

DRAFT STATEMENT OF WORK

AIR TRANSPORTATION SUPPORT

1.0 Objective

The objective of this contract is to provide air transportation and related aviation support services for the Department of Energy/National Nuclear Security Administration (DOE/NNSA) Office of Secure Transportation (OST), Aviation Program Office (NNSA/OST), the National Laboratories, government contractors, and other elements of the DOE/NNSA and the U.S. Government.

2.0 Background

The primary mission of NNSA is the research, development, production, dismantlement, safety and surveillance of nuclear weapons for the United States. NNSA/OST owns or leases aircraft to support NNSA's statutory missions. The aviation operations contractor shall operate government aircraft in support of air transportation for personnel and cargo supporting NNSA's statutory missions.

The aviation services of NNSA/OST include the transportation of: (1) hazardous, classified, and time critical materials for the Office of Secure Transportation (OST), nuclear weapons complex plants and laboratories, the Department of Defense (DOD), and other agencies and contractors; (2) time critical classified and/or hazardous materials between the National Laboratories and various test locations in support of nuclear weapons and other related defense and work-for-others programs; (3) operations of aircraft as aerial platforms in support of research and development programs of DOE/NNSA and the National Laboratories; and (4) transportation of government and contractor personnel.

3.0 Preamble

The government shall maintain and control all aspects of the NNSA/OST aviation operations. All NNSA/OST public and civil aircraft flights will be conducted in accordance with 14 CFR Part 91 General and Operating Flight Rules. However, the government, to the fullest extent possible, will selectively emulate certain operating and maintenance standards under 14 CFR Parts 121 and 135 to maintain and achieve an efficient, effective, secure, and safe aviation program. (See APPENDIX B). Accordingly, the NNSA/OST federal aviation staff shall design and approve missions in either passenger or cargo configuration; direct the use of flight routes, airports, and terminal facilities; and oversee and direct aircraft maintenance actions, aircraft modifications, and aircraft configurations. Each flight is individually scheduled, approved and terminated by the government.

The NNSA/OST federal aviation staff operates under the direction of the Aviation Program Manager (APM). The APM is responsible for managing the day-to-day NNSA/OST aviation operations by directing the activity of the assigned Federal staff and by providing technical direction to and oversight of the aviation operations contractor.

Government Flight Representatives (GFR) are federal aviation professionals to whom the APM has delegated responsibility and authority for the approval of contractor flights. GFRs also provide technical oversight of all aspects of the aviation activities being conducted to ensure that the contractor complies with the provisions of this SOW and Contractor Procedures as described in APPENDIX B. Rated GFRs may serve as crewmembers on mixed flight crews in their oversight capacity.

Flight dispatch functions shall be under the direction and control of the APM or GFR.

A basic tenet of the NNSA/OST Aviation Program is perpetuating, employing, and enforcing industry best standards.

4.0 Scope

- 4.1 The contractor shall, in accordance with the provisions of this contract, operate government-furnished aircraft for the purpose of providing safe and efficient air transportation and related aviation support services.
- 4.2 The performance of such services shall require the contractor to furnish all necessary personnel to operate government-furnished aircraft, cabin safety specialists and dispatch personnel. All personnel are based at Albuquerque, New Mexico, and other such locations as may be directed by the government. The main base of operations shall be located at Kirtland Air Force Base, Albuquerque, New Mexico.
- 4.3 The government -furnished aircraft to be operated by the contractor are as follows:

NNSA/DOE Operations Base
Kirtland Air Force Base, Albuquerque, New Mexico

<u>No. of Airplanes</u>	<u>Type</u>
2	Douglas DC-9-15F
1	Douglas DC-9-(to be determined)
2	deHavilland DHC-6
1	Learjet Model 35A
1	Gulfstream G-III

Annual Estimated Flight-Hour Requirements

<u>Aircraft</u>	<u>Flight Hours</u>
DC-9	1,900
DHC-6	600
LR-35	465
G-III	<u>450</u>
Total	3,415

Aircraft operations in cargo, passenger, and research and development configurations are provided as follows:

5. Core Services

- 5.1 Passenger Transportation: Aircraft passenger operations will be conducted in accordance with the applicable sections of 14 CFR Part 91. The following aircraft are operated for passenger transportation: DC-9, G-III, Lear 35A, DHC-6.
- 5.2 Cargo Transportation: Aircraft are operated under 14 CFR Part 91 or as public aircraft. The following aircraft perform cargo transportation operations: DC-9, Lear 35A. Cargo transported in public aircraft are in accordance with NNSA/OST approved procedures.

- 5.3 Combination Flights: Combination passenger/cargo (COMBI) flights are operated under 14 CFR Part 91 or as public aircraft. The following aircraft may be configured for COMBI flights: DC-9 and Lear 35A. Cargo is transported in public aircraft in accordance with NNSA/OST approved procedures.
- 5.4 Research and Development Flights: Aircraft are operated under 14 CFR Part 91 or as public aircraft. All aircraft modifications are in accordance with 14 CFR Part 91. The following aircraft is modified for R&D missions: DHC-6.
- 5.5 Special Missions: Aircraft are operated in support of research and development; security; and National Emergency response. Any aircraft may be dispatched for these missions under the authority of the APM or GFR.
- 5.6 Hazardous Materials: All aircraft may be dispatched for hazardous materials transportation in accordance with 49 CFR Part 173.7(b), the Transportation Safeguards System (TSS) or as determined by the APM or GFR. In all cases NNSA/OST will conduct an appropriate risk assessment for the transportation of hazardous materials.

6.0 Work and Services

6.1 Aircraft Operations

- 6.1.1 The contractor shall operate NNSA/OST aircraft in accordance with 14 CFR Part 91 and the standards prescribed by NNSA/OST.
- 6.1.2 NNSA/OST Flight Operations: The contractor shall conduct operations for large airplanes (more than 30 passenger seats or payload greater than 7,500 lbs.) and small airplanes (30 passenger seats or less and payload of 7,500 lbs. or less) under all operating and airworthiness rules and requirements, and all applicable DOE/NNSA Aviation Orders and Directives. (See Appendix B)
- 6.1.3 At the direction of the APM or GFR the contractor:
 - 6.1.3.1 Shall operate airplanes throughout the continental United States and foreign destinations,
 - 6.1.3.2 Shall transport passengers manifested by NNSA/OST,
 - 6.1.3.3 Shall transport cargo manifested by NNSA/OST,
 - 6.1.3.4 Shall transport hazardous material as directed by NNSA/OST,
 - 6.1.3.5 Shall conduct special flight profile missions in support of research and development, and
 - 6.1.3.6 Shall fly directed missions in support of National Emergency Response or other official priorities.
- 6.1.4 The contractor shall have available DC-9 crewmembers and dispatchers capable of responding to NNSA/OST requirements or National Emergencies on a 24-hour, seven-day per week basis. The contractor shall make every effort to prepare for launch as quickly as possible but in no case exceed six hours from notification to launch.
 - 6.1.4.1 The Government may schedule aircraft to operate any day of the year to meet mission requirements.

- 6.1.5 A pilot in command (PIC) shall be designated for each flight either by standard operating procedures (SOP) or direction. Designated PICs shall be assigned to a pilot station for each leg of the flight. When mixed contractor/federal crews are assigned to a flight the APM or GFR will designate the PIC.
- 6.1.6 Dispatch Procedures. All flights of government aircraft will be approved by the APM or GFR. The contractor shall not release for flight any aircraft without the specific approval of the APM or GFR.
- 6.1.7 Passenger/Cargo Manifests. NNSA/OST bears responsibility for manifesting all passengers and cargo. The contractor shall accept only manifested passengers and cargo for transport. Changes to the manifest shall be approved by the APM or GFR prior to flight.
- 6.1.8 Cargo Operations
 - 6.1.8.1 Flight mechanic(s) will be provided by the aviation maintenance contractor at the direction of the APM or GFR for all cargo flights. During such operations the flight mechanic is subject to the direction of the pilot in command (PIC) and is an integral member of the flight crew.
 - 6.1.8.2 The contractor shall accept for transport and oversee the loading, securing, and tie-down procedures of all manifested cargo. The shipper will provide load certification including dimensions, weight and center of gravity.
 - 6.1.8.3 Hazardous material and Special Cargo shall be transported in accordance with 49 CFR or the TSS procedures. Exceptions may be approved by NNSA/OST on a case-by-case basis in accordance with the DOE exemption to 49 CFR Part 173.7 (b). The shipper will provide the "Shipper's Declaration for Dangerous Goods", as required.

6.2 Personnel

6.2.1 Pilots

- 6.2.1.1 Pilot flight crewmembers shall be full-time employees of the contractor and approved by the APM or GFR.
- 6.2.1.2 No pilot, including check airmen, will serve as pilot-in-command for more than two types of airplanes under this contract.
- 6.2.1.3 Unless otherwise authorized by the CO, pilots of airplanes operated under this contract shall possess the following qualifications:
 - 6.2.1.3.1 Pilots-in-command and pilots as second-in-command shall possess:
 - (a) A valid FAA Airline Transport Pilot Certificate;
 - (b) A valid FAA Class I Medical Certificate;
 - (c) A minimum of 3,000 hours logged as pilot-in-command flight time in airplanes; and

- (d) At initial employment, the pilot must have accrued a minimum of 100 hours pilot-in-command experience within the past 12 months.

6.2.1.3.2 Pilots-in-command and second-in-command shall possess a valid Type Rating for the particular airplane being operated.

6.2.1.3.3 Two pilots are required for all flight operations. One or both of which may be federal pilots when directed by the APM or GFR.

6.2.1.4 The contractor shall subcontract with an Aviation Medical Examiner (AME) approved by the APM. This AME shall perform all pilot medical exams

6.2.1.5 Pilots will be on travel and required to remain overnight (RON) at various enroute destinations. RON requirements are: DC-9 pilots approximately 240 pilot days; G-III pilots approximately 20 pilot days; Lear 35 pilots approximately 20 pilot days and DHC 7 pilots approximately 100 pilot days.

6.2.2 Flight Attendants

6.2.2.1 Flight attendants shall be trained for the particular aircraft and operation.

6.2.2.2 The DC-9 aircraft requires a minimum of one flight attendant for all passenger flight operations when the seating capacity is more than 9 but less than 51 passengers. Two flight attendants are required when the seating capacity is more than 50 but less than 101 passengers.

6.2.2.3 At the direction of NNSA/OST the contractor shall provide flight attendants to augment flight crews on other aircraft.

6.2.2.4 Flight attendants can expect to be on travel for approximately 400 flight attendant days per year, of these approximately 120 days will require RON at an enroute destination.

6.2.3 Flight Dispatcher

6.2.3.1 The contractor shall provide experienced airplane dispatchers who hold a current 14 CFR Part 65 license. Prospective employees who can obtain the Part 65 license within 90 days of employment may be hired on a conditional basis however they may not perform duties as sole dispatcher until they obtain the license. The dispatcher shall coordinate cargo manifests and waybills with particular emphasis on hazardous material load compatibility. The dispatcher shall be the final authority on matters of load compatibility. Flights shall be dispatched or receive a flight release including flight following/flight tracking in accordance with NNSA/OST requirements. A dispatcher is required to be on duty any time an airplane is airborne.

6.2.3.2 Certain classified cargos require "safe haven" protection. The contractor shall make a maximum effort to assure safe haven procedures are implemented in coordination with NNSA/OST.

6.2.3.3 The APM or GFR may assign qualified federal program personnel to provide enroute operational surveillance. When federal program personnel are assigned to surveillance duties they will serve as an

integral part of the flight crew and may occupy the cockpit jump seat without restriction. Federal program personnel hold “must fly” authority.

- 6.2.4 Flight mechanics, when assigned by the APM or GFR, are responsible for loading, unloading, tying down, and securing aircraft loads and overseeing aircraft servicing. Flight mechanics are an integral part of the flight crew and are under the supervision of the PIC.
- 6.2.5 Federal Security Specialists are required on the airplane to accompany specific cargo loads. When assigned, they become an integral part of the flight crew and are under the supervision of the PIC during all phases of flight operations.
- 6.2.6 It is required that the contractor personnel be located at the NNSA/OST base of operations. Contractor pilots, flight attendants and dispatch personnel should be autonomous in NNSA/OST function from its corporate structure.
- 6.2.7 The contractor shall employ a variable work hour program consistent with mission requirements.

6.3 Facilities Management

- 6.3.1 The contractor will comply with all Kirtland Air Force Base requirements pertinent to security, environment, and safety; the NNSA/OST Aviation Security Plan, the NNSA/OST Emergency Management Plan and the references located in APPENDIX A.
- 6.3.2 The Government will manage facility repairs, improvements, modifications, and capital expenditures.
- 6.3.3 The Government will provide office space, office furniture, FAX machines, copiers, PC's and pc based IT Systems.

6.4 Administrative Management. The contractor shall work with the NNSA/OST aviation staff to develop and implement operational and economic models for new programs and changes to existing programs.

- 6.4.1 The contractor shall provide monthly project status reports to the APM.
- 6.4.2 The contractor shall provide reports to the APM in accordance with APPENDIX C and the RFP.
- 6.4.3 The contractor shall provide a Contractor's Operations Manual in accordance with APPENDIX B.
- 6.4.4 The contractor shall travel in accordance with the provisions of the Joint Travel Regulation.
- 6.4.5 The contractor shall periodically review operating procedures and compare them to benchmark industry practices to improve operating procedures.
- 6.4.6 The contractor shall ensure that pilots, dispatchers and cabin safety specialists wear appropriate business attire.
- 6.4.7 The Government will serve as approval authority for all hiring. Evaluation will be based on a review of skills and qualifications compared to the position

requirements and the results of the finger print-based criminal history records check.

- 6.4.8 The Government will provide a library of publications including maps, Jeppesen and DoD enroute publications, and other publications as necessary.
- 6.4.9 The Government will provide training in kind for Federal OSHA, local policies and procedures, emergency management, and security.

6.5 Purchasing and Sub Contracting. The contractor shall obtain supplies and services, associated with aircraft operations, with due consideration for best value and timely delivery. Such discretionary expenditures shall be approved by the APM or GFR.

6.5.1 Office supplies that are outlined on the DOE/NNSA supply warehouse listing will be supplied by the Government and shall be requested through the APM or GFR.

6.5.2 The contractor shall have the capability of entering into subcontract agreements for flight operations services and materials, training, and AME services. Each subcontract shall be approved by the APM or GFR. The contractor is responsible for the competition, award and management of all subcontracts.

6.5.3 The contractor shall sign for all property within the purview of their control on a hand receipt and maintain the property in accordance with government approved procedures.

6.6 Safety and ES&H

6.6.1 The contractor shall establish effective, integrated safety procedures and an ES&H program in accordance with the requirements of APPENDIX B.

6.6.2 Contractor shall maintain a Drug Testing Program and an Alcohol Misuse Prevention Program. The program will be described in the Contractor's Operations Procedures.

6.6.3 The NNSA/OST Federal aviation staff has the authority to issue an immediate stop work order to the contractor in the event of perceived imminent danger to personnel or property.

6.6.4 The Government will provide safety equipment other than personal attire.

6.7 Information Exchange

6.7.1 The contractor and NNSA/OST shall continuously exchange operations, maintenance, safety and security information.

6.7.2 The contractor shall immediately notify the APM or GFR whenever an aircraft is aircraft on ground (AOG); mission capability of an aircraft is degraded; or other circumstances exist which restrict mission capability. Examples include, but are not limited to:

- Unavailable Flight Crew
- Weather Delays

6.7.3 Verbal Communications. Anything affecting the accomplishment of the overall mission shall be immediately communicated verbally to the APM/GFR. Verbal

communications that affect aircraft and mission status shall be followed up with written communications in accordance with paragraph 6.7.4.

- 6.7.4 Written Communications. Any communication requiring a record shall be written on paper or recorded in electronic format either in e-mail or an approved software program.
- 6.7.5 Contractor shall not accept, store, process, or transmit classified documents, information, or equipment.
- 6.7.6 The Government will provide an information management system sufficient to create, transmit and store: flight scheduling information; flight manifests; flight crew qualifications, currency and training requirements in compliance with FAA guidelines and requirements for electronic records keeping.
- 6.7.7 The Government will provide an information management system for the processing and recording of purchases and exchanges; statistical reporting; and exchange of e-mail.
- 6.7.8 The contractor will provide an information management system for finance and accounting, personnel, and payroll records.
- 6.7.9 If required, the contractor shall input statistical and financial data to the Federal Aviation Information Reporting System (FAIRS) in strict accordance with the definitions and guidelines for such data not later than the 15th day of the month following the operational quarter being reported
- 6.7.10 The Government will provide and maintain a local area network for the exchange of information within the facility.
- 6.7.11 The Government will provide and/or approve Special Purpose Software Programs for aviation management.

6.8 Security

- 6.8.1 NNSA/OST is responsible for physical, operational, and communications security. The Government will provide a security plan for facilities and personnel. The contractor shall comply with the NNSA Aviation Security Plan, which addresses these subjects.
- 6.8.2 All contractor personnel have access to NNSA's Security Identification Display Area. To assure that only appropriately cleared personnel have access, all employees shall receive a finger print-based criminal history records check as a prerequisite to their employment in accordance with TSA-2001-10999.
- 6.8.3 Contractor personnel may be subject to a background investigation, and, if required, shall obtain a NNSA security clearance based on the type of information that must be accessed in order to perform the job effectively.
- 6.8.4 The contractor is responsible for the care and protection of all Government property entrusted to it under this contract. The contractor shall possess and maintain a property management system approved by the NNSA Property Administrator.
- 6.8.5 The Government will provide an Emergency Management Plan for flight operations.

6.9 Miscellaneous Requirements

- 6.9.1 The contractor shall submit a Contractor's Operations Manual through the APM to the CO for approval during the first 90 days of the award of the contract. The manual will describe in detail administrative, training, safety, operations and flight dispatch procedures and property protection. APPENDIX B shall be used as a template for the Contractor's Operations Manual. Once approved by the CO, the Contractor's Operations Manual will be provided to the CO and APM in both printed and electronic format.

- 6.9.2 The contractor shall propose a training program for all employees (pilots, dispatchers and cabin safety specialists) for technical recurrency, initial and upgrade training, annual reviews, and flight simulator training. The contractor shall also identify any employee training that will be conducted outside the contractor's organization and where the training will take place. The training program will include all elements required by the 14 CFR Part 91 and the provisions of the Contractor's Operations Manual described in APPENDIX B. The contractor shall consider location of training, travel expenses and cost of the training in the proposal.

APPENDIX A.

REFERENCES

14 CFR Part 91 General and Operating Flight Rules

49 CFR Transportation

Jeppesen maps, flight planning, enroute and arrival publications

DoD maps, flight planning, enroute and arrival publications

NNSA/OTS Security Plan

NNSA/OST Emergency Management Plan

DOE Tiedown Procedures for Type B Containers

DC-9 General Cargo Loading Manual

AL 5610.14 Packaging and offsite Transportation of Nuclear Components, Special Assemblies
Associated with the Nuclear Explosive and Weapon Safety Program

AL 5610.12 Transportation Safeguards System

DOE O 200.1 Information Management Program

DOE N 205.3 Password Generation, Protection, and Use

DOE O 440.2B Aviation Management and Safety

DOE O 460.1 Packaging and Transporting Safety

DOE O 470.1 Safeguards and Security Program

DOE O 471.2 Information Security Program

DOE O 472.1B Official Foreign Travel

DOE O 221.1 Reporting Fraud Waste and Abuse

DOE O 231.1 Environment, Safety, and Health Reporting

DOE G 450.4 Integrated Safety Management System Guide

APPENDIX B.
CONTRACTOR'S OPERATIONS MANUAL

RESPONSIBILITY:

- A. The aviation operations Contractor is responsible for establishing and enforcing safe and effective procedures.
- B. The Contractor shall publish a Contractor's Operations Manual that details comprehensive procedures and address as a minimum, the following functional areas; Management / Administration, Operations, Dispatch, Maintenance, Training, Safety, and Property Protection.
- C. The Contractor's Operations Manual shall be prefaced with a current organization chart and Point of Contact list that will be updated as changes occur. The manual shall be reviewed annually. Revisions shall be approved by the APM or GFR.
 1. Management / Administration. The Contractor shall:
 - (a) Establish a management structure, appropriate in size and scope to meet the needs of this contract and assigned aircraft;
 - (b) Define roles, responsibilities, and authorities of all assigned personnel;
 - (c) Establish procedures to track and record flight crew member duty time and flight time;
 - (d) Establish a system to record the costs of operations using an accounting system directed by or approved by the APM and formatted to report on specific requirements as directed by the APM;
 - (e) Establish suitable management review and audit systems and define clear lines of responsibility for aviation safety within the organization;
 - (f) Require all contractor and sub-contractor personnel to comply with requirements contained in the Contractor's Operations Manual and the NNSA/OST Aviation Emergency Management and Physical Security Plans;
 - (g) Immediately notify the NNSA/OST APM or GFR of all aviation or industrial accidents, incidents, or near misses;
 - (h) Submit Safety Risk Assessments for all research and development flight operations.
 - (i) Establish qualifications for aviation management personnel commensurate with their duties, responsibilities and authority to the civil requirements established for management personnel conducting similar flight operations. Additionally, management personnel who act in any capacity as flight crewmember will meet the requirements defined in paragraph 4 "Training" of this APPENDIX.
 2. Operations.

- (a) The Contractor's Operations Procedures shall define:
- (1) Basic qualifications and currency requirements for the pilots, crew members, cabin safety specialists, dispatch personnel, and other mission-related personnel;
 - (2) Duty and flight limits appropriate to the type of operation being conducted, (e.g., crew endurance, the time an employee is on call, standby, or ready reserve);
 - (3) Flight dispatch and flight following procedures;
 - (4) Procedures, in accordance with the NNSA/OST Emergency Management Plan, that provide for timely notification of management and initiation of search and rescue operations in case of a lost or downed aircraft;
 - (5) Procedures, including checklists, for conducting passenger briefings before each flight.
 - (6) Procedures for operating applicable aviation life support equipment (ALSE), including personnel and aircraft evacuation procedures;
 - (7) A program for ensuring ALSE, if required for a specific mission, is procured, inspected and serviceable;
 - (8) Written operational policies, procedures and checklists for each type of aircraft;
 - (9) An operations management tracking and review process, using an automated system approved and directed by the APM, that provides managers key performance indicators on a regular basis. Specific reports, their content and frequency will be directed by the APM via the support services contract and modifications thereto.
 - (10) Policies and procedures for Federal aircraft to be operated in accordance with the provisions of the contract, it's statement of work and 14 CFR Part 91.
- b. Flight Procedures. The flight procedure section will detail procedures that ensure compliance with the following:
- (1) NNSA/OST airplane flight operations shall be conducted under Instrument Flight Rules (IFR). Exceptions are limited to:
 - (a) Local flights for maintenance test purposes or flight training for proficiency. Additionally, when weather allows, a pilot may request a contact approach, which when approved by Air Traffic Control (ATC) allows flight to proceed to the airport under visual flight rules.
 - (b) Aerial surveillance or Research & Development (R&D) flights may operate under Visual Flight Rules (VFR) if operating under IFR rules will not accommodate the intended mission.

Under both exceptions the pilot in command will assure that flight following is conducted for the duration of the flight profile. Search for overdue aircraft shall be initiated in accordance with FAA and NNSA/OST Emergency Management Procedures.

- (2) When performing required operational flights at less than 500 feet above ground level (AGL), the aviation operations contractor, or the PIC, shall prepare a safety risk assessment / risk management plan and submit it to the APM for approval. This plan will include the development of a hazards / obstacle map for use in analyzing the operation. The hazard map will also be used by the flight crew during the conduct of the specific flight operation. Should the risk assessment reveal, that in spite of all attempts to mitigate the risk, the overall mission risk remains high, the APM will be briefed and a determination will be made as to whether or not the flight (s) should be undertaken.
- (3) All flight operations conducted under IFR or at night shall be in multi-engine aircraft certified for instrument flight. Airplanes shall also be certificated for flight into known icing conditions and shall be equipped with weather radar. Aircraft shall be crewed by two current, qualified, instrument rated pilots.
- (4) VFR night operations shall be restricted to research and development, aircrew training, or imaging / remote sensing flight requirements only. Flight operations below the minimum altitudes specified in this section shall require an aviation safety risk assessment to determine if the mission can be accomplished in a safe manner. **Operations with night vision goggles (NVG) are not authorized until approved by the APM.**
- (5) Prohibitions and Restrictions:
 - (a) Smoking is prohibited on NNSA/OST aircraft.
 - (b) Use or transport of alcoholic beverages or of illegal drugs or substances is prohibited on NNSA/OST and chartered aircraft.
 - (c) Transportation of firearms by persons other than NNSA Special Agents, covered contractor protective forces, and other Federal officers is prohibited on NNSA/OST aircraft. Firearms, ammunition and pyrotechnics will be stored on the aircraft in accordance with the provisions of 14 and 49 CFR.
- (6) Pilot-in-Command (PIC):
 - (a) Is directly responsible and the final authority for all activity involved in the safe operation of NNSA/OST aircraft. This includes preflight procedures, cargo and passenger loading and unloading, passenger briefings, and ground and flight operations.

- (b) Assures before each flight that aircraft performance criteria are determined and include the calculation of weight and balance runway lengths and takeoff and landing distances and fuel requirements. Additionally, the PIC will obtain weather for departure, enroute and each destination, and make alternative plans when necessary.
 - (c) Shall immediately report any incident or accident to the APM or GFR.
3. Maintenance:
- a. The procedures should direct that:
 - (1) Pilots write-up all aircraft deficiencies in the logbook after each flight;
 - (2) Pilots ensure that all deficiencies are described as accurately as possible;
 - (3) Pilots make themselves available to maintenance in the event maintenance personnel need additional information about a particular aircraft write-up;
 - b. The procedures shall provide for the conduct of maintenance test flights and functional test flights.
4. Training and Evaluation. The procedures shall establish and document a training program that complies with appropriate FARs, contract specifications and requirements of this plan and ensures that.
- a. pilots complete initial, transition, and recurrent training appropriate for their responsibilities and relevant to the types aircraft and operations / missions conducted by NNSA/OST. The training must:
 - (1) be events based;
 - (2) measure performance;
 - (3) meet FAA Part 91 standards;
 - (4) include measures taken to correct identified deficiencies;
 - (5) be tracked per pilot, per aircraft type, make, and model;
 - (6) be documented in an automated database, open to inspection by NNSA/OST.
 - b. Pilots must complete annual recurrent training in an FAA approved Flight Simulator. Pilots shall receive six-month instrument proficiency checks in all aircraft they fly (one of these instrument checks may be administered in the simulator). Pilots must complete an annual flight review IAW 14 CFR Part 61. The annual flight review shall include a written, oral and flight examination in each aircraft flown to ATP standards.
 - h. Flight attendants must complete initial training and recurrent training appropriate for their responsibilities and relevant to the types of aircraft and operations / missions conducted by NNSA/OST.

- d. Flight dispatch personnel must complete initial training and recurrent training, if available, appropriate to their responsibilities and relevant to the type of flight operations conducted at NNSA/OST.
 - e. Safety Manager will be a graduate of a DoD, FAA or civilian aviation safety managers course. The safety manager training program should ensure the periodic attendance of safety refresher training.
5. Safety. Contractor's Operations Procedures will describe a comprehensive, integrated aviation flight safety program that:
- a. Identifies a pilot who will perform safety manager duties as an additional duty. It is preferable that this employee have experience in large aircraft;
 - b. Establishes risk analysis procedures to identify hazards and risk management procedures that utilize safety administrative and / or engineering controls to prevent, remove or mitigate hazards and manage risk to an acceptable level;
 - c. Provides for internal assessments and oversight to verify that the standard elements required by this Manual are implemented;
 - d. Establishes a system for providing internal and external feedback on safety issues; communicating and reporting hazards, incidents, and accidents; and disseminating safety / accident prevention and related information;
 - e. Includes an Accident and Incident Reporting System that ensures that all aircraft accidents, incidents or hazards are reported to the APM or the GFRs as soon as possible but no later than 24 hours of their occurrence;
 - f. Develops and implements a Safety Awards Program;
 - g. Develops and implements an accident response plan that complies with the NNSA/OST Emergency Management Plan;
 - h. Establishes a method for tracking the process of resolving noted safety deficiencies.

- i. Establishes quarterly pilot safety meetings.
 - j. Establishes an ES&H program in coordination with the Federal Staff's program that complies with NNSA/DOE Orders including those for Environmental Protection, Fire Protection, Industrial Safety, Health Protection, Accident Investigation and Reporting Requirements, and New Mexican State OSHA requirements as applicable to this operations contract.
 - k. Establishes a Drug Testing Program and an Alcohol Misuse Prevention Program in accordance with 14 CFR Part 121 APPENDIX I and J. The testing program will be under the contractor's supervision, with written results to the APM.
6. The contractor shall establish an ES&H program in coordination with the Federal Staff's program that complies with NNSA/DOE Orders including those for Environmental Protection, Fire Protection, Industrial Safety, Health Protection, Accident Investigation and Reporting Requirements, and New Mexico State OSHA requirements as applicable to this support services contract.
7. The contractor shall establish a Drug Testing Program and an Alcohol Misuse Prevention Program IAW 14 CFR Part 121 APPENDIX I and J. The testing program will be under the contractor's supervision, with written results to the APM.
8. Property Protection
- a. The contractor shall establish procedures to ensure that all personnel comply with the NNSA/OST Physical Security Program.
 - b. The contractor shall establish procedures on how to provide for property protection when the aircraft are away from the NNSA/OST base of operation.

APPENDIX C
REPORTS

1. CAIRS Standard Report. The contractor shall submit the following report to the APM on a quarterly basis:

- Number of persons assigned
- Number of hours worked
- Number of miles driven
- Number of vehicles assigned
- Number of aircraft assigned
- Number of accidents
- Number of incidents

2. After Action Report (AAR). The Pilot in Command shall submit an AAR to the APM within 24 hours of completing each mission. The report will include:

- Mission date
- Aircraft type and number
- Crew names
- Mission description (brief)
- Flight route and destination
- Number of passengers
- Cargo
- Issues: any and all issues (maintenance, POL, ATC, passengers...)
- Cudos: anything that was particularly well done or deserves to be recognized
- Recommendations to improve any aspect of the mission process