

**ANNEX A**

**DNRC AIRCRAFT USE MANAGEMENT GUIDELINES**

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DNRC Policy # 3-0619  
Name: USAGE OF AIRCRAFT BY DEPARTMENT PERSONNEL  
Reference MOM Vol. I 1-97-3-4 Airplane Mileage Rates  
Reference Other 2-18-503, 504 MCA  
DNRC Air Operations Manual  
Approval:  
Signature \S\ Bud Clinch  
Effective Date 8-27-98

## **USAGE OF AIRCRAFT BY DEPARTMENT PERSONNEL**

### **I. AUTHORITY**

Guidelines covering aircraft usage and operations within the Department are the responsibility of the Air Operations Chief Pilot. State aircraft usage is further defined within the Department's Air Operations Manual. Reimbursement of employees when using own or rented aircraft is contained within 2-18-503 and 2-18-504 M.C.A.

### **II. PURPOSE**

The purpose of this policy is to govern the usage of aircraft (excluding commercial airlines) to transport Department personnel while on official business.

### **III. PROCEDURES**

#### Usage of Department Aircraft and Pilots

Department aircraft and pilots will be used in the normal course of business. The Air Operations Chief Pilot will ensure that Department aircraft and pilots meet all necessary standards and conditions for the safe transport of Department personnel. All requests for normal non-fire usage of Department aircraft will be coordinated through the Air Operations Chief Pilot. Department aircraft and seasonal pilots may be assigned to specific Land Offices during specific periods of the year, as during the normal fire season. Usage of these aircraft for other than fire use during the fire season must be coordinated by the Air Operations Chief Pilot through the appropriate fire dispatch center. Requests by employees for non-fire usage of Department aircraft must be first approved by the Administrator or Bureau Chief/Area Manager. All billing and documentation requirements will be as specified in the DNRC Air Operations Manual. Department owned aircraft will only be piloted with pilots approved through the Air Operations Chief Pilot.

#### Usage of Rented aircraft with a Pilot from an Approved Fixed Base Operator

The Department may rent aircraft with pilots from fixed base operators when it is in the best interest of the Department to do so. This may be when there is an emergency, such as a fire, or when state-owned aircraft are either not available or suitable for the specific mission. In non-

emergency situations the request for non-Department aircraft will be made through the Air Operations Section unless other specific arrangements have been approved by the Air Operations Section. The Air Operations Section will then contract with an approved fixed base operator.

Requests to rent aircraft must be approved by the Administrator or Bureau Chief/Area Manager before forwarding to the Air Operations Section.

#### Usage of Personal or Rented Aircraft by Department Employee Pilots

Under specific guidelines Department employees may pilot their own or rented aircraft for the conduct of Department business. These guidelines are necessary to ensure the safe conduct of Department affairs. Employees must first receive written approval from their respective Administrator prior to any flight and must meet the following requirements:

1. Employee pilots must possess the following qualifications and be approved by the Air Operations Chief Pilot:
  - a. Valid FAA pilot certificate (private or higher);
  - b. Appropriate FAA medical Certificate.
  - c. Minimum of two hundred hours pilot in command.
  - d. Maintain recent flight experience in accordance with Federal Aviation Regulations Part 61.57.
2. Flights shall be advantageous to the state and be within the capability and experience limitations of the pilot.
3. Flights will not be authorized to carry other employees or passengers, freight, or cargo; or to perform detection, fire patrol, reconnaissance, or other similar or specialized missions.
4. All flights will be conducted under FAA regulations and flight plans will be filed for each flight with the appropriate flight service station.
5. Flights shall be made in daylight hours under visual flight rules.
6. Reimbursement will be based on the rate currently defined in state law, rule or management memo. Current reimbursement is based on a nautical point to point mileage at a rate twice the "high" automobile rate.