

Appendix K – Charters

National Rappel Working Team Charter

I. Background:

To provide operational oversight for the Forest Service (FS) National Rappel Program, the Director of Fire and Aviation Management has established the National Rappel Working Team.

II. Objective

The National Rappel Working Team will assure and support the development, implementation, and monitoring of the standardization of all FS rappel operations. This includes crew structure, equipment, helicopters, training, operations, facilities and data management systems.

III. Name

The FS National Rappel Working Team is hereinafter referred to as the NRWT.

IV. Authority

The NRWT is chartered by the FS Director of Fire and Aviation Management (FAM). The deliberations within NRWT are exempt from the Federal Advisory Committee Act under section 04 of the Unfunded Mandates Reform Act of 1995.

The NRWT reports to and receives direction from the Assistant Director Aviation and the Assistant Director Operations (ADs) WO Fire and Aviation Management. The Director of FAM authorizes the Chair of the NRWT to convene meetings, schedule agenda items, make contacts, negotiate work assignments, and make commitments. The NRWT may charge members or technical specialists with tasks, or create working groups and task teams as authorized by the ADs.

V. Purpose

The NRWT will develop and oversee FS rappel operations in support of FS fire management - rappel mission requirements, contract development, operational compatibility, policies and procedures for the FS National Rappel Program. The purpose will include developing rappel policy, procedures and standards, mission requirements, aircraft, equipment and support services specifications for acquisition, and working with other federal agencies, aviation specialists and maintenance experts to ensure

compliance with Federal Aviation Regulations and agency policy. The NRWT recommends and submits any policy change to the Director of Operations.

VI. Organization and Membership

The NRWT is comprised of the National Rappel Specialist (NRS) and the Regional Helicopter Operations Specialists (RHOS) from regions with designated rappel program(s). The NRWT is chaired by the NRS. The co-chair is one of the RHOS from the regions listed above. The term for the co-chair is two years.

A. NRWT includes two established subcommittees:

1. The Rappel Operations Subcommittee (ROS) is made up of current rappel base managers or their designee from regions with designated rappel program(s). One voting member per region is designated by the corresponding RHOS.
 - a. The programmatic focus areas are:
 - i. Monitor operational efficiency and effectiveness
 - ii. Staffing (crew size, structure, type of employment, qualifications)
 - iii. Recruitment and retention (experience, diversity, hiring standards, career development)
 - iv. Rappel aircraft (configuration, next-generation aircraft, aircraft accessories)
2. The Rappel Training Subcommittee (RTS) is made up of current rappel check spotters from regions with designated rappel program(s). RTS voting members are designated by the corresponding RHOS. If a region does not have a check spotter, the RHOS will designate a base manager, assistant, or check spotter from another region.
 - a. The training and technical focus areas are:
 - i. Standardization
 - ii. Procedures
 - iii. Training
 - iv. Certification
 - v. Assurance
3. The subcommittees will appoint a chair with the chair holding the position for two years.

4. The Technical Specialists membership is minimally comprised of:
 - i. Rappel Equipment Specialist, NTDP (Missoula)
 - ii. National Aeronautical Engineer
 - iii. National or Regional Avionics
 - iv. National Aviation Maintenance Inspector
 - v. National Helicopter Operations Specialist
 - vi. National or Regional Helicopter Inspector Pilot
 - vii. Regional Fire Directors (R1, R4, R5, R6)
 - viii. National Aviation Management Specialist
 - ix. National or Regional Aviation Safety Manager
 - x. The Technical Specialists participation will be on a request basis by the Chair.

The terms of tenure are indefinite for the NRWT and the Technical Specialists. The Chair is authorized to convene meetings and to schedule agenda items. The Chair is also authorized to make contacts, negotiate work assignments, make commitments on behalf of the NRWT, and to commit such resources as are available within the working team or as authorized by the AD of Aviation. The Co-chair will assume duties in the absence of the Chair.

Voting membership consists of one member from each active Region and the NRS. A quorum of four members or designee must be present to be considered a voting body.

VII. Cooperation and Coordination

The NRWT coordinates directly with the National Aviation Branch Chiefs.

The NRWT will forward decisions to the Branch Chief, Aviation Operations and the AD Aviation for review. The AD Aviation will forward recommended decisions to the Director of FAM for approval.

The NRS is a member and Chair of the Interagency Helicopter Rappel Unit (IHRU). The IHRU is comprised of the FS rappel program and Department of the Interior Bureaus that have active rappel and cargo letdown operations. The IHRU is under the direction of the Interagency Helicopter Operations Subcommittee. The IHRU collaborates, and shares information pertaining to items such as, rappel equipment development, rappel aircraft screening/evaluation, and programmatic direction or change.

VIII. Responsibility

The NRWT has the primary responsibility of developing the FS National Rappel program in support of fire management operations as approved by the Director of FAM.

IX. Working Group Life Limit

The NRWT will be in affect from the recognized approval date, as stated below, unless re-chartered by the AD of Aviation.

X. Charter Approval

This charter rescinds the NRWT charter approved by the Director of FAM on September 1, 2011.

This charter is effective as of the date of approval and shall remain in effect until revised or revoked.

Approved:

Shawna Legarza
Director, Fire and Aviation Management

Date:

National Rappel Operations Subcommittee Charter

I. Background:

To provide support to the National Rappel Working Team (NRWT), the Chair of the NRWT has established the National Rappel Operations Subcommittee.

II. Objective

The primary mission for the National Rappel Operations Subcommittee is to establish a formal process for review and evaluation of current rappel program standards for the United States Forest Service (FS). Based on those evaluations, the National Rappel Operations Subcommittee will submit recommendations to the NRWT.

A. The programmatic focus areas are:

1. Monitor operational efficiency and effectiveness
2. Staffing (crew size, structure, type of employment, qualifications)
3. Recruitment and retention (experience, diversity, hiring standards, career development)
4. Rappel aircraft (configuration, next-generation aircraft, aircraft accessories)

III. Name

The National Rappel Operations Subcommittee is hereinafter referred to as the ROS.

IV. Authority

The ROS reports to and receives direction from the NRWT. The NRWT authorizes the Chair of the ROS to convene meetings, schedule agenda items, make contacts, negotiate work assignments, and create working groups or task teams.

The Chair may also charge technical specialists listed in the NRWT charter with tasks.

V. Purpose

The ROS will solicit, review, and evaluate inputs from the field on rappel operations (efficiency, effectiveness, safety), and program management from the FS Helicopter Rappel Program. The ROS will prepare and submit proposals and recommendations to the NRWT.

VI. Group Composition

The ROS is composed all rappel base managers or designee. One voting member per region is designated by the corresponding Regional Helicopter Operations Specialist (RHOS).

Other technical specialists may be requested as needed.

All voting members must be present to be considered a voting body. A proxy may be designated with concurrence from the RHOS for participation in ROS business.

In the event of a split decision, the NRWT will be the deciding vote.

VII. Replacement of Voting Members

Replacement of voting members will be solicited from the respective RHOS.

VIII. Selection of the Chairpersons

The Chairperson selection will start with Region 6. The Co-chair will be elected by the Rappel Operations Subcommittee. The Co-chair shall not be from the same region as the current chair and is recommended to not be a member of the Rappel Training Subcommittee. The Chair and Co-chair will serve a term of two years; at the end of the two year term, the Co-chair will become the Chair.

IX. Charter Approval

This charter is effective as of the date of approval and shall remain in effect until revised or revoked.

Approved:

/s/ Eric J. Bush

12 March, 2019

Eric J. Bush
National Rappel Specialist, NRWT Chair

Date

National Rappel Training Subcommittee Charter

I. Background:

To provide support to the National Rappel Working Team (NRWT) in all Forest Service (FS) National Rappel Program matters, the Chair of the NRWT has established the National Rappel Training Subcommittee.

II. Objective

The primary mission for the National Rappel Training Subcommittee is to establish a formal process for standardization, review and evaluation of current or proposed helicopter rappel equipment, rappel procedures, training, certification and assurance for the Forest Service. Based on those evaluations, the National Rappel Training Subcommittee will submit recommendations to the NRWT.

III. Name

The National Rappel Training Subcommittee is hereinafter referred to as the RTS.

IV. Authority

The RTS reports to and receives direction from the NRWT. The NRWT authorizes the Chair of the RTS to convene meetings, schedule agenda items, make contacts, negotiate work assignments, and create working groups or task teams.

The Chair may also charge technical specialists listed in the NRWT charter with tasks.

V. Purpose

The RTS will solicit, review, and evaluate inputs from the field on rappel training, equipment and procedures standardization from the FS Rappel Program. The RTS will respond to issues and concerns regarding currently approved rappel equipment and procedures. The RTS will prepare and submit proposals and recommendations to the NRWT.

VI. Group Composition

The RTS is made up of current designated rappel check spotters, to include at a minimum, one member from each active rappel region. One voting member per region is designated by the corresponding Regional Helicopter Operations Specialist (RHOS). If a region does not have a check spotter, the RHOS will designate a voting member (base manager, assistant, or check spotter from another region).

A. The training and technical focus areas are:

1. Standardization
2. Procedures
3. Training
4. Certification
5. Assurance

To ensure that subcommittee(s) recommendations for revisions to rappel equipment, cargo letdown equipment, or rappel and cargo letdown procedures reflect applicable technical and safety standards, the National Technology and Development Center (NTDP) rappel equipment project leader will participate as needed in evaluations, meetings, conference calls, and communications as a non-voting member and technical advisor.

Other technical specialists may be requested as needed.

All voting members must be present to be considered a voting body. A proxy may be designated with concurrence from the RHOS for participation in RTS business.

In the event of a split decision NRWT will be the deciding vote.

VII. Replacement of Voting Members

Replacement of voting members will be solicited from the respective RHOS.

VIII. Selection of the Chairpersons

The Chairperson selection will be in numerical rotation starting with Region 1. The rotation will progress in order every two (2) years. The Co-chair will be the next Region in order. The Chair and Co-chair will serve a term of two (2) years; at the end of the two-year term, the Co-chair will become the Chair.

IX. Charter Approval

This charter is effective as of the date of approval and shall remain in effect until revised or revoked.

Approved:

/s/ Eric J. Bush

12 March, 2019

Eric Bush
National Rappel Specialist, NRWT Chair

Date