



Natural Resources Conservation Service
9173 W. Barnes Dr., Ste. C
Boise, Idaho 83709

May 26, 2005

GENERAL MANUAL

360 - PER

AMENDMENT ID60 (Part 420-Safety and Health Management Program)

SUBJECT: PER –Safety and Health Management Program

Purpose. To transmit Idaho NRCS policy relative to the responsibilities, requirements, request and approval process for use of charter, contract or privately owned aircraft, ATVs and watercraft by Idaho NRCS personnel on official work.

Explanation: Idaho is expanding Subpart L of the national general manual policy to include Idaho policy relative to responsibilities, requirements, request and approval process for use of charter, contract, or privately owned ATVs and watercraft by Idaho NRCS personnel on official work.

Effective Date. Upon receipt

Filing Instructions: Part 420

Insert Idaho General Manual Amendment ID60 in the General Manual 360-GM, Part 420.

The current national General Manual Title 360-Personnel, Part 420-Safety and Health Management Program, Subpart L – Use of Air Transportation on Official Work, can be accessed on the national electronics directives site at <http://policy.nrcs.usda.gov/>. We are not requiring field offices to maintain hard copies of national General Manual policy.

/s/

RICHARD SIMS
State Conservationist

DIST: GM

Part 420 – Safety and Health Management Program

Subpart L – Use of Air Transportation & Other Modes of Transportation on Official Work

ID420.120 General

- a. This subpart sets forth Idaho NRCS policy relative to the approval required and control necessary to ensure that authorized personnel using chartered, contract, or privately owned aircraft, ATVs, and watercraft are properly licensed and responsible.
- b. NRCS employees shall be authorized to pilot privately owned or rented aircraft or operate privately owned or rented ATVs and watercraft for official business after obtaining approval of those officials having delegated authority.

ID420-121 Responsibilities

- a. The state conservationist shall be responsible for approving all charter, contract, or privately owned aircraft, ATVs and watercraft.

ID420-123 Approval Requirements

- a. - d. Aircraft (refer to National General Manual policy)
- e. ATV
 1. An employee shall obtain the proper documentation and forward along with a letter detailing the use of equipment, timeframe, and purpose to the state conservationist for approval.
 2. An employee shall provide documentation they have taken ATV safety instruction prior to receiving approval from the state conservationist.
 3. An employee is to comply with all safety requirements, including regulation helmets, proper footwear, and long pants.

Information on ATV training and safety equipment can be found in the NRCS Property Management Regulation SCSPMR Temporary Regulation E-5, dated 11/16/87 and in the USDA Property Management Regulation APMR 104-38.104-50 dated 9/97. Contact Administrative Services staff for access of this information.

- f. Watercraft
 1. An employee shall obtain the proper documentation and forward along with a letter detailing the use of equipment, timeframe, and purpose to the state conservationist for approval
 2. Watercraft must have all proper licensing and must meet safety requirements established by Idaho law.

ID420-L.1(1)

ID420-125 Corrective Actions

- a. Operation or use of charter, contract, or privately owned aircraft, ATV or watercraft for official business in relation to any of the following conditions will constitute cause for disciplinary action:
 1. An employee is convicted of being under the influence of alcohol, narcotics, or pathogenic drugs while piloting or riding in charter, contract, or privately owned aircraft, ATV or watercraft.
 2. An employee is found not qualified to operate charter, contract, or privately owned aircraft, ATV or watercraft safely because of a physical or medical condition as determined by appropriate medical authority.
 3. The employee's valid Class II (two) medical certificate is revoked.
 4. An employee's privately owned aircraft fails to meet inspection and maintenance requirements established by the FAA. An employee's privately owned ATV or watercraft does not meet safety and licensing requirements.
 5. The employee's valid commercial pilot's license is revoked.
 6. State conservationist fails to properly authorize an employee to use charter, contract, privately owned aircraft, ATV or watercraft.
 7. An employee operates charter, contract, or privately owned aircraft when the weather is not appropriate for flying.
 8. An employee is found to be at fault in an accident while operating a charter, contract, or privately owned aircraft, ATV or watercraft.

ID420-L.1(2)