through the Working Capital Fund (WCF) at the Albuquerque Service Center (ASC). At the end of each fiscal year, aircraft use and costs are reviewed on the EMIS 39 system to develop the flight and fixed-ownership (FOR) rates for the following year. A simplified national WCF template is used by regional and national WCF personnel to formulate the new rates and develop an annual operating budget.

It is important to understand that accurate and timely submission of all business records, particularly the FS-6500-122 forms, determines the cost of doing business. All aircraft records for the current year must be in the hands of ASC, by mail or FAX, no later than September 15th to get full credit for rate determination.

1. BUSINESS MANAGEMENT:

1. Purchase cards used will be preapproved by the RAO for aircraft support. Repetitive large purchases, such as routine aircraft maintenance, will usually require Blanket Purchase Arrangements (BPA) with qualified vendors. The designated regional contracting officer will develop and administer all BPAs in partnership with the Program Manager.
2. Each aircraft will have, as a minimum, the VISA Smart Pay 2 Vehicle Card for fuel purchases issued by the Regional Office. This is extremely important as GOLF aircraft tend to operate out of small airports with self-service refueling systems that DO NOT accept the government multi-service card.
3. Pilots shall retain all fuel and maintenance receipts (if other than Blanket Purchase Arrangement invoices) in the onboard aircraft records and forward them to the Chief Pilot or Program Manager monthly or more often as requested.
4. FS-6500-122 forms shall be filled out completely by the pilot and forwarded to the Chief Pilot or Program Manager monthly.
5. The Program Manger will retain copies fuel receipts, maintenance receipts, and the pink and yellow copies of the 122s for his records. The white original 122s shall be forwarded to the Administrative Specialist for WCF Aircraft at FAMSAC, McClellan, CA, along with all other receipts.
6. The Administrative Specialist at FAMSAC shall enter the required data into the Aviation Management Information System (AMIS) and forward the original 122s to ASC.
7. The GOLF Program Manager or his designee will retain all U.S. Bank purchase card records and develop a means of tracking program credits and costs to avoid exceeding the annual program budget.

**Business Contacts:**

* Admin Specialist for WCF Aircraft: Patty Vermillion, 916-640-1007
* Contracting Officer for GOLF aircraft support:: Debbie Wendell, 530-532-7484

**Chapter 6**

**Safety**

1. GENERAL:

Safety is the state in which the possibility of harm to persons or property damage is reduced to, and maintained at or below, an acceptable level through continuing processes of hazard identification and risk management. “It (safety) must be a core value of our culture, ingrained in the character of every employee. As an agency, we must endeavor to place the safety of our co-workers and ourselves above all else. This obligation requires integrity, trust, and leadership: the integrity of every employee to adhere to Agency standards, the trust in our leaders to place safety as the first priority, and leadership at all levels to provide a culture that encourages employees to communicate unsafe conditions, policies, or acts that could lead to accidents without fear of reprisal” (Chief’s Safety Policy, August 27, 2009). This commitment to safety will be reflected as doctrine within aviation safety management. The adoption of  [(SMS)](http://www.fs.fed.us/fire/av_safety/index.html) continues the application of Forest Service Doctrine. SMS is not a safety program; rather it is a system which aligns, assesses, and organizes an organization’s existing safety processes around the concept of system safety. SMS incorporates a proactive approach using hazard identification and risk management to achieve accident prevention. [Excerpt from the National Aviation and Safety Plan]

In accordance with the California Mobilization Guide, Chapter 80, all Region 5 non-fire aviation projects will develop and provide a copy of the Project Aviation Safety Plan (PASP) to the applicable ECC and GACC.

#### OBJECTIVES:

#### The objectives of the GOLF safety program mimic the regions:

* 1. To minimize human exposure to hazards through implementation of effective risk management techniques.
  2. To minimize loss of life, suffering from injury or permanent impairment, and the anguish and suffering of family and friends.
  3. To minimize the government costs that result from accidents.

GOLF will accomplish the above objectives by:

1. Implementing Safety Management System (SMS) within the program.
2. Report any maintenance and human factors safety concerns or successes via the SAFECOM System. <https://www.safecom.gov/>
3. Will request bi-annual Internal Evaluation Audits to ensure we are moving forward.
4. Provide training to assure the success of GOLF.
5. PRISM SMS internal evaluation audit is provided by the Washington Office and will be administered by the AMI monthly and the checklist is obtained via this site: <http://prism.aviationresearch.com/login.aspx> The password can be obtained with permission from the AMI.

Appendix #1

**Security Plan for GOLF Aircraft**

1. GENERAL:

This plan describes how GOLF aircraft will be secured based on conditions of Homeland Security Advisory System threat level, and while in assigned status.

* 1. Threat Condition Levels Green, Blue, Yellow and Orange:

When N4704A and N4340Z are at their home base, the aircraft will be secured in the Air Unit Hangar. The security of the Zone Air Unit Hangar is referenced under the Zone Geographic Coordination Center Security Plans.

* 1. Threat Condition Level Red:

In addition to the above precautions law enforcement will be requested to perform random security checks. If warranted a security guard, equipped with a cell phone and a USFS 2-way HT radio, will be maintained.

* 1. Security Measures:

When GOLF aircraft are in travel status during Condition Levels Green, Blue, Yellow and Orange, these security measures will be implemented:

1. Doors and windows will be locked.
2. Aircraft will be kept at a secured airport, locked in a hangar when available.
3. A secondary electrical lockout device is installed in each aircraft and activated by the pilot and the ignition key removed whenever the aircraft is left unattended.

During Threat Condition Level Red, while in a travel status, in addition to the above precautions, law enforcement will be requested to perform random security checks. If warranted a security guard, equipped with a cell phone and a USFS 2-way HT radio, will be maintained.

Appendix #2

**GOLF Instructor Pilots/Check Airmen Qualification Standards**

1. PURPOSE:

To establish GOLF Instructor Pilot/Check Airman standards and identify personnel authorized to perform those duties.

1. APPLICABILITY:

To all personnel performing duties with the GOLF Program.

1. GOLF INSTRUCTOR/INSTRUCTOR PILOT STANDARDS:
   1. Will meet FSH 5709.16 Employee Pilot or Contract Pilot-in-Command minimum requirements.
   2. Will be qualified in the GOLF aircraft.
   3. Will be a FAA Certified Flight Instructor.
   4. Will be recommended by the local aviation unit manager to the National Fixed Wing Standardization Officer for designation as aircraft pilot instructors and inspector pilots.
   5. Check Pilots shall be designated by the National Fixed-wing Standardization Officer.
   6. Personnel authorized to perform GOLF Instructor Pilot/Check Airman duties:

Name Employer

John Litton USDA Forest Service

Appendix #3

**Training Syllabus**

**Alaskan Off Airport Operations Guide Training Syllabus**

**Foreword:** This syllabus is designed to train pilots in best practices associated with

airplane operations discussed in the Alaskan Off Airport Operations Guide. Pilots new

to off airport operations will not likely achieve maximum airplane performance. That

takes hours of practice. Successful completion of this syllabus will result in

documented and consistent individual performance in short and obstructed field

operations.

The time required to complete each stage is dependent on achieving performance equal

to or better than the completion standards. Suggested completion times are predicated

on proficient and current pilots with several years of flying experience. Other pilots may

require more time to achieve proficiency.

**Instructors and their students who train according to this syllabus must assess**

**the risk associated with each training evolution described herein and be certain**

**they are equal to the challenges those evolutions present. All the operations**

**discussed in this syllabus should be taught and practiced at an airport runway -**

**preferably one with a grass or gravel runway - before attempting those operations**

**at off-airport sites.**

**Stage 1**

**Operational Risk Analysis and Pilot/Aircraft Performance Documentation**

**Lesson 1 Objectives**

Pilots will assess the capabilities of their aircraft and themselves by completing an

Operational Risk Analysis that will serve as a baseline for Safety Risk Management

during the course of instruction. The Operational Risk Analysis will asses:

Pilot Capabilities & Experience

Aircraft Capabilities

Operational Environment

Survival and Emergency Communications Equipment

**1.5 Hours Ground**

Pilot History

Aircraft performance charts

Takeoff, climb, and landing performance calculations

Wind, density altitude, aircraft weight, obstacle clearance, runway

composition, condition & slope compensations

Operations area discussion

Survival and Emergency Communications Equipment

Flight Plan

Once the baseline Operational Analysis is complete, student and instructor will validate

that analysis by documenting performance at an unpaved runway.

**Note:** The flight operations for this lesson will utilize an unpaved runway of documented dimensions. Ideally the runway will be marked at 100 foot intervals for at least the first 1500 feet. Performance should be measured at maximum anticipated operating weight. This includes mission fuel, survival equipment, cargo and, additional passengers or equivalent weight; for aircraft capable of carrying more than one passenger.

**1.5 - 2 Hours Flight**

Short Field Takeoff and Landing Practice

Light load

Heavy load

Performance Documentation

Light load

Heavy load

**.5 Hour Post Flight**

Pilot and Instructor will compare validation flight results with predicted performance.

**Completion Standards:**

Private Pilot PTS Standards for Short Field Takeoff and Landing performance.

Takeoff

Configuration per manufacturer’s recommendation

Apply and maintain crosswind correction

Vx +5 -5 until obstacle cleared

Vy +5 -5 until safe maneuvering altitude achieved

Landing

Configuration per manufacturer’s recommendation (full flaps)

Apply and maintain crosswind correction

Approach speed per calculations +5 -0

not more than 1.3 Vso

Smooth touchdown at minimum controllable airspeed

Touchdown at or within 100 feet from selected point

This lesson will be complete when pilots can accurately predict takeoff, climb, and

landing performance while operating their aircraft at typical mission weights &

configurations.

Note: It is important to document performance with typical loads and aircraft

configurations. If possible, assess performance at light weight and at or near maximum

gross weight. If only one assessment is made it should be made at or near maximum

gross weight. Performance will be measured against predicted values and results will

be documented on the forms provided.

**Stage 2**

**Off-Airport Site Selection**

**Lesson Objectives:**

Pilots will learn how to evaluate potential off-airport landing sites while in the air and on

the ground.

GPS-based wind & runway length determinations

Raw data time, speed, distance calculations

Walking and marking takeoff area.

**1.5 Hours Ground**

Landing site evaluation

Runway composition & condition

Approach & departure path (s)

Obstacle identification & evaluation

Runway length evaluation

Time, speed, distance chart

GPS solution

Runway wind evaluation

Crosswind chart

GPS solution

Turbulence/Wind Shear prediction

**1.5 - 2 Hours Flight**

Landing site evaluation

High level

Wind direction and speed

Landing area length

Approach and Departure Paths

Obstructions

Intermediate level

Landing area composition & condition

Obstructions on or immediately adjacent to landing area

Touchdown and roll out location & associated landmarks

Go-around decision point & associated landmarks

Low level

Obstructions, cuts, bumps on landing & rollout area

Touch & go for surface feel & departure path check

Landing

Approach at recommended approach speed & configuration

Roll to stop with minimum required breaking

Exit aircraft & assess area before taxiing

Takeoff area evaluation

Walk taxi & takeoff area

Establish and mark go/no-go decision point

Establish and mark calculated takeoff point

Position aircraft at takeoff point

Takeoff

Announce go/no-go decision point

Note lift off point & compare with pre calculated point

**Completion Standards:**

Commercial Pilot PTS Standards for Short Field Takeoff and Landing performance.

Takeoff

Configuration per manufacturer’s recommendation

Apply and maintain crosswind correction

Vx +5 -5 until obstacle cleared

Vy +5 -5 until safe maneuvering altitude achieved

Landing

Configuration per manufacturer’s recommendation (full flaps)

Apply and maintain crosswind correction

Approach speed per calculations +0 -0 and, not more than 1.3 Vso

Smooth touchdown at minimum controllable airspeed

Touchdown at or within 50 feet from selected point

**.5 Hour Post Flight**

Compare performance with previous flight. Discuss training area to be used for

Stage 3 Off Airport Operations.

**Stage 3**

**Off Airport Operations**

**Lesson Objectives:**

Pilots will identify and evaluate 3 off-airport landing sites from the air. With instructor

concurrence, pilots will land and conduct a ground evaluation, marking go/no-go

decision points and predicted takeoff points.

**1 Hour Ground**

Review of landing site evaluation techniques and procedures.

Discussion of operations area.

Flight plan

**2.0 Hours Flight**

For each of 3 off-airport landing sites

Overfly and evaluate site

Land and document landing performance

Conduct ground reconnaissance

Position aircraft for takeoff

Takeoff and document takeoff performance

**1 Hour Post Flight**

Review Course & answer questions

Complete Operational Risk Analysis work sheet and compare with baseline work

sheet. This will become the new baseline for operational risk assessment and

performance prediction.

**Completion Standards:**

This lesson will be complete when the pilot is able to identify viable off-airport landing sites and safely conduct operations to and from those sites. If acceptable off-airport sites are unavailable, the instructor may choose unimproved airports in the training area. Aerial evaluation of known sites is useful even if landings are not attempted; but the training will be most valuable when landing and takeoff operations are conducted. Likewise training in the Medallion Foundation PA-18 simulator is efficacious but it must be supplemented with airplane operations at off-airport or unimproved airport sites.

**My Short Field Performance**

Aircraft \_\_\_\_\_\_\_\_\_\_\_ Gross Weight \_\_\_\_\_\_\_\_\_\_\_ Test Weight \_\_\_\_\_\_\_\_\_\_

Airfield \_\_\_\_\_\_\_\_\_\_\_ Elevation \_\_\_\_\_\_\_\_\_\_\_ Density Altitude \_\_\_\_\_\_\_\_

Wind Direction \_\_\_\_\_\_\_ Wind Speed \_\_\_\_\_\_\_ X Wind Component \_\_\_\_\_\_

Runway Composition & Condition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Slope \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicated Approach Speed \_\_\_\_\_\_\_\_\_\_\_ Flap Setting \_\_\_\_\_\_\_\_\_\_\_\_

Landing Distance \_\_\_\_\_\_\_\_\_\_\_\_\_

Takeoff Flap Setting \_\_\_\_\_\_\_\_\_\_ Rotation Speed \_\_\_\_\_\_\_\_\_\_

Rotation Speed x .70 \_\_\_\_\_\_\_\_\_\_ Vx \_\_\_\_\_\_\_\_\_\_ Vy \_\_\_\_\_\_\_\_\_\_

Distance to Rotation \_\_\_\_\_\_\_\_\_\_ Distance to 50 feet AGL \_\_\_\_\_\_\_\_\_\_\_

Appendix #4

**GOLF Program Contact List**

**Name Title Phone**

Jeff Power Regional Aviation Officer 916-640-1031

Yolanda Saldana Regional Aviation Safety Manager 916-640-1038

John Litton Lancaster Air Unit Manager 661-400-2083

*GOLF Program Manager*

*Golf Inspector /Instructor Pilot*

*Regional/National Check Airman*

Jon Curtis SOCAL AMI (Primary) 661-400-8391

*Aviation Maintenance Inspector*

Bill McVicker NORCAL AMI (Secondary) 530-941-1742

*Aviation Maintenance Inspector*

Jesse Luna SOCAL Avionics Inspector 661-335-2454

Barry Miller NORCAL Avionics Inspector 530-226-2732

**Appendix #5**

**Aircraft In-Use Inspections. (Ref: Aircraft Inspector Guide, Chapter 12)**

The following table identifies additional areas that may be sampled during an Inspection / Safety Management System Audit (CCI/SMSA). The depth and detail an Inspector may devote to any one specific area or item listed below is left to the discretion of the Inspector, especially regarding audit of the aircraft itself.

|  |  |  |
| --- | --- | --- |
|  | **IN-USE INSPECTIONS** | **Reference** |
| **A.** | **AIRCRAFT RECORDS** |  |
|  | 1. Is there a list of all AD’s, TCTO’s, etc., and their current status? | 91.417(a)(2)(v) |
|  | 2. Is there a list of all Manufacturers Mandatory Service Bulletins? |  |
|  | 3. Are there logbook entries for all items with inspection requirements, and their due dates? | 91.417(a)(2)(iv) |
|  | 4. Is there a current list of all items with time-calendar life retirement/overhaul requirements and their due dates? | 91.417(a)(2)(ii), 91.417(a)(2)(iii) |
|  | 5. Review aircraft records for appropriate and proper entries, and corrective actions. | 43.9, 43.11, 91.417(a)(1), |
|  | 6. Is there a list provided showing the currency of inspections, replacement/overhaul times, and status of life-limited components. |  |
|  | 7. Are mechanical discrepancies entered in the maintenance log either corrected or deferred using approved methods? | 91.213 |
|  | 8. Verify Time Since Overhaul / Hot Section Inspections are current for: |  |
|  | a) Engines | 91.417 |
|  | b) Propellers |
|  | c) Governors |
|  | 9. Verify currency, Type, Time and Date of last Inspection(s) (Annual, 100 Hour, Phases, etc.) |
|  | 10. Verify currency of Empty and/or Equipped Weight and Date of Weighing |
|  | **MAJOR ALTERATIONS AND REPAIRS** |  |
|  | 1. Are Flight Manual Supplements filed in the Flight Manual for Major Alterations, if required | 43.5(c), 91.9 |
|  | 2. Have Equipment Lists been updated for Major Alterations | TCDS |
|  | 3. Have all Major Repairs been documented | 43.9(d), 43 App B |
|  | **AIRCRAFT MAINTENANCE MANUALS** |  |
|  | 1. Are Maintenance / Parts / Wiring Manuals available and current for: |  |
|  | a) Airframe | 43.13,  5709.16, para. 17.11 |
|  | b) Engine |
|  | c) Structural Repair Manual |
|  | d) ICA’s for installed Equipment |
|  | **MAINTENANCE PROCEDURES** |  |
|  | 1. Are maintenance personnel using the approved procedures for any maintenance being performed? | 43.13 |
|  | 2. Are maintenance personnel appropriately certificated for the maintenance being performed? | 43.3 |
|  | 3. Are the required special tools and test equipment available and within calibration due date? | 43.13(a) |
|  | 4. Are the facilities and equipment adequate for the maintenance being performed? | 43.13 |
| **B.** | **AIRCRAFT INSPECTION** |  |
|  | **MISCELLANEOUS** |  |
|  | 1. Is the Procurement Document on board aircraft |  |
|  | 2. Is the aircraft equipped as required for required mission, if applicable |
|  | 3. Is there a HAZMAT Guide and current Exemption Letter |
|  | 4. Are there two (2) approved Security Devices available |
|  | 5. If operating in Alaska, verify the aircraft meets the requirements of the Alaska Supplement. |
|  | **AIRWORTHINESS & REGISTRATION CERTIFICATES** |  |
|  | 1. Is there a current and valid Airworthiness Certificate | 91.203(a)(1) |
|  | a) Is the Airworthiness Certificate properly displayed | 91.203(b) |
|  | 2. Is there a current and valid Registration Certificate | 91.203(a)(2) |
|  | a) If a Temporary Certificate, is it current? | 91.203(a)(2), 47.31(b) |
|  | **FLIGHT DECK INSPECTION** | **Type Certificate** |
|  | 1. Flight Manual (A/RFM) | 91.9(a), (b) |
|  | a) Check for completeness | 23.1581(f) |
|  | b) Check Flight Manual Supplements (as applicable) | 23.1585 |
|  | c) Check Weight & Balance data | 23.1583(c), (d), |
|  | d) Is there proper stowage available | 23.1581(e) |
|  | 2. Is there a Cockpit Checklist available |  |
|  | 3. If the aircraft has an MEL, is it approved on an LOA | 91.213(a)(2) |
|  | 4. Is there a logbook in the aircraft for recording discrepancies |  |
|  | 5. Is the pilot familiar with the procedures and requirements for documenting, completing and deferring discrepancies, and/or inspections and are these procedures being followed | 43.5, 43.9, 43.11, 91.405, 91.417, |
|  | 6. Are the placards required by the Flight Manual in place and readable | 23.1367, 23.1559 |
|  | 7. Are the instruments secure and properly marked | 23.1303, 23.1305, 23.1337, 23.1543 |
|  | 8. Check windshields / windows for delamination, scratches, crazing and general visibility | 23.775 |
|  | 9. Check the pilots seats for condition and security of attachment | 23.785 |
|  | 10. Check pilot’s seat belts and shoulder harnesses for TSO markings, metal to metal latching and general condition and serviceability. | 23.785 |
|  | 11. Check Inertia Reels for condition and operation | TC, ICA |
|  | 12. Are spare fuses available, if applicable | 23.1357, 91.205(c)(6) |
|  | 13. Are “Emergency Exit” operating instructions / placards installed | 23.811, 91.9(a) |
|  | 14. Check interior furnishings for general condition | 23.853 |
|  | 15. Check fire extinguisher for security of mounting, pressure, seal and correct type. | 23.851 |
|  | 16. Is the Hobbs Meter and Tach operational |  |
|  | **CABIN INTERIOR INSPECTION** | **Type Certificate** |
|  | 1. Are the placards required by the Flight Manual in place and readable | 23.1367, 23.1559 |
|  | 2. Check windshields / windows for delamination, scratches, crazing and general visibility | 23.775 |
|  | 3. Are Passenger Checklists / Information Cards available |  |
|  | 4. Check passenger seats for condition and security of attachment | 23.785 |
|  | 5. Check passenger seat belts and shoulder harnesses for TSO markings, metal to metal latching and general condition and serviceability. | 23.785 |
|  | 6. Check interior furnishings for general condition | 23.853 |
|  | 7. Is there a fire extinguisher(s) is available, check for security of mounting, pressure, seal and correct type. | 23.851 |
|  | 8. Are “Emergency Exit” operating instructions / placards installed | 23.811, 91.9(a) |
|  | **EMERGENCY EQUIPMENT.** All equipment requiring periodic inspections should have an inspection date marked on it. |  |
|  | 1. Is there a First Aid Kit provided, and complete |  |
|  | 2. Is there a Survival Kit provided, and complete |  |
|  | **NOTE:** For all the following items, this is a general airworthiness / serviceability check. |  |
|  | **Cargo / Baggage COMPARTMENTS** | **Type Certificate** |
|  | 1. Is the baggage restraining system in-place and proper for use | 23.787, 23.1557 |
|  | 2. Are Maximum Weight and Loading placards / instructions installed | 23.787, 23.1557 |
|  | **REQUIRED LIGHTING** | **Type Certificate** |
|  | 1. Check lights | 91.205(c),  Type Certificate |
|  | a) Navigation (general condition, broken lenses, etc.) |
|  | b) Landing (general condition, broken lenses, etc.) |
|  | 2. Check strobe lights (general condition, broken lenses, etc.) |  |
|  | **LANDING GEAR AND WHEEL WELL AREAS** | **Type Certificate** |
|  | 1. Is there indication of wear, chaffing lines, chaffing wires, cracks, dents, or other damage | Parts 23, 27 & Type Certificate |
|  | 2. Check for structural integrity of gear doors (cracks, dents, or other damage) |
|  | 3. Are there any hydraulic leaks |
|  | 4. Check tire condition and pressure |
|  | 5. Check wheel installation and safety locking devices |
|  | 6. Check for wear, line security, leaks, and installation of brakes |
|  | 7. Check for excessive corrosion |
|  |  |  |
|  |  | Parts 23 & TC |
|  | 8. Check for general condition of Floats (if installed) |
|  | **FUSELAGE** | **Type Certificate** |
|  | 1. Check structure for cracks, corrosion, dents, or other damage | Parts 23, 27 & Type Certificate |
|  | 2. Check for loose, improper and missing fasteners |
|  | 3. Check condition of pitot tubes and free of obstructions |
|  | 4. Check static ports for cleanliness and free of obstructions |
|  | 5. Check stall warning devices and other sensors |
|  | 6. Check antennas for security, condition, and indications of corrosion |
|  | 7. Check for stains or other indications of leaks |
|  | 8. Check cargo compartments for condition |
|  | 9. Verify “Emergency Exit” operating instructions / placards installed | 23.811, 91.9(a) |
|  | 10. Check external lights for general condition, broken lenses, etc.) | Parts 23, 27 & TC |
|  | 11. Check for excessive corrosion |
|  | 12. Ensure Data plates are installed | 45.11(a) |
|  | 13. Verify required placards are installed and readable | Flight Manual & TCDS |
|  | 14. Ensure “Restricted” placards are installed, if applicable | 45.23(b) |
|  | 15. Are Cargo Restraints, Nets, and/or Straps provided and properly rated |  |
|  | 16. Does the aircraft have a Locking Fuel Cap (if required) |
|  | **WINGS & NACELLES** | **Type Certificate** |
|  | 1. Check the structure for cracks, corrosion, dents or other damage | Part 23, 27 & Type Certificate |
|  | 2. check leading edges for dents and/or other damage |
|  | 3. Check for evidence of fuel leaks |
|  | 4. Check external lights for general condition, broken lenses, etc. |
|  | 5. Check flaps for attachment, cracks, corrosion, dents, and delamination |
|  | 6. Check flap wells for general condition of lines, wire harnesses, and plumbing |
|  | 7. Check static dischargers / eliminators for general serviceability, and any missing in accordance with MEL |
|  | 9. Check for missing, loose, or improperly secured access door/inspection panels |
|  | 10. Check for excessive corrosion |
|  | **Engines** | **Type Certificate** |
|  | 1. Check intakes / air filter | Parts 23, 27, 33 & Type Certificate |
|  | 2. Check nose / ring cowl for security and proper fit |
|  | 3. Check cowling and doors for security, proper fit and evidence of leaks |
|  | 4. Check exhaust or tailpipe damage and evidence of fluids |
|  | 5 Check access doors for security |
|  | 6. Check engine mounts for security and condition |
|  | 7. Check engine cases for damage, leaks, etc. |
|  | 8. Check accessories for condition, security of attachment, leaks, etc. |
|  | 9. Check fluid lines for condition, leaks, security of attachment, wear, etc. |
|  | 10. Check electrical harnesses for condition, security, wear, etc. |
|  | 11. Ensure Data plates are installed | 45.11(a) |
|  | **Propellers** | **Type Certificate** |
|  | 1. Check leading edge of propeller for cracks, dents, and other damage | Parts 23, 35 & Type Certificate |
|  | 2. Check Spinners for security, cracks, and evidence of fluid leaks |
|  | 3. Ensure data plates / markings are provided | 45.11(b) |
|  | **Tail / Empennage / Stabilzers** | **Type Certificate** |
|  | 1. Check leading edge for dents | Part 23, 27 & TC |
|  | 2. Check external lights for general condition, broken lenses, etc. |
|  | 3. Check static dischargers / eliminators for general serviceability, and any missing in accordance with MEL/CDL |
|  | 4. Check elevators, rudders, and tabs for attachment, cracks, corrosion, dents delamination |
|  |  |
|  | 5. Verify registration markings are the correct size, location, and they match the airworthiness and registration certificates | 45.21 |
|  | 6. Ensure Data plates are installed | 45.11(b) |
|  | **SPECIAL MISSION EQUIPMENT** |  |
|  | 1. Security of telemetry antenna |  |
|  | 1. Security and routing of wiring |
| **C.** | **AVIONICS** |  |
|  | **GENERAL** |  |
|  | 1. Is the aircraft correctly placarded (circuit breakers, instruments, switches) | 23.1367, 23.1559 |
|  | 2. Do the installations meet the manufacturer’s specifications and/or 14 CFR requirements |  |
|  | 3. Are avionics wiring diagrams available |
|  | 4. Are records available for avionics systems and modifications |
|  | **EMERGENCY LOCATOR TRANSMITTERS** |  |
|  | 1. Is the ELT Annual Inspection and Battery current? | 91.207d(1-4) |
|  | 2. Is the Battery Due Date noted on the outer case and in the aircraft records? | 91.207(c) |
|  | 3. Is the ELT registered with NOAA if applicable (C126/406MHz) |  |
|  | **COMMUNICATION EQUIPMENT** |  |
|  | 1. Do the VHF-AM radios meet the performance specifications |  |
|  | 2. Do the VHF-FM radios meet the performance specifications |
|  | 4. Is the aircraft ICS system operational |
|  | **GLOBAL POSITIONING SYSTEM** |  |
|  | 1. Is the database current (IFR 28 days) (VFR 1 year) | 23.1309,  AC 20-138A |
|  | 2. Is there a Flight Manual Supplement for IFR certified aircraft | 23.1585,  AC 20-138A |
|  | 3. Is there a placard stating for “VFR Use Only”, if applicable | AC 20-138A |
|  | **FLIGHT FOLLOWING** |  |
|  | 1. Is the AFF installed, operational, and configured for Webtracker |  |
|  | **NAVIGATION SYSTEMS** |  |
|  | 1. Is the aircraft Altimeter / Pitot-Static system certification current | 91.411 |
|  | 2. Is the Transponder system certification current | 91.413 |
|  | 3. Is the Magnetic Compass serviceable and correctly placarded | 23.1547 |
| **D.** | **DEBRIEF** |  |
|  | 1. Annotate any discrepancies noted during the inspection |  |
|  | 2. Brief the discrepancies and formulate a plan for resolving the problems |  |

**Notes**

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**Forest Service Aviation Maintenance Inspector (AMI) contact information:**

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Appendix 6

**Contracted maintenance, maintenance or inspections performed on GOLF aircraft**

This is an agreement to be read and signed by the maintenance facility prior to work being performed.

1. **Oversight:** The Aviation Maintenance Inspector (AMI) has primary responsibility for oversight of contractors. AMI must ensure that contracted maintenance is only performed by qualified individuals and that they are abiding by 14 CFR Part 43. All work on Forest Service aircraft falls under Part 120 Drug and Alcohol Testing Program.
2. **Contract / Work order:** Must be completed prior to any maintenance or inspections.
3. **Inspection Checklist**: A printed checklist will be provided and the technician or inspector will initial by each item they inspect. The completed inspection checklist must be signed and submitted to the Forest Service upon completion.
4. **Repairs**: Any repairs, parts and alterations must go through the AMI for approval.
5. **Parts Replacement:** Any major component must have a notation in the log book signoff the part number and serial number off and on.
6. **Engine Run:** Technicians must be qualified and proficient in the operation and limitations.
7. **Approval for Return to Service:**
8. All approvals for return to service must be done in accordance with 14 CFR, Part 43.9 and 43.11, as applicable.
9. Only persons authorized by 14 CFR Part 43.7 may perform approvals for return to service.
10. Test flight, only an authorized and qualified pilot will fly FS aircraft. After the test flight, the pilot must land and make an entry in the log book stating the results of the flight. The AMI will be notified of the results and then the aircraft will be available for dispatch once paperwork is completed.

8 **Golf Plan:** Provided a copy of the GOLF plan to vendor.

Please sign that you agree to the above and have been provided a list of work/inspections to be performed.

Name of facility performing maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of maintenance facility manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forest Service Aviation Maintenance Inspector (AMI) contact information:**

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Appendix #7

**Approved list of vendors/parts suppliers**

**Company Phone No. Web site POC**

Aircraft Spruce 1-877-4SPRUCE [www.aircraftspruce.com](file:///C:\Documents%20and%20Settings\jcurtis\My%20Documents\WCF%20Aircraft\www.aircraftspruce.com)

California Cubs 805.441.9573 [www.californiacubs.com](file:///C:\Documents%20and%20Settings\jcurtis\My%20Documents\WCF%20Aircraft\www.californiacubs.com) Ben Hodges

Cub Crafters 509-248-9491 [www.cubcrafters.com](http://www.cubcrafters.com)

Suncountry 480.300.4402 [www.suncountrycubcrafters.com](http://www.suncountrycubcrafters.com) Jeff Baber

Aircraft Sales

Univair 888-433-5433 [www.univair.com](http://www.univair.com)

Wicks 800-221-9425 [www.wicksaircraft.com](http://www.wicksaircraft.com)

Aircraft Parts

Any authorized/certified Cessna or Piper part dealer