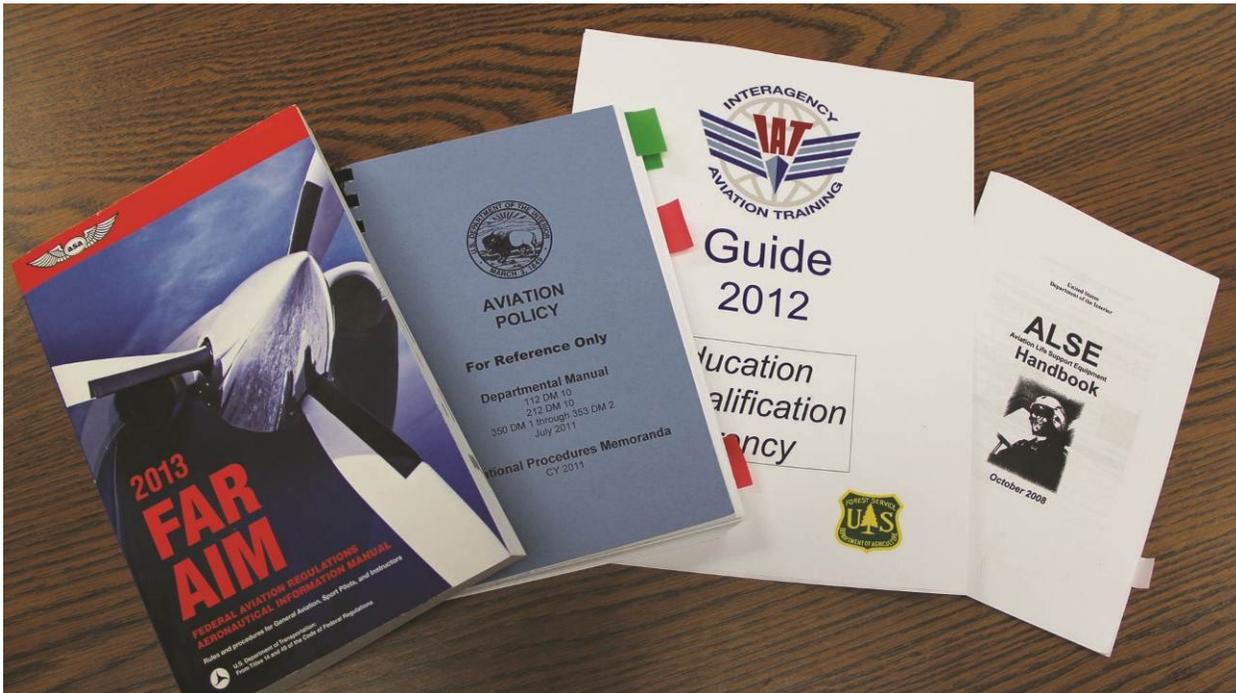


# A-307

## Aviation Policy and Regulation II



### Participant Workbook



Prepared by Office of Aviation Services Training Division  
and Interagency Aviation Training Partners  
Revised May 13, 2014

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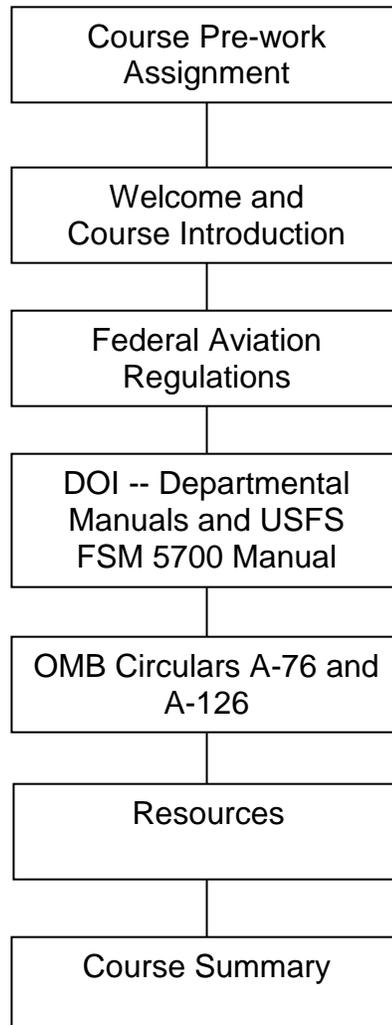
**A-307**  
**Policy & Regulations II**

**Version Control**

<b>Version</b>	<b>Description</b>	<b>Date</b>
1.0	Original Materials	N/A
1.5	Revision to Current Information	7/11/13
1.6	Pework Materials Developed	9/13/13
1.7	Formatting Corrections	11/8/13
1.8	Updated scenarios and flow; formatting edits	5/13/14

## **A-307 Aviation Policy and Regulations II**

### **Course Map**



## Course Description

You have registered to attend the A-307 Aviation Policy and Regulations II course. This is a 4-hour course which will provide you with a working knowledge of the aviation directive system within each agency for the management and use of government aircraft. The pre-course work is expected to take approximately 2 hours to complete. The classroom or webinar session is expected to take an additional 2 hours to complete, for a total of 4 hours for the course.

## Prerequisite

The pre-requisite for A-307 is to have completed the online course, "A-107 Aviation Policy and Regulations 1," available online at [www.iat.gov](http://www.iat.gov)

## Pre-course Assignment

You must complete pages 3–8 of this participant workbook and submit it as indicated in the email from the IAT Instructor. **Completion of the pre-course work assignment is required prior to attending the course.** Your pre-course work will be reviewed by the instructor(s) and returned to you during the course. You may be called upon to present portions of your pre-course work to the class. The participant workbook for the classroom/webinar portion begins on page 9. Please have it available to use during the class.

You will need the following references to complete this assignment and for use during the class:

1. The Department of the Interior Departmental Manual 350–354. Your local unit aviation manager should have a reference copy. It is also available on-line at: <https://www.doi.gov/aviation/library> Hard copies can be obtained by calling OAS Training Division at 208-433-5000.
2. The Department of Agriculture, Forest Service Manual 5700. Your local unit aviation manager should have a reference copy. It is also available on-line at: [http://www.fs.fed.us/fire/aviation/av\\_library/index.html](http://www.fs.fed.us/fire/aviation/av_library/index.html)
3. OMB Circulars A-76 and A-126. These are available on-line at: [http://www.whitehouse.gov/omb/circulars\\_default/](http://www.whitehouse.gov/omb/circulars_default/)
4. Federal Aviation Regulations. These are available on-line at: [http://www.faa.gov/regulations\\_policies/faa\\_regulations/](http://www.faa.gov/regulations_policies/faa_regulations/)
5. Interagency Aviation Technical Assistance Directory. This is available on-line at: <http://www.nwccg.gov/sites/default/files/products/pms504.pdf>

Please contact your instructor with any additional questions.

## Pre-course Assignment: A-107 Policy and Regulations I Review

Match the descriptions below with the example of that type of document:



Operational Procedures Memorandum



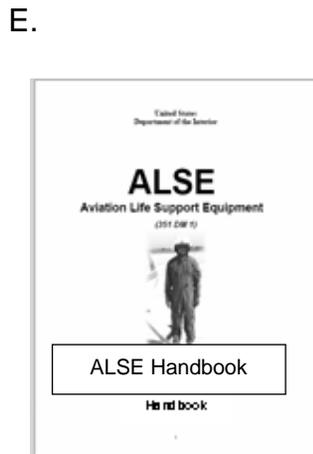
DM's 350-354, FSM 5700



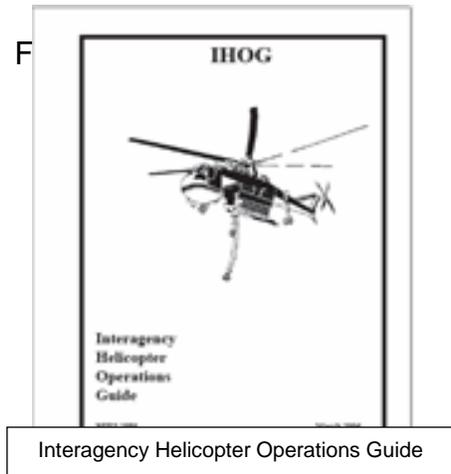
Interim Directive - USFS



Interagency Aviation Safety Alert



ALSE Handbook



Interagency Helicopter Operations Guide

1. \_\_\_\_\_ Referenced in Departmental Manuals but contains policy material too specific for inclusion.
2. \_\_\_\_\_ Internal directive that modifies previous direction or establishes new direction for a period of up to 18 months.
3. \_\_\_\_\_ Document that's published on an unscheduled basis to provide information regarding aviation safety.
4. \_\_\_\_\_ Non-mandatory but contains preferred procedures for a specific aspect of aviation operations and may be adopted as policy.
5. \_\_\_\_\_ Sets general policy statements and responsibilities.
6. \_\_\_\_\_ Temporary directive issued to permit the timely dissemination of instructional and procedural material.

## **Pre-Course Assignment: Introduction to Title 14 of the Code of Federal Regulations: Aeronautics and Space**

Note: Copy and pasting the regulations from on-line is acceptable and highly encouraged.

1. This section of the Code of Federal Regulations is more commonly known as:  
  
\_\_\_\_\_
2. In Part 91, Subpart B lists the requirements for Seatbelt Use. What is the section number, **AND** what are the requirements?
3. In Part 135, the requirements for a Passenger Briefing are listed. What is the section number, **AND** what are the requirements?
4. In Part 135, Subpart B lists requirements for the Manipulation of Controls. What is the section number **AND** what are the requirements?
5. In Part 135, Subpart C lists the required Emergency Equipment for Extended Overwater Flights. What is the section number **AND** what are the requirements?
6. In Part 137 under Subpart C, what are the operating rules for fastening of safety belts and shoulder harnesses?

## Pre-Course Assignment: Scenario Exercise

**You are the Aviation Manager for a “blended” federal unit located in southern California that serves US Forest Service and Department of the Interior employees.**

**The new US Fish and Wildlife Service biologist just received grant funding to conduct a survey of the breeding habitat of the island fox on Santa Cruz Island, part of Channel Islands National Park. Because of the remote nature of the area, this will best be done by the air, via fixed wing aircraft. To get the best photos of the habitat, the biologist wants to fly at 300 AGL (above ground level). They have invited the Public Information Officer (PIO), a Forest Service employee, on the flight to photo document the progress they have made.**

Please answer the following questions **and include DOI AND (if applicable) the USFS manual reference(s)**:

1. What are the minimum training requirements for the USFWS biologist? What are the minimum training requirements for the USFS Public Information Officer?
2. What are the minimum training requirements for the “supervisor” of the biologist? What about the Line Manager?
3. What are the minimum planning requirements for this mission? (USFS and DOI references?)
4. What are the personal protective requirements (PPE) for the biologist and PIO on this mission? (USFS and DOI references?)
5. If an incident occurs, what do you need to make sure happens?
6. During the planning phase of procuring the aircraft for their mission, the biologist approaches you with the request to utilize one of the helicopters from the National Guard Unit that has a Memorandum of Understanding with your agency for Search and Rescue Operations to save on flight costs. What is your response? (USFS and DOI references?)

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## Pre-Course Assignment: Introduction to the Office of Management and Budget (OMB) Circulars A-76 and A-126

1. OMB Circular A-76 requires agencies to use standard cost factors to estimate certain costs of government performance. These cost factors ensure that specific government costs are calculated in a standard and consistent manner to reasonably reflect the cost of performing commercial activities with government personnel. Please provide the **most current** of the following:
  - a. Rate of – Civilian position full fringe benefit cost factor; and
  - b. Rate of – the annual federal pay raise assumptions
  
2. The purpose of OMB Circular A-126 is to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft. Please identify the 4 requirements listed for Acquisition and Management.

**NAME:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**COMMENTS/QUESTIONS:** \_\_\_\_\_ (Please enter comments below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Classroom/Webinar Participant Workbook



### Welcome and Course Introduction

#### Get to Know Your Classmates

Be prepared to share:

- Your name?
- Your position?
- How long have you been involved in aviation operations?

### Course Purpose

This course is designed to provide participants with a working knowledge of the aviation directive system within each agency for the management and use of government aircraft.

### Prerequisites

Students should have completed A-107 Aviation Policy and Regulations I, available online at [www.iat.gov](http://www.iat.gov), and returned their completed pre-work.

### Objectives

At the conclusion of this course, you should be able to:

1. Identify the specific Federal Aviation Regulations that affect aviation operations within the Department of the Interior and Forest Service.
2. Identify the difference between civil and public operations of aircraft.
3. Identify the specific parts of Departmental Manual 350-354 and apply the content to answer questions in a scenario exercise.
4. Identify the three broad chapters of the Forest Service Manual 5700 and apply the content to answer questions in a scenario exercise.
5. Identify guides that both the Forest Service and your bureau have adopted as policy.
6. Identify the DOI and Forest Service policies that apply to cooperator, affiliate, associate and other government aircraft within each agency.
7. Identify how the OMB Circulars A-76 and A-126 affect the acquisition of aircraft for government use.

## **Module 1: Introduction to Title 14 of the Code of Federal Regulations: Aeronautics and Space**

### **Objectives:**

After completing this module, participants should be able to:

1. Identify the specific Federal Aviation Regulations that affect aviation operations within the Department of the Interior and Forest Service.
2. Identify the difference between civil and public operations of aircraft.

The **Code of Federal Regulations** (CFR's) is a set of permanent rules which spell out in detail how the executive branch interprets statutes that have been enacted by Congress creating the **US Code**. Congress grants authority to agencies to interpret the law that agencies are entrusted with enforcing. Title 14 of the CFR's is the set of rules for Aeronautics and Space – which regulates everything that occurs in the air, and Title 49 CFR regulates Transportation – which affects how we transport hazardous materials by aircraft as well as accident reporting and aircraft security. The Federal Aviation Administration (FAA) has been entrusted with regulating Title 14.

This course is **NOT** going to teach you everything about the Titles 14 and 49 of the CFR's. It **IS** going to cover the important parts of these laws that affect us the most.

### **Public Aircraft vs. Private Aircraft**

**Public Aircraft:** the government agency operating that aircraft has regulatory oversight.

**Civil Aircraft:** the FAA has regulatory oversight.

### **Part 91: General Operating and Flight Rules**

This FAR is the most widely applicable to our (government) operations. These regulations apply to aircraft owned or operated by DOI and the USFS, except as noted in policy documents.

### **Part 121: Air Carrier Certification Process**

These operations include United, Delta, American, Etc.

### **Part 135: Commuter and On-Demand Operations**

We require all of our Vendors to have an Operating Certificate under this Part except for our SEATS and Air Tankers and that's because they don't carry people and are required to be certificated under Part 137 Agricultural Aircraft Operations.

### **Part 133: Rotorcraft External Load Operations**

Our contractors must have this authority in order to do external load work for us.

**Part 137: Agricultural Aircraft Operations**

Any aircraft dispensing retardant (such as SEAT's and Air tankers) are carded under this regulation. It is important for seeding and spraying operations as well.

**Part 61: Certification: Pilot Flight and Ground Instructors**

Pilots Certificates and Ratings are issued under Part 61. Part 61 sets aircraft category and class ratings, then the steps to obtain those certificates and ratings.

**NOTES:**

## Module 2: DOI - Departmental Manuals and USFS FSM 5700 Manual

### Objectives:

After completing this module, participants should be able to:

1. Identify the specific parts of Departmental Manual 350-354 and apply the content to answer questions in a scenario exercise.
2. Identify the 3 broad chapters of the Forest Service Manual 5700 and apply the content to answer questions in a scenario exercise.
3. Identify guides that both the Forest Service and your bureau have adopted as policy.
4. Identify the DOI and Forest Service policies that apply to cooperator, affiliate, associate and other government aircraft within each agency.

**DOI Departmental Manuals (DMs)** – Contain Aviation Policy is located in the Parts 350-354. Bureaus are responsible for the implementation and execution of Departmental policies as well as developing Bureau aviation policy. This policy may be more restrictive, but not less restrictive than Departmental policy.

### The DM Aviation Policy is divided into 5 Parts:

1. 350 – General Program Requirements
2. 351 – Aviation Operations
3. 352 – Aviation Safety
4. 353 – Aviation Services
5. 354 – (Reserved)

**Forest Service Manuals (FSMs)** – The FSM contains legal authorities, objectives, policies, responsibilities, instructions, and guidance needed on a continuing basis by Forest Service line officers and primary staff in more than one unit to plan and execute assigned programs and activities.

The FSMs are comprised of Service-wide Issuances and Field Issuances. Regional Foresters and Forest Supervisors may supplement Service-wide direction that may be more restrictive than parent material, but cannot expand the authorities or relax restrictions unless approved in writing by the next higher official.

The Issuance that contains aviation policy is in the Series 5000, Protection and Development. Within that Series, **the FSM 5700, Aviation Management is divided into 3 broad Chapters:**

1. FSM 5700 Aviation Management
2. FSM 5710 Administration
3. FSM 5720 Aviation Safety Program

## Departmental Manual and USFS Policy

### Interaction/Activity: Name That Policy

Read the following scenario's and identify the applicable agency policy references for both the DOI and the USFS for each.

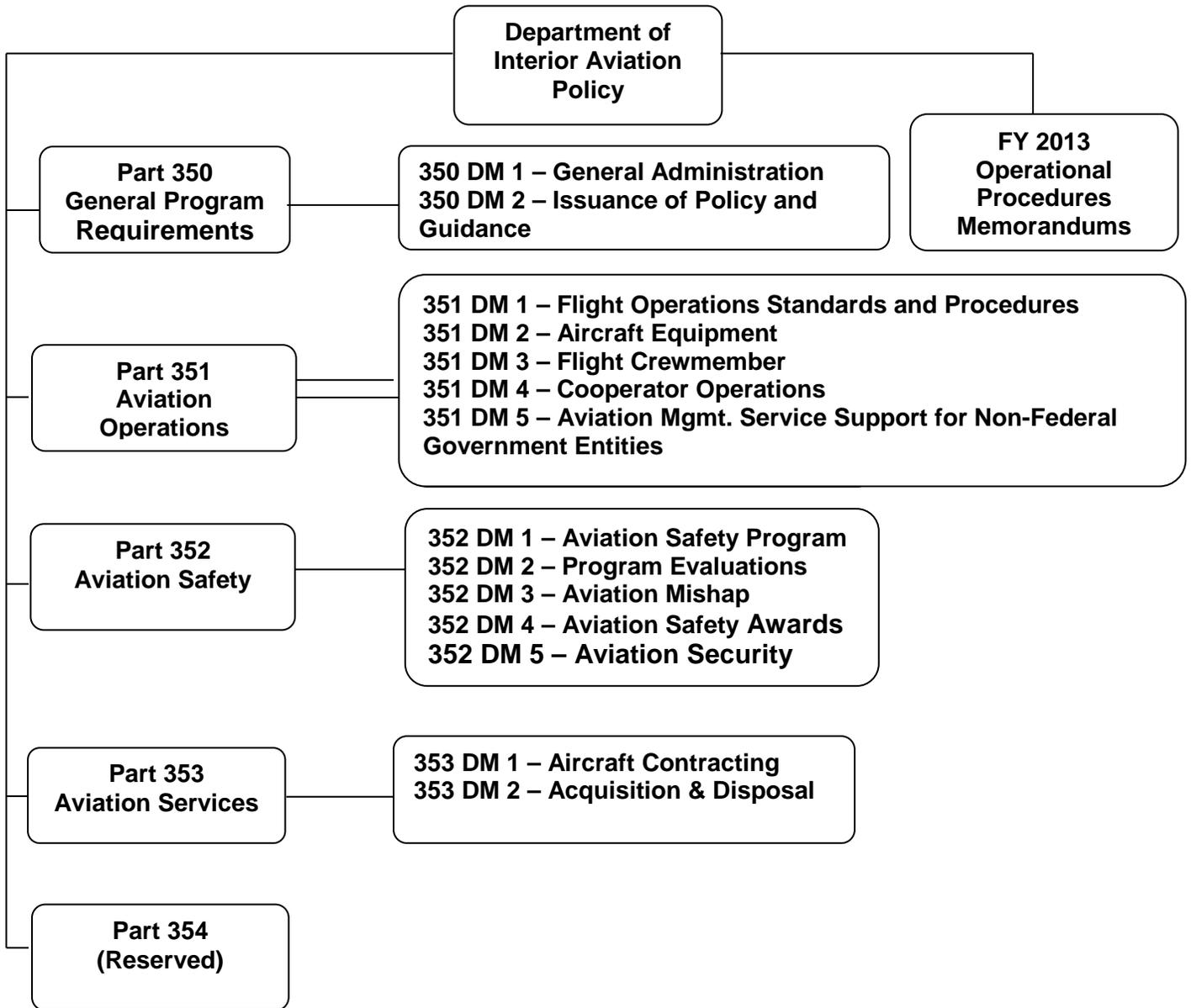
**Scenario 1:** Rebecca arranges a helicopter aerial recon of lands being purchased by her agency. Since she'll be landing at remote sites, she knows she'll need to wear personal protective equipment.

DOI Reference: \_\_\_\_\_

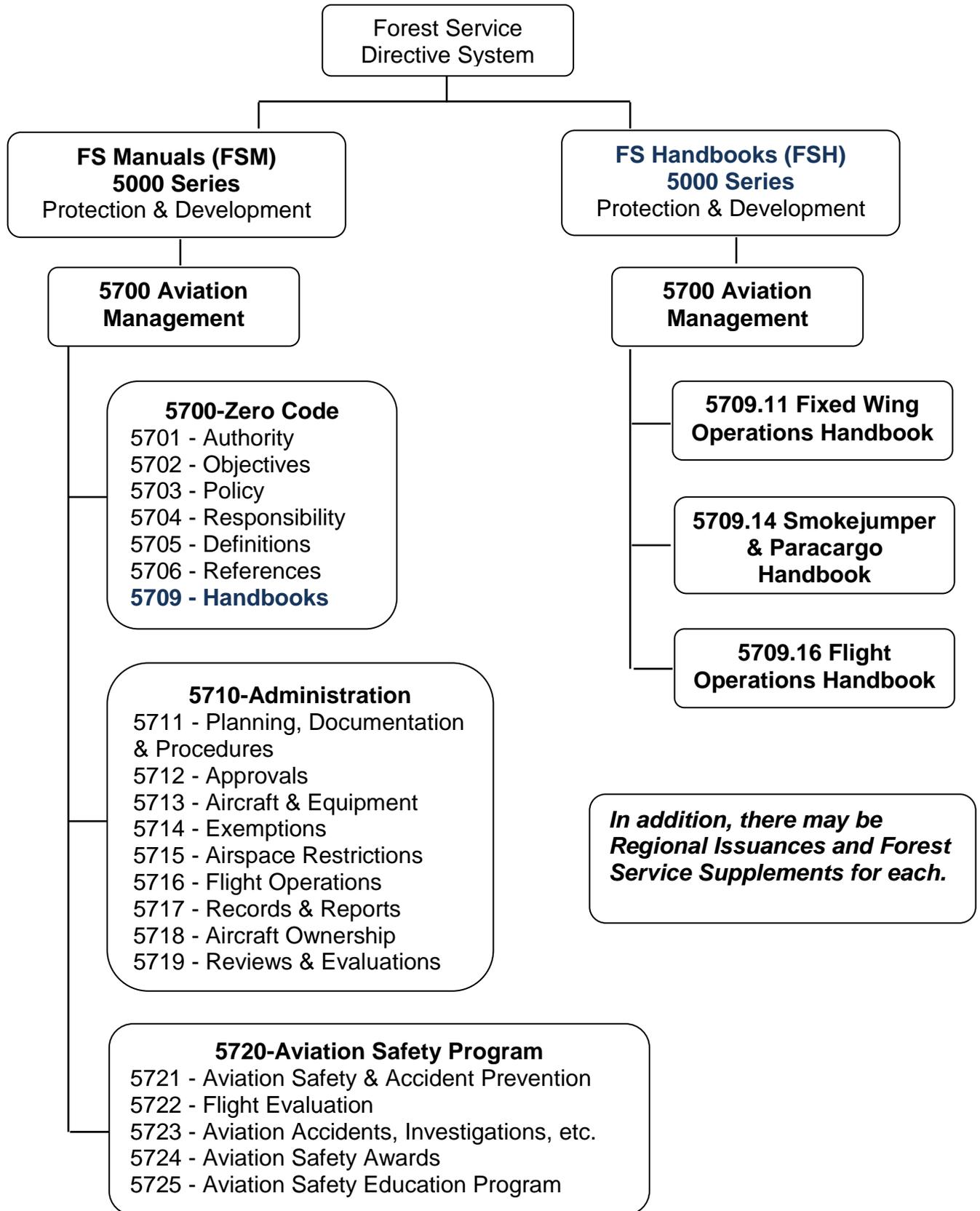
USFS Reference: \_\_\_\_\_

### NOTES:

**POLICY MATRIX FOR THE DEPARTMENT OF THE INTERIOR**



**POLICY MATRIX FOR THE FOREST SERVICE**



## Departmental Manual and USFS Policy

### Interaction/Activity: Name That Policy

**Scenario 2:** As a Supervisor, you know aviation safety training for your employees starts with you, but that responsibility goes right to the top of your Agency.

DOI Reference: \_\_\_\_\_

USFS Reference: \_\_\_\_\_

### Interaction/Activity: Name That Policy

**Scenario 3:** Ethel's Flying Service wants a government contract. You have to advise Ethel that her pilot with 1200 hours of PIC time under his belt does not have enough time to fly on our contracts. Why is that?

DOI Reference: \_\_\_\_\_

USFS Reference: \_\_\_\_\_

### Interaction/Activity: Name That Policy

**Scenario 4:** Since you're the only one on your unit who has an aviation background, your supervisor asks you to write an Aircraft Project Plan. You know exactly where to go for guidance.

DOI Reference: \_\_\_\_\_

USFS Reference: \_\_\_\_\_

### Interaction/Activity: Name That Policy

**Scenario 5:** You've hired an aircraft to spray herbicide under an end product contract. The wildlife biologist insists on being onboard to advise the pilot of sensitive areas to avoid. You tell the biologist, "Sorry, buddy, find another way to do it."

DOI Reference: \_\_\_\_\_

USFS Reference: \_\_\_\_\_

## Module 3: Office of Management and Budget (OMB) Circulars

### Objective:

After completing this module, participants should be able to:

1. Identify how the OMB Circulars A-76 and A-126 affect the acquisition of aircraft for government use.

### Introduction to the Office of Management and Budget (OMB) Circulars A-76 and A-126

**OMB Circular A-76** requires agencies to use standard cost factors to estimate certain costs of government performance. These cost factors ensure that specific government costs are calculated in a standard and consistent manner to reasonably reflect the cost of performing commercial activities with government personnel.

The purpose of **OMB Circular A-126** is to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft.

### Interaction/Activity: Name That Policy

**Scenario 6:** Ann buys her dream aircraft and plans to use it for official travel as well as the low level mission her program plans to fly for a habitat survey. What do you say to this?

DOI Reference: \_\_\_\_\_

USFS Reference: \_\_\_\_\_

## Resources and References

### Websites

U.S. Forest Service Directives System

<http://www.fs.fed.us/im/directives>

U.S. Forest Service Fire and Aviation Management

<http://www.fs.fed.us/fire/aviation>

Electronic Library of Interior Policies

<http://elips.doi.gov>

U.S. Department of the Interior Office of Aviation Services

<http://oas.doi.gov/>

## Summary

### Objectives Review

You should now be able to:

1. Identify the specific Federal Aviation Regulations that affect aviation operations within the Department of the Interior and Forest Service.
2. Identify the difference between civil and public operations of aircraft.
3. Identify the specific parts of Departmental Manual 350-354 and apply the content to answer questions in a scenario exercise.
4. Identify the three broad chapters of the Forest Service Manual 5700 and apply the content to answer questions in a scenario exercise.
5. Identify guides that both the Forest Service and your bureau have adopted as policy.
6. Identify the DOI and Forest Service policies that apply to cooperator, affiliate, associate and other government aircraft within each agency.
7. Identify how the OMB Circulars A-76 and A-126 affect the acquisition of aircraft for government use.

If you have any additional or remaining questions regarding these topics, please ask the instructor at this time.

Please complete and submit the Course Evaluation Form provided by the instructor.