FEDERAL BUREAU OF INVESTIGATION

Electronic Communication

Title: (U) Baltimore Police Department, Civil Unrest-Riots, Domestic Police Cooperation April 27, 2015

Date: 05/01/2015

From: BALTIMORE

Contact: [redacted] b6 b7C

Approved By: ASAC [redacted]

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department Civil Unrest-Riots Domestic Police Cooperation

Synopsis: (U) Document to provide information regarding support provided to the Baltimore Police Department during the riots and period of civil unrest that commenced during April 25, 2015 and to request case support from CIRG and Security Division.

Details:

Background:

On April 25, 2015 several hundred persons gathered in the vicinity of the Baltimore City Hall and downtown Baltimore, Maryland to conduct a protest in response to the in police custody death of Freddy Gray. These protest movements meandered through the downtown area until several hundred protestors arrived at the Camden Yards Stadium area and the downtown Gallery Shopping area. The protests turned violent resulting in the destruction of business area property. On the following day several small scale protests took place in the downtown area of Baltimore.

On Monday, April 27, 2015 more protests were conducted in the city of Baltimore. The protests become violent and large scale destruction took place throughout Baltimore. Looting, assaults, arson, assaults

against the police, were rampant and the situation rapidly became out of control of the city law enforcement agencies and politicians.

Maryland Governor Larry Hogan declared a state of emergency and activated the Maryland National Guard. Approximately 5,000 National guardsman have been activated. Approximately 500 police officers from local jurisdictions and 5000 police officers from outside the region. FBI Baltimore stood up and activated a local command post at the HQ City building located at 2600 Lord Baltimore Drive, Baltimore, Maryland. Additionally, Baltimore has coordinated federal law enforcement with the United States Secret Service (USSS), Homeland Security Investigations (HSI, DHS), and the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE).

The Governor also announced a 10 pm curfew for the city of Baltimore to be enforced until Sunday May 3, 2015. Large scale looting (known as "Purge") at the Mondawmin Mall located in the Gwynns Falls and Liberty Heights Road area. This looting was promulgated by a vast amount of social media postings. Numerous posts via social media called for another "purge" to be effected at the Security Square Mall located at 6901 Security Boulevard, Windsor Mill, Maryland. This mall is located approximately one mile from the Baltimore Field Office. Due to the proximity of this mall to the field office, SAC Baltimore has directed FBI Baltimore SWAT to enhance security in and around the field office. Further, FBI Baltimore anticipates requesting uniformed FBI Police to assist in perimeter security for the field office.

Several known "Sovereign Citizens" have begun to post and send social media information attempting to rally persons to demonstrate in front of the Baltimore Field Office on Friday, May 1, 2015 from 1:00pm-6:00pm. It is anticipated that Baltimore will request the presence of a uniformed FBI Police presence from May 1-3, 2015. Social Media streaming and intelligence has indicated that large scale demonstrations and protests are being scheduled for the Baltimore and

Social Media streaming and intelligence has indicated that large scale

Title: (U) Baltimore Police Department, Civil Unrest-Riots, Domestic Police Cooperation April 27, 2015
Re: 343A-BA-A6337966, 05/01/2015

demonstrations and protests are being scheduled for the Baltimore and the surrounding areas. The potential for large scale violence and riots throughout the week presents a significant challenge for the Baltimore Police Department for airborne surveillance and observation. Baltimore will request the assistance of CIRG and WFO in the matter of airborne surveillance to assist the Baltimore Police Department. Baltimore has continued to evaluate threat streams, intelligence, canvass sources and follow all actionable leads.

♦♦

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) aircraft video surveillance **Date:** 05/04/2015

Approved By: SSA [redacted]

b6
b7C

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

b6
b7C

Collected By: [redacted] on 04/30/2015

Collected From: (U) SSA [redacted]

b6
b7C
b7E

Receipt Given?: No

Holding Office: WASHINGTON FIELD

Details:

Aircraft Video Surveillance

Item Type	Description
1D	(U) aircraft video surveillance Collected On: 04/30/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: N/A Media Type: Digital Disk Original Type: Original Surveillance Start: 04/30/2015 Surveillance End: 04/30/2015

UNCLASSIFIED

Serial 2

Title: (U) aircraft video surveillance
Re: 343A-BA-A6337966, 05/04/2015

♦♦

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) AIRBORNE SURVEILLANCE VIDEO **Date:** 05/04/2015

Approved By: SSA [redacted] b6 b7C

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

Collected By: [redacted] on 05/01/2015 b6 b7C

Collected From: (U) FBI
Washington, District Of Columbia

Receipt Given?: No

Holding Office: WASHINGTON FIELD

Details:

AIRBORNE SURVEILLANCE VIDEO

Item Type	Description
1D	(U) AIRBORNE SURVEILLANCE VIDEO Collected On: 05/01/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: N/A Media Type: Video Original Type: Original Surveillance Start: 05/01/2015 Surveillance End: 05/01/2015

♦♦

UNCLASSIFIED

Serial 3

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) Airborne Surveillance Video. **Date:** 05/05/2015

Approved By: SSA [redacted] b6 b7C

Drafted By: SA [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

Collected By: SA [redacted] on 04/28/2015 b6 b7C

Collected From: (U) FBI
Washington, District Of Columbia

Receipt Given?: No

Holding Office: WASHINGTON FIELD

Details:

Airborne Surveillance Video.

Item Type	Description
1D	(U) Airborne Surveillance Video. Collected On: 04/29/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: N/A Media Type: Video Original Type: Original Surveillance Start: 04/28/2015 Surveillance End: 04/29/2015

♦♦

UNCLASSIFIED

Serial 4

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED//FOUO

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U//FOUO) Airborne Surveillance Video **Date:** 05/06/2015

Approved By: SSA [redacted]

Drafted By: [redacted] b6 b7C

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

Collected By: [redacted] on 04/29/2015 b6 b7C

Collected From: (U//FOUO) Airborne Surveillance Video
Baltimore, Maryland

Receipt Given?: No

Holding Office: WASHINGTON FIELD

Details:

Airborne Surveillance Video.

Item Type	Description
1D	(U//FOUO) Airborne Surveillance Video. Collected On: 04/29/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: N/A Media Type: Digital Disk Original Type: Original Surveillance Start: 04/29/2015 Surveillance End: 04/29/2015

♦♦

UNCLASSIFIED//FOUO

Serial 5

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) OTHER ELECTRONIC SURVEILLANCE **Date:** 05/12/2015

Approved By: [redacted]

Drafted By: [redacted] b6 b7C

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

Collected By: [redacted] on 05/03/2015 b6 b7C

Collected From: (U) AERIAL SURVEILLANCE

Receipt Given?: No

Holding Office: BALTIMORE

Details: *No Details Provided*

Item Type	Description
1D	(U) ORIGINAL AERIAL SURVEILLANCE ON 5/02/2015 THROUGH 05/03/205 OF BALTIMORE MD Collected On: 05/03/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: N/A Media Type: Other Original Type: Original Surveillance Start: 05/02/2015 Surveillance End: 05/03/2015

♦♦

UNCLASSIFIED

Serial 6

FD-1057 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Electronic Communication

Title: (U) Bureau Aircraft [redacted] video - late submission to ELSUR unit

Date: 06/01/2015

b7E

CC: [redacted]

b6
b7C

From: BALTIMORE
BA-SO-1
Contact: [redacted]

b6
b7C

Approved By: [redacted]

Drafted By: [redacted]

b6
b7C

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots
Domestic Police Cooperation

Synopsis: (U) Justification for late submission of aircraft [redacted] video to ELSUR unit.

b7E

Details:

The purpose of this communication is to explain the late submission of Bureau aircraft [redacted] video to the Baltimore ELSUR unit. For background, Washington Field Office (WFO) and Special Flight Operations provided airborne support for the Baltimore Division during the week of April 27, 2015. Missions were flown from April 29 through May 2.

b7E

The [redacted] SD cards were shipped to the Baltimore Division via FEDEX and arrived on May 5. The FEDEX package arrived at [redacted] on approximately May 8. Due to operational missions on May 9 and May 10, the [redacted] SD cards were submitted to the ELSUR unit on May 11.

b7E

♦♦

UNCLASSIFIED

Serial 7

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) Airborne Surveillance Video **Date:** 06/01/2015

Approved By: SSA [redacted]

b6
b7C

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

Collected By: [redacted] on 05/02/2015

b6
b7C

Collected From: (U) Airborne Surveillance Video
Washington , District Of Columbia

Receipt Given?: No

Holding Office: WASHINGTON FIELD

Details:

Airborne Surveillance Video

Item Type	Description
1D	(U) Airborne Surveillance Video Collected On: 05/02/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: n/a Media Type: Video Original Type: Original Surveillance Start: 05/02/2015 Surveillance End: 05/02/2015

♦♦

UNCLASSIFIED

Serial 8

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) OTHER ELECTRONIC SURVEILLANCE **Date:** 06/02/2015

Approved By: [redacted] b6 b7C

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation b6 b7C

Collected By: [redacted] on 04/29/2015

Collected From: (U) [redacted] VIA [redacted] b6 b7C b7E

Receipt Given?: No

Holding Office: BALTIMORE

Details: *No Details Provided*

Item Type	Description
1D	(U) ORIGINAL SD CARD OF AERIAL SURVEILLANCE OF BALTIMORE, MARYLAND ON 4/29/2015 Collected On: 04/29/2015 ELSUR Evidence Type: Other Intercept Type: Other Intercept Identifier: N/A Media Type: Other Original Type: Original Surveillance Start: 04/29/2015 Surveillance End: 04/29/2015

♦♦

Serial 9

FD-1087 (Rev. 5-8-10)

UNCLASSIFIED

OFFICIAL RECORD

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) OTHER ELECTRONIC SURVEILLANCE **Date:** 06/02/2015

Approved By: [redacted] b6 b7C

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation

Collected By: [redacted] b6 b7C on 05/02/2015

Collected From: (U) [redacted] VIA [redacted] b6 b7C b7E

Receipt Given?: No

Holding Office: BALTIMORE

Details: *No Details Provided*

Item	Type	Description
1D		(U) ORIGINAL SD CARD OF AERIAL SURVEILLANCE FROM [redacted] b7E [redacted] OF BALTIMORE, MD FROM 5/01/2015 THROUGH 05/02/2015 Collected On: 05/02/2015 ELSUR Evidence Type: Consensual Intercept Type: Consensual Monitoring - Non-Telephonic Intercept Identifier: N/A Media Type: Computer Disk Original Type: Original Surveillance Start: 05/01/2015 Surveillance End: 05/01/2015

♦♦

UNCLASSIFIED

Serial 10

FEDERAL BUREAU OF INVESTIGATION

Evidence Log

Event Title: (U) CONSENSUAL MONITORING **Date:** 06/02/2015

Approved By: [redacted] b6 b7C

Drafted By: [redacted]

Case ID #: 343A-BA-A6337966 (U) Baltimore Police Department; Civil Unrest-Riots Domestic Police Cooperation b6 b7C

Collected By: [redacted] on 05/01/2015

Collected From: (U) [redacted] VIA [redacted] b6 b7C b7E

Receipt Given?: No

Holding Office: BALTIMORE

Details: *No Details Provided*

Item Type	Description
1D	(U) Original SD card of aerial surveillance from [redacted] during the period of 4/30/2015 through 5/01/2015 in Baltimore, MD b7E Collected On: 05/01/2015 ELSUR Evidence Type: Consensual Intercept Type: Other Intercept Identifier: N/A Media Type: Other Original Type: Original Surveillance Start: 04/30/2015 Surveillance End: 05/01/2015

♦♦

serial 11

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Saturday 02 May 2015*

Flown by: Special Flight Operations Unit
Benefiting: Baltimore
Purpose: Surveillance
Ground team: Agent:Y Support:N
Aircraft: [redacted] b7E
Date: 04/29/2015
Risk: 0
Flight Hours: 2.6
International Flight: N
Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (22) (FBI)	2.6	0	0	0	0	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	2.6	2.6	0	0	2.6	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	2.6	2.6	0	0	2.6	0	0	0	0	0	3	3	0	0

b6 b7C

Passengers

UEID	First Name	Middle Name	Last Name	FBI Emp.	Note
	[redacted]		[redacted]	N	[redacted] Baltimore Police Department

b6 b7C

Audit

Log Date	Performed By	ACTION
05/02/2015 2:01 AM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/29/2015 CASE_NUMBER=[redacted] FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=2.6 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=2.6 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=2.6 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=2.6 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=2.6 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b7A b6 b7C b7E b6 b7C

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/29/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=2.6 FLIGHT CREW 1

b7E

Log Date	Performed By	ACTION
[CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=2.6 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=2.6 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=2.6 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=2.6 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]		
04/30/2015 7:52 PM	[redacted]	ADD

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/29/2015 CASE_NUMBER=[redacted] FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=2.6 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=2.6 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=2.6 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=2.6 PIC_HOURS=2.6 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=2.6 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E b6 b7C b7A b6 b7C b7E b6 b7C

b7E

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Monday 04 May 2015*

Flown by: Washington DC **Benefiting:** Baltimore **Purpose:** Surveillance b7E

Ground team: Agent:Y **Aircraft:** [redacted] **Date:** 04/29/2015

Support:N [redacted] **Risk:** 18

Flight Hours: 4.5 **International Flight:** N

Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Activity Level: Very Active
Mission Baltimore

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (WF) (FBI)	4.5	0	4.5	0	1.5	0	0	0	0	0	0	0	0	0
[redacted] (WF) (FBI)	4.5	4.5	0	0	1.5	0	0	0	1	0	1	0	0	0

b6 b7C

Passengers

Audit

Log Date	Performed By	ACTION
05/04/2015 2:35 PM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/29/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.5 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.5 PIC_HOURS=0 SIC_HOURS=4.5 TRAINING_HOURS=0 NIGHT_HOURS=1.5 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.5 PIC_HOURS=4.5 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.5 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=1 NIGHT_TAKEOFFS=1 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0]]

b6 b7C b7E

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/29/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.5 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.5 PIC_HOURS=0.0 SIC_HOURS=4.5 TRAINING_HOURS=0.0 NIGHT_HOURS=1.5 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.5 PIC_HOURS=4.5 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.5 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=1.0 NIGHT_TAKEOFFS=1.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6 b7C b7E

Log Date	Performed By	ACTION
05/04/2015 2:28 PM	[redacted]	ADD

b6
b7C

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/29/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.5 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.5 PIC_HOURS=0.0 SIC_HOURS=4.5 TRAINING_HOURS=0.0 NIGHT_HOURS=1.5 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.5 PIC_HOURS=4.5 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.5 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=1.0 NIGHT_TAKEOFFS=1.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6
b7C
b7E

b7E

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Saturday 02 May 2015*

Flown by: Special Flight Operations Unit
Benefiting: Baltimore
Purpose: Surveillance
Ground team: Agent:Y Support:N
Aircraft: [redacted] b7E
Date: 04/30/2015
Risk: 0
Flight Hours: 4.9
International Flight: N
Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (22) (FBI)	4.9	0	0	4.9	0	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	4.9	4.9	0	0	4.9	0	0	0	0	0	3	3	0	0
[redacted] (22) (FBI)	4.9	0	4.9	0	4.9	0	0	0	0	0	0	0	0	0

b6 b7C

Passengers

UEID	First Name	Middle Name	Last Name	FBI Emp.	Note
	[redacted]		[redacted]	N	[redacted] Baltimore Police Department

b6 b7C

Audit

Log Date	Performed By	ACTION
05/02/2015 2:02 AM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/30/2015 CASE_NUMBER=[redacted] b7A
FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.9 FLIGHT CREW 1
[CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=4.9 SIC_HOURS=0 TRAINING_HOURS=0
NIGHT_HOURS=4.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0
NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0
HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=0
SIC_HOURS=4.9 TRAINING_HOURS=0 NIGHT_HOURS=4.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0
NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0
INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=4.9
PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=4.9 NIGHT_HOURS=0 ACT_INSTR_HOURS=0
SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0
NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null
FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police
Department]]

b6 b7C b7E b6 b7C b7E

NEW [FLIGHT INFO -FLIGHT_ID=[redacted]0 FLIGHT_DATE=04/30/2015 CASE_NUMBER=343A-BA-6337966

b6 b7C b7E

b7E

Log Date	Performed By	ACTION
	FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=4.9 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=4.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=0.0 SIC_HOURS=4.9 TRAINING_HOURS=0.0 NIGHT_HOURS=4.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=4.9 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]		
04/30/2015 7:56 PM	[redacted]	ADD

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/30/2015 CASE_NUMBER=[redacted] FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=4.9 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=0.0 SIC_HOURS=4.9 TRAINING_HOURS=0.0 NIGHT_HOURS=4.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=4.9 PIC_HOURS=4.9 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=4.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E b6 b7C b6 b7C b7A b6 b7C b7E b6 b7C

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Monday 04 May 2015*

Flown by: Washington DC **Benefiting:** Baltimore **Purpose:** Surveillance

Ground team: Agent:N Support:Y **Aircraft:** [redacted] **Date:** 04/30/2015 b7E

Risk: 20

Flight Hours: 3.4 **International Flight:** N

Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Activity Level: Moderate

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (WF) (FBI)	3.4	0	3.4	1	0	0	0	0	0	0	0	0	0	0
[redacted] (WF) (FBI)	3.4	3.4	0	1	0	0	0	0	0	0	3	3	0	0

b6 b7C

Passengers

Audit

Log Date	Performed By	ACTION
05/04/2015 1:38 PM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/30/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.4 PIC_HOURS=3.4 SIC_HOURS=0 TRAINING_HOURS=1 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.4 PIC_HOURS=0 SIC_HOURS=3.4 TRAINING_HOURS=1 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0]]

b6 b7C b7E

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/30/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.4 PIC_HOURS=3.4 SIC_HOURS=0.0 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.4 PIC_HOURS=0.0 SIC_HOURS=3.4 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6 b7C b7E

Log Date	Performed By	ACTION
05/04/2015 1:38 PM	[redacted]	ADD

b6
b7C

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/30/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.4 PIC_HOURS=0.0 SIC_HOURS=3.4 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.4 PIC_HOURS=3.4 SIC_HOURS=0.0 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6
b7C
b7E

b7E

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Thursday 21 May 2015*

Flown by: Baltimore **Benefiting:** Baltimore **Purpose:** Surveillance

Ground team: Agent:N **Aircraft:** [redacted] **Date:** 04/30/2015 b7E

Support:N [redacted] **Risk:** 18

Flight Hours: 2 **International Flight:** N

Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (FBI)	2	2	0	0	2	0	0	0	0	0	1	1	0	0

b6 b7C

Passengers

UEID	First Name	Middle Name	Last Name	FBI Emp.	Note
[redacted]	[redacted]	[redacted]	[redacted]	Y	

b6 b7C b7E

Audit

Log Date	Performed By	ACTION
05/21/2015 3:23 PM	[redacted]	ADD

b6 b7C

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=04/30/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=BA FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=2.0 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=2.0 PIC_HOURS=2.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=2.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=1.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=1.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=[redacted] FIRST_NAME=[redacted] MIDDLE_NAME=[redacted] LAST_NAME [redacted] FBI_EMP=1.0 NOTE=null]]

b6 b7C b7E

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Saturday 02 May 2015*

Flown by: Special Flight Operations Unit

Benefiting: Baltimore

Purpose: Surveillance

Ground team: Agent:Y
Support:N

Aircraft: [redacted]

Date: 05/01/2015

Risk: 0

Flight Hours: 1.4

International Flight: N

Route: [redacted]

b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (22) (FBI)	1.4	0	0	0	1.4	0	0	0	0	0	0	0	0	0
[redacted] 22) (FBI)	1.4	1.4	0	0	1.4	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	1.4	1.4	0	0	1.4	0	0	0	0	0	2	2	0	0

b6
b7C

Passengers

UEID	First Name	Middle Name	Last Name	FBI Emp.	Note
	[redacted]		[redacted]	N	[redacted] Baltimore Police Department

b6
b7C

Audit

Log Date	Performed By	ACTION
05/02/2015 2:02 AM	[redacted]	UPDATE

b6
b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=[redacted] FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=1.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=2 DAY_LANDINGS=0 NIGHT_LANDINGS=2 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b7A
b6
b7C
b7E
b6
b7C

NEW [FLIGHT INFO -FLIGHT_ID=[redacted]0 FLIGHT_DATE=05/01/2015 CASE_NUMBER=343A-BA-6337966

b7E

Flight #[redacted]

b7E

Log Date	Performed By	ACTION

FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=1.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=2.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=2.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E b6 b7C b6 b7C

05/01/2015 1:32 AM [redacted]	UPDATE

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=[redacted] b7A
FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=1.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=2 DAY_LANDINGS=0 NIGHT_LANDINGS=2 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E b6 b7C

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=[redacted] b7A
FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=1.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=2.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=2.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E b6 b7C

05/01/2015 1:15 AM [redacted]	ADD

b6 b7C

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=[redacted] b7A
FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=1.4 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=2.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=2.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=1.4 PIC_HOURS=1.4 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=1.4 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E b7A b6 b7C

BAO
Bureau Aircraft Operations

FLIGHT LOG

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Monday 04 May 2015*

Flown by: Washington DC **Benefiting:** Washington DC **Purpose:** Surveillance

Ground team: Agent:N
Support:N

Aircraft: [redacted] b7E

Date: 05/01/2015

Risk: 24

Flight Hours: 5

International Flight: N

Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Activity Level: Very Active

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (WF) (FBI)	5	5	0	0	3	0	0	0	0	0	0	0	0	0
[redacted] (WF) (FBI)	5	0	5	0	3	0	0	0	1	0	0	1	0	0

b6 b7C

Passengers

Audit

Log Date	Performed By	ACTION
05/04/2015 2:00 PM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=WF AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=5 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=5 PIC_HOURS=5 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=3 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=5 PIC_HOURS=0 SIC_HOURS=5 TRAINING_HOURS=0 NIGHT_HOURS=3 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=1 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=1 INSTR_APPROACHES=0 HOLD_PROCEDURES=0]]

b6 b7C b7E

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=WF AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=5.0 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=5.0 PIC_HOURS=5.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=5.0 PIC_HOURS=0.0 SIC_HOURS=5.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=1.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=1.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6 b7C b7E

05/04/2015 1:58 PM	[redacted]	ADD

b6 b7C

Log Date	Performed By	ACTION

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/01/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=WF AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=5.0 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=5.0 PIC_HOURS=5.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=5.0 PIC_HOURS=0.0 SIC_HOURS=5.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=1.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=1.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6
b7C
b7E

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Saturday 02 May 2015*

Flown by: Special Flight Operations Unit
Benefiting: Baltimore
Purpose: Surveillance
Ground team: Agent:Y Support:N
Aircraft: [redacted] b7E
Date: 05/02/2015
Risk: 0
Flight Hours: 3.9
International Flight: N
Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (22) (FBI)	3.9	0	0	0	3.9	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	3.9	3.9	0	0	3.9	0	0	0	0	0	3	3	0	0
[redacted] 22) (FBI)	3.9	0	3.9	0	3.9	0	0	0	0	0	0	0	0	0

b6 b7C

Passengers

UEID	First Name	Middle Name	Last Name	FBI Emp.	Note
	[redacted]		[redacted]	N	[redacted] Baltimore Police Department

b6 b7C

Audit

Log Date	Performed By	ACTION
05/02/2015 2:05 AM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT[redacted] PURPOSE=S FLIGHT_HOURS=3.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0 SIC_HOURS=3.9 TRAINING_HOURS=0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=3.9 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6 b7C b7E

b6 b7C

NEW [FLIGHT INFO -FLIGHT_ID=1846951.0 FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966

Log Date	Performed By	ACTION

FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0.0 SIC_HOURS=3.9 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=3.9 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]] b6 b7C b6 b7C b6 b7C b6 b7E b6 b7C

05/02/2015 2:04 AM [redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0 SIC_HOURS=3.9 TRAINING_HOURS=0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=3.9 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]] b6 b7C b6 b7C b6 b7E b6 b7C

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0.0 SIC_HOURS=3.9 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=3.9 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]] b6 b7C b6 b7C b6 b7E b6 b7C

05/02/2015 2:03 AM [redacted]	ADD

b6 b7C

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=3.9 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=0.0 SIC_HOURS=3.9 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=3.9 PIC_HOURS=3.9 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=3.9 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]] b6 b7C b6 b7C b6 b7E b6 b7C

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Monday 04 May 2015*

Flown by: Washington DC **Benefiting:** Baltimore **Purpose:** Surveillance

Ground team: Agent:N **Aircraft:** [redacted] **Date:** 05/02/2015 b7E

Support:N [redacted] **Risk:** 20

Flight Hours: 4.3 **International Flight:** N

Route: [redacted] b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Activity Level: Moderate

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (WF) (FBI)	4.3	0	4.3	1	0	0	0	0	0	0	0	0	0	0
[redacted] (WF) (FBI)	4.3	4.3	0	1	0	0	0	0	1	0	0	1	0	0

b6 b7C

Passengers

Audit

Log Date	Performed By	ACTION
05/04/2015 2:09 PM	[redacted]	UPDATE

b6 b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.3 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.3 PIC_HOURS=0 SIC_HOURS=4.3 TRAINING_HOURS=1 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.3 PIC_HOURS=4.3 SIC_HOURS=0 TRAINING_HOURS=1 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=1 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=1 INSTR_APPROACHES=0 HOLD_PROCEDURES=0]]

b6 b7C b7E

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.3 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.3 PIC_HOURS=0.0 SIC_HOURS=4.3 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.3 PIC_HOURS=4.3 SIC_HOURS=0.0 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=1.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=1.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6 b7C b7E

Log Date	Performed By	ACTION
05/04/2015 2:08 PM	[redacted]	ADD

b6
b7C

OLD

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/02/2015 CASE_NUMBER=343A-BA-6337966
FLOWN_BY=WF FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.3 FLIGHT CREW 1
[CREW=[redacted] FLIGHT_HOURS=4.3 PIC_HOURS=4.3 SIC_HOURS=0.0 TRAINING_HOURS=1.0
NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=1.0
NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=1.0 INSTR_APPROACHES=0.0
HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW=[redacted] LIGHT_HOURS=4.3 PIC_HOURS=0.0
SIC_HOURS=4.3 TRAINING_HOURS=1.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0
NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0
INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0]]

b6
b7C
b7E

BAO
Bureau Aircraft Operations

OFFICIAL RECORD

This record was produced by Bureau Aircraft Operations. See audit record at the bottom of the document for revision history.

Last Updated: *Monday 04 May 2015*

Flown by: Special Flight Operations Unit

Benefiting: Baltimore

Purpose: Surveillance

Ground team: Agent:Y
Support:N

Aircraft: [redacted]

Date: 05/03/2015

Risk: 0

Flight Hours: 4.2

International Flight: N

Route: [redacted]

b7E

Universal Case Number 343A-BA-6337966

Cargo

Comments

Crew

Crew Member Name	Flight Hours	PIC	SIC	Tng	Night	Act Instr	Sim Instr	NVG	Day T/O	Day Land	Night T/O	Night Land	Inst Appr	Hold Proc
[redacted] (22) (FBI)	4.2	0	0	0	0	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	4.2	4.2	0	0	4.2	0	0	0	0	0	0	0	0	0
[redacted] (22) (FBI)	4.2	4.2	0	0	4.2	0	0	0	0	0	3	3	0	0

b6
b7C

Passengers

UEID	First Name	Middle Name	Last Name	FBI Emp.	Note
	[redacted]		[redacted]	N	[redacted] Baltimore Police Department

b6
b7C

Audit

Log Date	Performed By	ACTION
05/04/2015 4:42 PM	[redacted]	UPDATE

b6
b7C

OLD [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/03/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT=[redacted] PURPOSE=S FLIGHT_HOURS=4.2 FLIGHT CREW 1 [CREW=[redacted] FLIGHT_HOURS=4.2 PIC_HOURS=0 SIC_HOURS=4.2 TRAINING_HOURS=0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW=[redacted] FLIGHT_HOURS=4.2 PIC_HOURS=4.2 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW=[redacted] FLIGHT_HOURS=4.2 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME=[redacted] MIDDLE_NAME= LAST_NAME=[redacted] FBI_EMP=null NOTE=[redacted] Baltimore Police Department]]

b6
b7C
b7E

NEW [FLIGHT INFO -FLIGHT_ID=[redacted] FLIGHT_DATE=05/03/2015 CASE_NUMBER=343A-BA-6337966

b6
b7C
b7E

b7E

Log Date	Performed By	ACTION

FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT= PURPOSE=S FLIGHT_HOURS=4.2 FLIGHT CREW 1 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=4.2 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=4.2 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME= MIDDLE_NAME= LAST_NAME= FBI_EMP=null NOTE= Baltimore Police Department]]

05/04/2015 2:45 PM		UPDATE

OLD [FLIGHT INFO -FLIGHT_ID= FLIGHT_DATE=05/03/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT= PURPOSE=S FLIGHT_HOURS=4.2 FLIGHT CREW 1 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=0 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 2 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0 SIC_HOURS=4.2 TRAINING_HOURS=0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=0 DAY_LANDINGS=0 NIGHT_LANDINGS=0 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] FLIGHT CREW 3 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=4.2 SIC_HOURS=0 TRAINING_HOURS=0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0 SIM_INSTR_HOURS=0 NVG=0 DAY_TAKEOFF=0 NIGHT_TAKEOFFS=3 DAY_LANDINGS=0 NIGHT_LANDINGS=3 INSTR_APPROACHES=0 HOLD_PROCEDURES=0] PASSENGER 1 [UEID=null FIRST_NAME= MIDDLE_NAME= LAST_NAME= FBI_EMP=null NOTE= Baltimore Police Department]]

NEW [FLIGHT INFO -FLIGHT_ID= FLIGHT_DATE=05/03/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT= PURPOSE=S FLIGHT_HOURS=4.2 FLIGHT CREW 1 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0.0 SIC_HOURS=4.2 TRAINING_HOURS=0.0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=4.2 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME= MIDDLE_NAME= LAST_NAME= FBI_EMP=null NOTE= Baltimore Police Department]]

05/04/2015 2:44 PM		ADD

OLD

NEW [FLIGHT INFO -FLIGHT_ID= FLIGHT_DATE=05/03/2015 CASE_NUMBER=343A-BA-6337966 FLOWN_BY=SFOU FLOWN_FOR=BA AIRCRAFT= PURPOSE=S FLIGHT_HOURS=4.2 FLIGHT CREW 1 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0.0 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=0.0 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 2 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=0.0 SIC_HOURS=4.2 TRAINING_HOURS=0.0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=0.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=0.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] FLIGHT CREW 3 [CREW FLIGHT_HOURS=4.2 PIC_HOURS=4.2 SIC_HOURS=0.0 TRAINING_HOURS=0.0 NIGHT_HOURS=4.2 ACT_INSTR_HOURS=0.0 SIM_INSTR_HOURS=0.0 NVG=0.0 DAY_TAKEOFF=0.0 NIGHT_TAKEOFFS=3.0 DAY_LANDINGS=0.0 NIGHT_LANDINGS=3.0 INSTR_APPROACHES=0.0 HOLD_PROCEDURES=0.0] PASSENGER 1 [UEID=null FIRST_NAME= MIDDLE_NAME= LAST_NAME= FBI_EMP=null NOTE Baltimore Police Department]]

BAR

(U) Bureau Aviation Regulations
(U) Policy Directive and Policy Guide

(U) Federal Bureau of Investigation
(U) Critical Incident Response Group
(U) Interim Guidance
(U) January 1, 2015

(U) **General Information**

(U) Questions or comments pertaining to this policy implementation guide can be directed to:

(U) Federal Bureau of Investigation Headquarters, Critical Incident Response Group (CIRG)

(U) Division point of contact: CIRG/Surveillance and Aviation Section (SAS), Aviation Support Unit (ASU)

(U) **Supersession Information**

(U) This document is interim guidance to the Directive and Policy Guide 0711DPG, Aviation Policy Directive and Policy Guide.

(U) This policy implementation guide is solely for the purpose of internal FBI guidance. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable by law by any party in any matter, civil or criminal, nor does it place any limitation on otherwise lawful investigative and litigative prerogatives of the Department of Justice (DOJ) and the FBI.

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1. (U) Introduction

(U//LES)The Federal Aviation Administration (FAA) prescribes rules governing the operation of all aircraft in United States (U.S.) airspace through the Federal Aviation Regulations, contained in Title 14 of the U.S. Code of Federal Regulations (CFR). The primary goal of the Federal Bureau of Investigation (FBI) Aviation Program is to provide safe and effective aviation and surveillance support for all aspects of FBI investigative, intelligence gathering, and law enforcement (LE) operations. Achieving this objective depends on compliance with the operational guidelines contained in this guide.

(U) This policy guide (PG) should be used in conjunction with the following FAA publications: the Aeronautical Information Manual, contained in Title 14 of the CFR, and the FAA-approved aircraft flight manual of each aircraft in use by the FBI.

(U) Each field office (field office) develops its own local standard operating procedures (SOP) to provide guidance and information to pilots assigned to that field office. These local SOPs must not contain any procedure or information that conflicts with this PG, other applicable FBI policy, or the FAA manuals referenced above. In addition, local SOPs may not contain standards that are less restrictive than those set forth in this guide. Local SOPs are approved by the Critical Incident Response Group's (CIRG) program managers of aviation safety and security and training and standardization.

(U) **Purpose -** This guide sets forth the basic structure and fundamental rules governing the general operation of all FBI aircraft. This guide also describes the minimum qualifications, experience, and limitations placed on pilots for operating various types of aircraft.

(U) **Intended Audience -** This guide is for use primarily by FBI aviation personnel and FBI management. FBI pilots, FBI maintenance technicians, schedulers, investigative specialists/aerial (ISA), mobile surveillance teams (MST), and Surveillance and Aviation Section (SAS) supervisors are issued copies of this PG. The SAS's Aviation Support Unit (ASU) is responsible for maintaining a distribution list of the above recipients and distributes this guide to all personnel on the distribution list as new editions of the guide are published. Proposed amendments regarding safety issues to the guide are compiled, reviewed, and approved or disapproved by the FBI's Aviation Safety Council (ASC) on an annual basis (or on an as-needed basis if the situation requires prompt action). The PG permits the unit chief (UC) of ASU to issue binding interim guidance regarding FBI flight operations, to ensure conformance to FAA regulations and other flight, maintenance, or safety requirements.

2. (U) Roles and Responsibilities

(U) This section addresses the specific roles and responsibilities of the individuals and/or entities involved in the implementation of these policies and procedures (e.g., units, assistant directors, section chiefs, special agents, coordinators, or professional staff personnel).

2.1. (U) Director

(U) The Director administers the Aviation Program through CIRG, FBI Headquarters (FBIHQ).

2.1.1. Director's Detail

(U) The Director's Detail must ensure reimbursement procedures for the Director's use of FBI aircraft for required-use travelers on personal or political trips and space-available travelers, other than for the conduct of agency business are followed.

2.2. (U) Critical Incident Response Group

(U) CIRG administers the operations and support of all FBI aviation through SAS.

2.3. (U//LES) Surveillance and Aviation Section (SAS)

(U) SAS is the primary authority for all FBI aviation activities. SAS should be contacted for any clarification or information pertaining to aircraft, crew members, pilot training, missions, or procedures [redacted] (in coordination with Operational Technology Division [OTD]), and aviation contract matters. b7E

- (U//LES) SAS integrates aviation and ground surveillance tactics, methods, procedures, and technology to enable gathering of evidence and intelligence. It also enhances mobility, crisis response, and command/control capability as a force multiplier for the FBI. SAS is responsible for:
- (U//LES) Collecting intelligence and evidence for use in protecting and defending the United States against terrorist, foreign intelligence, and criminal threats while upholding and enforcing the laws of the United States.
- (U//LES) Providing aviation and surveillance support to case agents according to the Director's priorities.
- (U//LES) Training, standardizing, and allocating aviation and MST, armed, and unarmed personnel to provide a national continuous response capability.

(U) SAS also designates the aviation coordinator at each field office having an FBI aircraft operation after reviewing the recommendation and background from the special agent in charge (SAC).

(U//LES) The FBI does not designate a chief pilot for its operations. A GS-15 UC serves in a comparable role and is responsible for the day-to-day operations of the aviation operational units, and reports directly to the assistant section chief (ASC) of the Aviation

and Surveillance Branch. The UC delegates responsibilities as necessary to conduct the operations of FBI Headquarters (FBIHQ) and field aviation operations.

2.4. (U) FBI Emergency Medical Support (EMS) Medical Director

(U) The FBI EMS medical director or designee is responsible for ensuring that a medical operator credentialed in the FBI Emergency Medical Support Program is assigned to an FBI aircraft when used for medical purposes.

2.5. (U) Special Agent in Charge (SAC)

(U) In each field office having an FBI aircraft operation, the SAC is responsible for ensuring the safety of FBI personnel performing aviation activities and for approving personnel to fulfill the roles and responsibilities identified in this guide. The SAC also recommends to SAS an FBI pilot to be designated as aviation coordinator (AvCo).

2.6. (U) Assistant Special Agent in Charge (ASAC)

(U//LES) In each field office, an ASAC is responsible for all surveillance assets within a field office, including aviation. This ASAC is responsible for ensuring that all surveillance requests are considered when prioritizing the use of aviation resources.

2.7. (U) Supervisory Special Agents (SSA)

(U//LES) Among SSAs, only field MSTs or mobile surveillance teams – armed (MST-A) supervisors and appropriately qualified and designated CIRG personnel may be designated as a pilot in command (PIC). Other supervisors and executives who meet the appropriate copilot qualifications may act as a copilot and maintain authorized copilot proficiency, but they are not eligible for, nor authorized for, upgrade training.

2.8. (U) Aviation Coordinator (AvCo)

(U) The AvCo is an FBI pilot who coordinates the aviation activities in the field office, maintains appropriate records, and prepares reports required by SAS and FBI management. The AvCo is recommended by the SAC, and then designated by SAS after reviewing the SAC's recommendation and the pilot's background. The recommended AvCo must be a current PIC unless approved otherwise by SAS.

2.8.1. (U) Aviation Security Coordinator (ASec)

(U) The ASec is a pilot who reviews and monitors the operational, aircraft, and airport security of the field office flight program.

2.8.2. (U) Aviation Safety Coordinator (ASaf)

(U) The ASaf is a pilot who reviews, monitors, and applies the FBI Aviation Safety Program to the field office flight program.

2.8.3. (U) Aviation Maintenance Coordinator (AMC)

(U) The AMC is a pilot who reviews, monitors, and applies the FBI Aviation Maintenance Program to the field office flight program.

2.9. (U) Special Agent (SA)

(U) An FBI SA may act as PIC, copilot, [redacted] operator, or observer in FBI aircraft operations. b7E

2.10. (U) Non-FBI Personnel

(U) When specifically authorized by SAS, non-FBI personnel may act as copilot [redacted] operator, or observer, subject to meeting any requirement specified for FBI personnel when acting in those capacities. These personnel may include local, state, and other federal LE employees. b7E

2.11. (U) Investigative Specialist/Aerial (ISA)

(U//LES) An ISA is a professional staff FBI employee whose primary job description is to conduct aerial surveillance. An ISA may act as PIC, copilot [redacted] operator, or observer in FBI aviation operations. b7E

2.12. (U) FBI Pilot

(U) An FBI pilot possesses a FAA Pilot Certificate, a Second Class Medical Certificate (or higher), a current FBI flight evaluation, and has completed all training requirements.

(U) Regardless of their squad assignments, FBI pilots support all cases within their field offices, and occasionally support investigations in other field offices. Depending on the needs of the office and the tempo of flight activities, these personnel can be granted effective case load relief, with SAC concurrence.

2.13. (U) Pilot in Command (PIC)

(U) An FBI PIC meets all the requirements of an FBI pilot and, in addition, possesses a FAA Commercial Pilot Certificate (or higher) with an appropriate instrument rating.

(U) The PIC of an aircraft is the deciding authority on every flight. The PIC's judgment prevails on such matters as weather, equipment airworthiness, unusual flight conditions (e.g., turbulence), passengers, topographic factors, fuel, fatigue, and FAA regulatory matters that are related to the mission or termination of the flight. The PIC's judgments must be informed based on information the PIC receives from the copilot or others, and must stress the importance of the use of crew resource management when making determinations. The PIC is responsible for the safe operation of the aircraft.

(U) The PIC of an FBI flight is responsible for ensuring that the aircraft is in proper mechanical condition, is operated in a safe manner, and is flown according to regulations applicable to that flight. The PIC must ensure that a thorough post-flight walk-around inspection of the aircraft has been completed at each intermediate stop and at the final destination; that any discrepancies are noted; and that appropriate action is taken.

(U) When an aircraft is operated with an appropriately rated and authorized FBI flight instructor onboard, the instructor is considered the PIC unless otherwise directed by higher authority.

(U) When an aircraft is operated by two qualified pilots, the pilot occupying the left seat is considered the PIC unless otherwise directed by their management. In helicopter operations, the pilot occupying the right seat is the PIC unless otherwise directed by their management. In all circumstances prior to the flight, the two pilots must agree on which pilot will serve as pilot in command.

2.14. (U) Copilot

(U) An FBI copilot must possess at least a private pilot certificate and be current in the aircraft category and class (and type, if type is required for international operations).

(U) Two pilots are normally used for all flights. The second pilot is designated as copilot.

(U) The copilot helps ensure the safety of each flight by clearly voicing any concerns he or she has directly to the PIC regarding the condition of the aircraft, weather, flight path, or any other concerns that may impact the safe operation of the plane.

2.15. (U) Observer

(U//LES) An SAS-approved observer may be used temporarily to assist the FBI PIC in conducting surveillance operations outside of class B airspace (airspace surrounding major metropolitan areas, e.g., New York City). An observer may not perform the flying pilot duties nor sit at the flying pilot's station. No aeronautical ratings are required for an observer, but each observer must be approved by SAS. The appropriate aircraft FBI test standards manual describes the duties and limitations of observers. The use of an observer is intended to be limited until an additional FBI pilot can be assigned to the field office.

2.16. (U) Optical Sensor Operator (OSO)

(U//LES) An OSO is a crew member who runs the optical sensor system aboard a surveillance aircraft and is an FBI employee. No aeronautical ratings are required.

2.17. (U) Tactical Air Operator (TAO)

(U) A TAO is an FBI employee crew member qualified for ground handling and air operations in helicopters. The TAO, in addition to the PIC, is responsible for the safety of all passengers aboard utility helicopters.

2.18. (U) Aviation Maintenance Technician (AMT) AKA Aircraft Mechanic

(U) Aircraft mechanics are AMTs, airframe and power plant technicians (A&P), or avionics technicians. They are certified by the FAA and employed by the FBI as aviation technicians. The AMT's certificates and ratings are maintained by SAS. Except as provided in Title 14 CFR§43.3, no person shall maintain, rebuild, alter, or perform preventive maintenance on an FBI aircraft, aircraft engine, propeller, appliance, or component part.

3. (U) Policies

(U) FBI employees, detailees, contractors, task force officers, and others who are responsible for performing aviation activities in furtherance of the mission of the FBI must comply with the policies and procedures contained in the Bureau Aviation Regulations Policy Guide (PG), which is consistent with the laws, rules, and regulations governing FBI investigations, operations, programs, and activities.

4. (U) Procedures and Processes

4.1. (U) Use of Aviation Resources in FBI Operations

(U//LES) The request for approval to use aviation resources in an assessment or a predicated matter must be serialized in Sentinel and approved by the ASAC for each case number where aviation assets are used. The request must specify the reason and the objective(s) of the request. See the Domestic Investigations and Operations Guide (DIOG) section titled, "Aviation Resources and Approval Requirements."

4.1.1. (U) Use of Aviation Resources for Official Travel

(U) Use of aviation resources for official travel is based on the availability of aircraft and pilots for the specific date, and requirements of the OMB Circular A-126, see Section 5.

4.1.2. (U) Use of Aviation Resources to Assist Other Federal, State, Local, and Tribal Agencies

(U) The use of aviation resources to assist other federal, state, local, and tribal agencies may be authorized in the investigation of:

- (U) Federal crimes.
- (U) Threats to national security.
- (U) The collection of positive foreign intelligence.
- (U) Other purposes authorized under the DIOG, "Assistance To Other Agencies."

(U//FOUO) Collection of positive foreign intelligence requires prior approval by the Intelligence Division, Field Intelligence Management Unit.

(U//FOUO) Requests for aviation resources from the United States Intelligence Community (USIC) or other federal agencies must be submitted in writing and approved by an ASAC. In exigent circumstances, the request may be made orally. Oral requests must be followed by a written request as soon as practicable, but no later than five business days after the oral approval.

(U//FOUO) All aviation assistance to USIC or other federal agencies must also be documented in an FD-999 in accordance with the DIOG, "Assistance to Other Agencies."

(U//FOUO) Any investigative assistance to other federal agencies involving a sensitive investigative matter (SIM) requires prior CDC or OGC review and SAC or SC approval and notification, as specified in the DIOG.

4.2. (U) Requesting Aviation Assistance

(U) In accordance with DIOG, Aviation Resources, a field office, FBIHQ unit, or other federal, state, or local entity can request guidance on receiving investigative assistance from the Aviation Program via contact with the AvCo assigned to the geographical area where the aviation mission requirement originates.

(U) When an AvCo receives a request for an aircraft (usually via a phone call or Sentinel request), the AvCo considers:

- (U) The type of travel requested (e.g., operational or transportation).
- (U) The availability of aircraft and pilots for the specific date.
- (U) The OMB Circular A-126 criteria, which includes:
    - (U) Cost effectiveness of using the aircraft.
    - (U) Approval of the flight one grade higher than the PIC of the flight.

(U) If all criteria are met, the flight is entered into the flight scheduling system. The flight schedule and all field office flight operations require approval of the field office's SAC or his or her designated representative (GS-14 or higher). Any use of aviation resources during an assessment or predicated investigation requires ASAC approval for each case file.

(U) The operations officer must complete a flight request form for all operational flights and obtain the following approvals (Continental United States [CONUS] operations are defined as a flight that begins and ends within the 48 contiguous states or begins and ends within the same state or territorial boundaries of Alaska, Hawaii, or Puerto Rico, Outside Continental United States [OCONUS] flights are outside U.S. territory):

- (U) CONUS flights:
    - (U) Aviation operations.
    - (U) Aviation SSA or FBIHQ UC.
    - (U) For multi-engine aircraft flights: SAS ASC.
    - (U) Attorney General (AG), Director, or SES flights:
        - (U) AG Travel: IAW White House memorandum.
        - (U) Directors' travel: IAW White House memorandum and OGC approval letter.
        - (U) SES travel: requires approval by the deputy attorney general (DAG) as follows:
            - (U) OGC is provided the specifics of the travel.
            - (U) Any justification is forwarded to the DAG.

- (U) OCONUS flights require all the above plus CIRG assistant director (AD) approval.

4.3. (U) Aircraft Operations

(U) No person shall act in a careless or reckless manner so as to endanger the life or property of themselves or another during an aviation activity.

(U) Unless specifically approved by SAS, all FBI aircraft are operated in strict accordance with the procedures and flight profiles taught by the aircraft-specific training facility designated by the SAS. FBI pilots must operate FBI aircraft according to the established standards of the FAA.

(U) All personnel performing flight duties are volunteers. However, participation in the Aviation Program is based upon the needs of the FBI and the disposition of SAS.

4.3.1. (U) Aircraft Platforms

(U) FBI aircraft platforms are:

(U) Aircraft	(U) Example	(U) Platform*
(U) Airplane Single Engine Reciprocating		(U) One single platform
(U) Airplane Single Engine Turbine		(U) One single platform
(U) Airplane Multi Engine		(U) Separate platform(s) for each aircraft with a model-specific training course
(U) Helicopter		(U) Separate platform(s) for each aircraft with a model-specific training course

b7E

(U) Table 1: Aircraft Platforms

(U) *Part-time PICs are only authorized for one platform. FBI pilots are authorized to be PICs for no more than two platforms, but may be copilots for as many platforms as operationally required.

4.3.2. (U) SAS Aircraft Replacement

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(U) Except [redacted] only SAS has the authority to retire FBI aircraft. The decision to retire an aircraft is based on the following considerations in priority order: (1) safety, (2) operational needs, and (3) efficiency.

4.3.3. (U//LES) b7E

4.3.3.1. (U) Definitions

(U//FOUO) b7E

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4.3.3.2. (U//LES) b7E

(U//LES) b7E

4.3.3.2.1. (U//LES) b7E

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4.3.3.2.2. (U//LES) b7E

(U//LES)

(U//LES) b7E

4.3.4. (U) Aircraft Procedures

4.3.4.1. (U) Mandatory Flight Following

(U) Flight-following procedures are used for all missions. These may consist of instrument flight plans, visual flight plans, or individual organizational flight-following procedures. If a ferry flight involves more than one day, the ferry pilot must report status and location to the field office aviation coordinator or designated point of contact (POC) at the end of each day. Prior to the departure of any FBI flight, the PIC must ensure that a passenger and crew manifest is provided to the designated point of contact. This information can be reliably retrieved at any given time, particularly in the event of an emergency. Name and office of assignment is sufficient for FBI employees. For all non-FBI persons, names are required.

4.3.4.2. (U//LES) Aircraft Locations

(U//LES) Although assigned to a particular field office, FBI aircraft also supports the surrounding field offices and any other location deemed appropriate by SAS. FBI aircraft may not be relocated from an assigned field office or airfield without specific written authorization from SAS. In situations when several field offices require the aircraft at the same time, and resolution of the priority cannot be accomplished by the SACs involved, SAS and FBIHQ must set the priority.

(U) FBI aircraft must be properly secured and locked when not in use.

4.3.4.3. (U) Simulated Emergencies In-flight with Passengers On Board

(U) Practicing normal flight procedures (e.g. instrument approach procedures) in visual flight conditions is recommended. Pilots may not simulate emergency situations in flight with passengers on board.

4.3.4.4. (U) Use of Cockpit Voice and Data Recorders

(U) Cockpit voice and data recorders are used for all missions if installed. In the event of an accident, they must be turned over to the National Transportation Safety Board (NTSB).

4.3.4.5. (U) Weather Minimums

(U) FAA weather minimums must be followed for all operations except when operating into, or out of, a military facility where the military minimums and procedures are observed.

4.3.4.6. (U) Airplane Landings on Surfaces other than Paved Runways

(U) No FBI airplanes may be operated or train on any soft airfield (i.e., private, published, or unpublished) unless an emergency or exigency exists.

4.3.4.7. (U) Transportation of Hazardous Materials

(U) The special agent bomb technician (SABT) or hazardous devices specialist-bombs must itemize in a manifest all hazardous materials and explosives and deliver it to the PIC prior to departure of the flight. A copy of this manifest must be kept with the flight request form and be easily accessible to the crew and any fire and rescue first responders to an incident or emergency.

4.3.4.7.1. (U) Explosives Transport

(U) All flights supporting the movement of explosives or explosive-related items regulated by the Department of Transportation (DOT) in 49 CFR § 100-185, Pipeline and Hazardous Materials Safety Administration, must be accompanied by an FBI-approved certified SABT or hazardous devices specialist-bombs. Hazardous devices (e.g., improvised explosive devises [IEDs]) must be rendered safe with explosive components separated and packaged properly before loading onto the aircraft.

4.3.4.7.2. (U) All Other Hazardous Materials Transport

(U) All flights supporting the movement of hazardous materials (HAZMAT) must be accompanied by an FBI-approved certified HAZMAT officer (HMO) or an FBI approved certified HAZMAT specialist (HMS). The HMO must ensure that HAZMAT are labeled and packaged properly prior to loading onto the aircraft.

(U) Special Flight Operations Unit crew members must receive an initial HAZMAT-type training followed by recurrent HAZMAT-type training at a minimum of every two years.

4.3.4.7.3. (U) Aviation Accident with HAZMAT on Board

(U) Following an aviation accident that involved the transport of dangerous materials, the PIC must secure the accident or incident scene and direct the accompanying HMO, HMS, SABT, or hazardous devices specialist-bombs to expeditiously report the potential HAZMAT hazard to the responding crash/fire/rescue unit and to notify the state agency responsible for the control of dangerous materials in that jurisdiction.

4.3.4.8. (U) Refueling with Passengers On Board

(U) Refueling with wide-cut gasoline type fuel (e.g., Jet B, JP4, or equivalent) or a mixture of these types of fuel is not permitted when passengers are boarding, on board, or disembarking.

(U) Single-engine aircraft and other aircraft, if approved in their aircraft flight manual may be refueled when passengers are boarding, on board, or disembarking. Prior to refueling with passengers boarding, on board, or disembarking, the refueling truck must be grounded to the ground and grounded to the aircraft. The aircraft must be grounded to the ground.

(U) When passengers are on board the aircraft during fueling, the qualified ground crew member(s), the cabin crew, and the flight crew must:

- (U) Be prepared to initiate passenger evacuation, if necessary.

- (U) Notify all flight crew and cabin crew of the beginning and ending of fueling.
- (U) Ensure that all exits are clear of obstruction in case an emergency evacuation is required.

(U) If fuel vapor is detected inside the aircraft, or if any other hazard occurs, refueling or defueling must be stopped immediately. The flight crew, cabin crew, or ground crew member(s) must oversee passenger boarding or disembarking while refueling, and ensure passengers board quickly and do not stay near the outside of the aircraft. Smoking is strictly prohibited during all such movements.

(U) Refueling risks include auto-ignition or external source ignition:

- (U) Auto-ignition can occur if the fuel temperature reaches 220 degrees Celsius (428 degrees Fahrenheit) and the fuel spills over hot parts of an engine or over hot brakes.
- (U) An external source can ignite fuel if the fuel temperature reaches 40 degrees Celsius (104 degrees Fahrenheit) or lower if fuel is sprayed over the ignition source. Therefore, the higher the refueling pressure, the higher the risk.

4.3.4.9. (U) Hot-Seat Operations

(U) Hot-seat operations refer to the loading and unloading of passengers and cargo on an aircraft while the engines are running. Unless the mission is briefed to crew members, passengers, and ground crew members, and is operationally necessary, all aircraft engines are shut down when an aircraft is loading or unloading passengers or cargo. Only crew members who are trained and whose job description includes working in and around aircraft with running engines may conduct hot-seat operations that are briefed and of operational necessity. These crew members may include pilots, designated crew members, TAO, maintenance personnel, protective detail personnel, and photographers.

4.3.4.10. (U) Special Weapons and Tactics (SWAT) Operations

(U) All aviation operations involving the use of SWAT teams must comply with the Special Weapons and Tactics Policy Guide (0444PG).

4.3.4.11. (U) Task Force Operations

(U) FBI task force operations may provide aviation resources that are not governed by FBI regulations. In cases that are not governed by FBI regulations, the field office's SAC is responsible for ensuring the safety of FBI personnel performing duties aboard the aircraft.

(U) The SAC or designee ensures that the PIC operating an aircraft of another agency transporting FBI personnel, or in which FBI personnel serve as crew members, meet the requirements of this section for non-FBI crew members. There are existing waivers (e.g.,

memoranda of understanding [MOU]) for FBI use of another agency's aviation resources. If a field office desires a new waiver or MOU, the field office must contact SAS.

4.3.4.11.1. (U) Non-FBI Crew Members

4.3.4.11.1.1. (U) Non-FBI Pilot-in-Command

(U) A non-FBI PIC must possess an FAA commercial pilot certificate and instrument rating, or military equivalent, in category and class (and type, if type is required) of aircraft flown and meet FAA currency requirements.

(U) A non-FBI PIC must possess a minimum of [redacted] total time, of which [redacted] are within the preceding six months in make and model of aircraft used, and an FAA second class medical certificate. b7E

4.3.4.11.1.2. (U) Non- FBI Copilot

(U) When specifically authorized by SAS, non-FBI personnel may act as copilot or observer if they meet the requirements specified for FBI personnel acting in that capacity. Non-FBI personnel include local, state, tribal, or other federal LE employees.

(U) If the mission involves a flight within class B airspace, the non-FBI representative acting as copilot must meet the FBI qualifications to act as copilot in category and class (and type, if type is required) of aircraft used. The representative must be provided with sufficient aircraft familiarization from an FBI pilot or a non-FBI certified flight instructor (CFI) to safely function as copilot.

4.3.4.11.1.3. (U) Non-FBI Flight Instructors/Examiners/Inspectors (NBI)

(U) All non-FBI flight instructors, designated pilot examiners, and FAA inspectors (NBI) who give instruction or checkrides in FBI aircraft must be approved by SAS. Each NBI must be briefed by and take a familiarization flight with an FBI flight instructor.

(U) A ground guide is used at any time when, in the judgment of the PIC, without such a guide, helicopter operations cannot be safely conducted. If it is necessary for the pilot to leave the aircraft to conduct the ground reconnaissance, the helicopter must be shut down and the rotor blades must be fully stopped prior to the pilots leaving his or her crew station.

4.3.4.12. (U) Safety Equipment

(U) The PIC, copilot, and any mission required crew member on board an FBI-operated helicopter must wear a helmet when the main rotor is turning. In either airplanes or helicopters, the use of additional safety and survival equipment and protective clothing is mandatory when required by 14 CFR Part 91 or when specified in approved FBI aircraft operational manuals.

4.3.4.13. (U) Flight in Class A Airspace

(U) All FBI pilots who fly at FL180 and above in unpressurized aircraft must have successfully completed a high altitude chamber school.

4.3.4.14. (U) Flights in the Vicinity of Laser Activity

(U//LES) When FBI aircraft fly in the vicinity of laser activity, the crew member occupying the PIC seat must wear a laser protection device. If the aircraft is optical sensor equipped, the aircraft can stay in the vicinity to assist LE entities in capturing the laser assailant. The aircraft must not be used as a "bait" aircraft and must not make repeated passes over the laser activity area at lower than standard surveillance altitudes for the purpose of attracting laser activity to the aircraft. Any laser activity targeting an FBI aircraft must be reported to SAS using the aviation safety tracking and reporting form (ASTAR) and to the air traffic controller.

4.4. (U) Crew Members

(U//LES) Two FBI-approved pilots should be used on all flights, one of whom is a designated PIC. If necessary, and if the aircraft is approved for single-pilot operation, a non-pilot crew member may be used with the concurrence of the PIC. Surveillance operations must be conducted with a minimum of one pilot and a second crew member acting as an observer or optical sensor operator. SAS recommends that the second crew member is an FBI pilot.

4.4.1. (U) Crew Member Flight Time and Limits

(U) Flight time is defined as the time between an aircraft moving under its own power and coming to rest after landing. Flight time is recorded in FBI's database, Bureau Aircraft Operations (BAO).

(U) FBI crew members must not fly more than [redacted] hours CONUS or more than [redacted] hours OCONUS during one or two pilot operations between rest periods. b7E

(U) FBI crew members must not fly more than [redacted] hours CONUS or more than [redacted] hours OCONUS during three pilot operations between rest periods. b7E

(U) FBI crew members must not exceed the following:

- (U) [redacted] flight hours in any seven consecutive days
- (U) [redacted] flight hours in any 30 consecutive days
- (U) [redacted] flight hours in any 90 consecutive days b7E
- (U) [redacted] flight hours in any 12-month period

4.4.1.1. (U//LES) Surveillance Flight Time

(U//LES) Surveillance flight time is defined as the total flight time for a flight during which a surveillance mission is performed.

(U//LES) For purposes of FBI reporting, some flights may be recorded as "surveillance flights" even though no surveillance mission is performed during that flight. These flights are in direct support of surveillance and include:

- (U//LES) Transit flights to bring a flight crew to another airport where the surveillance mission commences.
- (U//LES) Ferry flights for the delivery of, or to take delivery of, surveillance aircraft.

(U//LES) Even though these flights are recorded as surveillance flights for BAO reporting purposes, if no surveillance mission is performed during the flight, the flight time is not subject to the limits of surveillance flight time.

(U//LES) FBI flight crews should provide [redacted] hours of on-station flight time for surveillance flights. b7E

(U//LES) Flight crew members may not log more than [redacted] flight hours of surveillance flight time in any duty day. This limit may be increased to up to [redacted] flight hours with the concurrence of the flight crew, supervisor, and immediate notification to SAS. All flight waivers must be documented by a request for waiver e-mail from the crew or supervisor to ASU, SAS. b7E

- (U//LES) Surveillance flight time must not exceed [redacted] flight hours without continued concurrence of the flight crew, supervisor, and advanced permission from SAS. b7E

4.4.2. (U) Crew Member Duty Day

(U) A crew member duty day is defined as the time the crew member arrives at his or her duty station (e.g., hangar or office) until the time the crew member departs from the duty station.

(U) OCONUS crew member duty day is defined as the time the aircrew arrives at the aircraft for the purpose of conducting the mission and ends when the aircrew parks the aircraft in the chocks at the termination of the last flight of the day.

4.4.2.1. (U) Maximum Duty Day

(U) The duty day for any individual flight crew member must not exceed 14 hours during one or two pilot operations. The duty day for any individual flight crew member must not exceed 16 hours during three pilot operations. Any field office or FBIHQ unit can make stricter limits in their local SOPs.

4.4.3. (U) Crew Member Rest Period

(U) The rest period for an individual flight crew member is defined as the time between the end of one duty day and the beginning of the next duty day. The minimum rest period for any individual flight crew member on a CONUS flight is [redacted] The minimum rest period for any individual flight crew member on an OCONUS flight is [redacted] CONUS operations are defined as flights that begin and end within the 48 contiguous states or begin and end within the same state or territorial boundaries of Alaska, Hawaii, or Puerto Rico. b7E

4.4.4. (U) Crew Member Limitations Summarized

(U) 1 or 2 PILOT CONUS		
(U) Flight Time Limit	(U) Duty Day Limit	(U) Crew Rest Period
(U) [redacted]	(U) [redacted]	(U) [redacted]
(U) 1 or 2 PILOT OCONUS		
(U) Flight Time Limit	(U) Duty Day Limit	(U) Crew Rest Period
(U) [redacted]	(U) [redacted]	(U) [redacted]
(U) 3 PILOT CONUS		
(U) Flight Time Limit	(U) Duty Day Limit	(U) Crew Rest Period
(U) [redacted]	(U) [redacted]	(U) [redacted]
(U) 3 PILOT OCONUS		
(U) Flight Time Limit	(U) Duty Day Limit	(U) Crew Rest Period
(U) [redacted]	(U) [redacted]	(U) [redacted]

b7E

b7E

b7E

b7E

(U) Isolated operational instances and/or exigent circumstances may necessitate exceeding any of these limitations, if there is a concurrence and a verbal approval of the affected flight crew, the supervisor in charge of the operation, and SAS, followed on the next business day by a written record (i.e., email) of SAS approval.

4.4.5. (U) Removal of Crew Member from Flight Status

(U//FOUO) Local field office management (GS-14 or above) or SAS may remove a flight crew member based on flight performance concerns, pursuant to the procedures in this section.

(U//FOUO)The field office SAC may remove a flight crew member from flight status based upon the investigative needs of the field office. Removal is not necessarily based on unsatisfactory performance. The field office SAC or designee must notify SAS of the decision to remove a flight crew member(s) from flight duties.

(U//FOUO) If removal is based on the following criteria, the affected flight crew member must be contacted by his or her supervisor or SAS and advised of the circumstances leading to the removal action. When practical, field office and SAS management should discuss the cause for removal based on performance reasons before the decision is made to remove the flight crew member. If a field office believes immediate action is necessary, SAC or his or her designee must contact SAS as soon as possible following removal action.

(U//FOUO) Removal from flight status can result from either a single event or multiple events indicating that the aviator has demonstrated any of the behaviors below. Either a local field office or SAS can evaluate a crew member for the following behavior:

- (U) Faulty judgment in flight situations
- (U) Lack of general or specific flight skills
- (U) Traits of character, emotional tendencies, or lack of mental aptitude or motivation that make it questionable to continue the member in assigned flying duties.
- (U) Deliberate or reckless action that violates a procedure in this PG

4.4.5.1. (U) Role of the Local Field Office

(U//FOUO) Each field office must manage its own personnel matters. Supervisor counseling, or in-house training aimed at correcting flight performance issues, must be documented in appropriate local personnel files. In every case, local management or the ASaf must notify SAS of flight performance issues and the corrective or retraining actions taken by the local field office. Only the Aviation Safety Council (ASC) may restore flight privileges once field office management removes a crew member for flight performance issues. Each field office must report a safety of flight or crew performance issue to SAS. If field office management does not believe they have the expertise to address flight performance issues, they must contact SAS to assist the field office, as necessary.

4.4.5.2. (U) Role of the Aviation Safety Council

(U//FOUO) The ASC evaluates deficiencies in flight performance. The ASC consists of the section chief (SC), ASC, UCs, and the program managers of aviation training, safety,

and maintenance within SAS. Also, the ASC includes a member of CIRG's Tactical Helicopter Unit and a field office representative of the FBI's Aviation Program. If a crew member is removed from flight status for flight performance deficiencies, the ASC discusses whether any mitigating factors exist and the rehabilitation value of the affected crew member. For example, the appropriate training may remediate or correct faulty judgment in flight situations and lack of general or specific flight skills. Counseling may remediate traits of character, emotional tendencies, and the lack of mental aptitude or motivation that make it questionable to continue the member in assigned flying duties. If the affected flight crew member does not have a pattern of similar or repeated events, the ASC may decide to restore the crew member with or without remedial training.

(U//FOUO) If the ASC determines more information is needed to objectively evaluate the cause for removal, the ASC asks for an investigation to be conducted. In most cases SAS assigns the investigation to an authorized SAS aircraft accident investigator. The ASC uses the results of the investigation to determine the future flight status of the individual under review or if a Flight Performance Board (FPB) is recommended.

(U//FOUO) The ASC has the authority to impose temporary flight restrictions and temporary removal from the FBI Aviation Program. The authority of permanent removal from the FBI Aviation Program rests solely with the FPB.

4.4.5.3. (U) Role of the Flight Performance Board

(U//FOUO) The deputy assistant director (DAD) of CIRG or his or her designee may convene a Flight Performance Board if the ASC determines that SAS has exhausted every option to correct any flight performance deficiencies shown by an individual subject to a removal action. The convening authority may consult with SAS program manager of aviation safety prior to conducting the FPB to discuss latent organizational factors that may have contributed to the event resulting in the removal action.

(U//FOUO) Flight Performance Board membership is determined by the CIRG DAD and is limited to CIRG Senior Executive Service (SES)-level employees. If the ASC has assigned an aviation accident investigator to evaluate the circumstances surrounding a removal action, the selected aviation accident investigator should brief the FPB of his or her findings. FPBs should not be formed for events that have been dismissed by the ASC, or for a crew member removed from flight duties by his or her SAC to meet local investigative needs of the field office.

(U//FOUO) The designated board member must provide written results of an FPB regarding flight status to the SC, SAS and the field office SAC of the affected individual. The FPB recommendations may include reinstatement as a crew member following specific training or a time interval. If the FPB determines that rehabilitation is unlikely, FPB may recommend any period of suspension up to, and including permanent removal from, the FBI's Aviation Program. If the FPB determines that removal is warranted but does not specify a removal period, then the affected crew member may submit a formal written request to SAS for consideration to be reinstated 12 months after being notified of the removal action.

4.5. (U) Pilots

(U) Pilots are responsible for following all procedures in this PG and their field office's SOPs.

4.5.1. (U) Pilot Qualifications and Currency

(U) Each FBI pilot must have:

- (U) The recommendation of the local FBI AvCo and approval of the pilot's SAC (or FBIHQ UC) and SAS.
- (U) A FAA pilot certificate with the appropriate category, class, and ratings: instrument or type (if ratings are required).
- (U) Satisfactorily completed a knowledge and practical skills evaluation within the past 12 calendar months for the specific platform (arranged and approved by SAS), conducted by an appropriately rated and authorized FBI flight instructor.
- (U) Complied with the applicable currency section of this PG (including recent flight experience and, for PICs, flight training requirements) and met the currency requirements of 14 CFR Part 61.
- (U) Maintained a logbook to be made available upon request to any FBI supervisor, standardization pilot (SP), check airman (CA), or instructor pilot (IP). The logbook is maintained according to 14 CFR § 61.51.
- (U) Participate in regularly scheduled quarterly aviation safety meetings no fewer than three times per year.

(U) Pilot qualifications and currency are documented in the FBI's BAO database.

4.5.2. (U) FAA Medical Certificate

(U) Each FBI pilot must have received a current second class FAA medical certificate (first class – SFOU) within the last 12 calendar months.

(U) FBI pilots assigned to the Special Flight Operations Unit (SFOU) must obtain a first class FAA medical certificate (due to rules of international flight).

(U) If an FBI pilot cannot obtain a required FAA medical certificate or determines that he or she has any medical condition which would negate a FAA medical certificate, the pilot must inform SAS immediately.

(U) A person who holds a current medical certificate issued under 14 CFR Part 67, Medical Standards and Certification, from the FAA, shall not act as PIC, or in any other capacity as a required pilot flight crewmember, while that person: (1) knows or has reason to know of any medical condition that would make the person unable to meet the requirements for the medical certificate necessary for the pilot operation; or (2) is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the medical certificate necessary for the pilot operation (14 CFR § 61.53). Colds and other minor illnesses need not be made a matter of record.

(U) An FBI pilot must immediately notify his/her supervisor if taking a medication, whether a controlled substance or an over-the-counter medication, that could impair his/her fitness-for-duty. The FBI pilot shall be held responsible for understanding the side effects of any medications he/she consumes and shall inform his/her supervisor of the potential effects of the medication on his/her fitness-for-duty.

(U) When in doubt, an FBI pilot shall consult an FAA aviation medical examiner (AME) for a final decision.

(U) FBI crewmembers who are not exercising pilot privileges do not need to obtain an FAA medical certificate.

4.5.3. (U) Copilot Qualifications and Currency

(U) A copilot complies with all the FBI pilot qualifications and currency in each of the FBI platforms designated.

(U) Copilots must follow the applicable section of 14 CFR § 61.57 or 14 CFR § 61.55 (recent flight experience requirements), and must have flown a minimum of [redacted] flight hours per platform, within the last three calendar months or taken a flight evaluation. Failure to do so, causes a copilot to be rated as an observer until three hours of flight experience or flight evaluation is achieved. b7E

4.5.4. (U) Pilot-in-Command Qualifications and Currency

(U) A PIC must comply with all the FBI pilot qualifications and currency in each of the FBI platforms designated and must have an FCC restricted radiotelephone operator permit.

(U) PICs must follow the applicable section of FAA 14 CFR § 61.57 (or .58), (recent flight experience requirements), and must have:

- (U) Flown a minimum of [redacted] flight hours in platform, or approved simulator of the platform or received a recurrent flight evaluation within the last three calendar months. b7E
- (U) Flown a minimum of [redacted] hours during the previous 12 calendar months. b7E
- (U) Flight minimums for pilots who attain their initial or reinstatement PIC status begin at the successful completion of the flight evaluation.

4.5.5. (U) Pilot-in-Command and Copilot Lapses in Currency

(U) If currency lapses, the AvCo must notify SAS. The affected pilot must regain currency standards prior to acting as an FBI pilot-in-command.

(U//LES) Prior to acting as an FBI PIC or copilot, a pilot must meet all applicable FBI and FAA currency requirements.

(U) An otherwise qualified, noncurrent pilot may continue to perform all flight operations, including surveillance in Class B airspace and currency training, if his or her currency lapses. However, the pilot must have a current and qualified FBI PIC onboard acting as the FAA PIC. For night takeoff and landing currency, an otherwise qualified pilot can also gain currency through solo flight (See FAA Advisory Circular No. 20-132, Public Aircraft and FAA Advisory Circular No. 00-1.1, Government Aircraft Operations).

(U) If the PIC does not meet currency standards within the last three calendar months, the AvCo must advise SAS, and a waiver must be granted or a proficiency knowledge and practical skills evaluation must be scheduled by SAS with an appropriate FBI flight instructor.

4.5.5.1. (U) FBI Pilot Checkride and Training Currency

(U) All single reciprocating-engine **pilots** must have successfully taken an FBI proficiency knowledge and platform specific practical skills evaluation within the past 12 months. After first providing written notification to SAS, pilots may extend their currency up to two months beyond the anniversary of the last flight evaluation.

(U) All single reciprocating engine **PICs** must have successfully completed an FBI-approved platform specific training course within the past 18 months. After first providing written notification to SAS, pilots may extend their currency up to two months beyond the anniversary of the last platform specific training course.

(U) [redacted] and SFOU **pilots** (see 14 CFR § 61.57 or 14 CFR § 61.55) and all [redacted] multiengine and helicopter PICs must take their annual recurrent checkride and annual aircraft specific training course. For both instances, these must occur: b7E

- (U) One calendar month before to one calendar month after the calendar month anniversary of the last flight evaluation.
- (U) One calendar month before to one calendar month beyond the calendar month anniversary of the last platform-specific training course.

(U) All [redacted] multiengine and helicopter **copilots** must have taken an FBI proficiency knowledge and platform specific practical skills evaluation one calendar month before to one calendar month after the calendar month anniversary of the last flight evaluation. b7E

(U) Example: A pilot takes a checkride for an aircraft requiring two pilots in a certain month, for example March. The pilot's next checkride can be one year later, any time within February 1st through April 30th. The base month remains March (See 14 CFR § 61.58).

(U) **PICs** must complete a minimum of [redacted] hours of flight training within the last three calendar months, preferably as two hours per month, in an airplane in which he or she is qualified as a PIC. At least one of the six hours must be in each platform in which the pilot is qualified as a PIC. b7E

4.5.6. (U) Pilot in Command and Copilot Operational Procedures

(U) An FBI-qualified and current PIC must occupy the left seat (or right seat in a helicopter) during flight operations.

(U) An FBI-qualified and current copilot, at the discretion of the PIC:

- (U) Can occupy the left seat of an airplane (right seat in helicopters):
    - (U) If, except for single-reciprocating engine airplanes, the copilot satisfactorily has completed a platform-specific, FBI-approved course for that aircraft within the last 12 calendar months.
    - (U) The right seat (left seat of a helicopter) is occupied by a qualified and current right-seat (left seat of a helicopter) PIC or an appropriately rated and authorized FBI flight instructor.

(U//LES) An FBI qualified and current pilot:

- (U) May act as a pilot of any flight listed under Section 4 of this PG.
- (U) Must use the auto-pilot while in instrumental meteorological conditions (IMC) as a single pilot.
- (U) May perform all normal aircraft operations, including surveillance, photograph/reconnaissance and logistical missions, takeoff, landing, visual flight rules (VFR) maneuvers, and practice instrument flight rules (IFR) procedures.
- (U) May practice simulated instrument failures using an instrument mask in visual meteorological conditions.

(U) An FBI qualified and current pilot **must not**:

- (U) Practice emergency procedures, or any of the maneuvers listed in the emergency procedures section of the aircraft's pilots operating handbook (except simulated instrument failures using an instrument mask in visual meteorological conditions), unless the PIC is an appropriately rated and authorized FBI flight instructor.
- (U) Practice emergency procedures practice if there are passengers (i.e., non-crew members) aboard the aircraft.
- (U) Provide instruction unless the PIC is an appropriately rated and authorized FBI flight instructor.

4.5.7. (U) Single Reciprocating-Engine Airplanes (ASEL-Recip)

4.5.7.1. (U) Copilot of Single Reciprocating-Engine Airplanes

(U) An FBI qualified and current pilot who is designated as a copilot of a single reciprocating engine airplane must have at least an FAA private pilot certificate with - appropriate category and class.

4.5.7.2. (U) Pilot in Command of Single Reciprocating-Engine Airplanes

(U//LES) An FBI qualified and current pilot who is designated as a PIC of a single reciprocating engine airplane must have:

- (U) An FAA commercial pilot certificate and instrument rating (with appropriate category and class).
- (U//LES) Flown at least [ ] hours total pilot time, of which [ ] hours were in an airplane; [ ] hours cross-country flight time; [ ] hours of FBI surveillance flight time; [ ] hours of actual or simulated instrument flight time; [ ] hours of night-flight time. b7E
- (U) Completed an FBI-approved platform-specific training course for single-reciprocating engine airplane within the preceding 18 months.

4.5.8. (U) Single Turbine Engine Airplanes (ASEL-Turbine)

(U//LES) The flight crew must consist of at least an FBI-approved PIC, FBI-approved copilot, and an optical sensor operator for all surveillance flights in a single-turbine engine airplane with an optical sensor system (OSS).

(U) A pilot qualified as a PIC in both single reciprocating-engine airplanes and single turbine-engine airplanes must only complete the recurrent knowledge and practical skills evaluation on a biennial basis in each platform. During even number years the single reciprocating-engine airplane evaluation is documented and during odd number years the single turbine-engine airplane evaluation is documented.

4.5.8.1. (U) Copilot of Single Turbine-Engine Airplanes

(U) An FBI qualified and current pilot who is designated as a copilot of a single turbine engine airplane must maintain currency as a single reciprocating engine airplane pilot.

4.5.8.2. (U) Copilot ASEL-Recip Engine Restrictions in an ASEL-Turbine

(U) A single reciprocating-engine airplane FBI pilot, who is not designated as a single turbine engine airplane pilot, can act as a copilot for any flight listed under "Mission Required Travel" of this PG. Unless there is an appropriately rated and authorized FBI flight instructor designated as the pilot in command, the pilot must not:

- (U) Manipulate the engine controls or the flight controls during takeoff and landing.
- (U) Practice any emergency procedures.
- (U) Occupy the left seat of a single-turbine engine airplane.
- (U) Be used as a copilot when an additional crew member is used during optical sensor system missions.

4.5.8.3. (U) Pilot in Command of Single Turbine-Engine Airplanes

(U) An FBI-qualified and current pilot who is designated as a PIC of a single-turbine engine airplane must:

- (U) Maintain currency as a single-reciprocating engine airplane PIC (except FBIHQ pilots).
- (U) Have flown at least [ ] hours total pilot time, of which [ ] hours were in an airplane, and [ ] hours in platform. b7E

4.5.9. (U) Helicopters

(U) Helicopter pilots may not perform any emergency procedures, including any of the maneuvers listed in the emergency procedures of the aircraft's operating handbook, unless an appropriately rated flight instructor pilot is acting as the aircraft PIC. With the exception of engine failures at a hover, helicopter pilots may only perform full-touchdown auto rotations with SAS permission.

(U) A PIC may occupy the left seat of a helicopter if the PIC is an appropriately rated flight instructor pilot, or if an appropriately rated and current helicopter copilot occupies the right seat. The PIC must also have successfully completed a comprehensive left seat knowledge and practical skills evaluation by an authorized flight instructor pilot.

(U) Only helicopter instructor or maintenance pilots can reduce throttle in flight.

4.5.9.1. (U) Helicopter Copilot

(U) An FBI qualified and current pilot who is designated as a copilot of a helicopter must maintain currency as a single reciprocating-engine airplane pilot (except FBIHQ pilots). Except when undergoing SAS-approved helicopter transition training, a nonrated pilot cannot occupy the right seat of a helicopter, even when there is an appropriately rated and authorized FBI flight instructor designated as the PIC in the left seat. FBI flight instructor designated as the PIC in the left seat.

4.5.9.2. (U) Helicopter Pilot-in-Command

(U) An FBI qualified and current pilot who is designated as a PIC in a helicopter must have:

- (U) Maintained currency as a single reciprocating-engine airplane PIC (except FBIHQ pilots).
- (U) Flown at least [ ] hours total pilot time, of which [ ] hours were in a helicopter, and [ ] hours were in a turbine engine helicopter. b7E

4.5.10. (U) Multi-Engine Airplane

(U) All multiengine operations must have two appropriately rated multiengine pilots, one of whom is a current and qualified PIC in the aircraft, unless specific approval is obtained from SAS on a case-by-case basis.

(U) The FBI [redacted] Aircraft will be operated in accordance with the Operating Specification Section contained within the CFR Title 14 Part 125 Certificate and supersedes of this PG in the specific corresponding areas. b7E

4.5.10.1. (U) Copilot in Multi-Engine Airplanes

(U) An FBI qualified and current pilot who is designated as a copilot in a multi-engine airplane must have maintained currency as a ASEL pilot (except FBIHQ pilots).

4.5.10.2. (U) Pilot in Command in Multi-Engine Airplanes

(U) An FBI qualified and current pilot who is designated as a PIC in a multi-engine airplane [redacted] has: b7E

- (U) Maintained currency as a single reciprocating engine airplane PIC (except FBIHQ pilots).
- (U) Flown at least:

(U) Total Time	(U) [redacted] hours
(U) MultiEngine	(U) [redacted] hours
(U) [redacted]	(U) [redacted] hours

b7E

(U) An FBI-qualified and current pilot who is designated as a PIC in a multi-engine airplane **greater than 12,500 lbs** [redacted] must have: b7E

- (U) A current airline transport pilot certificate and an appropriate type rating.
- (U) Flown at least:

	(U) [redacted]	(U) [redacted]	(U) [redacted]
(U) Total Time	(U) [redacted] hours	(U) [redacted] hours	(U) [redacted] hours
(U) Multiengine	(U) [redacted] hours	(U) [redacted] hours	(U) [redacted] hours
(U) In Platform	(U) [redacted] hours	(U) [redacted] hours	(U) [redacted] hours

b7E

- (U) Completed an initial and one recurrent flight simulator training in that specific platform.
- (U) Maintained FAA 14 CFR § 61.58 currency.

4.6. (U) FBI Flight Instructors

(U) A right seat qualified PIC (left seat PIC in a helicopter) must have satisfactorily completed a practical skills evaluation for the specific platform aircraft that was conducted by an appropriately rated and authorized FBI flight instructor.

(U) An appropriately rated and authorized FBI flight instructor must comply with all the necessary right seat PIC (left seat helicopter PIC) requirements and must have:

- (U) An FAA current certified flight instructor certificate (CFI) with appropriate category, class and ratings (e.g., CFI-I-ME-H).
- (U) Satisfactorily completed an instructor knowledge and practical skills evaluation, conducted by an appropriately rated and authorized FBI flight instructor (arranged and approved by SAS), for the specific platform aircraft.

(U) An FBI flight instructor may be designated an instructor pilot (IP) and instruct within the limits of the CFI certificate while pursuing the next level instructor rating.

(U) Flight instructors must ensure that all flights are flown according to the SOPs as established through SAS. Any nonstandard procedure is addressed by the instructor and adjudicated to the level that the instructor deems appropriate.

(U) Designation as an FBI flight instructor does not automatically continue when the pilot is transferred to another field office.

(U) On all FBI flights when an appropriately rated and authorized FBI flight instructor is a designated crew member, the FBI flight instructor must:

- (U) Occupy an operable flight crew member station of his or her choice, unless occupying a passenger station more readily allows for the evaluation of crew resource management and procedures.
- (U) Act as PIC for the total duration of the flight and assume all responsibilities associated with PIC status.
- (U) When two flight instructors are aboard an aircraft and both are qualified and current, decide prior to preflight preparation who acts as the PIC for the duration of the flight.

4.6.1. (U) Instructor Pilot (IP)

(U) The IP must provide upgrade training, initial and recurrent knowledge, and practical skills evaluations to copilots, and training to PICs according to the standards set by SAS.

(U) An IP must comply with all the FBI flight instructor qualifications and currency in each of the FBI platforms designated, and must have:

- (U) Provided and logged a minimum of 24 hours of FBI flight instruction per year.
- (U) Provided a minimum of four pilot evaluations per year.

4.6.2. (U) Check Airman (CA)

(U) The CA must provide initial and recurrent knowledge and practical skills evaluations to IPs, PICs, and copilots in accordance with the standards set by SAS. A CA must also provide initial and recurrent knowledge and practical skills evaluations to other CAs.

(U) A new CA candidate must comply with all the IP qualifications and currency in each of the FBI platforms, in subsection 4.3.1, that the CA is designated and must have:

- (U) Endorsed at least four candidates for practical pilot evaluations who have each successfully obtained the rating for which they were recommended. The four must include one recommendation each from three of the four following ratings: (1) FAA Commercial Certificate, (2) FAA Instrument Rating, (3) FBI PIC, and (4) FBI copilot. This requirement does not apply to a helicopter CA candidate.
- (U) Furnished to SAS the names of at least four FBI pilots who received flight instruction or pilot evaluations from the CA candidate. These pilots (and possibly other FBI pilots who are familiar with the candidate as a flight instructor), are asked by SAS to complete a written evaluation of the candidate as a flight instructor. These evaluations are available to the candidate, and are considered by the SAS in determining the candidate's suitability as a CA.

4.6.3. (U) Non-FBI Flight Instructors/Examiners/Inspectors (NBI)

(U) All non-FBI flight instructors, designated pilot examiners, and FAA inspectors (NBI) who give instructions or checkrides in FBI aircraft must be approved by SAS and must receive a briefing and familiarization flight from an FBI flight instructor. A record of each approved NBI is kept in SAS.

4.7. (U) Pilot Upgrade Training

(U) All pilots' initial and upgrade training and evaluations must have prior approval from SAS. Before taking upgrade training, a candidate must have completed the appropriate FAA written exam and passed an FAA medical examination.

4.7.1. (U) Copilot Training

(U) Prospective copilots may receive up to ten hours of flight training in VFR maneuvers while operating the aircraft from the right seat. This training must be given by an FBI flight instructor or an SAS-approved local commercial vendor.

4.7.1.1. (U) Copilot Instrument Upgrade

(U) FBI-approved single reciprocating-engine airplane copilots who have [redacted] hours of flight experience and regularly fly in support of the FBI's Aviation Program may be considered for an instrument rating. Before the FBI provides instrument training, the applicant must meet the FAA PIC flight experience requirements for the rating as defined in 14 CFR § 61.65 (d), and must complete the appropriate FAA written test. b7E

4.7.1.2. (U) Copilot Solo Privileges

(U) Copilots may be considered for solo flight privileges only to meet commercial pilot certificate requirements and when they:

- (U) Hold an instrument rating.
- (U) Fly regularly in support of the FBI's Aviation Program.
- (U) Successfully complete a check flight with a solo flight endorsement administered by a check airman within the preceding 12 months.

(U) After initial solo endorsement, each of the copilot's solo flights must:

- (U) Have the approval of the AvCo who must be a FBI PIC.
- (U) Have weather of at least 5,000-foot ceilings and five miles visibility, and forecast to remain at or above these minimums for the duration of the flight.
- (U) Be conducted in daylight, except to meet specific commercial certificate night solo requirements that may not have been met during private pilot training.

4.7.2. (U) Single Reciprocating-Engine Airplane Copilot Upgrading to Single Turbine-Engine Airplane

(U) A single reciprocating-engine airplane pilot (ASEL-Recip) who has an instrument rating may be considered for single-turbine engine airplane (ASEL-Turbine) upgrade training. If selected, the prospective ASEL-Turbine copilot receives training. If successful, an initial ASEL-Turbine copilot knowledge and practical skills evaluation is administered by a FBI flight instructor and the copilot is designated ASEL-Turbine qualified right seat copilot.

(U) An ASEL-Turbine copilot is eligible to attend aircraft-specific initial training provided by a vendor who is selected by SAS. After successful completion of this training and a knowledge and practical skills evaluation arranged and approved by SAS, the pilot may be designated an ASEL-Turbine qualified left-seat copilot.

4.7.3. (U) Single Reciprocating Engine Airplane Pilot in Command Upgrading to Multi engine Airplane and Helicopters

(U) This subsection does not apply to pilots who are selected to be part of the CIRG's THU or SAS pilots.

(U) A single reciprocating-engine airplane pilot with an instrument rating who has completed the appropriate FAA written exam, if applicable, (including the airline transport pilot [ATP] written exam if the upgrade is in an airplane greater than 12,500 lbs.) may be considered for a multiengine airplane or helicopter upgrade training as appropriate. If selected, the copilot receives training and must successfully achieve a multiengine airplane certificate or helicopter rating. Following this, the pilot and the copilot must take an initial multiengine airplane or helicopter copilot knowledge and practical skills evaluation, administered by an FBI flight instructor. Upon successful completion, the pilot is designated a multiengine airplane right seat or a helicopter left-seat copilot by SAS.

(U) A multiengine airplane or helicopter copilot is eligible to attend platform-specific initial training provided by a vendor selected by SAS. Upon successful completion of this training, a multi engine airplane qualified left seat or a helicopter right seat knowledge and flight evaluation can be arranged and approved by SAS. Upon successful completion, the pilot is designated a multi engine airplane qualified left seat or a helicopter right-seat copilot by SAS.

4.7.3.1. (U) Copilot Commercial Upgrade

(U) FBI copilots who have [redacted] hours of flight experience, an instrument rating, and regularly fly in support of the FBI's Aviation Program may be considered for commercial upgrade training when they have met the PIC flight experience requirements for the rating defined in Title14 Code of Federal Regulations (CFR) Section §61.129 (a) and have completed the appropriate FAA written test. b7E

4.7.4. (U) RightSeat (LeftSeat - Helicopter) Pilot-in-Command

(U) A PIC may only occupy the right seat (or left seat in a helicopter) of a platform if that pilot is an appropriately rated instructor, or that pilot has successfully completed a comprehensive right seat (or left seat in a helicopter) knowledge and practical skills evaluation administered by an authorized instructor within the previous 12 months. Additionally, an appropriately rated and current platform copilot must occupy the left seat (or right seat).

4.7.5. (U) Pilot in Command Upgrade Training to Flight Instructor

(U//LES) A right seat PIC who has at least [ ] pilot flight hours in category [ ] flight hours of FBI surveillance and has completed the appropriate FAA written tests, may be considered for FBI instructor pilot upgrade training. b7E

4.8. (U) Aviation Security Requirements

4.8.1. (U) Aviation Security Coordinator

(U) An ASec must be designated in each field office that has an assigned aircraft. This individual must be selected by the field office SAC with the concurrence of the director of aviation safety (DAS). The ASec's duties may encompass duties of other coordinators, such as the ASaf.

(U) The ASec or designee should maintain liaison with the fixed base operator (FBO), manager, and lead technician or foreman at service facilities to stay abreast of changes in personnel and other relevant information.

(U) The ASec should be aware of the current sentiments toward LE by the local population and adjust the level of operational security and vigilance accordingly. The ASec should include this information in briefings given to visiting pilots who are on temporary duty (TDY) assignment to the host field office.

(U//FOUO) When operationally necessary and/or when it is in the FBI's best interest, personnel planning to disclose sensitive information, such as the FBI's identity, first must obtain approval from the field office's ASec and supervisor, concurrence from SAS, and have the appropriate FBI nondisclosure form signed by the recipient of the information. A copy of the form must be maintained in the field offices safety file and the original forwarded to the director of aviation safety (DAS) at SAS.

4.8.2. (U//LES) [redacted] b7E

(U) FBI pilots must:

- (U//LES) [redacted] b7E
  - (U//LES) [redacted] b7E
  - (U//LES) [redacted]
- (U//LES) [redacted] b7E
- (U//LES) [redacted] b7E
- (U//LES) [redacted] b7E
- (U//LES) [redacted] b7E

4.8.3. (U//LES) b7E

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4.8.4. (U//LES) b7E

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4.9. (U) Aviation Safety Program

(U) Any employee is authorized to bring any concern of the safety of aviation to the next level in their chain-of-command or directly to the program manager of Aviation Safety at SAS.
(U) SAS reserves the right to remove from the FBI aviation program any pilot who commits an unsafe act or demonstrates a lack of sound judgment during the commission of his or her aviation duties or other behavior, which could influence their fitness to safely operating an aircraft.

4.9.1. (U) The Director of Aviation Safety (DAS)

(U) SAS program manager of aviation safety and security, commonly referred to as the director of aviation safety (DAS), reports directly to the Aviation Support Unit Chief. When a safety-of-flight issue cannot be resolved to the satisfaction of the DAS, the DAS may consult directly with the SC, SAS. The DAS must be a graduate of a recognized aviation safety program or have had formal, comprehensive training in aviation safety program management, operational risk management, human factors, hazardous materials, crew resource management, and aircraft accident investigations within twelve months of assuming this role.

4.9.2. (U) Field Office Safety Audits

(U) The DAS, SAS, or a designee should visit each field office to conduct operational safety audits that include a review of pilot training records, the status of aircraft maintenance and safety equipment, and a review of local operating procedures. These visits shall include meeting with the AvCo, ASafs, and MST/MST-A supervisors to discuss and promote the FBI's Aviation Safety Program.

4.9.3. (U) The Components of the Aviation Safety Program

4.9.3.1. (U) No Fault Hazard Reporting System

(U) Pilots must report hazardous events, mistakes, accidents, and incidents in the No Fault Hazard Reporting System using the "Aviation Safety Tracking And Reporting" (ASTAR) form available on SAS's intranet site. If there is no gross negligence, gross disregard for operational rules, procedures and regulations, or reckless operations, (as initially determined by the Aviation Safety Council), no punitive or administrative actions will be taken against an individual who reports an aviation safety oversight or mistake. Otherwise, the event may be subject to review by the Flight Performance Board.
(U) Once the determination has been made that an ASTAR will be submitted, the program manager of aviation safety and their program manager for field flight operations must be immediately notified by UNCLASSIFIED email and a brief description of the event provided. The submitter must "bu-mail" or fax the ASTAR to CIRG's program manager of aviation safety within five business days. Unless otherwise instructed, the submitter maintains their flight status and the aircraft involved, if any, will remain operational after required maintenance is completed.

4.9.4. (U) Safeflight

(U) Safeflight is the FBI's official periodic aviation safety publication. It is used to disseminate hazard reports and other pertinent aviation-related information to pilots and managers. Recognition awards are presented to those who have contributed to the Aviation Safety Program by submitting articles selected for publication in Safeflight.

4.9.4.1. (U) Aviation Safety Council (ASC)

(U) The ASC is a panel of aviation experts who convene quarterly to review, discuss, and take appropriate action regarding accidents, incidents, training, and procedures that influence safety of flight. Members of this panel are listed in Safeflight. The chair of this committee is the SC of SAS.

4.9.4.2. (U) Air Safety Directive Program

(U) SAS periodically issues air safety directives for critical aviation safety items. This program is similar to the FAA Airworthiness Directive Program that was established for the maintenance of all U.S. certificated aircraft. The FBI air safety directives also include, in addition to maintenance items, any issues and items that relate to the safe operations of FBI aircraft. Each ASaf must respond to the director of aviation safety by either an electronic communication (EC) or an email confirming receipt and compliance with air safety directives issued to the field offices. Each field office's flight operation must establish and maintain a [redacted] subfile for air safety directives and a written record of the field office's response to each directive. b7E

4.9.5. (U) Aviation Safety Coordinator (ASaf)

(U) Each field office that has an assigned aircraft must have an ASaf. The ASaf is selected by the field office's SAC with the concurrence of SAS. Additionally, an ASaf is

designated in SAS, Special Flight Operations Unit and the Tactical Section, Tactical Helicopter Unit. The ASaf must be a PIC and have completed training within 12 months of his or her assignment as ASaf in risk management, aviation safety, accident investigations, the transportation of hazardous materials, and human factors in aircraft mishaps. The ASaf serves as the field office's repository and dissemination point for aviation safety information. The ASaf position must not be assigned to a pilot serving as an aviation coordinator or aviation maintenance coordinator.

(U) The ASaf must ensure that the field office's pilots and sensor operators participate in at least three of the quarterly scheduled aviation safety meetings within the past 12 months to continue to act as an FBI pilot or crew. The ASaf may contact SAS program manager of aviation safety for a list of suitable make-up options for pilots or sensor operators who do not attend at least three of the quarterly scheduled aviation safety meetings. Aviation safety meetings are held to identify and resolve local safety of flight issues and to provide supplemental aviation safety training. The ASaf documents the meeting's agenda, minutes, and a list of attendees in an EC to SAS that specifically identifies any safety-of-flight issue raised by participants and whether or not the matter was resolved.

(U) The ASafs maintain regular contact with the SAS program manager of aviation safety to discuss safety of flight-related issues that are not resolvable at the local level.

(U) Pilots assigned to field offices that do not have full-time Aviation Programs must attend their field office's quarterly safety meetings and quarterly safety meetings held by neighboring field offices at least twice per year. Pilots must document attendance of each meeting and any safety or flight issues discussed in an EC to SAS.

(U) If funding is available, each regional flight operation should consider holding an annual regional safety meeting in a suitable location within the boundaries of the region. When feasible, each FBI pilot should attend one regional safety meeting per year. The regional ASaf should consult with the DAS to develop an agenda and determine suitable topics for the annual regional safety meeting. Each of these meetings must be approved by the DAS. For this purpose, SAS encourages attendees to fly FBI aircraft to meeting sites when possible. These flights are approved using the normal procedures as described in this PG and in local standard operating procedures.

(U) Attendees at annual regional safety meetings must:

- (U) Review any unique safety of flight issues that face a particular region.
- (U) Provide SAS management the opportunity to brief regional personnel on program initiatives and projects.
- (U) Provide the opportunity to inspect aircraft.
- (U) Develop best practices.
- (U) Allow pilots to share ideas that can be used in local flight operations to enhance field office intelligence-gathering activities.

4.9.6. (U) Standardization Pilot (SP)

(U) The SP provides standardization and quality control for the FBI's pilots. FBI SPs must be uniformly consistent in the performance standards they apply.

4.9.6.1. (U) Standardization Pilot Selection

(U) The SP is selected by SAS. The SP is a current and qualified FBI pilot, has received training in LOSA procedures and evaluation, and meets as directed by SAS to receive training relevant to the SP position as well as review and update the FBI Standardization Manual. Since the SP is expected to instruct other FBI pilots, the SP is enrolled in the Training Division (TD) Adjunct Faculty Program (AFP) and has completed any required instructor development courses for the AFP as outlined by TD policy.

4.9.7. (U) Aircraft Accident Investigators (AAI)

(U) FBI-designated AAIs are selected from FBI pilots experienced in aviation safety and accident investigation. AAIs must be appropriately equipped and must take formal initial and recurrent training from an industry- recognized institute of aviation safety. As directed by SAS, AAIs are responsible for conducting comprehensive investigations into FBI aircraft accidents, incidents and other events as directed by SAS. Their findings and analysis of the factors and contributing cause(s) involved in an aircraft accident or incident are used to determine if any training modifications, operational policy changes, or other administrative actions are warranted.

4.9.8. (U) Accident/Incident Trend Monitoring

(U) Periodically, the DAS assesses the preceding year's incidents, accidents, report statistics, findings, and trends. The Aviation Safety Council reviews the assessment to determine if changes in procedures, regulations, training, maintenance, or equipment are necessary.

4.9.9. (U) Aviation Risk Management

(U) "Risk management" is defined as the process of identifying and controlling hazards to personnel, assets, and mission readiness. Hazards are defined as any real or potential condition that can cause injury, death, damage to or loss of equipment or property, or mission degradation. As specific hazards are identified, they are evaluated for severity, or the worst credible outcome of that hazard occurring, and the probability that the outcome will be realized. Controls are defined as actions taken to eliminate hazards or reduce their risk.

(U) The purpose of risk management (RM) is to identify the risks associated with completing a specific mission, so that management and aircrews can make informed command decisions. The intent of RM is not to curtail operations but to identify potential risks that may exist for a particular mission, so that hazardous conditions can be addressed prior to flight. Pilots and managers should be aware that hazards can never be completely eliminated, and occasionally, missions are approved at elevated risk levels to meet the priorities of the FBI. The FBI Aviation Program's Risk Management Program is consistent with the industry's best practices and meets applicable federal guidelines (i.e., FMR 102-33.180). The FBI's Aviation Program uses an RM model accepted by the Federal Aviation Administration Transportation Safety Institute. This model consists of the following five steps:

1. (U) Identify Hazards.
2. (U) Assess Hazards.
3. (U) Develop Controls and Make Decisions.
4. (U) Implement Controls.
5. (U) Supervise and Evaluate.

4.9.9.1. (U) Field Office Risk Management Requirements

(U) Each flight operation is responsible for completing the five-step risk management process and determining the level of risk for each flight to be completed. Aircrews and local management should compare mission risks with the likelihood of successfully completing mission objectives. If the level of risk is higher than minimal, or the mission objectives do not seem to be worth the risk level, then controls are implemented. The PIC must notify management of the current risk level. The level of management notification depends on the level of risk that is determined. The PIC should brief the level of management that has the resources and authority to modify mission requirements to reduce the associated risks or allow the mission to meet critical needs. Use of the risk assessment worksheet (RAW) meets the minimum requirement to complete the five-step risk management process.

4.9.9.2. (U) Risk Assessment Worksheet (RAW)

(U) All field offices flight operations must use the FBI's RAW on every flight. The use of this worksheet ensures that prior to departure, flight crews evaluate their mission with a list of potential hazards, conditions and/or factors that might affect flight safety (e.g., adverse weather, crew experience, terrain and environmental factors, crew rest, and waivers granted). Each category has a quantitative value assigned based on the severity of the hazard. The sum value of each category is then added to provide an overall quantitative risk associated with the mission.

(U) Field flight operations may develop within their local SOPs a risk management (RM) policy that uses the five-step RM process and meets the RM objectives as described in the section above. Each RM SOP is approved by the DAS. The SFOU and the THU each have a RM policy in their standard operating procedures, which are approved by SAS.

(U) After completing the risk assessment worksheet, the PIC may use the quantitative value to determine the level of risk (i.e., minimal, low, moderate, or high) for the specific mission. Missions defined as "minimal" risk may be completed with PIC concurrence. If the level of risk is low, moderate, or high, then local management is contacted as shown on the worksheet. PICs should use locally accepted procedures when contacting field office management. After the appropriate level of management is briefed on a low, moderate, or high-risk mission, unless it is cancelled by management, the flight may be completed with PIC concurrence. When possible, PICs, ASafs, AvCos, and local management should evaluate each low, moderate, and high level mission to determine if it can be reasonability completed at a lower level of risk by adjusting mission requirements and/or developing controls. Any controls used to lower the initial risk level is documented on the risk management worksheet and approved by the ASaf, or designee. The level of management notification required should be based on the risk level after controls are developed and approved.

4.9.9.3. (U) SAS Risk Management Support

(U) The fundamental objective of completing the risk management worksheet is to have crew members consider their mission in advance, identify the hazards, and take the appropriate steps to mitigate unnecessary risks. SAS recognizes the PIC is ultimately responsible for the safe operation of the aircraft. To maintain the integrity of PIC authority, management supports any decision the PIC makes within the scope of this guide, applicable federal aviation regulations (FARs), and flight safety. The PIC's judgments should be based on information the PIC receives from the co-pilot or others (i.e., sensor operator, ATC, ground team member, etc.), and through appropriate use of crew resource management when making determinations.

(U) The Aviation Safety Council's final disposition for crew members involved in a mishap, incident, or accident is independent of the mission risk level, as measured by the use of the FBI's risk assessment worksheet.

4.10. (U) Aircraft Accidents

4.10.1. (U) Definitions

(U) After an accident or incident, a PIC may be required to take a special post-incident check flight coordinated by SAS.

(U) Aircraft accidents or incidents are defined in 49 CFR § 830.2.

(U) An "aircraft accident" is defined as an occurrence associated with the operation of an aircraft: (1) that takes place between the time any person boards the aircraft with the intention of flight and the time all such persons have disembarked, and in which any person suffers death or serious injury, or (2) that the aircraft receives substantial damage.

(U) An "incident" is defined as an occurrence other than an accident that is associated with the operation of an aircraft and affects, or could affect, the safety of operations.

(U) "Substantial damage" is defined as damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and that would normally require major repair or replacement of the affected component. Engine failure, damage limited to an engine, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered substantial damage.

4.10.2. (U) Reporting Aircraft Accidents or Incidents

(U) For all aircraft accidents or incidents, SAS must make all mandatory reports to the National Transportation Safety Board (NTSB). FFOU, SFOU and the THU must immediately notify SAS of any aircraft mishaps. SAS must evaluate the event and make the determination if it is reportable to the NTSB. The following events must be reported immediately to SAS to comply with additional reporting requirements of the NTSB:

- (U) Flight control system malfunction or failure.
- (U) Inability of any required flight crew member to perform normal flight duties as a result of injury or illness.
- (U) Failure of any internal turbine engine component.
- (U) In-flight fire.
- (U) Aircraft collision in flight.
- (U) Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
- (U) For large multi-engine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
    - (U) In-flight failure of electrical systems that requires the sustained use of emergency power by a backup source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments.
    - (U) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces.
    - (U) Sustained loss of the power or thrust produced by two or more engines.
    - (U) An evacuation of an aircraft in which an emergency egress system is used.
- (U) Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact.
- (U) A complete loss of information, excluding flickering, from more than 50 percent of an aircraft cockpit display.
- (U) Airborne Collision and Avoidance System (ACAS) resolution advisory under an IFR flight plan or in Class A airspace.
- (U) Damage to helicopter tail or main rotor blades, including ground damage that requires major repair or replacement of the blades.
- (U) Aircraft is overdue and is believed to have been involved in an accident.

4.10.3. (U) Reporting Other Aircraft Safety Events

(U) Aviation personnel must report all safety of flight events to SAS as soon as possible but no later than five business days from the time of the event. Personnel may verbally report but must follow up with a written ASTAR. The need for any subsequent formal investigation must be determined by SAS based on the totality of the circumstances. Remedial action should be taken according to instructions in this PG or the No Fault Hazard Reporting System.

(U) Aircraft incidents include:

- (U) Any break, bend, or dent of a metal part of the aircraft while on the ground, being taxied, towed (e.g., pushed or mechanically maneuvered with a tug or tow bar) or while landing, taking off, or any phase of flying
- (U) Landing gear malfunction.
- (U) Tire malfunction.
- (U) Bird strike.
- (U) Flight instrument malfunction.
- (U) Navigation instrument malfunction.
- (U) Electrical system malfunction.
- (U) Fuel exhaustion.
- (U) Engine malfunction.
- (U) Hot starts requiring inspections per operating manual.
- (U) Compressor stalls resulting in damage.
- (U) Smoke in the cockpit.
- (U) Engine fire.
- (U) Inadvertent instrumental meteorological conditions.
- (U) Overtorque (as defined by the aircraft manufacturer) requiring inspection or maintenance write-up.
- (U) Exercising emergency authority to deviate from any 14 CFR or FBI standard operating procedures.
- (U) Any aircraft limitation exceedances requiring maintenance write-up.
- (U) Any runway or taxiway incursion.
- (U) Near miss.
- (U) Turbulence: wake or clean air turbulence.
- (U) Special use airspace infraction.
- (U) Deviation from air traffic control (ATC) assignment.
- (U) Descent below minimums on an instrument approach procedure in instrument meteorological conditions.

(U) Any event that a pilot feels would benefit the FBI's Aviation Safety Program should also be reported.

4.10.4. (U) Post-Accident Procedures

(U) In all accidents involving FBI owned or FBI leased aircraft, SAS must conduct a joint or concurrent investigation with the NTSB. The director of safety (DAS) ,or SAS, if the DAS is unavailable, selects an SAS approved AAI(s) to conduct the accident or incident investigation. The AAI is designated as the lead investigator and is responsible for the technical investigation. One or more investigators may be sent to the accident scene by the most expeditious means to ensure the investigation and handling of physical evidence is conducted according to standards acceptable to the NTSB and the International Civil Aviation Organization (ICAO). The AAI(s) must complete the investigation quickly and efficiently and update SAS with investigative results on a daily basis or as determined by SAS. The complete investigative report must be sent to SAS control file provided to the AAI.

4.10.5. (U) Initial Response to an Aviation Accident

(U) The Aircraft Accident Response Checklist is available on the SAS/Aviation Support Unit Intranet site. The items on this checklist are a summary of the detailed bullet points shown below. The aviation accident investigator (AAI) must:

- (U) Determine the extent of injuries and disposition of any aircrew or civilian casualties.
- (U) Contact appropriate rescue and emergency medical resources.
- (U) Contact appropriate local civil and/or military authorities for assistance, as required.
- (U) Instruct all personnel responding to the crash scene not to touch, move, or disturb any wreckage until agreed upon by fire department and medical personnel.
- (U) Advise all personnel of crash scene hazards (e.g., fuel or ammunition explosion, biohazards, poisonous byproducts of combustion, hydraulic and brake fluids, exploding tires and sharp metal edges).
- (U) Attempt to photograph any wreckage before it is moved, if necessary, giving special attention to propellers, power plants, control surfaces, and cockpit conditions.

(U) For accidents when obvious injuries are not present, the AAI must consider a medical examination for all involved persons. As directed by SAS, the AAI must obtain blood and/or urine specimens for drug and/or alcohol analysis. The AAI must also:

- (U) Determine the type of terrain, accessibility, and weather conditions at the crash scene.
- (U) Locate and obtain names, addresses, and telephone numbers of as many witnesses as possible so they may be contacted later and interviewed in detail.

- (U) Estimate the extent of property damage, but not make any assessments or conclusions of cause or liability, regardless of how obvious they may appear.
- (U) Arrange for assistance from a field office's Evidence Response Team (ERT) to provide photographic coverage and evidence collection.
- (U) Notify the field office aviation coordinator or, in his or her absence, another qualified PIC to secure the aircrew logbooks, aircraft log books, aircraft maintenance records, and other pertinent documents.
- (U) Consider dispatching the division's press relations coordinator to the crash scene to handle media inquiries.

(U) In the event of fatal injuries, the AAI must assign agents to accompany the remains, observe subsequent autopsies, and coordinate autopsies with the local coroner or military pathologist. The AAI must also:

- (U) Provide SAS with a brief summary by the most expeditious means commensurate with the seriousness of the accident including:
    - (U) Identities of employees involved.
    - (U) Extent of injuries to all individuals involved.
    - (U) Extent of aircraft and property damage.
    - (U) Location and accessibility of accident scene.
    - (U) Time of the accident.
    - (U) Type and identity of aircraft involved.
    - (U) Point of contact for agents in control at the accident scene.

(U) Interviews of crew members must not be conducted at this time. After taking time to regain their composure, crew members are interviewed in detail by a representative of SAS and/or NTSB. Interviews should be conducted away from the accident scene. The tone of interviews should not be adversarial, but rather informative regarding the events leading to the accident.

(U) All FBI personnel involved must be made aware that counseling for stress-related symptoms is available through the FBI's Employee Assistance Program.

4.10.6. (U) Secondary Response to an Aviation Accident

(U) The items on the secondary response to an Aviation Accident Check List are a summary of the following requirements:

(U) The AAI must:

- (U) Determine involvement of personnel from other divisions and notify the appropriate SACs.
- (U) Notify the head(s) of other agencies if the flight was a joint venture.
- (U) Notify the United States Attorney expeditiously through the field office's chief division counsel (CDC) if death, injury, or civilian property damage has occurred.

(U) If a crew member has been killed or injured, the ADIC/SAC/AD must designate the members of the notification team (preferably agents known to the victim's family) and proceed as expeditiously as possible to notify the victim's family, in accordance with the Casualty Response Policy Guide (0300PG).

(U//LES) The media representative is responsible for liaison with local law enforcement media representatives handling media at the scene. Names of crew members involved, nature of the flight, equipment on board the aircraft, and surveillance methods must not be released to the media.

(U) The AAI must review witness statements and re-interview witnesses as necessary.

(U) SAS aviation personnel or designee must interview all witnesses located immediately after the accident and obtain a statement. He or she must also ensure the statement includes the witness' location relative to the crash scene and their visual and aural observations regarding events leading to the crash. Aviation personnel must also attempt to determine what each witness **actually** observed.

(U) SAS must arrange through the FAA to preserve air ATC communications with the involved aircraft, ATC radar plots of the involved aircraft, flight plan information of involved aircraft, and weather information concerning the flight from point of departure to the crash site.

(U) SAS must notify the nearest NTSB office in the event of death, injury, or involvement of civilian personnel.

4.10.7. (U) Post Accident Guidelines

(U) SAS aviation personnel must remove involved crew members from the accident scene as soon as possible and not assign duties to these crew members related to investigation of the accident. They must also interview involved crew members in detail after allowing them to take time to regain composure. Involved crew members may review their statements before they are included in any report or review by FBIHQ, any United States Attorney, local district attorney, or grand jury. After removal from the accident scene, the crew members are encouraged to contact their families.

(U) If a crew member is injured, the SAC or ASAC of the field office to which the injured crew member is assigned must initiate contact with the crew member and the crew member's family. In the event of a crew member's death, the SAC or ASAC must immediately initiate personal contact with the crew member's family. If the injured or deceased crew member was assigned to FBIHQ, the appropriate SC or ASC must initiate personal contact with the crew member's family. An official from FBIHQ must telephone the injured crew member to express interest in the welfare of the crew member and his or her family.

(U) A total of five days administrative leave (as approved by an SAC or SC) is available to any crew member directly involved in the accident. The FBI's Employee Assistance Program should contact involved crew members shortly after the accident so that they and their families can share their reactions to the accident. Six months after the accident, EAP should contact the SAC or SC to determine whether or not any further counseling for any involved crew member is warranted.

(U) SAS assists the PIC with preparation of written reports required by NTSB Part 830. SAS ensures that any hazardous materials issues in the post-accident process of salvaging or securing FBI-owned aircraft wreckage are handled by appropriately trained personnel.

4.10.8. (U) Pilot Disposition after an Accident

(U) Following an aircraft accident or serious incident, as determined by the DAS, the PIC and copilot must be removed from flight status pending an evaluation by SAS. A decision to return the PIC or copilot to flight status may require either or both to successfully complete a knowledge and practical skills evaluation conducted by an appropriately rated and qualified check airman. All aircraft accidents and incidents must be reviewed by the Aviation Safety Council. Subsequently, all accidents and serious incidents, as determined by the Aviation Safety Council, must be referred to the AARB. Following the AARB's review of the facts and circumstances surrounding the accident or incident, the AARB may impose administrative sanctions as they deem appropriate, consistent with the No Fault Hazard Reporting System.

4.10.9. (U) Aircraft Accident Review Board (AARB)

(U) The Aircraft Accident Review Board (AARB) is composed, at a minimum, of the Shooting Incident Review Group (SIRG) and SAS SC or his or her designee. The DAS may invite an aircraft accident investigator (AAI) and/or an FBI flight instructor as a subject matter expert (SME). The AARB must review the details of the accident or incident and the probable cause(s) cited in the FBI's and/or National Transportation Security Board's (NTSB) findings. The AARB must determine administrative findings and recommendations aimed at preventing future incidents and accidents. The board must determine suitability of the pilot to continue as PIC or copilot and refer any recommended administrative actions to the appropriate division of FBIHQ. The board may summon the individual(s) involved or other individuals for an interview if deemed appropriate. Any individuals who wish to be interviewed by the board in connection with an FBI incident or accident should submit written requests either through SAS or directly to the chair of the AARB.

(U) After the AARB concludes its administrative review and findings following an accident or incident, the FBI's Aviation Safety Council must review the matter again to implement any appropriate changes in training, procedures, or policies that have been recommended or directed by the AARB. This information must be disseminated to all pilots, crew members, and managers, as appropriate and necessary.

4.10.10. (U) Aviation Accident During the Transport of Dangerous Goods

(U) In the event of an aviation accident that involved the transport of dangerous goods, the PIC must secure the accident or incident scene and direct the accompanying HAZMAT Materials Officer (HMO), HAZMAT Materials Specialist (HMS), special agent bomb technician (SABT), or hazardous devices specialist (HDS) to expeditiously report the potential hazard of dangerous goods to the responding crash/fire/rescue unit and to the state agency responsible for the control of dangerous goods in that jurisdiction.

4.11. (U) Aviation Maintenance

(U) Mission accomplishment must not take precedence over flight safety.

(U) Aircraft must not be operated if it has any known condition compromising safe or legal flight operation. Aircraft must not be dispatched for flight unless noted discrepancies are corrected or verified as airworthy by authorized maintenance personnel. Aviation personnel must document all discrepancies noted on aircraft are promptly report them to the AvCo, aviation maintenance coordinator (AMC), or maintenance personnel. Aviation personnel should consult with the AMC, maintenance personnel or SAS before flights when any confusion exists as to whether a condition is adequate to render an aircraft unairworthy. When no maintenance guidance is immediately available, the aircraft is treated as unairworthy and grounded.

4.11.1. (U) Aviation Support Unit Standardized Records

(U) The director of maintenance of the Aviation Support Unit (ASU) maintains standardized records for all maintenance personnel. These records include documentation of:

- (U) FAA certifications.
- (U) Initial and biennial recurrent training received from a professional aircraft maintenance training school for any person authorized to sign a maintenance release appropriate to the aircraft group, type, or system for which a release is to be signed.
- (U) Training on FAA and FBI policies.
- (U) Training on maintenance procedures, servicing, and elementary work tasks appropriate to the duties of the assigned position.
- (U) Training in marshaling procedures.

4.11.1.1. (U) Maintenance Initial and Recurrent Training

(U) The director of maintenance ensures that all FBI aviation maintenance employees receive initial and recurrent training on the FAA and FBI maintenance policies and on the maintenance procedures, servicing, and elementary work tasks appropriate to their duties. In addition:

- (U) Any SAS personnel who is authorized to sign a maintenance release must receive initial training and recurrent training at least every two years, appropriate to the aircraft group, type, or system for which a release is signed.
- (U) Any SAS personnel who is authorized to marshal aircraft must receive training in marshalling procedures.

(U) The training program is conducted to ensure that aviation personnel acquire the competence to perform their assigned duties.

(U) Pilots must receive training in aircraft servicing procedures for the aircraft type they are authorized to fly from a qualified aircraft maintenance person or person designated by the AMC to provide such training. This training must include refueling, adding oil, de-icing, preflight inspection, and aircraft ground handling. Aviation personnel must perform each elementary work task under the direct supervision of a qualified maintenance person until they are authorized to perform the task unsupervised. Pilots must receive initial training before authorization is granted to perform any servicing or elementary work. Thereafter, pilots must receive training on an annual basis.

(U) The following trainings must be completed by persons authorized to perform servicing or elementary work:

- (U) FBI procedures.
- (U) FAA and FBI policies.
- (U) Procedures for each aircraft type.

(U) The director of maintenance must maintain a list of persons authorized to perform elementary work and servicing. The director of maintenance must record details of each employee's authorized tasks and training on the individual's training record (using case file [redacted]) and retain for at least four years. b7E

4.11.2. (U) Aviation Maintenance Coordinator (AMC)

(U) Each field office that operates aircraft must designate a pilot as an AMC. Large field offices should consider designating an alternate or assistant AMC. Although the PIC makes the ultimate decision regarding an aircraft's airworthiness, the AMC must ensure that aircraft are maintained in airworthy condition, including monitoring, scheduling, and confirming that proper maintenance is performed. The AMC must establish and maintain liaison with maintenance providers and must act as the point of contact with SAS regarding aviation maintenance issues. Each field office AvCo must provide to SAS, in

writing, the name(s) of the designated AMC. The AMC and the safety officer may not be the same person.

4.11.3. (U) Aircraft Mechanic Qualifications

(U) Except as provided in 14 CFR § 43.3, no person may maintain, rebuild, alter, or perform preventive maintenance on a FBI aircraft, aircraft engine, propeller, appliance, or component part.

4.11.4. (U) Aircraft Mechanic Recency of Experience

(U) In order to be eligible to sign a maintenance release, aircraft maintenance personnel must have had, within the preceding 24 months, at least six months experience in the inspection, servicing, or maintenance of aircraft systems in accordance with the privileges granted by the license held in relation to that maintenance release. All FBI employee mechanics must undergo recurrent training at least once every 24 calendar months.

4.11.5. (U) Aircraft Maintenance Tracking System

(U) The field aviation maintenance coordinators schedule maintenance using a commercial off-the-shelf aircraft maintenance computer program called [redacted] The aviation maintenance coordinator (AMC) is the local administrator of [redacted] and ensures that each pilot and vendor has [redacted] access to appropriate aircraft. Parts and tools inventories are also maintained in [redacted] AMCs use [redacted] administrative access to initially align user profiles to enable division pilots and aircraft mechanics to view only their aircraft, and then realign user profiles when aircraft move between divisions. An AMC can reset passwords and unlock accounts, as needed, and organize aircraft into fleets within [redacted] b7E

4.11.5.1. (U) Logging on to [redacted] b7E

(U) Field AMCs may not provide [redacted] logon to anyone who has not been issued a professional flight management crew number, as doing so would create a security breach in the system. Similarly, AMCs may not create new administrative users. Fixed base operator (FBO) and repair station logons are issued directly by [redacted] for specific aircraft. These logons should be requested through the [redacted] analyst. b7E

(U) All logons issued by field maintenance coordinators conform to the following standard. The logon should be [redacted] The numbers preceding the dash are the individual's crew number, as generated by the director of maintenance at FBIHQ. [redacted] randomly generates the numbers following the dash. Before issuing a new logon, the coordinator must search to ensure a logon for that crew number has not been previously assigned. ASU must delete logons not conforming to this standard. Users must populate the "full name" field with either a first name or [redacted] The e-mail address must be [redacted] address, not [redacted] address. ASU assigns FBI and contract mechanic logons. b7E

4.11.5.2. (U) Other Aircraft Maintenance Tracking Systems

(U) Although the majority of FBI aircraft's maintenance is tracked through [redacted] the FBI [redacted] aircraft is tracked using [redacted] b7E
[redacted] provides functionality [redacted] An aircraft maintenance computer program [redacted] is used for the FBI's [redacted] is a [redacted]

4.11.6. (U) Maintenance Inspection Program

(U) FBI airplanes are maintained in accordance with an FAA-approved inspection program which is in accordance with 14 CFR § 91.409(d) and FAA Order 8900.1. Fleet approvals for [redacted] airplanes are on file with the b7E
Washington Flight Standards District Office (FSDO). The FBI Aviation Inspection Program is mandatory. All single-engine aircraft must receive standard 50, 50+ hour, and annual inspections. For each aircraft, proof of enrollment can be found in [redacted] The FBI's [redacted] is never less restrictive than the manufacturer's inspection program.

(U) FBI personnel must not contact outside venders without SAS permission.

(U) All new aircraft that have a warranty-related agreement are serviced by the appropriate facility until the warranty has ended (e.g. [redacted] aircraft with a two b7E
year warranty are serviced by [redacted] Propellers are three years).

4.11.7. (U) Aircraft Inspections

(U) Each FBI single reciprocating engine airplane receives a 50, 50+ or annual maintenance inspection as specified by the FBI's director of maintenance. An annual inspection process is defined by 14 CFR § 43 Appendix D. These regulations explain the inspection process.

4.11.8. (U) Maintenance Scheduling and Recordkeeping

(U) [redacted] is used as the primary system for maintenance scheduling and as a backup system for maintenance recordkeeping [redacted] generates inspection requirements for each aircraft. Pilots and mechanics must log on to [redacted] to check aircraft status. When b7E
work is performed, signed logbook entries or task cards are faxed to [redacted] The [redacted] analyst must update compliance in the [redacted] system. Crew members must update flight time once per flying day [redacted] generate maintenance due lists that automatically check for new FAA-published airworthiness directives and manufacturer published service bulletins. The aviation maintenance program manager and quality assurance specialists must review these requirements. Maintenance coordinators must schedule maintenance based on the aircraft maintenance computer programs due list and discrepancies.

4.11.9. (U) Instructions for Continuing Airworthiness (ICA)

(U) The [redacted] System does not address specially installed items or any field-installed items such as supplemental type certificated installations or field-approved installations. Because not every aircraft has the same modifications, each aircraft has a tailored set of ICAs. The FBI, using [redacted] has researched the ICAs pertaining to these items and has added them to maintenance requirements for each aircraft. [redacted] tracks and schedules these ICAs. The ICAs may be grouped with inspection phases or may be scheduled independently of phase inspections. [redacted] ensures that the ICA intervals specified by the part manufacturer are not exceeded. b7E

4.11.10. (U) Inoperative Instruments and Equipment

(U) All turbine powered FBI airplanes must have FAA-approved minimum equipment lists (MELs) on file with the Washington FSDO as specified in 14 CFR § 91.213. FBI turbine airplanes must follow the procedures for using MELs that are contained in FAA Advisory Circular 91-67 dated 6/28/1991. A binder containing the FAA waiver or letter of authorization, the master MEL, AC 91-67, and a record of inoperative equipment must be kept onboard the aircraft. Discrepancies must be immediately logged in aircraft's maintenance computer program. Repair categories described in the MELs as A, B, C, or D, that provide time limits to effect repairs for certain commercial operators, are not binding on the FBI.

4.11.11. (U) Preventive Maintenance

(U) "Preventive maintenance" is defined as simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations. FBI pilots who are not FAA certificated aircraft mechanics may perform the following preventive maintenance tasks under the supervision of an FAA-certified aircraft mechanic:

- (U) Replenishing hydraulic fluid in the hydraulic reservoir.
- (U) Replacing bulbs on position and landing lights.
- (U) Replacement or adjustment of nonstructural standard fasteners incidental to operations.
- (U) Removing and replacing self-contained front instrument panel-mounted navigation and communication devices in accordance with 14 CFR § 42. Appendix D(c)(31), provided the appropriate aircraft maintenance computer program is notified of the component change.
- (U) Updating navigational databases in accordance with 14 CFR § 42 Appendix D(c) (32).

4.11.12. (U) Aircraft Maintenance Test/Functional Check Flights

(U) After an aircraft has undergone any type of maintenance, and prior to its return to service, the PIC must determine that all work was done satisfactorily, and the PIC may have to conduct an acceptance flight. The acceptance flight is generally limited in scope, but must address all related work performed on the aircraft. Pilots must not leave a maintenance facility until they are satisfied with all the work performed on the aircraft and they are prepared to return it to service as is. All problems associated with a maintenance facility must be reported to SAS.

4.11.13. (U) Daily Maintenance

(U) Each pilot must check maintenance status prior to each flight and determine whether that aircraft is in condition for safe flight. Operations or maintenance personnel must clearly place a placard on every unairworthy aircraft, to prevent inadvertent use of that particular aircraft.

4.11.14. (U) Maintenance Expenses

(U) The duties of the aviation maintenance coordinator (AMC) include the reconciliation and recording of maintenance expenses. The AMC is responsible for filing and recording receipts for all monthly maintenance expenses. The AMC must scan and email these maintenance receipts to the field office program manager for their region.

(U) Every field office has an FBI-issued credit card assigned to individual aircraft in order to simplify the purchases of fuel, lubricants, parts and maintenance services. Aviation personnel must obtain preapproval from SAS to authorize this credit card for the purchase of equipment or supplies. Finance Division (FD) and SAS have established a limit for routine maintenance expenditures incurred by the field office and charged to the credit card. The maximum authorized credit card maintenance expenditures are:

- (U) All piston powered aircraft [redacted] per maintenance event. b7E
- (U) All turbine powered aircraft: [redacted] per maintenance event.

(U) If any single maintenance event exceeds the amounts listed above, aviation personnel must obtain a purchase order (P.O.) for payment and consult with SAS for direction on how to handle the order. SAS coordinates with the Finance Division for approval. All invoices must be forwarded to SAS. The purchase order process may take up to 45 days.

4.11.15. (U) New and Overhauled Reciprocating Engines Procedures

(U) During the first flight after the installation of a new engine or cylinders, a pilot must fly the aircraft in VFR at a cruise altitude of less than 8,000 feet density altitude and execute the following procedures:

- (U) Start the engine and perform a normal preflight run-up in accordance with the engine operator's manual.
- (U) Take off at recommended takeoff power, while monitoring RPM, fuel flow, oil pressure, oil temperature and cylinder head temperatures.
- (U) As soon as possible, reduce to climb power specified in operator's manual.
- (U) Assume a shallow climb angle to a suitable cruise altitude. Adjust mixture per POH.
- (U) After establishing cruise altitude, reduce power to approximately 75% and begin level flight for one hour.
- (U) In the second hour, alternate power settings between 65 and 75% power per operator's manual.
- (U) In the third hour, increase engine power to the maximum recommended by the POH for 30 minutes.

(U) Descend at low cruise power while closely monitoring the engine instruments.

- (U) Avoid long descents at low manifold pressure.
- (U) Do not reduce altitude too rapidly as a quick decrease in engine temperature may result.

(U) After landing and shutdown:

- (U) Check for leaks at fuel and oil fittings and at engine and accessory parting surfaces.
- (U) Compute fuel and oil consumption and compare to the limits given in operator's manual.
- (U) If consumption exceeds figures shown in manual, contact maintenance.

(U) For the next 47 ½ hours:

- (U) Flights must be under day VFR conditions.
- (U) Cruise must be 65 to 75% power.
- (U) Cruise altitude of less than 8,000 feet density altitude (5000 feet is recommended).

(U) Oil consumption must always be monitored.

- (U) Acceptable oil consumption rates are ¾ quart/hour for a 182T and one quart/hour for a 206H and T206H.
- (U) Non turbocharged engines must use mineral oil for the first 50 hours of operation in normally aspirated engines and ashless dispersant oil must be used thereafter.

- (U) Turbocharged engines must use ashless dispersant oil from the beginning of their operation.

4.11.16. (U) Oil Analysis

(U) Oil analysis must be used for all turbine engines. As needed, the AMC employs oil analysis as a diagnostic tool on reciprocating engines. The AMC uploads oil analysis results to the appropriate aircraft maintenance computer program.

4.11.17. (U) Oil Grades

(U) Pilots must use oil conforming to engine and airframe manufacturer specifications. Pilots must use Philips X/C 20 which contains an antivalve wear additive in Lycoming reciprocating engines after the procedures for new reciprocating engines are satisfied.

4.11.18. (U) Repair Parts

(U) The Aviation Support Unit (ASU) must maintain an inventory of repair parts in [redacted] All FBI pilots and mechanics must have access to [redacted] and may order parts online through the system. However, repair parts should be ordered through ASU rather than procured locally. The ASU overtly purchases parts [redacted] and thus obtains parts at a favorable price and without tax. b7E

(U) Cannibalization is defined as the removal of a specific assembly, subassembly, or component from one aircraft for installation on another aircraft to meet mission requirements. Absent exigent circumstances, and with SAS approval, all cannibalization actions are prohibited in field offices.

(U) [redacted] tracks every major component installed on FBI aircraft or in ASU parts storage. For this reason, any component change is reported to [redacted] b7E

4.11.19. (U) Work Order and Discrepancy Numbering

(U) This provision pertains to the maintenance work order and discrepancy numbering scheme that is employed for all aircraft tracked in [redacted] These numbers are system generated and should not be manually entered. Work orders in [redacted] are created to track the tasking of FBI aircraft mechanics, contract mechanics, fixed base operators, and repair stations. The scheduled dates for work orders keep managers and pilots informed of aircraft that are unavailable due to scheduled maintenance. Discrepancy numbers are used to track pilot and aircraft mechanic reported problems with aircraft. Use of both the work order and discrepancy system in [redacted] is mandatory. Users should not confuse the [redacted] work order number with any work order number generated by a fixed base operator or repair station. Whenever possible, these outside numbers should be placed in [redacted] Vendor receipts and work orders, even when not in [redacted] should be faxed to [redacted] Discrepancies are also numbered in [redacted] The discrepancy numbering scheme is independent of the work order numbering scheme. b7E

4.11.20. (U) Tool Control

(U) The director of maintenance or designee must maintain an inventory of FBI owned tools and any necessary calibration information tracked by the quality assurance specialist's calibration log.

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4.13. (U) Use of Government Aircraft for Travel

4.13.1. (U) Policy of Use of Government Aircraft for Travel

(U) Under Office of Management and Budget (OMB) Circular A-126 government aircraft may only be used for:

- (U) Official purposes (defined below). Circular A-126 strictly limits use of government aircraft for travel to avoid potential abuse and appearances of impropriety and waste. All Travel on FBI aircraft must be approved in accordance with the requirements of Circular A-126 and implementing Federal and DOJ Travel Regulations. This included the requirement that all travel on FBI aircraft by senior federal officials, their families, or non-federal travelers that is not "mission required" (as described below) be reviewed and pre-approved by the Deputy Attorney General. This chapter established the FBI's policies and procedures to ensure compliance with these required.

4.14. (U) Definitions

(U) The following terms, defined in more details in OMB Circular A-126, are used in this chapter:

- (U) "Government aircraft" includes any aircraft that is owned, leased, chartered, or rented by the FBI.
- (U) "Senior federal officials" in the FBI include the Director, deputy director (DD), members of the SES, and other officials or employees, including detailees, paid at a rate equal to or greater than the minimum rate of basic pay for the SES.
- (U) "Official travel" consists of:
- (U) "Mission required" travel (see paragraph below).
- (U) "Required use" travel (see paragraph below).
- (U) "Other official" travel (see paragraph below).
- (U) "Space-available" travel.

(U) Government aircraft must only be used for official travel or on a space available basis.

(U) Official travel is defined as all official travel that is not mission required travel or required use travel. This includes travel to give speeches, to attend conferences or meetings, to make routine site visits, and similar purposes.

4.15. (U) Minimum Approval Requirements for all Travel on FBI Aircraft

(U) SAS must conduct a safety audit of any aircraft, flight operation, or aviation vendor prior to utilization by the FBI. The scope of the audit will be determined by SAS. SAS Aviation Safety Council must review the audit results/report and either approve or disapprove the vendor for use by the FBI. The audit must be based on a standardized audit checklist that evaluates the vendor to FAA Aviation Circular 120-92 (Aviation Safety Management Systems - ASMS) and the industry "best practices" recognized by SAS. SAS must be provided with adequate lead-time to conduct the safety audit prior to the initial use of an aircraft, flight operation, or contract vendor.

(U) Any flight operation that lends or leases an aircraft to the FBI must have an Aviation Safety Council approved ASMS in place and must be able to demonstrate they operate in accordance with their ASMS program. Periodic re-audits must be completed as deemed required by SAS.(U) The following requirements are in addition to the requirement generally applicable for travel authorizations using commercial carriers.

(U) Travel on government aircraft must be approved by an official who is at least one organizational level higher than the traveler. Additional approvals may be required depending on the traveler and type of travel at issue, as outlined below.

(U) Approving FBI officials must take into account the mission and transportation requirements, the range and capacity of the aircraft, security and communications needs, and other relevant considerations. In all cases, the approving official must consider whether or not the flight is a necessary and a cost-effective use of government resources as opposed to available alternatives such as commercial air, ground transportation, and lower cost government aircraft. Additional requirements for approval, depending on the type of travel and the traveler, are listed below.

(U) Circular A-126 requires documentation that the provisions of the Circular have been satisfied, including a list of passengers traveling on the aircraft. Each use of an FBI aircraft must be approved and documented in a subfile of the field office aircraft operations control file. The subfile required for this documentation is titled "OFFICIAL TRAVEL." These subfiles are reviewed during office inspections and serve as a repository of documentation for all aircraft usage.

(U) Each flight approval requires the following documentation by the individual requesting the flight:

- (U) The detailed written justification.
- (U) The official position and identity of the person authorizing the flight.
- (U) A copy of the written approval and any supporting documentation.
- (U) The cost justification computation chart (when required).
- (U) The individual flight record. This record must include specific flight information such as the aircraft used, date and hours flown, point of origin, en

route stops, destination, names of crew members, names, titles, and status of all passengers and types of cargo, and purpose(s) of the flight. A hard copy of the record is retained by the individual flight operation.

(U) All requests for aviation support are coordinated as follows:

- (U) Requests from field offices must be coordinated through the GS-14 supervisor or field office AvCo. If this cannot be done, requests must be coordinated through SAS.
- (U) Requests from FBIHQ divisions must be coordinated through SAS by both the supported and supporting unit.
- (U) The operation of any FBI-owned or operated aircraft outside of the United States must be approved in writing by SAS.

4.16. (U) Mission Required Travel

(U//LES) Mission required travel or "travel to meet mission requirements," generally consists of activities in that the aircraft itself is part of the mission – not just a means of transport to and from the mission locations. Mission required travel specifically excludes travel to give speeches, to attend conferences or meetings, or to make routine site visits. In evaluating whether travel is "mission required," the requestor and approver must consider both (1) whether the use of the aircraft is "mission required," and (2) whether the particular traveler's presence on board the aircraft is "mission required." The following are some examples of mission required travel:

- (U//LES) Surveillance.
- (U) Flight training.
- (U) Transportation of personnel, evidence, or equipment that is necessary to respond to a crisis involving a severe threat to human life or property.
- (U) Transportation of suspects or witnesses when necessary to avert a threat of bodily harm.
- (U) Transportation of sensitive specialized or hazardous equipment or materials that cannot be transported on commercial aircraft. Transportation of HAZMAT requires specialized packaging, handling, and specific training. HAZMAT may not be transported on FBI aircraft without a certified HAZMAT technician aboard.
- (U) Medical evacuation.

(U) SAS must consult with the FBI EMS medical director (or designee) regarding all use of FBI aircraft for medical purposes. Additionally, SAS must request medical escort when necessary through the FBI EMSP. For more information please see the Emergency Medical Support Policy Guide.

(U) Questions regarding whether travel qualifies as "mission required" should be directed first to SAS which may consult with the Office of the General Counsel (OGC).

4.16.1. (U) Approval of Mission Required Travel

(U) All mission required flights of FBI aircraft must be approved by SAS, the field office's SAC (or designated representative that is a GS-14 supervisor or higher). The approving official must ensure that the crew meets the necessary qualifications for that mission, and has the necessary recent flight experience in the aircraft to be used. In all cases, the approval must come from an official at least one organizational level higher than that of the traveler(s). This includes mission required flights when senior federal officials, such as SACs or ADICs of field offices, or the heads of FBIHQ division are on board. In such cases, CIRG's AD must approve field office and FBIHQ SES mission required travel as long as the CIRG AD is serving in a higher level position than the traveler.

4.16.2. (U) Required Use Travel

(U) Required use travel is defined as travel by an executive agency officer or employee that requires the use of the government aircraft because of bona fide communications or security needs of the agency, or exceptional scheduling requirements. The Federal Travel Regulations in 41 CFR § 301-10.261(b) suggest "a national emergency or other compelling operational considerations" as examples of exceptional scheduling requirements, indicating an extremely rigorous standard. An employee is considered a "required use traveler" if the President or the head of an agency, has determined that all of the person's travel, which may include personal or political travel, meets this standard. Required use traveler determinations can also be made on a trip-by-trip basis by the Office of the Deputy Attorney General. Historically, approval of travel on FBI aircraft on the basis of "required use" by FBI officials other than the Director is extremely rare.

(U) All travel by employees under the required-use provision must have the prior written approval of the deputy attorney general (DAG), or higher authority, and must meet the terms of OMB Circular A-126, including any requirements for the traveler to reimburse the government for personal travel. This approval is obtained on a trip-by-trip basis unless authorized in writing to the contrary. All requests must be submitted to SAS with full justification for coordination with OGC. OGC reviews these requests for legal sufficiency and facilitates the DAG approval process.

4.16.2.1. (U) Approval Requirements and Authorities for Other Official Travel

(U) Government aircraft may be approved for use for "other official travel" only when either:

- (U) No commercial airline or aircraft (including charter) services are reasonably available (i.e. able to meet the traveler's departure and/or arrival requirements within 24 hour period) to fulfill effectively the agency requirement; or,
- (U) The actual cost of using government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service, calculated as required by OMB Circular A-126, Attachment A. When a flight is used to meet mission requirements or for required use (and is properly certified as such in writing), secondary use of the aircraft for other travel for the conduct of agency business may be presumed to result in cost savings (i.e., cost comparisons are not required).

(U) Senior federal officials, members of their families, and nonfederal travelers (such as reporters permitted to travel on a space available basis) must have their other official travel approved on a trip-by-trip basis in writing (e-mail is sufficient) by the DAG.

(U) All federal employees must have their other official travel approved at least one organizational level higher than the traveler, but in no case may the approving official be lower than assistant-special-agent-in-charge (ASAC) level in the field, or UC level at FBIHQ. Requests for use of a government aircraft for other official travel must then be forwarded, with the required justification, to SAS for approval.

(U) When the request is justified under the applicable authorities, SAS may provide final approval of the travel, except where DAG approval is required. In these cases, SAS coordinates DAG approval through OGC. This approval must be on record with SAS prior to the flight.

4.16.3. (U) Space Available Travel

(U) If a government aircraft is approved for mission-required travel, required-use travel, or other official travel, secondary use of the aircraft to transport passengers on a space-available basis may be approved without separate cost justifications if:

- (U) The space available use does not require a larger aircraft than is needed for the approved purpose.
- (U) The space available use results only in a minor additional cost to the government.
- (U) The government is provided with appropriate reimbursement (i.e., if the space available travel is not for the conduct of agency business, the traveler must generally reimburse the government at the "full coach fare").

(U) For family members of senior federal officials and nonfederal travelers, the approving official must certify in writing that the flight is scheduled to perform a "bona fide governmental function" and that carrying passengers on a space available basis does

not result in the need for a larger aircraft, or other than minor additional cost to the government, according to 41 CFR § 301-70.902. SAS retains this certification for two years. Senior federal officials must obtain DAG approval for their uses of government aircraft, even when the aircraft is used on a space-available basis.

4.16.4. (U) Reimbursement Procedures for Executive Travelers

(U) When the FBI director, in his capacity as a "required use traveler," uses government aircraft for a personal trip, he or she must reimburse the government for the full coach fare equivalent of the trip in accordance with Circular A-126. If family members or other non-federal persons accompany the Director on a flight, the Director must also reimburse the government for the full coach fare equivalent of their airfare. The reimbursement payment is made by check to the FBI and provided to the Executive Assistant of the FBI's Chief Financial Officer (AD of FD). FD's executive assistant documents acceptance of this payment in an email and the payment is provided to FD's Accounting Section, Accounts Receivable Unit (ARU). ARU logs receipt of the check, and the money is forwarded to the Treasury. Once the money is deposited in Treasury, ARU sends an email to the Office of the Director or AG to document the transaction as complete.

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5. (U) Recordkeeping Requirements

5.1. (U) Reports Overview

(U) Each field office must maintain flight records and reports for individual flights and operations on a daily, monthly, quarterly, semiannual (six month reports), and annual basis. Each field office must serialize these reports in Sentinel under Classification [redacted] b7E

5.2. (U) Individual Flights

5.2.1. (U) Flight Strips

(U) A flight may consist of several missions. An individual flight record must be created for each mission. A new record must be created for each mission if the case number or date of mission changes. A hard copy of the record must be retained with any fuel receipts or memorandums attached. All applicable information must be entered onto this record. If fuel or any other items were purchased on the mission, the receipts, or copies of the receipts, should be attached to the flight strips and entered into the FBI's aviation data base or BAO.

5.2.2. (U) Aircraft Discrepancy Logbook

(U) At the end of the flight, the crew must conduct a post-flight inspection and the PIC must ensure that all mechanical irregularities that occurred during the flight are recorded.

(U) The PIC must ensure that all mechanical irregularities are entered into [redacted] Other than for legacy aircraft (acquired prior to 2001), the PIC does this through the discrepancy function in [redacted] or in other aircraft maintenance computer programs such as [redacted] For legacy aircraft, the PIC must record discrepancies on paper b7E and store the record in the aircraft. Before each flight, the PIC must ascertain the status of each irregularity on the aircraft by reviewing the due list projection and discrepancies in [redacted] (except for legacy aircraft). If a regulation requires a paper discrepancy log, the PIC must print and carry the printed copy of the electronic record aboard the aircraft.

5.2.3. (U) Aviation Safety Tracking and Reporting (ASTAR) Reports

(U) All aircraft incidents and accidents as defined in this PG must be reported to SAS as soon as possible but not later than five business days from the time of the incident. In the case of an incident when the airworthiness of the aircraft is in question, ASU must be notified before the next flight of the aircraft. The report may initially be verbal, but must be followed up with a written ASTAR. SAS determines the need to open a formal investigation.

5.3. (U) Weekly Recordkeeping Requirements

5.3.1. (U) Flight Requests

(U) Aviation requests are generated by ECs, or field offices may generate the appropriate aviation request forms. Requests should be prioritized by the type of mission, the equipment needed, duration, and expected results. The aviation coordinator is responsible for allocating the aviation resources according to the Director's priorities and those established by the field office SACs. Maximum benefit is yielded from the expenditure of each flight hour.

5.3.2. (U) Flight Schedules

(U) After the mission requests are generated, the AvCo schedules flight crews. Coordinators adhere to flight limitations on crew duty days and maximum crew flight hours. Other considerations include pilot currency, class B airspace requirements, aircrew ratings, and safety.

5.4. (U) Monthly Recordkeeping Requirements

5.4.1. (U) Training records

(U) Training records include all of the data reported in the Six-Month report, pilot currency records, and pilot training files for each pilot in the field office. Please see table 2, Monthly Training Record, below.

(U) **Type of Aircraft**	(U) **Pilot Name**	(U) **Pilot Name**	(U) **Pilot Name**	(U) **Pilot Name**
(U) Flight Training Hours				
(U) Day Take Offs				
(U) Day Landings				
(U) Night Take Offs				
(U) Night Landings				
(U) Instrument Flight Hours				
(U) Instrument Approaches				
(U) Instrument Intercepts				
(U) Holding Procedures				
(U) Flight Time in Type				
(U) FBI Current?				

(U) Table 2: Monthly Training Record

5.4.2. (U)

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- (U)
- (U)
- (U)
- (U)
- (U)
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- (U)
- (U)
- (U)
- (U)
- (U)

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5.5. (U) Quarterly Recordkeeping Requirements

5.5.1. (U) Safety Meeting Report

(U) The aviation safety coordinator must ensure that the field office's pilots participate in regularly scheduled quarterly aviation safety meetings no fewer than three times per year. The purpose of these meetings is to identify and resolve local safety of flight issues and to provide supplemental aviation safety training to all participants. The meeting's agenda, minutes, list of attendees, and summary are documented in an EC to SAS that specifically

identifies any safety-of-flight issue raised by any FBI pilot and whether or not the matter was resolved.

5.6. (U) Other Reports

(U) An aircraft status book is maintained in the aircraft for PICs' reference during pre-flights. [redacted] b7E [redacted] It shows in tabular form the month's flight information including:

- (U) Date.
- (U) Hobbs & Tach readings start/stop.
- (U) Oil level – last checked (date).
- (U) Oil added (quantity and date).
- (U) Pre/post flight – pilot initials.

5.7. (U) File Classification List

- (U) The following table addresses recordkeeping requirements for the non-transitory administrative records created with implementation of the procedures related to this PG:

(U) Section located in the PG	(U) Description	(U) File Into
(U) Introduction	(U) Distribution list and updates by email until new PG issued	(U) Classification [redacted]
(U) 2.15.	(U) Training in use of alternate methods of observation	(U) Classification [redacted] b7E
(U) 3.1.2.	(U) The FD-999 (Liaisons with external organizations) form	(U) [redacted]
(U) 3.2.	(U) Request and approval of request to use aviation resources; flight request form, approvals, and associated documents	(U) Classification [redacted]

(U) 3.3.4.1.	(U) Mandatory flight operations and manifests	(U) Classification
(U) 3.3.4.7.	(U) Manifests of hazardous or explosive cargo	(U) Classification
(U) 3.4.	(U) Flight hours	(U) Classification
(U) 3.4.1.1.	(U) Request for waiver emails	(U) Classification
(U) 3.4.5.	(U) Removal of a crew member from flight status documentation	(U) Classification
(U) 3.5.2.	(U) Records of FBI pilots having FAA Medical Certificates	(U) Classification
(U) 3.5.4.	(U) PIC Qualifications and Currency	(U) Classification
(U) 3.5.10.2.	(U) The record of flight hours completed by PIC in multi engine airplanes	(U) Classification
(U) 3.6.	(U) FBI flight instructors certification and approvals	(U) Classification
(U) 3.6.4.	(U) Record of non-FBI flight instructors	(U) Classification
(U) 3.7, 3.7.1.	(U) Records of pilot upgrade training and co-pilot training	(U) Classification

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(U) 3.8.	(U) Aviation security issues and appointments	(U) Classification
(U) 3.8.1.	(U) Signed FBI non disclosure forms	(U) Classification
(U) 3.9.	(U) Aviation Safety Program, including Aviation Risk Management records	(U) Classification
(U) 3.9.2.1.	(U) UNCLASSIFIED notification emails of submission of ASTAR	(U) Classification
(U) 3.9.2.4.	(U) Air safety directives and written records of the field office's response to each directive	(U) Classification
(U) 3.9.3.	(U) The EC documenting the safety meeting's agenda, minutes, and list of attendees	(U) Classification
(U) 3.9.7.2.	(U) Risk assessment worksheets	(U) Classification
(U) 3.10.	(U) Accident records	(U) Classification
(U) 3.10.3.	(U) Written Aviation Safety Training and Reporting (ASTAR) reports	(U) Classification
(U) 3.11. 3.11.14.	(U) Maintenance records and expenses	(U) Classification

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(U) 3.12.	(U) [redacted]	(U) Classification [redacted]	b7E
(U) 3.13.	(U) Waivers	(U) Classification [redacted]	b7E
(U) 4.2.	(U) Travel approvals	(U) Classification [redacted]	
(U) 5.4.	(U) [redacted]	(U) Classification [redacted]	b7E
(U) 6.4.1.	(U) Training records, including the six-month report	(U) Classification [redacted]	b7E
(U) 6.5.1.	(U) The EC documenting the safety meeting's agenda, minutes, and list of attendees	(U) Classification [redacted]	

Appendix A: (U) Legal Authorities

(U) Title 49 United States Code (U.S.C.) § 40102(a)(41), Definition of Public Aircraft.

(U) FBI owned and leased aircraft generally qualify as public aircraft as defined in 49 U. S.C. § 40102(a)(41) (2013). For efficiency and ease of administration, however, the FBI operates and maintains type-certified aircraft as civil (i.e., nonpublic) aircraft. Exceptions to this, and all modifications to FBI aircraft, must be approved in advance by SAS.

(U) Public Use Aircraft

(U) The FBI may use its aircraft in accordance with FAA Advisory Circular No. 00-1.1, Government Aircraft Operations only when designated by SAS.

(U) Title 14 of the Code of Federal Regulations

(U) The FAA prescribes the rules governing the operation of all aircraft in U.S. airspace in 14 CFR Chapter 1 (a.k.a. "Federal Aviation Regulations")

(U) Title 41 of the Code of Federal Regulations

(U) CFR Title 41 § 102-33, Management of Government Aircraft, prescribes the rules governing the acquisition, sale, and management of all federal agency aircraft. The SC, SAS is designated as the senior aviation management official and principal member of the Interagency Committee on Aviation Policy (ICAP) pursuant to Section 102 33.25.

(U) Other Applicable Authorities:

- (U) FBI Domestic Investigations and Operations Guide (DIOG) (pub. 10/15/2011, as updated)
- (U) 31 U.S.C. §-§ 1344 and 1349 (2013) (Prohibiting, and providing sanctions for, use of aircraft, vehicles, etc. for other than official purposes')
-
- (U) OMB Circular A-126, Improving the Management and Use of Government Aircraft
- (U) Federal Travel Regulations, 41 CFR §§ 300-3.1, 301-10.260-266, and 301-70.800-910, dated 2012 (Use of government aircraft for travel)
- (U) Federal Management Regulation, Management of Government Aircraft, 41 CFR Parts 102-33, (2012)
- (U) DOJ Order No. 2200.11I, Department of Justice Travel Regulations
- (U) DOJ Order 2400.3A Justice Property Management Order
- (U) DOJ Order No. 2460.1, Aircraft Management
- (U) Memorandum from The White House Counsel to the President, Use of Government Aircraft for Official Business, dated July 30, 1993as modified by

Memorandum from Counsel to the President for the Secretary of Homeland Security, Use of Government Aircraft by the Secretary of Homeland Security, dated March 3, 2004)

Appendix B: (U) Contact Information

** Although a point of contact is listed on page ii, this appendix can be used to provide additional or more specific information.

FBIHQ Division 22, CIRG Critical Incident Response Group Surveillance and Aviation Section (SAS)		b7E
Section Chief		b7E
SC Secretary:		b7E
SAS Address:		b7E
SAS Fax		
Aviation Branch Chief		
Aviation Branch Chief - MAPA		
Field Flight Operations Unit, FFOU		
Field Flight Operations		
Field Flight Operations		b7E
Field Flight Operations		
Field Flight Operations		
Field Flight Operations		
Aviation Support Unit, ASU		
Aviation Support Unit - MAPA		
Training and Standardization Program		
Safety and Security Program		
Special Flight Operations Unit, SFOU		b7E

SFOU - Scheduler	

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Appendix C: (U) Acronyms

A/C	aircraft
AAI	aircraft accident investigators
AARB	Aircraft Accident Review Board
AD	airworthiness directive
AG	Attorney General
AGL	above ground level
ALA	airport liaison agent
ALSE	aviation life support equipment
AMC	aviation maintenance coordinator
AMT	aviation maintenance technician (aka aircraft mechanic)
AMEL	airplane, multi-engine, land
ASAC	assistant special agent in charge
ASaf	aviation safety coordinator
ASB	Aviation Surveillance Branch
ASC	assistant section chief
ASec	aviation security coordinator
ASEL	airplane, single-engine, land
ASL	above sea level
ASP	Aviation Safety Program
ASTAR	aviation safety tracking and reporting
ASTOS	Aviation Surveillance and Technical Operations Section
ASU	Aviation Support Unit

ATC	air traffic control	
ATP	airline transport pilot	
AU	Audit Unit	
AvCo	aviation coordinator	
BAO	Bureau aviation operations	
BAR	Bureau aviation regulations	
CA	check airman	
[redacted]	A computerized aircraft maintenance program for most FBI aircraft	b7E
CAT	clear air turbulence	
CDC	chief division counsel	
[redacted]	[redacted]	b7E
CFI	certified flight instructor	
CFII	certified flight instrument instructor	
CFR	Code of Federal Regulations	
CIRG	Critical Incident Response Group	
CMP	Computerized Maintenance Program	
COA	Certificate of Authorization	
[redacted]	[redacted]	b7E
CRM	crew resource management	
[redacted]	[redacted]	b7E
DA	direct advance	
DAD	deputy assistant director	
DAG	deputy attorney general	

DAS	director of aviation safety
DIOG	Domestic Investigations and Operations Guide
DoD	Department of Defense
DOT	Department of Transportation
EC	electronic communication
ERT	evidence response team
FAA	Federal Aviation Administration
FAIRS	Federal Aviation Interactive Reporting System
FAR	Federal Aviation Regulations
FBI	Federal Bureau of Investigation
FBIHQ	FBI Headquarters
FBO	fixed base operator
[redacted]	[redacted] b7E
FMS	Financial Management System
FPB	Flight Performance Board
[redacted]	[redacted] b7E
ICA	Instructions for Continuing Airworthiness
ICAO	International Civil Aviation Organization
ICAP	Interagency Committee on Aviation Policy
IED	improvised explosive devises
IFR	instrument flight rules
ILS	Instrument Landing System
IMC	instrument meteorological conditions

IP	instructor pilot
IPC	instrument proficiency check
ISA	investigative specialist/aviation
LZ	landing zone
MCW	maximum certified weight
MELs	minimum equipment lists
NAS	National Air Space
NBI	non-FBI flight instructors, designated pilot examiners, and (FAA) inspectors
NM	nautical miles
NOS	National Oceanographic Survey
NTSB	National Transportation Safety Board
OCONUS	outside continental united states
OGC	Office of the General Counsel
OMB	Office of Management and Budget
OSS	Optical Sensor System
OSO	optical sensor operator
OTD	Operational Training Division
P.O.	purchase order
PIC	pilot-in-command
[redacted]	[redacted] software program
PM-ASaf	program manager of Aviation Safety and Security
PGI	project generated income
PG	policy guide

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POC	point of contact
POH	pilot operating handbook
RC	radio controlled
RM	risk management
RNAV	radio navigation
[redacted]	[redacted]
SA	special agent
SABT	special agent bomb technician
SAC	special agent in charge
SAS	Surveillance and Aviation Section
SES	Senior Executive Service
SFO	special flight operations
SFOU	Special Flight Operations Unit
SP	standardization pilot
SIRG	Shooting Incident Review Group
SOG	Special Operations Group
SOP	standard operating procedures
SSA	supervisory special agent
SUA	special use airspace
TAO	tactical air operations
TDY	temporary duty
TFR	temporary flight restriction
THU	Tactical Helicopter Unit

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TPD	third party draft	
TRU	Technical Response Unit	
TSB	Tactical Support Branch	
[redacted]	[redacted]	b7E
[redacted]	[redacted]	b7E
[redacted]	[redacted]	b7E
UC	unit chief	
U.S.	United States	
VFR	visual flight rules	
VHF	very high frequency	
VMC	visual meteorological conditions	
[redacted]	[redacted]	b7E

[redacted] b7E

18.5.8.3.3 (U//FOUO) [redacted] b7E

(U//FOUO) [redacted] in an FD-71, Guardian, an EC, or other appropriate form requesting Assistant Special Agent in Charge (ASAC) approval. (***Note:*** The [redacted] approval standard, renewable for additional [redacted] is [redacted] b7E

(U//FOUO) [redacted] b7E

18.5.8.3.4 (U) [redacted] b7E

(U//FOUO) [redacted] b7E

18.5.8.3.4.1 **(U//FOUO) APPROVAL REQUIREMENTS**

(U//FOUO) [redacted] must document the reason and objective for its use and be approved by an ASAC. The request and approval must be documented [redacted] Guardian, an EC, or other appropriate form and serialized into the appropriate investigative file. b7E

18.5.8.3.4.2 **(U//FOUO)** [redacted] b7E

(U//FOUO) [redacted] b7E

18.5.8.3.4.2.1 *(U//FOUO)* [redacted] b7E

(U//FOUO) [redacted] b7E

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1) (U//FOUO)

2) (U//FOUO)

3) (U//FOUO) b7E

4) (U//FOUO)

5) (U//FOUO)

(U//FOUO) b7E

18.5.8.3.4.3 **(U//FOUO)** b7E

(U//FOUO) b7E

Note: (U//FOUO) b7E

18.5.8.3.4.4 **(U//FOUO) COMPLIANCE AND MONITORING**

(U//FOUO) The request and approval documentation for the use of b7E must be serialized into the appropriate investigative file.

18.7.1.3 (U) DEFINITION OF INVESTIGATIVE METHOD

(U) ***Physical Search defined:*** A physical search constitutes any physical intrusion within the United States into premises or property (including examination of the interior of property by technical means) that is intended to result in the seizure, reproduction, inspection, or alteration of information, material, or property, under circumstances in which a person has a reasonable expectation of privacy.

(U) A physical search requiring a warrant does not include: (i) electronic surveillance as defined in FISA or Title III; or (ii) the acquisition by the United States Government of foreign intelligence information from international foreign communications, or foreign intelligence activities conducted according to otherwise applicable federal law involving a foreign electronic communications system, using a means other than electronic surveillance as defined in FISA.

18.7.1.3.1 (U) REQUIREMENT FOR REASONABLENESS

(U) By the terms of the Fourth Amendment, a search must be reasonable at its inception and reasonable in its execution. Whether a search meets Fourth Amendment standards will depend on the justification for the search and the scope of the search conducted. In all investigations, FBI employees must be prepared to articulate the basis for the search and the manner in which it was conducted.

18.7.1.3.2 (U) REASONABLE EXPECTATION OF PRIVACY

(U) The right of privacy is a personal right, not a property concept. It safeguards whatever an individual reasonably expects to be private. The protection normally includes persons, residences, vehicles, other personal property, private conversations, private papers and records. The Supreme Court has determined that there is no reasonable expectation of privacy in certain areas or information. As a result, government intrusions into those areas do not constitute a search and, thus, do not have to meet the requirements of the Fourth Amendment. These areas include: (i) open fields; (ii) prison cells; (iii) public access areas; and (iv) vehicle identification numbers. The Supreme Court has also determined that certain governmental practices do not involve an intrusion into a reasonable expectation of privacy and, therefore, do not amount to a search. These practices include: (i) aerial surveillance conducted from navigable airspace; (ii) field test of suspected controlled substance; and (iii) odor detection. A reasonable expectation of privacy may be terminated by an individual taking steps to voluntarily relinquish the expectation of privacy, such as abandoning property or setting trash at the edge of the curtilage or beyond for collection.

18.7.1.3.3 (U) ISSUANCE OF SEARCH WARRANT

(U) Under FRCP Rule 41, upon the request of a federal law enforcement officer or an attorney for the government, a search warrant may be issued by:

A) (U) a federal magistrate judge, or if none is reasonably available, a judge of a state court of record within the federal district, for a search of property or for a person within the district;

B) (U) a federal magistrate judge for a search of property or for a person either within or outside the district if the property or person is within the district when the warrant is sought but might move outside the district before the warrant is executed;