

**§ 102-33.155**

(b) Is required to follow §§ 102-33.140 through 102-33.185 under a Memorandum of Agreement governing the loan.

**§ 102-33.155 How must we establish Flight Program Standards?**

To establish Flight Program Standards, you must write, publish (as appropriate), implement, and comply with detailed, agency-specific standards, which establish or require (contractually, where applicable) policies and procedures for—

- (a) Management/administration of your flight program (in this part, “flight program” includes CAS contracts);
- (b) Operation of your flight program;
- (c) Maintenance of your Government aircraft;
- (d) Training for your flight program personnel; and
- (e) Safety of your flight program.

MANAGEMENT/ADMINISTRATION

**§ 102-33.160 What standards must we establish or require (contractually, where applicable) for management/administration of our flight program?**

For management/administration of your flight program, you must establish or require (contractually, where applicable) the following:

- (a) A management structure responsible for the administration, operation, safety, training, maintenance, and financial needs of your aviation operation (including establishing minimum requirements for these items for any commercial contracts).
- (b) Guidance describing the roles, responsibilities, and authorities of your flight program personnel, *e.g.*, managers, pilots and other crewmembers, flight safety personnel, maintenance personnel, and dispatchers.
- (c) Procedures to record and track flight time, duty time, and training of crewmembers.
- (d) Procedures to record and track duty time and training of maintenance personnel.

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OPERATIONS

**§ 102-33.165 What standards must we establish or require (contractually, where applicable) for operation of our flight program?**

For operation of your flight program, you must establish or require (contractually, where applicable) the following:

- (a) Basic qualifications and currency requirements for your pilots and other crewmembers, maintenance personnel, and other mission-related personnel.
- (b) Limitations on duty time and flight time for pilots and other crewmembers.
- (c) Compliance with owning-agency or military safety of flight notices and operational bulletins.
- (d) Flight-following procedures to notify management and initiate search and rescue operations for lost or downed aircraft.
- (e) Dissemination, as your agency determines appropriate, of a disclosure statement to all crewmembers and qualified non-crewmembers who fly aboard your agency’s Government aircraft, as follows:

*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 in Public Law 106-181, 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 an agency transports passengers on a Government-owned aircraft or uses that aircraft for commercial purposes, the agency 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.

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 at (202) 693-0044.

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.

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.

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. Attorneys 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.

*If you are a 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.

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.

*If you are a private citizen not employed by the Federal government.* 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 workman's 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: 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.

(f) At the origin of each flight, creation of a manifest containing the full names of all persons on board for each leg of flight, a point of contact for each person, and phone numbers for the points of contact.

(g) Documentation of any changes in the manifest by leg, and retention of manifests for two years from the time of flight.

(h) Procedures for reconciling flight manifests with persons actually on board and a method to test those procedures periodically.

(i) At the origin of each flight, preparation of a complete weight and balance computation and a cargo-loading manifest, and retention of this computation and manifest for 30 days from the time of flight.

(j) Appropriate emergency procedures and equipment for specific missions.

(k) Procedures to ensure that required Aviation Life Support Equipment (ALSE) is inspected and serviceable.

MAINTENANCE

**§ 102-33.170 What standards must we establish or require (contractually, where applicable) for maintenance of our Government aircraft?**

For maintenance of your Government aircraft, you must establish or require (contractually, where applicable) the following:

- (a) Aircraft maintenance and inspection programs that comply with whichever is most applicable among—
  - (1) Programs for ex-military aircraft;
  - (2) Manufacturers' programs;
  - (3) FAA-approved programs (*i.e.*, following the Federal Aviation Regulations);
  - (4) FAA-accepted programs (*i.e.*, those following ICAP guides that have been accepted by the FAA); or
  - (5) Your agency's self-prescribed programs.
- (b) Compliance with owning-agency or military safety of flight notices, FAA airworthiness directives, or mandatory manufacturers' bulletins applicable to the types of aircraft, engines, propellers, and appliances you operate.
- (c) Procedures for operating aircraft with inoperable equipment.
- (d) Technical support, including appropriate engineering documentation and testing, for aircraft, powerplant, propeller, or appliance repairs, modifications, or equipment installations.
- (e) A quality control system for acquiring replacement parts, ensuring that the parts you acquire have the documentation needed to determine that they are safe for flight and are inspected and tested, as applicable.
- (f) Procedures for recording and tracking maintenance actions; inspections; and the flight hours, cycles, and calendar times of life-limited parts and FSCAP.

TRAINING

**§ 102-33.175 What standards must we establish or require (contractually, where applicable) to train our flight program personnel?**

You must establish or require (contractually, where applicable) an instructional program to train your flight program personnel, initially and on a recurrent basis, in their responsibilities and in the operational skills

relevant to the types of operations that you conduct. See § 102-33.180(a) for specific requirements for safety manager training.

SAFETY

**§ 102-33.180 What standards must we establish or require (contractually, where applicable) for flight program safety?**

For flight program safety, you must establish or require (contractually, where applicable) the following:

- (a) The appointment of qualified aviation safety managers (*i.e.*, those individuals who are responsible for an agency's aviation safety program, regardless of title), who must be—
  - (1) Experienced as pilots or crewmembers or in aviation operations management/flight program management; and
  - (2) Graduated from an aviation safety officer course provided by a recognized training provider and authority in aviation safety before appointment or within one year after appointment.
- (b) Risk analysis and risk management to identify and mitigate hazards and provide procedures for managing risk to an optimum level.
- (c) Use of independent oversight and assessments (*i.e.*, unbiased inspections) to verify compliance with the standards called for in this part.
- (d) Procedures for reporting unsafe operations to senior aviation safety managers.
- (e) A system to collect and report information on aircraft accidents and incidents (as required by 49 CFR part 830 and §§ 102-33.445 and 102-33.450).
- (f) A program for preventing accidents, which includes—
  - (1) Measurable accident prevention procedures (*e.g.*, pilot proficiency evaluations, fire drills, hazard analyses);
  - (2) A system for disseminating accident-prevention information;
  - (3) Safety training;
  - (4) An aviation safety awards program; and
  - (5) For Federal aircraft-owning agencies, a safety council.