



United States Department of the Interior
Office of Aviation Services
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Handout # 1

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 04

Subject: Aviation User Training Program
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1. **Purpose.** This OPM establishes the Department of the Interior (DOI) Aviation User Training Program as called for in Departmental Manual 112 DM 12. This document identifies five positions which have required training for DOI personnel and other personnel participating in manned aircraft activities. The required positions are: **Aircrew member, Aviation Manager, Flight Follower, Line Manager and Supervisor.**

There are six additional positions which have suggested training. The suggested positions are: Aviation Dispatcher, Fixed-Wing Flight Manager, Fixed-Wing Flight Manager - Special Use, Helicopter Flight Manager (DOI Only), Helicopter Manager – Resource and Project Aviation Manager. Bureaus may choose to adopt these additional position requirements in their agency policy.

DOI Flight Crewmember/Pilot training requirements are identified in OPM-22 Pilot Qualifications and Training Program for manned aircraft.

Unmanned Aircraft System (UAS) Pilots /Crewmembers refer to OPM-11 DOI Use of Unmanned Aircraft Systems (UAS).

A complete description of the DOI interagency aviation training courses in this document can be found in the *Interagency Aviation Training Guide*.

2. **Introduction.** Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc.

Individuals holding a current qualification under the Incident Qualification Certification System are also qualified to perform equivalent non-fire and/or resource aviation positions under Interagency Aviation Training guidelines and do not require additional Interagency Aviation Training.

Some National Wildfire Coordinating Group (NWCG) courses and positions are equivalent to and fulfill the required aviation training identified within this document. Equivalencies are found in Appendix B and Appendix C.

3. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1, and Secretarial Order 3322 dated August 23, 2012.
4. **Responsibilities.** The education, training, and qualification of DOI personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible.
 - A. **Bureau Responsibilities.** Bureaus are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed in this OPM is the minimum for promoting aircraft mishap prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs is the responsibility of bureau management and shall be accomplished as required. Bureaus shall:
 1. Ensure managers provide adequate resources and time for employees and/or those over whom they have operational control (volunteers, cooperators, students, etc.) to effectively perform their jobs in a safe manner.
 2. Ensure employees have received required DOI aviation training prior to participating in or overseeing aviation operations.
 3. Ensure bureau aviation training instructors are certified per this OPM and comply with required course management processes.
 4. Designate bureau aviation personnel to coordinate with OAS Training Branch (OAS-TB) in the development and implementation of aviation training courses.
 5. Provide bureau representation to DOI Executive Aviation Subcommittee, aviation training workgroups and the Interagency Aviation Training Sub-Committee (IATS) as required.
 - B. **DOI OAS Responsibilities.** DOI OAS is responsible for collaborating with bureaus to develop, implement, coordinate, and maintain an aviation-training program to meet Department-wide and bureau-specific needs. These include:
 1. Providing module and instructor standardization for the DOI Aviation User Training Program in coordination with the Interagency Aviation Training Sub-Committee.
 2. Administering the DOI aviation training schedule on the Interagency Aviation Training website.
 3. Coordinating, facilitating, and presenting national level training.
 4. Supporting DOI OAS aviation training needs.

5. Developing, overseeing, and maintaining the Interagency Aviation Training program standards and curriculums in coordination with the Interagency Aviation Training Sub-Committee.
 6. Administrative oversight of an electronic database of DOI OAS and Interagency Aviation Training course presentation accomplishments including training courses presented by title, instructor, date, and location of training and number of trainees by bureau.
 7. Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.
 8. Identifying with bureaus the need for Interagency Aviation Training Instructors and selecting, qualifying, scheduling, evaluating, and certifying the instructors.
5. **Required Aviation Safety Training for Personnel Involved in ANY Aviation Operations or Flight Activities.**
- A. **Mandatory Training by position for personnel with Aviation Management Responsibilities.** All managers and supervisors responsible for administering oversight of programs that use aviation resources for mission accomplishment, aviation personnel, flight activities, UAS, etc., fit within this broad category. Personnel assigned with aviation duties and/or responsibilities that are identified in more than one position in the matrix in Appendix A (i.e., Supervisor and Aviation Manager, this includes both fire and non-fire positions) must satisfy all of the applicable training requirements .
 1. **Supervisors.** Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Supervisors must complete M-3 Aviation Management for Supervisors and A-200 Mishap Review every 3 years.
 2. **Line Managers.** Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line Managers must complete the M-3 Aviation Management for Supervisors or complete the M-2 Aviation Management Line Managers Briefing course every 3 years.
6. **Required Aviation Safety Training for Persons Involved in DOI Flight Activities that do not include Fire Aviation Operations.** A matrix outlining these training requirements can be found in Appendix A.
- In lieu of completing these training requirements personnel may request credit for equivalent training through the bureau National Aviation Manager from the OAS Chief, Aviation Safety, Training, and Program Evaluations Division (ASTPE).
- A. **Mandatory Training by Position for Flight Activities.**
 1. **Aircrew Member.** Personnel (not pilot/passenger) required to either be on board the aircraft/or attend to the loading and unloading of passengers and cargo at all

landing and takeoffs, and ensure that passengers have received a safety briefing prior to all missions. In addition they perform an active mission function during a flight to ensure the successful outcome of the mission.

Knowledge required includes awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public. Aircrew members must complete A-100 Basic Aviation Safety and A-200 Mishap Review every 3 years and A-116 General Security Awareness once.

If responsible for the transport of Hazardous Materials onboard aircraft, aircrew members must also complete A-110 Hazardous Materials Training every 3 years.

If aircrew members are attending to helicopter external loads, they must complete A-219 Helicopter Transport of External Loads once.

2. **Aviation Manager.** (352 DM 1.5) A person with aviation management responsibilities for the national level and serves as the focal point for aviation services and management. These include such positions as national, regional and state aviation program managers.

Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well the minimum for promoting aircraft accident prevention. Aviation Manager training requirements are listed within Appendix A.

3. **Flight Follower.** Persons who are responsible for monitoring aircraft flight activities in accordance with DOI/bureau policies. They may work in a Dispatch Center or at a remote location where they have the ability to monitor a flight by radio or a satellite tracking system and the means to initiate an aircraft mishap emergency response when required.

Additional training may be specified by each bureau. There are no additional training requirements for DOI approved vendor flight following programs.

Minimum training requirements include (but may not be limited to) Departmental policies and procedures for monitoring aircraft flight activities. Flight Follower training requirements are listed within Appendix A.

7. **Interagency Aviation Training Instructor Certification**

- A. **Objective.** This part identifies minimum qualifications for instructors of courses within the Interagency Aviation Training Program. Because of the complexity and/or technicality of aviation skills needed to perform aviation missions, instructors need to possess certain knowledge, skills and abilities to ensure information is being presented in an effective manner. Individuals who meet these standards will be approved as an instructor, authorized to instruct specific IAT courses and provided instructor access to the Interagency Aviation Training (IAT) website.

NWCG course instructors are exempt from this specific instructor certification process for instructing NWCG courses. Individuals instructing NWCG aviation courses are required to meet instructor qualifications within the *NWCG Field Managers Course Guide* or individual course instructor guides.

Qualified instructors who have taught a course within the currency requirement period will receive credit for completing that course.

B. Requirements.

1. **Initial Instructor Certification.** Instructors must complete A-220 Train-The-Trainer or M410 Facilitative Instructor. Prior to Instructor certification, Instructors must be evaluated by DOI OAS-Training Branch (TB), USFS National Aviation Training Program Manager (USFS ATPM) or their Bureau designee. Designee approval must be in writing.

In lieu of completing A-220 or M-410, potential instructors may request course/experience equivalency from their respective DOI Chief ASTPE or USFS National Aviation Training Program Manager (USFS ATPM) for other instructor training courses or experience. Requests should be routed and supported through the bureau national aviation manager.

Upon certification, instructors are authorized to teach the A-100 Basic Aviation Safety Course.

2. **Authorization to instruct Interagency Aviation Training courses in addition to A-100.** Instructors wishing to teach additional courses shall follow the process outlined below.

Instructor shall meet the requirements of paragraph 7(B)(1) above.

Must have successfully completed the course as a student, or have been granted equivalency.

To be granted authorization to teach each additional course, instructors must be evaluated by the OAS-TB or USFS designee approved instructor evaluator. Evaluators shall forward the completed documentation (OAS-105) to OAS-TB or USFS National Aviation Training Program Manager (USFS ATPM) (as appropriate).

3. **Additional Instructor Prerequisites.** Some courses require additional instructor prerequisites beyond the process in paragraph 7(B)(2) above. See Interagency Aviation Training Guide for those specific instructor prerequisites.

Note: Instructors are encouraged to co-teach with a qualified instructor prior to requesting an evaluation.

4. Instructors seeking authorization to teach specific courses based on past training or experience shall submit the request through their bureau aviation manager or regional aviation safety managers with their concurrence. If approved the request will be submitted to OAS-TB or USFS ATPM for approval. (Examples of this might include Subject Matter Experts, Contracting Officers, Solicitors, Pilot Inspectors, Maintenance Inspectors and Accident Investigators.)

Note: Instructors are encouraged to co-teach with a qualified instructor prior to requesting the authorization.

- C. Maintaining Interagency Aviation Training Instructor Certification. Instructors must meet the following requirements to maintain certification:

1. Have agency and supervisor approval.
2. Teach a minimum of one Interagency Aviation Training course every 36 months.
3. Complete course management processes [e.g. registering class on Interagency Aviation Training (IAT) web site, having student's complete OAS-111 course evaluations, closing out course, etc.] for every class taught within 90 days of course completion.
4. Complete an A-225 Interagency Aviation Training Instructor Update session once every 36 months.
5. Instructors who fail to meet these requirements may work with their bureau/agency aviation manager in partnership with OAS-TB to demonstrate knowledge and competency for recertification.

- D. Water Ditching and Survival Instructors. Individuals certified to instruct the course A-312, Water Ditching and Survival

Objective. The following identifies the minimum aviation management training qualifications for instructors to teach the A-312 Course.

Certification: The following requirements (steps 1 through 7 do not need to be completed in sequence)

1. Meet criteria above in section 7(B)(1),(2)
2. Successfully complete the A-312 course as a student.
3. Hold a current CPR and basic first aid certificate.
4. Must complete A-223 Water Ditching and Survival Train-The-Trainer, instructed by a qualified instructor cadre. Basic water rescue is included in the curriculum.
5. A qualified A-312 instructor will mentor an instructor trainee. Mentoring will be performance based.

The instructor trainee must:

- a. Observe/assist a qualified instructor presenting the entire course.
- b. Instruct under the supervision of a qualified instructor.
- c. Demonstrate thorough knowledge of emergency procedures.
- d. Complete the Instructor Trainee Task Book.

The final instructor certification will be documented on the OAS-105 Instructor Evaluation and Certification Form by an OAS/USFS A-223 Water Ditching and Survival Train the Trainer instructor or approved designee. Designee approval will be in writing from the ASTPE or USFS ATPM.

NOTE: Each certification session shall be limited to two instructor trainees per class.

NOTE: A-312 instructors are strongly encouraged to attend a commercial water ditching facility at least once.

6. Currency:

- a. Instructors must meet the requirements in 7C. Maintaining Interagency Aviation Training Instructor Certification.
- b. Co-instruct an A-312 once every 36 months.
- c. Hold current CPR and basic first aid cards.
- d. Provide copies of current training certificates to OAS-TB (CPR and First-Aid) to be filed in the permanent instructor folder at OAS.
- e. Attend an A-223 Instructor Refresher Course or Water Ditching & Survival Workshop once every 36 months.

7. Recertification. Instructors who have not maintained currency (excluding First-Aid and CPR) must meet the following requirements to recertify:

- a. Contact OAS-TB/Bureau Leads/USFS Aviation Training Program Manager (USFS ATPM) to initiate recertification.
- b. Demonstrate knowledge and competency to an OAS, USFS A-223 instructor or approved designee. Designee approval will be in writing from their respective bureau Lead. (This may be accomplished by instructing an A-312 course)

- E. A-223 Water Ditching and Survival Train the Trainer Instructor. Individuals certified to instruct course A-223

Objective. Demonstrate skill in presenting the A-223 course curriculum and safety procedures associated with providing pool exercises.

Certification Requirements Instructors must be:

- a. Qualified and current as an A-312 Water Ditching & Survival Instructor.
- b. A-223 Instructors will maintain basic water rescue or lifeguard certification.
- c. A-223 instructors are required to complete a commercial water ditching course at least once. Courses will be approved by OAS-TB or the Bureaus or the USFS. Commercial course curriculum shall be provided to OAS for informational purposes and to ensure there are no conflicts between commercial course instruction and agency instruction.
- d. OAS-TB Training Specialists are required to complete a commercial water ditching course once every 36 months.

X

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Appendix A
Interagency Aviation Training Matrix 2016

CODE	COURSE TITLE (bold = offered on-line)	Course Length	POSITIONS											
			Aircrew Member	Aviation Dispatcher	Aviation Manager	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Flight Follower	Helicopter Flight Manager (DOI Only)	Helicopter Manager - Resource	Line Manager	Project Aviation Manager	DOI Supervisor	USFS Supervisor
A-100	Basic Aviation Safety	5	3	3	X	3	3	3	3	3		X		
A-103	FAA NOTAM System	1		X	X									
A-104	Overview of Aircraft Capabilities & Limitations	1		X					X					
A-107	Aviation Policy & Regulations I	1		X	X				X		X	X		
A-109	Aviation Radio Use	2		X		X	X	X	X	X	X	X		
A-110	Aviation Transportation of HAZMAT (*if involved)	2	3*	3*	X	3*	3*	3*	3*	3*	3*	3*		
A-112	Mission Planning & Flight Request Process	1		X	X	X	X		X	X		X		
A-115	Automated Flight Following	2		X	X		X	X	X	X				
A-116	General Awareness Security Training	.5	X		X	X	X		X	X		X		
A-200	Mishap Review	2	3	3	3	3	3	3	3	3		3	3	
A-202	Interagency Aviation Organizations	1.5		X	X									
A-203	Basic Airspace	3		X	X									
A-204	Aircraft Capabilities & Limitations	2		X	X		X		X	X		X		
A-205	Risk Management-I	2		X	X		X		X	X		X		
A-207	Aircraft Flight Scheduling	1		X				X						
A-208	Aircraft and Pilot Approval	2			X									
A-209	Helicopter Operations (+helo aircrew only)	8							X	X				
A-218	Aircraft Pre-Use Inspection	.5			X		X			X		X		
A-219	Helicopter Transport of External Cargo (* if involved)	8								X				
A-220	Train-The-Trainer	32	See Section 7 above.											
A-223	Water Ditching and Survival Train-The-Trainer	24	See Section 7 above.											
A-225	Interagency Aviation Training Instructor Update	1.5	See Section 7 above.											
A-302	Personal Responsibility & Liability	2			X		X			3		X		
A-303	Human Factors in Aviation	2		X	X		X			3				
A-304	Aircraft Maintenance	2								X				
A-305	Risk Management II	4		X	X					X		X		
A-306	Aviation Contract Administration Parts I & II	4			X									
A-307	Aviation Policy and Regulations-II	4		X	X					3		X		
A-309	Helicopter Flight Manuals	2								3				
A-310	Overview of Crew Resource Management	2			X		X			3		X		
A-311	Aviation Planning	3			X					X		X		
A-312	Water Ditching and Survival Train-The-Trainer	6-8	As specified by bureau or agency policy.											
A-314	Aviation Program Overview/FS Agency Administrators	3												3
7 Skills	7 Skills of Crew Resource Management (*USFS Only)	3			3*		3*			3*				
M-2	Aviation Management Line Managers Briefing – DOI	3								3				

- Line managers must complete the M-3 Aviation Management for Supervisors or complete the M-2 Aviation Management Line Managers Briefing every 3 years.

M-3 Aviation Management for Supervisors - DOI

X = Requires Completion Once

3 = Requires initial completion and every 3 years

Definitions for all positions can be found in the Interagency Aviation Training (IAT) Guide

Appendix B
S Course Equivalency for Interagency Aviation Training Modules

		One-Way S to A Course														
Interagency Aviation Training (IAT) COURSES	CODE	COURSE TITLE (bold = offered on-line)	S COURSES													
			S-270 Basic Air Operations	S-271 Helicopter Crewmember	S-273 SEAT Manager	RT-273 SEAT Manager Refresher	S-371 Helibase Manager	S-372 Helicopter Manager	RT-372 Helicopter Manager Refresher	S-378 Air Attack Group Supervisor	S-375 Air Support Group Supervisor	S-470 Air Operations Branch Director				
	A-100	Basic Aviation Safety				Coordinate with -OAS TB (DOI) for course equivalencies 208-433-5058										
	A-104	Overview of Aircraft Capabilities & Limitations	E													
	A-107	Aviation Policy & Regulations-I														E
	A-109	Aviation Radio Use														
	A-110	Aviation Transportation of HAZMAT (if involved)														
	A-112	Mission Planning & Flight Request Process														
	A-115	Automated Flight Following														
	A-116	General Awareness Security Training														
	A-200	Mishap Review														
	A-202	Interagency Aviation Organizations														
	A-203	Basic Airspace			E									E		
	A-204	Aircraft Capabilities & Limitations														
	A-205	Risk Management-I						E	E						E	E
	A-207	Aircraft Flight Scheduling														
	A-208	Aircraft and Pilot Approval			E											
	A-209	Helicopter Operations (+helo aircrew only)		E												
	A-216	Aircraft Operations Security														
	A-218	Aircraft Pre-Use Inspection			E				E							
	A-219	Helicopter Transport of External Cargo (if involved)		E												
	A-302	Personal Responsibility & Liability														
	A-303	Human Factors in Aviation														
	A-304	Aircraft Maintenance							E							
	A-305	Risk Management-II														
	A-306	Aviation Contract Administration Parts I & II			E				E							
	A-307	Aviation Policy and Regulations-II							E							
	A-309	Helicopter Flight Manuals							E							
	A-310	Overview of Crew Resource Management														

This matrix shows the approved one-way course equivalents (E) for the Interagency Aviation Training (IAT) modules. It is recognized that personnel may receive aviation-related training from sources other than that found in the IAT curriculum. It is the goal of the IAT system to diminish redundancy and promote effective and efficient training. Supervisors should review the following list of DOI approved course equivalents when assessing the training needs of their employees. Outside- course curriculum can be used to satisfy the requirements of the IAT Guide. It is incumbent upon the supervisor and the employee to ensure that training records are maintained that support completion of equivalency courses in place of the IAT curriculum.

Appendix C

One-Way NWCG Position to Interagency Aviation Training Position Crosswalk

NWCG Positions		IAT Positions									
		Aircrew Member (See Note ¹)	Fixed Wing Flight Manger	Fixed Wing Flight Manager Special Use	Helicopter Flight Manager	Flight Follower	Resource Helicopter Manager	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
ACAC	Area Command Aviation Coordinator								X	X	
AOBD	Air Ops Branch Director								X	X	
ACDP	Aircraft Dispatcher					X		X			
ASGS	Air Support Group Supervisor								X	X	
ATGS	Air Tactical Group Supervisor	X	X	X							
DECK	Deck Coordinator	X									
HEB1/2	Helibase Manager	X			X				X		
HLCO	Helicopter Coordinator	X			X						
HECM	Helicopter Crewmember	X									
HMGB	Helicopter Manager	X	X ²		X		X				
SEMG	SEAT Manager	X	X								

Example: As a qualified and current NWCG Air Operations Branch Director (AOBD), the Interagency Aviation Training system recognizes the individual's ability to successfully function as a Project Aviation Manager or Aviation Manager for non-fire aviation jobs described in OPM-04 and the Interagency Aviation Training Guide.

Note¹: Aircrew Member

- Helicopter qualified personnel lacking fixed wing experience shall complete A-100 Basic Aviation Safety prior to working as an Aircrew Member for fixed wing operations.
- Fixed wing qualified personnel lacking helicopter experience shall complete A-100 Basic Aviation Safety prior to working as an Aircrew Member for helicopter operations.

Note²: HMGB wishing to act as a Fixed Wing Flight Manager shall complete A-100 Basic Aviation Safety.

Department of the Interior Departmental Manual

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Series: Aviation Management

Part 352: Aviation Safety

Chapter 2: Aviation Program Evaluations

Originating Office: National Business Center

352 DM 2

2.1 **Purpose.** This Departmental Manual chapter establishes policy and procedures for the oversight, conduct, tracking, and associated management of aviation program evaluations.

2.2 **Authority.** This policy is established in accordance with provisions of Department Manual 112 DM 10 and 352 DM 1, "Aviation Safety Program." The Federal Managers Financial Integrity Act (Public Law 97-255) establishes specific requirements for agency heads to establish management controls safeguarding against waste, fraud, and mismanagement. Office of Management and Budget Circular A-123, "Management Accountability and Control," prescribes appropriate management controls as an integral part of the cycle of planning, budget, management, and auditing. Federal Management Regulation (41 CFR 102-33) "Management of Government Aircraft" establishes Federal aviation management practices including evaluation, review, and reporting on various aspects of aviation programs. The Interagency Committee for Aviation Policy (ICAP) agreement of January 2000 established common aviation safety standards and guidelines that require program evaluations for all ICAP member agencies.

2.3 **Introduction.** Aviation program evaluations are conducted via a systematic process for analyzing and reporting information with regard to the aviation programs at all levels of the Department of the Interior. It is an essential means of providing feedback related to the operations, process, and outcomes of aviation programs with a focus on program enhancement. This quality assurance system assesses the safety of aviation services provided, ensures efficiency in the management of complex resources, and provides a means for sharing best practices.

2.4 **Policy.** Bureau Managers are responsible for aviation program performance and attaining established standards.

A. **Objectives.** Interior's aviation program evaluations will be conducted in each of the bureau's geographic units (Region, State, Area, etc.) that use aviation resources. Evaluations should occur on a 5-year interval and assess processes commensurate with controlling costs, mitigating adverse aspects of aviation operations, and to evaluate outcomes. Followup contacts will occur on 1-year intervals following the evaluation to document program enhancements.

B. Goals. Department-level Aviation Program Evaluation goals are:

(1) Evaluations will be conducted in a manner that is objective and independent of internal bureau inspections, audits, and controls while minimizing the duplication of efforts.

(2) Reliable and timely information will be obtained, maintained, reported, and used for decision making.

(3) Management and program deficiencies are recognized and corrective actions are promptly recommended.

(4) Findings and recommendations are monitored for corrective action and bureaus are encouraged to pursue program enhancements.

(5) Best practices are identified and shared with all aviation programs through the evaluation/oversight process.

2.5 Responsibility.

A. National Business Center (NBC), Aviation Management Directorate (AMD). The NBC AMD Associate Director shall, with bureau participation, establish evaluation criteria for and provide leadership in the conduct of aviation program management and aviation program evaluations within the Department (352 DM 1.6A). It is the responsibility of the Aviation Program Evaluation Specialist to develop and maintain an independent assessment program commensurate with Departmental policies, goals, and objectives.

B. Bureau. Bureau Aviation Managers are responsible for coordination with the Bureau Regional/State/Area Directors and the NBC AMD for the conduct of timely program evaluations, facilitating program enhancements, and followup.

C. Managers. Managers at all levels in NBC AMD and the bureaus have the responsibility for implementing prescribed management controls, participating in and/or supporting evaluations of their program, and for leading efforts toward aviation program enhancement.

2.6 Evaluation Process.

A. Planning. The following procedure will be followed in planning, conducting, reporting, and monitoring phases of the evaluation program system.

(1) The Aviation Program Evaluation Specialist will coordinate with the Bureau Aviation Manager and the NBC AMD Regional Director on team membership and itinerary. Team composition should include the NBC AMD Regional Director and the Bureau National Aviation Manager or their designated representative. The Aviation Program Evaluation Specialist will maintain the final decision on team composition and/or support services as necessary.

(2) NBC AMD may fund the team's transportation while in the field. The bureau is responsible for coordinating transportation requirements with the Aviation Program Evaluation Specialist. Team members/advisors are responsible for the cost of their transportation from their home office to the site of the management briefing and their return home.

(3) The NBC AMD Associate Director will provide initial correspondence for evaluation coordination/scheduling to the Bureau Regional/State/Area Director in the geographical area where the aviation evaluation is to be conducted. A courtesy copy will also be sent to the Bureau Director.

B. Program Scope and Outcomes. The Aviation Program Evaluation Specialist will collect data representing the last 5 years' accident/incident occurrence, safety communiqué (SAFECOM, www.safecom.gov) participation, aircraft use in hours and dollars, and other data found to be relevant to program performance and outcomes. Copies will be sent to evaluation team members and the Bureau Aviation Manager prior to the evaluation.

(1) The Bureau Aviation Manager is responsible for dissemination of the aviation evaluation criteria to each unit being visited by the team.

(2) The bureau should provide copies of reports from internal evaluations or similar studies for the team to review prior to its field visit. The team may review field unit aviation plans and/or safety plans when available.

C. Conduct. Bureau Regional/State/Area Directors and staff shall be briefed in person, by telephone, or by e-mail prior to and after completion of the field evaluation. The Aviation Program Evaluation Specialist will brief the NBC AMD Associate Director in closing. The team should visit aviation support facilities (helibases, airports, retardant bases, dispatch centers) as time permits, which may include cooperating or interagency facilities. General areas of assessment will include the following:

(1) Administration. Quality controls and outcomes may be assessed in the following categories:

(a) Management and Organization. Evaluate the effectiveness of management practices, internal guidance processes, controls, and organization structure.

(b) Needs Assessment. Assess the efficiency and effectiveness of aviation resources being used or immediately available to a program.

(c) Economic Evaluation. Evaluate the costs and outcomes of program expenditures where possible. This may consider cost comparisons among the available procurement alternatives (in-house, contract, rental, relative to the A-76).

(d) Customer Satisfaction. Customers provide feedback about the extent to which the services rendered have met the bureau's expectations.

(2) Operations. Assess operations to determine if they are functioning as intended by management. Evaluate procedures used for compliance with FARs and DMs. This may be conducted as a short-term response to safety concerns, as an operational risk assessment, or to review procedural issues of immediate concern.

(3) Safety. Analyze bureau accident prevention activities, accident history, and participation in the DOI Aviation Mishap Information System. Identify trends within the program that may precipitate mishaps.

(4) Training. Review bureau aviation user training records to determine if employees involved in the use or control of aviation resources are receiving an appropriate level of aviation safety training.

(5) Security. Aviation security is considered a key element of each bureau aviation program. In accordance with 352 DM 5, "Aircraft and Aviation Facility Security," aircraft and aviation facility security will be assessed for compliance in accordance with policies and procedures designed to safeguard DOI owned or controlled aircraft against theft and associated misuse by terrorists or individuals engaging in other criminal activity. The *Field Reference Guide for Aviation Security for Airport or other Aviation Facilities* (AAF) will be utilized for compliance (available at the NBC AMD Web site www.nbc.gov/amd).

D. Findings and Recommendations. Findings will be accompanied by recommendations for aviation program enhancement with recommended assignments to bureau or NBC AMD offices. The bureau and NBC AMD are responsible for facilitating personnel assignments for corrective actions. Team findings and recommendations will be provided in writing to the Bureau Aviation Manager and the appropriate NBC AMD office manager. The final report will include findings, recommendations, and due response dates. The final report will be developed by the Aviation Program Evaluation Specialist in coordination with the Bureau Aviation Manager and appropriate NBC AMD Regional Director/Division Chief, with recommended assignments, and will be forwarded from the NBC AMD Associate Director to the Bureau/State/Area/Regional Director, as appropriate.

E. Follow-up Action. The appropriate bureau and NBC AMD office manager is requested to respond in writing to the NBC AMD Aviation Program Evaluation Specialist, within 60 days of receipt of the final report, describing the proposed plan of action and milestones to address the recommended program enhancements. The Aviation Program Evaluation Specialist will coordinate with the Bureau Aviation Manager to track recommendations and target dates for follow-up in each geographic area evaluation. The Aviation Program Evaluation Specialist will document enhancements resulting from the aviation evaluation process.

2.7 Recognizing and Reporting Deficiencies. Commensurate with the requirements of OMB Circular A-123, the Department is required to report material weaknesses in management controls. The DOI Management Control Program prescribes a system for bureaus to identify and report these weaknesses. The NBC AMD and bureaus will facilitate the reporting of material weaknesses in aviation management practices, commensurate with the direction established in the

referenced program.

A. Definitions.

(1) A program deficiency is an issue that may identify any concern related to the safe, effective, and efficient operation of an aviation program such as:

(a) An item that is contrary to the appropriate policy requirements of the Departmental Manual (DM) 350-354 series, Federal Aviation Regulations (FARs), or interagency agreements.

(b) An item that compromises safety, risk management, or accident prevention.

(c) An item that unnecessarily hampers or delays the accomplishment of the assigned mission or causes an unjustified increased cost to the Government.

(d) An item contributing to the waste, fraud, or mismanagement of aviation funds, programs, or resources.

(2) A material weakness is an unresolved program deficiency that:

(a) Is substantially and/or essentially below the standard established by the Department or in the Code of Federal Regulations (CFR).

(b) Has not been corrected within a reasonable amount of time and effort.

(c) Is subsequently designated by the NBC AMD Associate Director as a problem significant enough to report outside the agency.

(d) Requires a judgment by senior management as to the relative risk and significance of the deficiency to the Department. Reporting outside the agency is only recommended after a reasonable period of time has elapsed and all available resources have been exhausted in an effort to correct the deficiency.

B. Reporting Deficiencies. Bureau Managers and employees should identify deficiencies and enhancements as a result of their operational management controls. Safety deficiencies may also be reported to the Aviation Mishap Information System via a SAFECOM (www.nbc.gov/amd). A program deficiency observed during the course of an aviation program evaluation will generally be reported if it is, or should be, of interest to the next level of management. Less significant and site-specific operational concerns may also be reported for the bureau's internal use, but may not require further reporting or tracking.

2.8 **Program Enhancements.** Bureau Managers and NBC AMD Regional Directors/Division Chiefs are responsible for taking timely and effective action to implement recommended

enhancements. One year from the time of notification is generally considered sufficient time to resolve issues that do not require "out-year" fiscal planning and approval (In comparison, management must make a decision regarding Inspector General (IG) audit recommendations within a 6-month period and implementation of IG recommendations should be completed within 1 year, to the extent practicable). A determination should be made when sufficient corrective actions have been taken and desired results have been achieved. The NBC AMD Aviation Program Evaluation Specialist should be notified when a program enhancement effort comes to closure.



United States Department of the Interior

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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 06

Subject: Aviation Management Plans

Effective Date: January 1, 2016

Supersedes: OPM-06 dated July 21, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. **Purpose.** This OPM establishes the minimum elements to be included in a published Bureau National Aviation Management Plan and the required elements of all bureaus' Project Aviation Safety Plans.
2. **Background.** Departmental mishap analyses and aviation program evaluations pinpointed aviation planning as a prime area for improvement across the bureaus' aviation enterprises. Further, differing interpretations of departmental aviation policy resulted in widely varying formats and levels of detail in bureau national aviation plans and project plans. This document clarifies departmental policy on required written aviation plans in order to improve aviation safety and realize operational efficiencies through broad standardization. .
3. **Authority.** Authority is authorized under Departmental Manual 112 DM 12; 350 DM 1.1; 352 DM 1; 485 DM 1; and Secretarial Order 3322 dated August 23, 2012.
4. **Policy.** Bureaus will develop and publish a National Aviation Management Plan that addresses the minimum elements listed in Appendix A. National Aviation Management Plans will be formally reviewed and approved by the respective Bureau Director at a minimum of every three years. Bureau Director approval authority will not be delegated below the bureau's designated aviation executive (DOI Executive Aviation Committee member—SES). Bureau National Aviation Managers will review their NAMP annually and are authorized to make interim revisions as required.

Project Aviation Safety Plans (PASPs) will be developed for all special use missions. For those bureaus that perform similar special use aviation missions on a recurring or routine basis, the required PASP can be rolled into a station/unit aviation plan that is reviewed at least annually. In this instance, in place of a PASP the bureau must have a documented process to capture the unique and special circumstances (ex. dispatch log, passenger manifest). Project supervisors and management-level project approvers are responsible for ensuring PASPs are completed. The Project supervisor should work closely with aviation managers in preparing these plans. The level at which a PASP is approved is based on the risk level as determined by the written risk assessment/bureau approved SMS (Safety Management System) within the PASP. Project Aviation Safety Plans will include, at a minimum, the elements in Appendix B.

APPENDIX A

Minimum Elements for Bureau National Aviation Management Plans

Instructions: If an element listed in this appendix does not apply to a bureau then the bureau's Plan will list that element as not applicable. For example if a bureau does not conduct fixed wing operations, then that section would be listed as "N/A".

1. Aviation Organization

- a. Roles and Responsibilities
- b. Objectives of the aviation enterprise
- c. Authorities
- d. Revision schedule
- e. Bureau-specific organizational requirements (if applicable)

2. Aviation Administration

- a. Contracts (non-fleet)
- b. Acquisition (fleet)
- c. Use reports and payments processes
- d. Record keeping requirements
- e. Bureau-specific administrative requirements (if applicable)

3. Aviation Safety

- a. Policy (SMS, top-down buy-in, safety culture structure, etc.)
- b. Risk Management (programs, procedures, tools, etc.)
- c. Promotion (education, awareness, reporting--i.e., SAFECOM, awards)
- d. Assurance (mishap response, program evaluations, accident investigation)
- e. Documentation requirements
- f. Bureau-specific safety requirements (if applicable)
- g. Reporting airspace conflicts through the SAFECOM system

4. Aviation Operations

- a. Special-use (fire, low-level, law enforcement, SAR, etc....must list and describe all)
- b. Fixed wing
- c. Rotary wing
- d. Fleet operations
- e. Cooperator operations
- f. Passenger transport
- g. Hazardous materials transport
- h. Flight planning (policies, dispatching)
- i. Flight following (policies, mishap response operations)
- j. Unmanned systems
- k. Documentation requirements
- l. Bureau-specific operational requirements (if applicable)

5. Aviation Training

- a. Management responsibilities
- b. Required aviation training
- c. Specialty training
- d. Contracting Officer's Representative (COR) requirements
- e. Documentation requirements
- f. Bureau-specific training requirements (if applicable)

6. Aviation Security

- a. Aviation facilities (owned, leased, occupied, or operationally controlled)
- b. Aircraft (fleet, leased, contracted, etc.)
- c. Aviation fuel (owned, leased, or operationally controlled)
- d. Bureau-specific security requirements (if applicable)

7. Airspace Coordination

- a. Introduction to interagency process (Ref: Interagency Airspace Coordination Guide)
- b. Definitions (e.g., describe NOTAMs, FTAs, TFRs, and procedures involved, etc.)
- c. Deconfliction procedures (foreign borders, airspace boundaries, agreements and requests)
- d. Emergency Security Control of Air Traffic (ESCAT) procedures
- e. Bureau-specific airspace requirements (if applicable)

8. Aviation Project Planning Requirements

- a. The bureau adopts at a minimum the Project Aviation Safety Plan (PASP) elements as listed in Appendix B.

APPENDIX B

Minimum Elements of a Project Aviation Safety Plan (PASP)

Instructions: If an element listed in this appendix does not apply to the project then the PASP will list that element as not applicable. For example if the mission does not require protective clothing or equipment, then that section would be listed as "N/A".

- 1. Project Name and Objectives** – Brief description of the project and its objectives.
- 2. Justification** – Indicate why the project will require the use of an aircraft in special use flight conditions/environments and list the most practical alternative for completion of the project.
- 3. Project Dates** – Dates the project will begin and end. These may be approximate, since the exact dates of flight may not be known.
- 4. Location** – Enter a descriptive location and include a map clearly showing the area where the flights will occur. Aerial hazards must be clearly indicated.
- 5. Projected Cost of Aviation Resources** – Enter cost coding, projected flight hours and cost, projected miscellaneous expenses (overnight charges, service truck mileage, etc.), and total cost of the aviation portion of the project.
- 6. Aircraft** – If known, identify company(ies) that own(s) aircraft anticipated to be used, registration number, aircraft type, date of aircraft data card expiration and missions for which the aircraft is approved.
- 7. Pilot** – If known, identify Pilot(s), types of aircraft qualified in, types of missions qualified for and Pilot card expiration date.
- 8. Participants** – List individuals involved in flights, their qualifications (Helicopter Manager, Passenger, Helibase Manager, etc.), dates of last aviation training, and include individual's project responsibilities.
- 9. Communication Plan, Flight Following and Emergency Search and Rescue** – Identify the procedures to be used.
- 10. Aerial Hazard Analysis** – An aerial hazard analysis with attached map will be provided to the pilot before the flight. Flights made in confined areas (e.g. deep, narrow canyons) require that a prior ground and/or aerial survey of hazards be made. A copy of the hazards map shall be provided to the pilot prior to any project flight. The necessary temporary flight restrictions and coordination with the Federal Aviation Administration and, if appropriate, military authorities, must be accomplished prior to project.
- 11. Protective Clothing and Equipment** – Identify the protective equipment and clothing necessary for the particular operation. Survival equipment (extra water, flotation devices, sleeping bags, etc.) beyond the normal PPE complement may be required.
- 12. Weight & Balance / Load Calculations** – The pilot is responsible for the accurate completion of weight and balance load calculations. Trained aviation personnel shall ensure that aircraft scheduled are capable of performing the mission(s) safely and within the capability of the aircraft selected. The helicopter or fixed wing manager shall ensure that manifests and weight and balance load calculations are completed properly and completed daily.

13. Risk Assessment/SMS – Risk assessment utilizing the tools listed in Appendix J of IHOG or bureau approved SMS.

Risk management principles and processes are described in detail in Chapter 3 of the IHOG: http://www.nwcg.gov/pms/pubs/pms510/23_Chapter03.pdf. A variety of risk assessment tools can be found in the *IHOG Appendix J*: http://www.nwcg.gov/pms/pubs/pms510/53_AppendixJ.pdf

14. Signatures – Line Manager or appropriate level of approval based on the risk assessment or other bureau requirement.

Department of the Interior Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 350: General Program Requirements
Chapter 1: General Administration

Originating Office: National Business Center

350 DM 1

1.1 Purpose. This chapter provides a general overview of the aviation program requirements. Parts 350 through 354 of the Departmental Manual (DM) provide management responsibilities, policies, and procedures for utilizing and operating aircraft within the Department of the Interior (DOI).

1.2 Scope.

A. The provisions set forth in Parts 350 – 354 of the DM are applicable to all DOI bureaus that utilize or operate aircraft. Because DOI is responsible for all personnel onboard aircraft under its operational control, the provisions in the DM, National Business Center Aviation Management Directorate (NBC AMD) Operational Procedures Memoranda (OPMs), and appropriate handbooks are applicable to all Interior employees, individuals, or groups providing volunteer services without compensation, or any other persons supervised by Departmental employees.

B. Persons employed by or whose work is directed solely by cooperators or contractors are exempt from provisions of these documents EXCEPT when their duties include use of flight services, which are under operational control of the Department or present a serious safety hazard to personnel or property.

C. Parts 350 - 354 of the DM do not apply to international DOI operations (except for fleet operations). However, DOI employees should attempt to follow DOI aviation policies to the extent practical.

1.3 Policy.

A. DOI aviation activities include both "civil" and "public" operations. Civil aircraft operations shall comply with applicable sections of 14 CFR as well as the Departmental Manual. Public aircraft operations shall comply with applicable sections of 14 CFR (control of air traffic, use of airspace, and aircraft registration) as well as the contents of this manual, unless the AMD Associate Director approves an exception.

B. Life-threatening emergencies may require deviation from polices in the 350-354 series. For in-flight emergencies, the pilot shall take appropriate action to ensure safety of flight. These situations shall be reported by the pilot to the chief pilot or supervisor and documented on Form AMD-34, SAFECOM (www.safecom.gov).

1.4 **Abbreviations.** Abbreviations used in Parts 350-354 of the DM are listed in Appendix 1 to this chapter.

1.5 **Definitions.** Definitions for terms used in Parts 350 through 354 of the DM are provided in Appendix 2. The definitions are in addition to those found in 14 CFR 1.

1.6 **Responsibilities.**

A. Assistant Secretary - Policy, Management and Budget (A/S-PMB). The A/S-PMB has broad oversight responsibility for DOI aviation management policy.

B. Director, National Business Center (NBC). The Director, NBC, is responsible for the development and oversight of aviation policy

C. Associate Director, Aviation Management Directorate (AMD). The Associate Director, AMD, is responsible for Department-wide aviation policies and procedures in consultation and cooperation with the Aviation Board of Directors. An overview of the general aviation functions and responsibilities are provided in Appendix 3.

D. Aviation Board of Directors. The Aviation Board of Directors (ABOD) is responsible for providing executive level bureau involvement in the formulation of aviation policy and the management aspects of aviation activities in the Department in accordance with the ABOD Charter.

E. Aviation Board of Director's Working Group (ABOD/WG). The ABOD/WG assists the ABOD in the technical aspects of aviation management. The members address Departmental issues, initiate improvements, analyze issues, and make recommendations to the ABOD.

F. Bureau Responsibilities. Bureaus are responsible for implementing and executing Departmental and bureau-specific aviation policies and operations. Appendix 4 is a compilation of bureau aviation management responsibilities. Adjustments must be made with the mutual consent of appropriate bureau officials and the NBC AMD Associate Director. NBC AMD will record functional adjustments in one of the following ways:

(1) Memorandum of Understanding (MOU). An MOU or similar agreement (Interagency Agreement (IAA)) to cover continuing operational situations.

(2) Memorandum. An official memorandum for one-time tasks or assignments; verbal arrangements must be confirmed in writing.

1.7 **Certification.** Vendors will be Air Carrier/Commercial Operators certificated under Federal Aviation Administration (FAA) Regulations (FARs) 14 CFR Parts 121, 125, 127, 133, 135, or 137. All aircraft owned by the Department must be registered with the FAA in the name of the U.S. Department of the Interior, (except for selected law enforcement aircraft) and maintained on AMD property accountability records. The Certificate of Registration must be displayed in the aircraft in accordance with FAA requirements. Aircraft shall be certified, maintained, and operated in accordance with 14 CFR unless an exception to this policy is approved by the Associate Director, NBC AMD. Operation of an uncertificated aircraft also requires approval of the Associate Director NBC AMD.

1.8 **Transportation of Passengers.** Travel on Government aircraft or privately owned aircraft (as defined in 350 DM 1, Appendix 4) on official business is restricted to official travel or travel on a space-available basis, subject to the policies and definitions prescribed in 41 CFR 101.37, Office of Management and Budget (OMB), Circular A-126; and NBC AMD Operational Procedures Memorandum "Improving the Management and Use of Government Aircraft."

A. **Official Passengers.** The following categories of personnel are official passengers:

(1) Officers and employees of the Federal Government traveling on official business.

(2) Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs.

(3) Non-Federal passengers when engaged in missions which enhance accomplishment of Departmental programs such as personnel of cooperating State, county, or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies; and private citizens.

(4) Space-available passengers authorized and approved in accordance with OMB Circular A-126.

(5) Space-available travelers approved by the Secretary of the Interior on a trip-by-trip basis.

B. **Unauthorized Passengers.** All personnel who are not official passengers shall be considered unauthorized passengers and are not authorized to be transported in any aircraft owned or operated by or on behalf of the Department. A person who is otherwise an official passenger could become unauthorized by performing a function for which that person is not authorized, e.g., a passenger performing pilot duties without proper authorization.

C. **Privately Owned Aircraft.** A DOI employee, holding an FAA issued Pilot Certificate and current, appropriate Medical Certificate, properly authorized to exercise the privileges of their certificate, may utilize their privately owned aircraft for official travel and receive reimbursement, if the mode of travel is approved by their supervisor. The total allowable reimbursement shall be limited to total constructive cost of the appropriate common carrier transportation including

constructive per diem by that method in accordance with Federal Travel Regulations. However, the transportation of passengers on a privately owned aircraft is prohibited unless the aircraft and pilot are properly carded for DOI operations.

1.9 Reporting Requirements. DOI employees shall report flight hours in the following manner:

- A. DOI fleet aircraft – form AMD-2 (www.nbc.gov/amd).
- B. Contracted aircraft from commercial sources - form AMD-23 (www.nbc.gov/amd).
- C. Cooperator aircraft under the operational control of DOI as prescribed by the AD, AMD.
- D. Privately owned aircraft used on official business - form AMD-2.

1.10 Exceptions.

A. The NBC AMD Associate Director may issue written authorization for exceptions to prescribed policy providing:

- (1) The deviation is in the interest of the U.S. Government; and
- (2) Aviation safety considerations are not compromised.

B. Requests for exceptions must be addressed to the NBC AMD Associate Director through the Bureau Aviation Manager and must contain detailed justification that the waiver is essential in the accomplishment of specific bureau projects.

1.11 Interagency Boards and Committees. Through cooperative agreements with other agencies, the Associate Director, NBC AMD, or his/her designated representative, may participate on boards and committees to develop and standardize policies, procedures, systems application, and operational criteria for the use of aviation resources.

Aviation Management Abbreviations

1. A&P	Airframe & Powerplant (Mechanic)
2. A/S-PMB	Assistant Secretary, Policy, Management and Budget
3. AAF	Field Reference Guide for Aviation Security for Airport or other Aviation Facilities
4. ABOD	Aviation Board of Directors
5. ACCO	Air Carrier/Commercial Operator
6. ACE	Aviation Centered Education
7. ACETA	Aerial Capture, Eradication, and Tagging of Animals
8. AD	Airworthiness Directive
9. AGL	Above Ground Level
10. AIM	Airman's Information Manual
11. ALSE	Aviation Life Support Equipment
12. AMD AD	Aviation Management Directorate, Associate Director
13. AMD RD	Aviation Management Directorate, Regional Director
14. AMD	Aviation Management Directorate
15. AMIS	Aviation Mishap Information System
16. AMRB	Aviation Mishap Review Board
17. AMTS	Aviation Management Training for Supervisors
18. AMWG	Aviation Management Working Group
19. AOA	Air Operations Area
20. APE	Aviation Program Evaluation
21. APO	Aviation Program Overview
22. ARA	Aircraft Rental Agreement
23. ASI	Aircraft Safety Investigator
24. ASM	Aviation Safety Manager
25. ATC	Air Traffic Controller
26. BIA	Bureau of Indian Affairs
27. CFI	Certificated Flight Instructor
28. CFR	Code of Federal Regulations
29. CG	Center of Gravity
30. CO	Contracting Officer
31. COR	Contracting Officer's Representative
32. COTR	Contracting Officer's Technical Representative
33. CWN	Call When Needed Program

34. DASHO	Designated Agency Safety and Health Official
35. DIAR	Department of the Interior Acquisition Regulation
36. DM	Departmental Manual
37. DOD	Department of Defense
38. DOI	Department of the Interior
39. ELT	Emergency Locator Transmitter
40. ETA	Estimated Time of Arrival
41. FAA	Federal Aviation Administration
42. FAR	Federal Aviation Regulations
43. FCC	Flight Coordination Center
44. FMR	Federal Management Regulations
45. FOIA	Freedom of Information Act
46. FSDO	Flight Standards District Office
47. FSS	Flight Service Station
48. GBL	Government Bill of Lading
49. GSA	General Services Administration
50. GTR	Government Transportation Request
51. IAA	Interagency Agreement
52. IAT	Interagency Aviation Trainer
53. IB	Information Bulletin
54. ICA	Intergovernmental Cooperation Act of 1968
55. ICAP	Interagency Committee for Aviation Policy
56. IFR	Instrument Flight Rules
57. IG	Inspector General
58. IHOG	Interagency Helicopter Operations Guide
59. IIC	Aircraft Accident Investigator-In-Charge
60. IMC	Instrument Meteorological Conditions
61. IPAC	Intra-Governmental Payment and Collection
62. IPG	Inspection Planning Guideline (of ICAP)
63. IWP	Incident With Potential
64. MAP	Mishap Action Plan (replaces Aircraft Pre-Accident Plan)
65. MDA	Minimum Descent Altitude
66. MEA	Minimum En Route Altitude
67. MOA	Memorandum of Agreement
68. MOU	Memorandum of Understanding
69. NBC	National Business Center
70. NFES	National Fire Equipment System
71. NFPA	National Fire Protection Association
72. NTSB	National Transportation Safety Board
73. NVG	Night Vision Goggles
74. OG	Operation Guide
75. OMB	Office of Management and Budget

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76. OPAC	Online Payment and Collection
77. OPM	Office of Personnel Management
78. OPM	Operational Procedures Memorandum (AMD)
79. PIC	Pilot-In-Command
80. PPE	Personal Protective Equipment
81. PRB	Pilot Review Board
82. PTS	Practical Test Standard
83. RVR	Runway Visual Range
84. SBA	Small Business Administration
85. SDBU	Small and Disadvantaged Business Utilization
86. SIC	Second-In-Command
87. STC	Supplemental Type Certificate
88. STEP	Single-skid, Toe-in and hover Exit/entry Procedures
89. TBO	Time Between Overhaul
90. TFR	Temporary Flight Restriction
91. U.S.C.	United States Code
92. USCG	United States Coast Guard
93. VFR	Visual Flight Rules
94. VMC	Visual Meteorological Conditions

Aviation Management Definitions

1. **Active Military Maintenance and Inspection Program.** This is a program whereby the active or reserve components of the U.S. Armed Forces, including the U.S. Coast Guard, maintain a viable maintenance program for the make/model/series aircraft operated within those components. This system provides for a type malfunction/defect report gathering, analysis, and distribution of essential safety-of-flight information. In addition, it supports the resource user with current maintenance publications/procedures and timely changes similar to a civil manufacturer's program. It also provides an up-to-date parts inventory and a repair and replacement system.
2. **Affiliated Aircraft.** Civil aircraft operated in accordance with 14 CFR 91, 121, 133, 137, or 135 for the mutual benefit of DOI and the affiliated party at no cost to DOI.
3. **Agreement Aircraft.** An aircraft, approved by AMD for flight services, available for intermittent, short-term use under a simplified acquisition procedure (SAP).
4. **Aircraft.** The term "aircraft" is used to refer to airplanes and helicopters.
5. **Aircraft Accident.** An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
6. **Aircraft Acquisition.** Obtaining an aircraft through either purchase or transfer (excess), or through lease or loan. Any aircraft secured on a fully vendor-operated basis is specifically excluded from this definition.
7. **Air Crewmember - Essential for the Mission.** Crewmembers, other than flight crewmembers, required to be on board the aircraft to ensure the successful outcome of the mission. (Example: loadmaster accompanying bulk fuel.)
8. **Airspace Conflict.** A near mid-air collision, intrusion, or violation of airspace rules.
9. **Airtanker.** An aircraft used for the dispensing of a substance (normally fire retardant or other suppressant) on a wildfire.
10. **AMD-Designated Routes.** Flight routes designated by AMD, which are bureau requested and over mountainous terrain.
11. **Approval Authority.** Those individuals that hold oversight and final decision authority over flight crewmember approval or the removal actions as outlined in the Suspension/Revocation Process – Pilot defined in 351 DM 3.

12. **Aviation Board of Directors.** Representative bureau senior management officials providing executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department.
13. **Bailed Aircraft.** Aircraft on loan from the Department of Defense (DOD).
14. **Bureau.** A level of Government defined by bureaus, services, surveys, and offices within the Department
15. **Complex Airplane.** A complex airplane is an airplane that has a retractable landing gear, flaps, and a controllable pitch propeller or, in the case of a seaplane, flaps and a controllable pitch propeller.
16. **Contract Aircraft.** An AMD-approved aircraft that is available for use in accordance with the terms of the contract.
17. **Cooperator Aircraft.** An affiliated, military, or other Government agency aircraft.
18. **Call When Needed Program.** A program that includes the ARA System and all on-call contracts.
19. **DOI 2181 Pilot.** A pilot meeting OPM classification 2181 standards.
20. **Dual-Function Pilot.** Any person who acts as pilot-in-command of an aircraft while on official Government business and is not a 2181 professional pilot (Office of Personnel Management classification 2181), but whose job description does include pilot duties.
21. **Emergency.**
 - a. Life Threatening. A situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action to prevent loss of life.
 - b. Operational. An unforeseen combination of circumstances that calls for immediate action, but not life threatening.
22. **Excess/Surplus Military Aircraft.** Aircraft whose ownership has been transferred to a Government agency by the U.S. Armed Forces.
23. **Fatal Injury.** Any injury, which results in death within 30 days of the accident.
24. **Federal Aviation Regulations.** Rules and regulations contained in Title 14 of the Code of Federal Regulations.
25. **First Aid.** Any medical attention that involves no medical bill. If a physician prescribes medical treatment for less than a serious injury and makes a charge for this service, that injury becomes “medical attention.”

26. **Fleet Aircraft.** Aircraft bailed by DOI, owned by DOI, or leased by DOI with intent to purchase.
27. **Flight Crewmember.** A pilot, flight engineer, or flight navigator assigned to duty in an aircraft during flight time that holds a valid Federal Aviation Administration (FAA) Airman's Certificate and flight physical.
28. **Forced Landing.** A landing necessitated by failure of engines, systems, components, or incapacitation of a crewmember, which makes continued flight impossible and which may or may not result in damage.
29. **Ground Mishap - Aircraft Ground Mishap.** An aircraft mishap in which there is no intent to fly; however, the power plants and/or rotors are in operation and damage incurred requiring replacement or repair of rotors, propellers, wheels, tires, wing tips, flaps, etc., or an injury is incurred requiring first aid or medical attention.
30. **Hazard - Aviation Hazard.** Any condition, act, or set of circumstances that exposes an individual to unnecessary risk or harm during aviation operations.
31. **High Performance Airplane.** A high performance airplane is an airplane with an engine of more than 200 horsepower.
32. **High Reconnaissance.** A route of flight, which includes reconnaissance and is conducted above 500' above ground level (AGL). This reconnaissance does not include any aircraft maneuvers, which are in excess of commercial pilot skills, maneuvering below $1.4 V_{so}$, or climbs/turns/descents greater than standard rate. This does not include any type of precise maneuvering or specialized equipment.
33. **Hover Landings.** Hover landings are landings where the helicopter remains in a hover above the surface of the terrain with wheel/skid-to-ground clearance of no more than 24 inches. Hover landings do not meet the definition of toe-in or single skid. These landings are characterized by the necessity to maintain a substantial amount of hover power while the landing gear is in contact with the surface. This is normally due to the nature of the surfaces such as swampy ground, tundra/muskeg, snow, lava rock, etc. During these landings, the potential CG shifts are not as hazardous as in toe-in, one-skid landings; however, the pilot remains alert and on the controls as opposed to a flat surface/flat pitch landing stability.
34. **Incident.** An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
35. **Incident with Potential.** An incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The AMD Aviation Safety Manager will determine final classification.
36. **Incidental Passenger Use of Military Aircraft.** The condition that exists when a DOI employee is a passenger on board a military aircraft and is unable to affect the management of the flight in any manner. This includes the initiation, conduct, and termination of the flight.

37. **Incidental Pilot.** Any person who acts as pilot-in-command of an aircraft while on official Government business whose job description does not include pilot duties. (Example: Piloting of private or Government aircraft for official Government business in lieu of operation of private or Government owned/leased automobile, reference 41 CFR 102-33.)
38. **Inspector.**
- a. AMD Inspector. An AMD employee included on the AMD Approved Inspectors List.
 - b. AMD Approved Inspector. Any inspector approved by AMD. This includes AMD employees, DOI employees, and other Government agency employees included on the AMD Approved Inspectors List.
 - c. AMD Accepted Inspector. An individual employed by a Government agency other than DOI who is included on the USFS Approved Inspectors List.
39. **International DOI Operations.** The condition that exists when a DOI employee is engaged in aviation operations outside the 50 United States, the District of Columbia, Puerto Rico, and the Virgin Islands. Except for fleet activities, these operations are outside the scope of the DOI aviation policy.
40. **Large Helicopter.** A helicopter with a certified gross weight over 12,500 pounds.
41. **Maintenance Deficiency.** An equipment defect or failure which affects or could affect the safety of operations, or that causes an interruption to the services being performed.
42. **Medical Attention.** An injury, less than serious, for which a physician prescribes medical treatment and makes a charge for this service.
43. **Medium Helicopter.** A helicopter with a certified gross weight between 7,000 and 12,500 pounds.
44. **Military Aircraft.** An aircraft maintained and operated by an active or reserve component (all Reserve forces, as well as Army National Guard and Air National Guard) of the DOD, or by any active or reserve component of the U.S. Coast Guard (USCG). All references to military aircraft include both DOD and USCG aircraft. The U.S. Coast Guard is a branch of the Armed Forces of the United States at all times, and is a service within the Department of Homeland Security except in times of war or on direction of the President, when they serve under the Navy Department.
45. **Mishap - Aviation Mishap.** Mishaps include aircraft accidents, incidents with potential, aircraft incidents, aviation hazards, and aircraft maintenance deficiencies.
46. **Mountain Flying - Airplanes.** Conducting flight operations in mountainous terrain as identified in 14 CFR 95, subpart B, "Designated Mountainous Area."

47. **Mountain Flying - Helicopters.** Conducting flight operations in mountainous terrain as identified in 14 CFR 95, subpart B “Designated Mountainous Area.” Operations include maneuvering and numerous takeoffs and landings to ridgelines, pinnacles, and confined areas.
48. **Offshore Operations.** These are operations beyond a point where navigation by visual reference to landmarks can be made.
49. **On-Call.** Requirements contracts available to perform intermittent aviation flight services.
50. **Operating Cost.** Expenses that include, but are not limited to, lease costs, crew costs, maintenance costs (materials and labor), fuel costs, facilities costs, administrative support costs, etc.
51. **Operational Control.** Refer to 14 CFR 1.1, “Definitions.”
52. **Operator.** Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or billee of an aircraft.
53. **Other Government Agency Aircraft.** Aircraft of U.S. registry, which are owned, leased, or operated by a Government agency at the Federal, State, or local levels other than DOI. This does not include "military aircraft," but does include bailed/loaned or excess/surplus military aircraft under the control of a Government agency.
54. **Passenger.** Any person aboard an aircraft who does not perform the function of a flight crewmember or air crewmember.
55. **Point-to-Point Flight.** Flights between airports (excluding operations defined in 351 DM 1 as “special use”) for which the route of flight is determined only by the pilot(s) based on navigational requirements.
56. **Precautionary Landing.** A landing necessitated by apparent impending failure of engines, systems, or components, which makes continued flight inadvisable.
57. **Precision Reconnaissance (including Fire Recon).** This type of reconnaissance is conducted above 500 feet AGL. Transect-type operations, utilization of specialized equipment, or missions not normally conducted in the commercial sector are examples of specific tasks, which require special consideration and which make this a special use activity.
58. **Privately Owned Aircraft.** Any aircraft piloted by a DOI employee on official business, which has an FAA registration showing the DOI employee as an owner(s) or member of an organization that owns the aircraft.
59. **Public Aircraft.** As stated in 49 U.S.C. 40102(a)(37), public aircraft means any of the following:
 - a. Except with respect to an aircraft described in subparagraph (E), an aircraft used only for the United States Government as provided in section 40125(b) of Title VII, Section 702, Section 40102(a)(37).

- b. An aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration, except as provided in section 40125(b).
 - c. An aircraft owned and operated by the government of a State, the District of Columbia, or a territory or possession of the United States or apolitical subdivision of one of these governments, except as provided in section 40125(b).
 - d. An aircraft exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia, or a territory or possession or the United States of a political subdivision of one of these governments, except as provided in section 40125(b).
 - e. An aircraft owned or operated by the Armed Forces or chartered to provide transportation to the Armed Forces under conditions specified by section 40125(b).
60. **Revocation.** Cancellation of existing DOI fleet, vendor, or cooperator pilot flight authorization.
61. **Series - Helicopter.** The subgrouping of makes and models such as Bell 206A, Bell 206B, and Bell 206L. The letter designators of A, B, and L denote series.
62. **Serious Injury.** Any injury which (1) requires hospitalization for more than 48 hours commencing within 7 days from the date the injury was received, (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose), (3) causes severe hemorrhages, nerve, muscle, or tendon damage, (4) involves any internal organ, or (5) involves second- or third-degree burns or any burns affecting more than 5% of the body surface.
63. **Shore.** That area of the land adjacent to the water, which is above the high water mark and excludes land areas, which are intermittently underwater.
64. **Single-Skid Landings.** Single-skid landings are those landings that are used to drop off or pick up passengers or cargo while holding the helicopter with one full skid on the ground and the other suspended in the air. When in contact with the ground, the center of gravity can shift laterally. This type of landing is normally used in sloping terrain or when the helicopter cannot land and reduce the power to flat pitch.
65. **Small Helicopter.** A helicopter with a certified gross weight under 7,000 pounds.
66. **Special Use Activities.** Operations involving the utilization of airplanes and helicopters in support of DOI programs which are not point-to-point flight activities and which require special considerations due to their functional use. This may require deviation from normal operating practices where authorized by AMD. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property.
67. **STEP.** Is defined as “single-skid, toe-in, and hover exit/entry procedures.”

68. **Step-Out Landings.** Step-out landings are those landings where the helicopter is not in contact with the ground and the center of gravity can shift laterally and longitudinally. Skid/wheel height above the ground is no greater than 24 inches.
69. **Substantial Damage.** Any damage or failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered "substantial damage."
70. **Suspension.** A temporary withdrawal of the DOI fleet, vendor, or cooperator pilot flight authorization pending investigation of a safety concern (aircraft accident, Incident With Potential (IWP)).
71. **Toe-In Landings.** Toe-in landings are those landings that are used to drop off or pick up passengers or cargo by resting the helicopter on the toes of the skids. This requires holding a significant amount of hover power to keep the helicopter from falling backwards. When the helicopter is operated in this manner, there is the potential of significant lateral and longitudinal CG shift during loading/offloading operations. When the helicopter is balanced on the forward 1/3 or less of the skid tube, main rotor blade clearance is another significant concern (1/2 of flat surface/flat pitch blade clearance). These landings are normally used where landing areas are on slopes, which exceed the capability of the helicopter.
72. **Vendor.** An aviation company that has a proper agreement or contract.
73. **Volunteer Services.** Volunteer services are limited to personal services received without direct or indirect compensation by the Department from individuals or groups.

**Aviation Management
Roles and Responsibilities**

	Exercises Primary Responsibility	Exercises Secondary Responsibility
I. Aviation Policy and Procedures		
A. <u>General Functions</u>		
1. Develop Departmental aviation policy statements for issuance in the Departmental Manual (DM) by the Assistant Secretary-Policy, Management and Budget.	AMD	Bureau
2. Develop and issue Departmental policy statements in Operational Procedures Memoranda (OPMs) as temporary directives prior to release in DM.	AMD	Bureau
3. Request changes in DOI policy statements.	Bureau	
4. Develop and implement Departmental aviation management procedures.	AMD	Bureau
5. Execute Departmental and bureau aviation policy and procedures.	Bureau	AMD
6. Provide executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department.	ABOD	
7. Review bureau program requirements for managing aviation within the Department.	ABOD	AMD
8. Review costs for aviation management and operations. Provide guidance to ensure retention of priority functions within the Department and bureaus.	ABOD	
9. Review interagency coordination requirements for Interior aviation activities.	ABOD	
10. Review proposed aviation policies, procedures, and business management practices.	ABOD	
11. Assess the effectiveness of the Departmental aviation program to ensure aviation and management oversight activities comply with and meet Departmental objectives and Board expectations.	ABOD	AMD
B. <u>Specific Functions</u>		

1. Determine Departmental needs for policy statements.	AMD	Bureau
2. Develop and implement policy via Departmental directives system.	AMD	Bureau
3. Develop and implement policies and management procedures for determining whether aircraft and aircraft-related equipment and facilities should be Government owned, Government operated, or procured commercially.	AMD	Bureau
4. Develop Department-wide ADP management information systems, which involve the financial management and/or costs accounting for or utilization of aircraft resources.	AMD	Bureau
5. Coordinate and approve all inter-bureau and inter-departmental utilization of aircraft owned, operated, procured on behalf of DOI bureaus.	AMD	Bureau
6. Conduct DOI aircraft and equipment research and development efforts or review and approve bureau aircraft and equipment research and development efforts.	AMD/Bureau	
7. Resolve airspace management policy issues affecting DOI programs and activities.	AMD	Bureau
8. Implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions.	ABOD	Bureau
II. Aviation Safety Program		
A. <u>General Functions</u>		
1. Develop and implement a Departmental aviation safety program.	AMD	Bureau
2. Establish and maintain a positive bureau aviation safety program.	Bureau	AMD
3. Assess risk and provide direction for implementation of policy and operational procedures to achieve and maintain an excellent level of safety in aviation activities.	ABOD	AMD
B. <u>Specific Functions</u>		
1. Develop and administer the Interior Aviation Mishap Information System (AMIS).	AMD	Bureau

2. Conduct DOI aircraft accident/incident investigations.	AMD	Bureau
3. Develop criteria for and conduct aircraft accident prevention surveys.	AMD/Bureau	
4. Develop specific criteria for bureau safety surveys of unique mission operations and conduct aircraft accident prevention surveys.	Bureau	AMD
5. Develop and implement DOI Aircraft Accident Prevention Program.	AMD/Bureau	
6. Execute Departmental and bureau aircraft accident prevention programs.	Bureau	AMD
7. Monitor bureau aircraft accident prevention programs.	AMD/Bureau	
8. Conduct aircraft accident prevention seminars.	AMD	Bureau
9. Develop and administer a Departmental aviation safety awards program.	AMD	Bureau
10. Disseminate Departmental aviation safety policy and information.	AMD	Bureau
11. Develop and implement Departmental Aviation Management Training program.	AMD	Bureau
12. Train and qualify Interagency Aviation Trainers (IAT) within the bureaus to meet required aviation safety training needs.	AMD/Bureau	
13. Ensure adequate number of IATs qualified to meet bureau aviation safety training needs.	AMD	
III. Departmental Owned/Operated Aircraft Program		
A. <u>General Functions</u>		
1. Establish policy and procedures to ensure operation and maintenance of aircraft to achieve maximum safety at minimum cost.	AMD	Bureau
2. Operate and maintain aircraft to achieve maximum safety at minimum cost.	AMD/Bureau	
B. <u>Specific Functions</u>		

1. Establish criteria for DOI aircraft ownership or in-house operation of leased aircraft.	AMD	Bureau
2. Approve DOI aircraft ownership or in-house operation of leased aircraft.	AMD	Bureau
3. Establish pilot and crew requirements.	AMD	Bureau
4. Establish standards and procedures for operation and maintenance of DOI aircraft.	AMD	Bureau
5. Flight check and qualify all DOI pilot crewmembers.	AMD/Bureau	
6. Inspect and approve all DOI owned/operated aircraft and their supporting maintenance facilities.	AMD	
7. Establish decision criteria for the acquisition, replacement, and disposal of DOI-owned aircraft.	AMD	Bureau
8. Approve the acquisition, replacement, and disposal of DOI-owned aircraft.	AMD	Bureau
9. Assign aircraft to bureaus for their exclusive use (form AMD-93, www.nbc.gov/amd).	AMD	
10. Operate aircraft.	Bureau/AMD	
11. Maintain DOI owned/operated aircraft.	AMD/Bureau	
12. Perform the financial management of all DOI aircraft.	AMD	Bureau
13. Contract for aircraft maintenance and service.	AMD	Bureau
14. Administer aircraft maintenance and service contracts.	AMD	Bureau
15. Report unsafe and inefficient aircraft operations, conditions, and situations to the NBC AMD Associate Director.	Bureau/AMD	
IV. Contract Aircraft Program		
A. <u>General Functions</u>		
1. Procure aircraft and aircraft services by contract.	AMD	
2. Manage and control contract aircraft.	Bureau/AMD	
B. <u>Specific Functions</u>		
1. Prepare and submit program requirements to AMD.	Bureau	

2. Review bureau requirements and determine the most appropriate terms and conditions of contracts.	AMD	Bureau
3. Prepare solicitations.	AMD	
4. Review solicitations.	Bureau/AMD	
5. Approve, issue, and open solicitations.	AMD	
6. Review offers and make pre-award evaluations.	AMD	Bureau
7. Award contracts and handle protests.	AMD	
8. Perform acceptance inspections of contractor's pilots and aircraft.	AMD	Bureau
9. Manage contract aircraft.	Bureau/AMD	
10. Provide aircrew orientation for specific missions.	Bureau	AMD
11. Control (dispatch) and assign contract aircraft within the scope of contracts.	Bureau	
12. Administer contract.	AMD/Bureau	
a. Report significant contract and operational problems to NBC AMD.	Bureau	
b. Perform initial and periodic compliance inspections.	AMD	Bureau
c. Perform aviation program evaluations.	AMD/Bureau	
13. Enforce mandatory DOI standards and procedures.	AMD/Bureau	
14. Mediate and/or adjudicate contractor-bureau disputes.	AMD	Bureau
15. Coordinate contract litigation.	AMD	Bureau
16. Make contract payments.	AMD	Bureau
17. Perform post-evaluation of flight crew proficiency and airmanship techniques.	AMD	Bureau
V. Agreement/Rental Aircraft Program		
A. <u>General Functions</u>		
1. Procure aircraft services within open market procurement limitations.	AMD	Bureau
2. Approve operators and perform flight scheduling when requested.	AMD	

3. Manage and control (dispatch) aircraft.	Bureau/AMD	
<u>B. Specific Functions</u>		
1. Furnish anticipated special requirements to AMD.	Bureau	
2. Inspect and approve operators.	AMD	Bureau
3. Issue qualification and data cards to pilots and aircraft meeting DOI standards for special-use activities.	AMD	
4. Schedule flights and dispatch aircraft on bureau request.	AMD	
5. Make payment to operators.	AMD	Bureau
6. Report any significant operational problems to AMD.	Bureau	
7. Enforce mandatory DOI standards and procedures.	AMD/Bureau	
8. Coordinate agreement litigation.	AMD	
9. Perform post-evaluations of operators and equipment.	Bureau	AMD
10. Report to AMD all bureau flight activity not processed through the AMD payment system.	Bureau	

Bureau Aviation Management Responsibilities Summary

A. National Office, Director, and Headquarters staff is responsible for the following:

1. Implement, execute, and enforce Departmental aviation policy.
2. Develop and execute bureau aviation policy.
3. Publish bureau aviation management plan.
4. Establish a bureau aviation safety program.
5. Monitor bureau aircraft accident prevention program.
6. Ensure adequate aviation management staff (Bureau Aviation Manager, Bureau Aviation Safety Manager)
7. Perform aviation safety evaluations.
8. Identify fleet aircraft acquisition, replacement, and disposal to support bureau programs.
9. Ensure bureau/agency personnel involved in the use/control of aviation resources receive the appropriate level of aviation safety training.
10. Participate in Departmental Aviation Management Board of Directors and Working Group activities.
11. Assign bureau/agency representative for Aircraft Mishap Review Board (AMRB).
12. Promote use of AMIS system.
13. Respond to AMRB recommendations.
14. Report to AMD all bureau flight activity not processed through the AMD payment system.
15. Identify and submit program requirements.
16. Expand DOI pilot standards and crew requirements.
17. Ensure compliance with OMB Circular A-126.
18. Ensure compliance with OMB Circular A-76.

B. Regional Office Directors, State Office Directors, and Area Office Directors are responsible for the following:

1. Disseminate Departmental aviation safety policy and information.
2. Participate in Departmental aviation safety award program.
3. Ensure adequate aviation management staff.
4. Identify fleet aircraft acquisition, replacement, and disposal to support bureau programs.
5. Ensure bureau/agency personnel have appropriate aviation training.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Assign a liaison for bureau aircraft and accident investigations.
8. Monitor bureau airspace needs.
9. Promote use of AMIS system.
10. Identify and submit program requirements.
11. Expand DOI pilot standards and crew requirements.

12. Ensure compliance with OMB Circular A-126.
13. Ensure compliance with OMB Circular A-76.

C. Park Superintendents, District Managers, and Refuge Managers are responsible for the following:

1. Enforce mandatory DOI standards.
2. Ensure adequate aviation management staff.
3. Perform project planning.
4. Perform risk assessment.
5. Ensure bureau/agency personnel have appropriate aviation safety training.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Ensure ALSE compliance.
9. Ensure flight following compliance.
10. Promote use of AMIS system.
11. Identify specific procurement requirements.
12. Identify and submit program requirements.
13. Request technical assistance for specialized aviation problems.
14. Manage and control vendor aircraft within scope of procurement.
15. Report significant contract and operational problems to AMD.
16. Procure aircraft services in accordance with procurement requirements.
17. Prepare/endorse procurement payment documents.
18. Provide information necessary for procurement litigation.
19. Perform post-use evaluation of operating pilots and equipment.
20. Ensure compliance with OMB Circular A-126.

D. First Line Supervisors of DOI Pilots, Aviation User, DOI Pilots are responsible for the following:

1. Enforce mandatory DOI standards.
2. Perform project planning.
3. Perform risk assessment.
4. Ensure bureau/agency personnel have appropriate aviation safety training.
5. Ensure pilots have recent flight experience.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Provide aircraft orientation.
9. Ensure ALSE compliance.
10. Ensure flight following compliance.
11. Provide oversight for vendor aircraft usage.
12. Promote use of AMIS system.
13. Identify specific procurement requirements.
14. Request technical assistance for specialized aviation problems.
15. Manage and control vendor aircraft within scope of procurement.
16. Administer maintenance and service contracts.

17. Report significant contract and operational problems to AMD.
18. Procure aircraft services in accordance with procurement requirements.
19. Prepare/endorse procurement payment documents.
20. Provide information necessary for procurement litigation.
21. Perform post-use evaluation of operator, pilots, and equipment.



United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 35

Subject: Identification of End Product/Service and Flight Service Procurement

Effective Date: January 1, 2016

Supersedes: OPM-35 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. **Purpose.** This OPM establishes policy and procedures for the identification of projects for end product/service or flight service contracting.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. **Definitions.** This OPM has adopted the definition as stated in 49 CFR 175.5.

A. **Operational Control.** An aircraft is under the exclusive direction and control of a government when the government exercises responsibility for:

(i) Approving crewmembers and determining that they are qualified to operate the aircraft;

(ii) Determine the airworthiness and directing maintenance of the aircraft; and

(iii) Dispatching the aircraft, including the times of departure, airports to be used, and type and amount of cargo to be carried.

B. **Civil Aircraft.** See 14 CFR 1.1.

C. **Public Aircraft.** See 14 CFR 1.1.

D. **Dispatch.** To assume operational control through the use of specific times of departure, airports to be used, amounts of people and cargo to be moved, intended time of arrival and/or flight following. Dispatching does not include the specification of windows of opportunity for maximum effect for seeding, spraying, animal capture, or aerial photography.

4. Policy.

A. As stated in 353 DM 1.2A, all “flight services” shall be acquired through DOI OAS with exceptions listed. Transactions to acquire an “end product “or “service” other than “flight services” shall meet all of the criteria listed in 353 DM 1.2A(3). Examples:

1) Seeding project. The using bureau requires the contractor to wear PPE (operational control, flight service). The same project is completed with no government involvement other than verifying the spread rate of the seed (end product contract).

2) Horse gather. The bureau has a helibase manager on site to manage the heliport (operational control, flight service). Same project with the contractor delivering horses to a bureau-designated location and no government personnel involved other than the inspection of the horses (end product contract).

3) Wolf capture, net gun. The bureau has a biologist on board the aircraft (DOI personnel on board, flight service). Same project with all contract personnel and animals delivered to a bureau-designated location (end product contract).

B. The following table provides some guidance to identify end product/service or flight service procurement. If the answer is **YES** in any block under a project, you have a flight service that must be procured through DOI OAS.

PROJECT							
	Aerial photo remote sensing	Aerial application (spray/seed)	Aerial ignition	Animal inventory	Animal capture (net gun, dart, paintball, etc.)	Animal herding/gathering	Your project
Set pilot standards							
Direct aircraft maintenance							
Dispatch aircraft							
Helibase manager							
Aircraft manager							
Use of PPE							
DOI personnel on board							
Public aircraft							
Other aircraft and pilot requirements							

Director, Office of Aircraft Services

Aviation Handbooks, Guides & Booklets

HANDBOOKS

DATE	TITLE/WEB LINK	PDF LINK	PMS/NFES
1997	Aerial, Capture, Eradication and Tagging of Animals (ACETA) Handbook		
2008	Aviation Life Support Equipment (ALSE) Handbook		
1994	Aviation Fuel Handling Handbook (FOR REFERENCE ONLY)		
2005	Interagency Aviation Transport of Hazardous Materials Handbook		NFES 1068
2015	Tech Bulletin 2015-02: Renewed Hazmat Special Permit: DOT-SP-9198 (Sixteenth Revision) <i>(Special Permit Authorization DOT-SP 9198 - Expiration Date: July 31, 2018)</i>		
2010	Helicopter Short-Haul Handbook		

DATE	TITLE/WEB LINK	PDF LINK	PMS/NFES
2011	DOI Law Enforcement Short-Haul Policy		

GUIDES

DATE	TITLE/WEB LINK	PDF LINK	PMS/NFES
2014	Field Reference Guide for Aviation Users		
2006	Field Reference Guide for Aviation Security for Airport or other Aviation Facilities (AAF)		
2008	Flight Helmet User's Guide		
2015	Interagency Aerial Ignition Guide		PMS 501
2014	<u>Interagency Aviation Mishap Response Guide and Checklist</u>		PMS 503 NFES 2659
2016	Interagency Aviation Technical Assistance Directory		PMS 504
2016	Interagency Aerial Supervision Guide		PMS 505

DATE	TITLE/WEB LINK	PDF LINK	PMS/NFES
2014	Interagency Single Engine Air Tanker Operations Guide		PMS 506
2015	Interagency Airtanker Base Operations Guide		PMS 508
2016	<u>Interagency Helicopter Operations Guide</u>		PMS 510 NFES 1885
2003	<u>Interagency Airspace Coordination Guide</u>		
2014	<u>Interagency Aviation Training Guide</u>		
2008	Interagency Aviation User Pocket Guide		NFES 1373
2011	<u>Interagency Helicopter Rappel Guide</u>		
2010	Interagency Smokejumper Pilots Operations Guide		
2014	<u>Interagency Standards for Fire and Fire Aviation (Redbook)</u>		NFES 2724
2013	<u>Wildland Fire and Aviation Program Management and Operations Guide (Bluebook)</u>		

BOOKLETS

DATE	TITLE/WEB LINK	PDF LINK	PMS/NFES
2013	Basic Aviation Safety Booklet		NFES 2907

OTHER

DATE	TITLE/WEB LINK	PDF LINK	PMS/NFES
2012	Interagency Airplane Pilot Practical Test Standards		
2015	Interagency Helicopter Pilot Practical Test Standards		
2013	<u>OAS-103 Five Steps to a Safe Flight (Orange Card)</u>		NFES 1399



FY15 Aviation Overview



Handout # 8

Bureau	Annual Flight Hours	Annual flight Usage Cost	Cost per Flight Hour
BLM	19,780	\$ 28,807,039	\$ 1,456

These rates are associated to pay item codes associated to flight hours only, doesn't include monthly rates, availability, standby etc..

Bureau	Annual Flight Hours	Annual flight Usage Cost	Cost per Flight Hour
BIA	2,103	\$ 3,288,406	\$ 1,564

FY15 BLM Fleet Statistics

Manned Aircraft - 4% of Fleet 6

Aircraft Age
 0-10 Years 2
 11-20 Years 1
 > 21 Years 3

Pilots* 7
 Dual Function Pilots 6
 Independent 0

Pilot to Aircraft Ratio 1.17

BLM UAS Flights 2015

Number of UAS missions	22
Missions	Pawnee Grasslands, Silver Creek Project, Jornada NM Range, CA Desert, San Simon AZ, Safford AZ, Soda Lake, CA, Malta MT, NAO Boise, Spokane Field Sage Grouse
Aircraft System Type	Super Bat- 11 Missions T-Hawk - 11 Missions
Flight Hours	69.15

*BLM pilots fly commercial owned government operated (COGO) aircraft in addition to fleet aircraft. Dual Function Pilots - Pilots who also have another job. (Ex. Scientist)

SAFECOM

BLM has one of the highest SAFECOM completion rate in DOI at **100%**. There were 98 SAFECOMs submitted which account for 34% of DOI SAFECOMS. Reporting increased by 20% from FY14.

FY15 Aviation Mishaps = 1 Incident With Potential (UAS)

BLM flight hours have increased by 15% from FY14.

SAFECOM

BIA has one of the highest SAFECOM completion rate in DOI at 97%. There were 33 SAFECOMs submitted which account for 11% of DOI SAFECOMS. Reporting increased by 40% from FY14.

FY15 Aviation Mishap = 1 Accident

BIA flight hours have decreased by 4% from FY14.

BOEM

BUREAU OF OCEAN ENERGY MANAGEMENT

Bureau	Annual Flight Hours	Annual flight Usage Cost	Cost per Flight Hour
BOEM	337	\$ 489,975	\$ 1,456

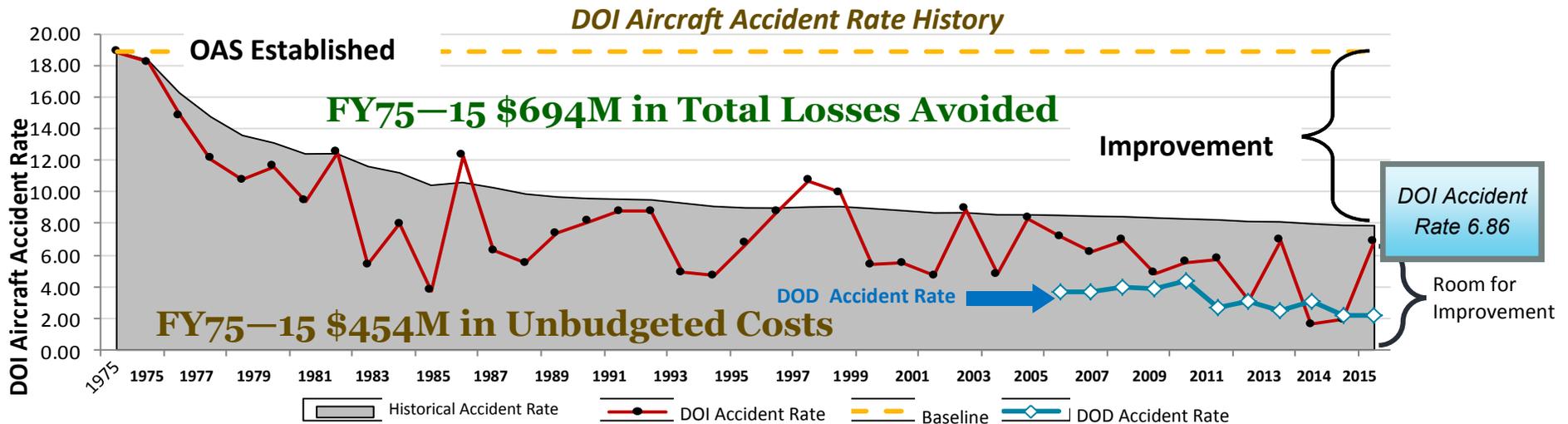
BOEM flight hours have increased by 46% from FY14.



Aircraft Accident Rate

Handout # 9

The U.S. Department of the Interior (DOI) started the year off with two accidents and ended the year with seven mishaps. The **annual** aircraft accident rate is 6.86 per 100K flight hours, an increase of 4.94 from last year. The DOI mishap rate is 12.01 a slight decrease from the previous year by 1.45. Zero aircraft accidents is an attainable goal, we must meet and exceed expectations set for ourselves through training, safety guidelines and safety tools. (<https://www.doi.gov/aviation/library/guides>)



The Department’s annual aircraft accident rate² in FY15 is 6.86 accidents per 100,000 flight hours. As of October 1, 2015, flight data captured for **FY15 reported 58,269.44 total flight hours**, 6,256.84 more than the previous year.

Since 1975, DOI’s aviation safety program has resulted in estimated savings of 694M to the Department and its supporting vendors in reduced losses. Over the last 10 years, DOI accident rates have exhibited a downward trend with the exception of 2012 and 2015. This includes two of the lowest annual accident rates in DOI history (FY13, FY14).

Flight missions performed for DOI were supported in part by bureau requested and OAS supported aviation contracts that required: 1,682 vendor pilot evaluations, 821 vendor aircraft inspections, 330 Interior fleet pilot evaluations, and 86 Interior fleet aircraft inspections. Aviation Training supported 95,781 student hours of training and revised/created three courses in collaboration with bureau and interagency partners.³

¹Historical aircraft accident rate is defined as total historical aircraft accidents per 100,000 flight hours flown.

²Annual aircraft accident rate is defined as total aircraft accidents in one year per 100,000 flight hours flown.

³Includes DOI Fleet, Commercial Vendor, and Cooperator aircraft from other agencies. Pilots receive evaluations for each specific special use mission area qualification.

Department of the Interior Departmental Manual

Effective Date: July 27, 2011

Series: Aviation Management

Part 352: Aviation Safety

Chapter 1: Aviation Safety Program

Originating Office: National Business Center

352 DM 1

1.1 **Purpose.** This chapter establishes policy for implementation of the aviation safety program within the Department of the Interior (DOI). The primary objective is the elimination of unnecessary or unacceptable risks associated with the use of aircraft in support of Interior programs.

1.2 **Authority.** Federal law requires the head of each agency to develop and support activities designed to reduce employee injuries and damage to property, encourage safe practices, and eliminate hazards in the workplace. (See 5 U.S.C. 7902; Sections 6 and 19 of Public Law 91-596, Occupational Safety and Health Act of 1970, as amended; 29 U.S.C. 651, et seq.; 29 CFR 1960; and Executive Order 12196.) This program is established by the National Business Center (NBC), Aviation Management Directorate (AMD) Associate Director, in accordance with provisions of Departmental Manual 112 DM 10, 485 DM 1, and 350 DM 1.

1.3 **Aviation Safety Program Structure.**

A. **Philosophy.** Aviation safety and aircraft mishap prevention in DOI is based on the philosophy that all aircraft mishaps can be prevented and that mishap prevention is an inherent function of management. Aircraft mishaps represent a cost to DOI that is unprogrammed, unpredictable, and unproductive to the accomplishment of bureau missions.

B. **Policy.** Bureau Directors are ultimately responsible for the management of aviation resources and the implementation of an effective aircraft mishap prevention program. Supervisors and managers at all levels are responsible for the safety of aviation operations under their control. Within this policy are the practical requirements to provide safe working conditions, prevent injuries to employees, and protect property from damage. Application of approved practices is a fundamental responsibility of managers and supervisors and represents an area in which performance and accountability must be emphasized. Each DOI organization involved in aviation operations shall establish an aviation safety program. Policy directives issued by each bureau shall be consistent with the provisions of 350-354 DM series manuals, NBC AMD Operational Procedures Memoranda (OPM), and Handbooks.

1.4 **Program Elements.** The following six elements are minimally essential to all bureau aviation safety programs.

07/27/11 # 3904

Replaces 12/26/96 #3119

- A. Aviation Safety Program Responsibilities.
- B. Aircraft Mishap Prevention Program.
- C. Aviation Program Evaluation.
- D. Aviation Safety Awards Program.
- E. Aircraft Mishap Investigation.
- F. Aviation Safety Education and Training.

1.5 **Staffing and Training.**

A. Staffing.

(1) Bureau directors shall provide adequate staffing and training of personnel necessary to ensure an effective aircraft mishap prevention program. These positions may be classified as full-time equivalent or collateral duty based on a bureau management assessment of needs.

(2) The following minimum standards apply in the development of a bureau aviation safety program:

(a) An Aviation Manager shall be designated to administer the bureau aviation program at the national level. This individual will be thoroughly knowledgeable regarding bureau aviation activities and will meet minimum training requirements specified in the Aviation User Training Program.

(b) An Aviation Safety Manager shall be designated to administer the bureau aviation safety program at the national level. While it is desirable that this individual hold a Federal Aviation Administration (FAA) Commercial Pilot Certificate, it is not mandatory. However, the individual shall be trained in the aviation safety management subjects listed below. If not trained in these subjects, the individual shall attend formal course(s) of instruction in concepts and methods necessary to establish and maintain a national level aviation safety program within 12 months of appointment. Minimum training includes professional institution instruction in:

- (i) Aircraft mishap prevention concepts and methods.
- (ii) Aviation safety program structure and organization.
- (iii) Management skills.
- (iv) Aviation psychology/human factors.

- (v) Biomedical aspects of aviation safety.
- (vi) Aviation safety program evaluations.
- (vii) Motivating management.
- (viii) Managing a part-time safety office.
- (ix) Legal aspects of aviation safety.
- (x) Risk analysis and risk management.

(3) The education and training requirements specified for the positions identified above are minimums, regardless of classification of the position as full-time or collateral duty.

(4) Bureaus with an aviation program exceeding 20,000 flying hours annually are strongly encouraged to establish a full-time position for the Aviation Safety Manager.

B. Education and Training. The education and training of Interior personnel at all organizational levels is the responsibility of management. The minimum level of education and training specified in the 350-354 DM series and 485 DM series shall be provided to appropriate bureau personnel.

1.6 **Aviation Safety Program Responsibilities.**

A. NBC AMD Associate Director. The NBC AMD Associate Director is responsible for:

(1) **Developing and implementing a Department-wide aviation safety and aircraft mishap prevention program to include an aircraft mishap and hazard reporting system and evaluation of bureau aviation programs.**

(2) Investigating select aircraft mishaps involving Departmental aviation operations in cooperation with the National Transportation Safety Board (NTSB), where DOI was exercising “operational control,” or for other organizations through Interagency Agreements or Service Level Agreements. The Director is also responsible for representing the Department on all aircraft mishap investigations and/or Mishap Review Boards where DOI has involvement.

(3) Development of Department-level aviation policy for aviation safety and all manner of aviation services in support of DOI missions, including Interior owned fleet, cooperator, and commercially acquired services.

(4) Keeping the Assistant Secretary - Policy, Management and Budget (A/S-PMB), and the NBC Director apprised of the status of the Interior Aviation Safety and Aircraft Mishap Prevention Programs.

(5) Develop Departmental policy statements regarding aviation management for documentation in the Departmental Manual by the A/S-PMB which include:

(a) Standards for pilots and aircraft utilized in conducting DOI aviation activities.

(b) Aviation safety and aircraft mishap prevention functions.

(c) Maintenance standards and inspection procedures.

(d) Identification of operational considerations for mishap prevention efforts.

(6) Assist bureaus in developing and implementing aviation safety and aircraft mishap prevention programs.

(7) Establish and maintain a positive Departmental aviation safety program.

(8) Advise and support bureau aviation safety personnel.

(9) Administer the DOI Aviation Safety Awards Program.

(10) Review Departmental and bureau aviation operational publications when requested.

(11) Identify, develop, coordinate, and conduct essential aviation safety, aviation management, and aircraft mishap prevention education training.

(12) Provide technical assistance to DOI AM Aviation Safety Management personnel in conducting evaluations.

(13) Monitor DOI airspace needs and coordinate Departmental responses to proposed airspace actions, which would affect bureau programs and functions.

(14) Facilitate the Interior Aircraft Mishap Review Board process and forward all Board recommendations to appropriate action offices.

(15) Establish evaluation criteria for and provide leadership in the conduct of aviation program management and aviation safety program management evaluations within the Department.

(16) Other responsibilities as specified in 112 DM 10, the 350-354 DM series and OPMs.

B. NBC AMD Aviation Safety Manager. The Manager shall establish, maintain, and oversee the Department-wide Aviation Safety and Aircraft Mishap Prevention Programs. The manager's duties shall include, as a minimum, the following:

- (1) Responsibility for the investigation of all NTSB reportable aircraft mishaps occurring within DOI aviation operations.
- (2) Providing aviation safety related training.
- (3) Providing technical advice on aviation safety issues.
- (4) Disseminating aviation safety information.
- (5) Maintaining liaison with Department and bureau national aviation management personnel regarding the Department's Aviation Safety Program.
- (6) **Managing the Aviation Mishap Information System (AMIS).**
- (7) Assessing compliance with established Departmental aviation management and aviation safety policies, concepts, and objectives.
- (8) Managing the Department's Aviation Program Evaluations.
- (9) Managing the Department's Aviation Safety Awards Program.

C. Bureau Directors. Bureau Directors are responsible for the implementation of an Aviation Safety Program within their organizations. They shall:

- (1) Publish an Aviation Management Plan to implement Departmental aviation policies established in Parts 350-354 of the Departmental Manual, appropriate NBC AMD Operational Procedures Memoranda (OPM), and other guidelines. An aviation management plan shall:
 - (a) Identify roles and responsibilities for aviation personnel at the national, regional, and local unit level.
 - (b) Regional and unit Aviation Management Plans should also identify safety procedures for all aviation operations. These procedures should include documented procedures for project planning when involved in special use activities.
- (2) Furnish a current bureau Aviation Management Plan and aviation manuals, standards, policy statements, and directives regarding their aviation program, including aviation safety information, to the NBC AMD Associate Director.
- (3) Identify and provide resources for the education and training of personnel as required in the Departmental OPM "Aviation User Training Program" and 485 DM.

- (4) Integrate the six program elements identified in paragraph 1.4 into all bureau aviation safety programs.
- (5) Ensure application of all Departmental and bureau aviation safety policies.
- (6) Designate a senior management official to serve as the bureau representative to the Interior Aviation Board of Directors.
- (7) Designate a Bureau Aviation Manager.
- (8) Designate a Bureau Aviation Safety Manager (refer to paragraph 1.5A(4)).
- (9) Assign a representative to serve as liaison with NBC AMD for all NTSB reportable mishaps.
- (10) Promote active participation in the Aviation Mishap Information System (AMIS).
- (11) Encourage attendance at aircraft mishap prevention seminars/training sessions.
- (12) Ensure bureau participation at Interior Aircraft Mishap Review Boards.
- (13) Establish and sustain a safety culture within their bureau that is founded on principles of operational risk management such as: to identify the hazards, assess the risks, analyze risk control measures, make control decisions, implement control decisions, and supervise and review at the appropriate management level.

D. Bureau Management. Bureau Managers are responsible for:

- (1) Developing bureau-specific procedures for implementing aviation management policy.
- (2) Providing guidance to bureau units in implementing Departmental aviation management and aviation safety management program requirements.
- (3) Identifying and providing appropriate resources for the education and training of staff, line managers, and field personnel as outlined in the OPM “Aviation User Training Program.”
- (4) Serving as a focal point for aviation matters within the bureau, to include aviation safety issues.
- (5) Coordinating bureau policy regarding procedures relating to aviation.

(6) Developing bureau-specific aviation safety and aircraft mishap prevention programs that are in concert with Departmental philosophy, policy, and objectives.

(7) Managing bureau responsibilities for the Interior Aviation Mishap Information System (AMIS).

(8) Encouraging and tracking attendance of bureau personnel at aviation safety management education and training courses/workshops/seminars.

(9) Disseminating aircraft mishap prevention information to the appropriate levels within their respective bureaus.

(10) Supporting the Interior aircraft mishap prevention effort by maintaining liaison with the NBC AMD Aviation Safety Manager for aircraft mishap prevention purposes.

(11) Developing and coordinating bureau aviation safety and aircraft mishap prevention meetings, conferences, workshops, or seminars.

(12) Supporting the development and maintenance of a bureau safety culture that is founded on the principles of operational risk management.

1.7 **Program Promotion.** Resources shall be made available for education and training as specified in the Departmental OPM “Aviation User Training Program.” Attendance at aviation user, management, and aviation safety management training sessions, as well as aviation safety seminars and formal educational institutions, shall be encouraged.

1.8 **Aircraft Mishap Notification, Investigation, and Reporting.** The DOI notification, classification, investigation, and documentation of NTSB reportable aircraft mishaps involving DOI aviation activities will be accomplished in accordance with the procedures established in 352 DM 3, “Aircraft Mishap Notification, Investigation and Reporting, and Reporting Handbook.” Investigations are conducted for the purpose of aircraft mishap prevention only and do not satisfy the requirements of 451 DM 1 or 485 DM 5. Provisions and procedures for aircraft mishap investigations are established under the authority granted in 112 DM 10. These reports are not a substitute for other DOI safety management reports (see 485 DM 5).

1.9 **Aircraft Mishap Prevention Plan.** Each bureau is encouraged to have a formal written Aircraft Mishap Prevention Plan consistent with Departmental policy. It should outline personnel responsibilities and provide implementation guidelines, goals, and methods utilized to monitor the success of the program. Safety requirements set by the Department shall not be waived. Should a deviation of an established safety procedure or directive occur, the individual(s) involved shall furnish the Bureau Aviation Safety Manager with a complete report of the circumstances as soon as possible after the event. Bureau Directors are encouraged to have their Aviation Manager develop policies and procedures to incorporate the critical elements listed below into all levels of bureau aviation activity.

A. Risk Assessment. Risk assessment is the subjective analysis of physical hazards and operational procedures to arrive at a GO/NO-GO decision. Risk assessments support informed GO/NO-GO decisions and are the responsibility of line management. The pilot retains final authority for a NO-GO decision when safe operation of the aircraft is a factor.

B. Education and Training. Bureau Directors are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety education and training. The education and training listed is the minimum for promoting aircraft mishap prevention awareness and developing operational and aviation management skills. Identification, development, and presentation by bureaus of additional training needs unique to specific bureau programs shall be accomplished as required. To avoid duplication of effort, the NBC AMD Associate Director shall be informed of training program development of these specific programs.

C. Project Planning. Aviation operations shall be planned with necessary consideration given to mishap prevention. Flights shall be conducted as planned and in accordance with Departmental policy and procedures. Deviations from the approved mission profile will not be conducted except for safety of flight considerations. Project planning shall include as a minimum:

- (1) Flight routes/areas and altitudes.
- (2) Risk assessment.
- (3) Hazard identification (e.g., weather, takeoff or landing weights, landing areas, wire hazard, etc.).
- (4) Management approval for special use activities.

D. Wire-Strike Prevention.

(1) Flight Environment Considerations. Bureau projects often dictate that flights be conducted in close proximity to the ground where wires are prevalent.

(2) Risk Assessments/Hazard Maps. To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low level flights. A low level flight hazard map shall be constructed for the local operational area. All preplanned low level flights require a thorough map reconnaissance of the route to be flown.

E. Operational Environment Considerations. Environmental conditions are those conditions over which there is no human control. Forecast or known environmental conditions are not mishap cause factors. For example, structural damage caused by flying into forecast severe turbulence is NOT a mishap causal factor. A pilot's decision to fly into forecast or known severe turbulence is a causal factor. Cause factors are normally under human control and can be eliminated. Managers must be aware that their actions may encourage pilots to operate beyond existing capability. Pilots must be ever cognizant of environmental conditions in which they are

expected to operate safely and are the final authority relative to a GO/NO-GO decision based upon environmental and safety considerations.

F. Aviation Life Support Equipment (ALSE). Project leaders shall ensure appropriate and adequate ALSE, including personal protective equipment (PPE), is aboard the aircraft or being worn by the individual, based upon Departmental requirements, guidelines, project needs, and individual state statute requirements. Detailed information is contained in the *ALSE Handbook* (www.nbc.gov/amd).

G. Flight Following. As a potential lifesaving condition, each bureau should include a flight following requirement in the aircraft mishap prevention plan. This plan should specify the method or procedure to be used that will accommodate communications from mission personnel (or the pilot) to the flight following facility at predetermined intervals. Additional information concerning flight following is contained in 351 DM 1.

H. Weight and Balance. It is imperative that proper consideration and planning be given to the aircraft weight and balance computation and subsequent loading. The actual weight of personnel and/or cargo must be considered relative to environmental and aircraft performance capabilities. This will be accomplished for each takeoff and landing for all aircraft. The bureau conducting the operations will determine the formality for the documentation of this effort.

I. Airspace Coordination. Airspace planning and coordination are becoming more important as limited airspace is becoming more congested. All users of the airspace system need to be aware of special use airspace and what restrictions apply to the use of that airspace. Coordination with other airspace users such as the military is an important safety issue. Airspace coordination is an important part of mission planning.

1.10 Aviation Mishap Information System (AMIS).

A. AMIS Program. The Aviation Mishap Information System is an electronic data (files) storage based system encompassing all aspects of aviation mishap reporting within DOI. Categories of reports include aircraft mishaps, aviation hazards, aircraft maintenance deficiencies, and airspace intrusions. The system uses the SAFECOM (AMD-34, www.safecom.gov) to report any condition, observance, act, maintenance problem, or circumstance that has potential to cause an aviation-related mishap. Submitting a SAFECOM is not a substitute for "on-the-spot" correction(s) to a safety concern, rather it is a tool used in the documentation, tracking, and followup corrective action(s) related to a safety issue. Additional information is contained in the *Aviation Mishap Notification, Investigation, and Reporting Handbook* (www.nbc.gov/amd). The AMIS report does not replace the requirement for initiating a DI-134, "Report of Accident/Incident," as required in 485 DM 5.

B. Program Promotion. All levels of management shall promote the AMIS Program. The SAFECOM form, or electronic access to the SAFECOM system (www.safecom.gov), shall be made readily available to pilots, passengers, dispatchers, Contracting Officer Representatives (CORs), maintenance personnel, project leaders, managers, and others in positions to affect aviation safety. Prompt replies to the originator (if a name and telephone number/address are provided),

timely action to correct problems, and discussion of filed SAFECOMs at local level meetings encourage program participation and active reporting.

1.11 Aviation Safety and Aircraft Mishap Information Dissemination.

A. Responsibilities.

(1) DOI Aviation Management. The NBC AMD Aviation Safety Manager shall ensure all SAFECOMs are stored in the electronic database and access is provided to bureau aviation management personnel. Appropriate action shall be taken on identified Department-level aviation safety concerns.

(2) Bureau. The responsibility for regularly reviewing the database and taking appropriate action rests with the bureaus. Bureau Aviation Safety Managers are encouraged to provide feedback to SAFECOM submitters and to solve aviation safety problems at the lowest level possible. Department-level problems should be forwarded to the NBC AMD Aviation Safety Manager for review.

B. Publications. The NBC AMD Aviation Safety Office publishes the following:

(1) Safety Alert. The Safety Alert is red-bordered and will be utilized to disseminate information of a significant nature regarding aviation safety within the Department. The three areas addressed are operations, maintenance, or publications. These Safety Alerts will be published on an unscheduled basis (www.nbc.gov/amd).

(2) Aircraft Mishap Prevention Bulletin. The Aircraft Mishap Prevention Bulletin is green bordered and will be utilized to disseminate information of a general nature regarding aircraft mishap prevention concepts, methods, procedures, and efforts. Bulletins will be published on an unscheduled basis as pertinent information/subject materials become available (www.nbc.gov/amd).

(3) Aviation Safety Review (Annual Report). An annual Aviation Safety Review of aircraft mishaps, associated statistical data, and trend analysis will be published and distributed following the mishap-reporting year.

(4) Aircraft Mishap Presentation. An annual aircraft mishap presentation will be developed, which provides a synopsis of the previous year's aircraft mishaps. This presentation will be produced for mishap prevention purposes only. The presentation will contain representative aircraft mishaps, lessons learned, and other relative information.



FY15 SAFECOM Overview

Handout # 11

SAFECOMs by Category

Well represented Hazards

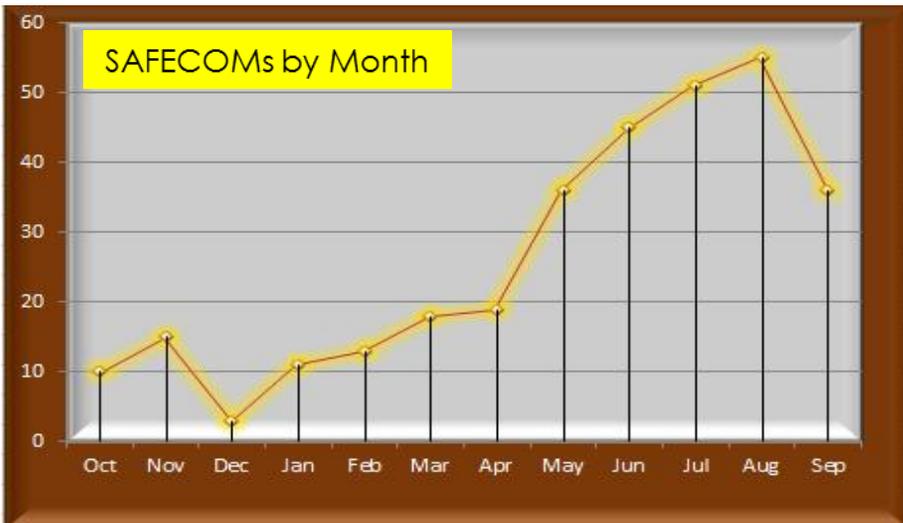
Include:

- ◆ Pilot Action
- ◆ Communications
- ◆ Policy Deviation
- ◆ Preflight Action
- ◆ Verbal Communication
- ◆ Mission Equipment
- ◆ Other



Top Maintenance Issues:

- ◆ Electrical
- ◆ Engine
- ◆ Airframe
- ◆ Avionics
- ◆ Chip Light
- ◆ Fuel
- ◆ Avionics (Radios)
- ◆ Oil



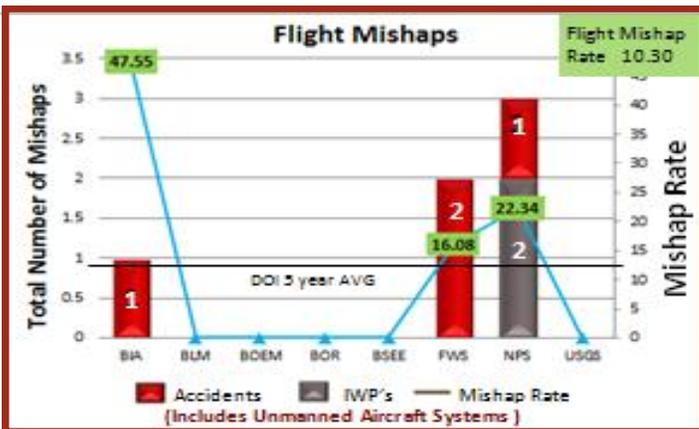
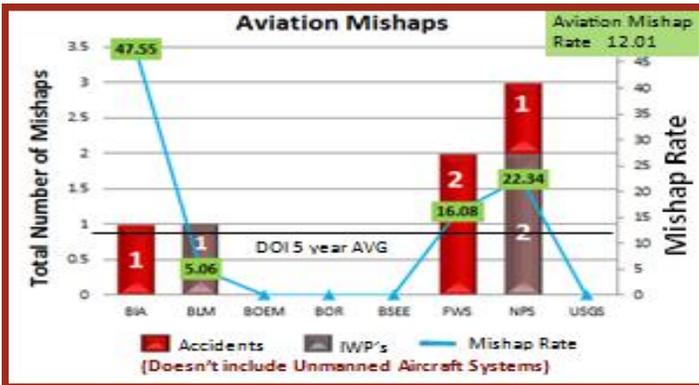
The SAFECOM system is **not** intended for initiating punitive actions. Submitting a SAFECOM is **not** a substitute for "on-the-spot" corrections to a safety concern. It's a tool used to identify, document, track and correct safety related issues. A SAFECOM **does not** replace the requirement for initiating an accident or incident report. SAFECOM.gov

FY15 SAFECOMs	
Bureau	Submitted
BIA	11%
BLM	34%
BOEM	0%
BOR	0%
BSEE	27%
FWS	7%
NPS	19%
USGS	1%
OAS	2%
OSMRE	0%



EXECUTIVE SUMMARY

Take Away Sheet



4 Accident and 3 Incidents with Potential

DOI Flight Usage Cost

Cost associated with flight hours only

	Annual flight Usage Cost	Annual Flight Hours	Cost per Flight Hour
Fleet	\$ 6,594,403	17,116	\$ 385
Contract	\$ 49,982,908	41,153	\$ 1,215
Total Usage	\$ 56,577,310	58,269	\$ 971

POLICY: In FY15, DOI AMRB recommendations have been reduced by 91% ! As of this date, only 13 AMRB recommendations remain open. Three Bureaus have closed out all of their assigned AMRB recommendations. Well done!

POLICY: OPM-6 is alive and well. Be sure to read about PASPs and look for best practices within your mission and geographic areas. Attention to the details ensures mission success and safety.

RISK MANAGEMENT: SAFECOM Reporting Success; because one person learned of a safety issue and submitted a SAFECOM, many DOI, USFS and external agency personnel who share the SAFECOM system became aware and took action.

ASSURANCE: 100% of all Plan Of Action and Milestones (POAMs) have been completed for aviation program evaluations conducted to date in accordance with OAS's ISO 9001-2008 process requirements.

ASSURANCE: 29 Aviation Program Evaluation findings were found among 5 bureaus.

ASSURANCE: SAFECOM reporting has decreased this year demonstrating a need for continual safety awareness.

PROMOTION: In flight awards were given to Graeme Evans, John Mouton, Douglas Jacobs and Jayson Danziger for the second consecutive year with Bureau of Safety and Environmental Enforcement. Several Airwards for BLM, BSEE and OAS were also awarded.

PROMOTION: Bureaus maintaining excellence in aviation safety through their continuous accident-free years record include: BSEE-41 years; OSM-29 years; BOR-18 years; USGS-9 years; BOEM-3 years.





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

Handout # 12

40+ Courses in the Interagency Aviation Training (IAT) Curriculum

Course Delivery: Asynchronous online, Classroom – Instructor led and Webinar

500+ Instructors in the IAT System

60,000+ Registered Users in the IAT System

Training Events

- IAT Events partnered with USFS Helicopter Manager Refresher Training (RT-372's)
- Aviation Centered Education (ACE) Training – San Diego, CA. March 2017



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

Handout # 12

In FY 2016

OAS Training Specialists delivered 167 classroom courses

OAS Training Specialists delivered 70 webinar courses

The IAT Website recorded 25, 759 online course completions

35,061 total course completions

Department of the Interior Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 351: Aviation Operations
Chapter 4: Cooperator Operations

Originating Office: National Business Center

351 DM 4

4.1 General.

A. Purpose. This chapter prescribes policies and procedures for the use of Cooperator aircraft and pilots; affiliate, other Government agency, and military, (excluding incidental passenger use of military aircraft or when Department of the Interior (DOI) employees are providing assistance at the request of the military during response to a special event; in these cases, employees are expected to follow applicable military policy).

B. Policy. Any reimbursement of Cooperators must be in accordance with the current appropriate Public Law dealing with this issue as well as ordering of uncertificated aircraft and retention of associated records, as appropriate. National Business Center (NBC) Aviation Management Directorate (AMD) is responsible for determining if Cooperator aircraft, pilots, and support equipment meet applicable DOI technical and safety standards. DOI bureaus are responsible for determining if approved Cooperator aircraft can meet mission objectives and desired levels of operational efficiency. Additionally, it is Federal policy not to compete with private industry.

C. Bureau Responsibilities. The identification, approval, use, and oversight of Cooperators require an effective, collaborative working relationship between the requesting bureau and the NBC AMD.

(1) Bureau Field Offices.

(a) Meet with prospective Cooperators to explain approval and use procedures. Gather information identified in (c) below.

(b) Send a request for Cooperator inspection and use to the appropriate NBC AMD Regional Director through the Bureau National Aviation Manager for concurrence.

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- (c) Included with the request should be the following information:
 - (i) Name of Cooperator agency and point of contact to include phone numbers and e-mail address if available.
 - (ii) Requested aircraft make and model, pilot(s) name, and support equipment.
 - (iii) Intended use.
 - (iv) If reimbursement through NBC AMD is contemplated, a copy of the document(s) authorizing the relationship (e.g., multi-agency agreement).
 - (v) The requesting bureau point-of-contact to include phone numbers and e-mail address if applicable.
 - (vi) Period of need – single use, single year, or repetitive multiyear.

(2) Bureau National Aviation Manager:

- (a) Process field request and determine if aircraft requested can meet mission objectives and desired levels of operational efficiency.
- (b) Ensure the controlling bureau unit understands and can properly manage the use of the Cooperator resource.
- (c) Forward approved field requests and supporting information to the NBC AMD servicing Regional Office.

D. Aviation Management Directorate Responsibilities.

(1) Regional Offices:

- (a) Receive and review bureau requests for required information and bureau National Office concurrence.
- (b) Acknowledge receipt of request and discuss scope of work and estimated timeframes with requesting bureau office.
- (c) Establish contact with requested Cooperator to discuss scope of work and associated timeframes.

- (d) Coordinate with other NBC AMD offices, as appropriate.
 - (e) Establish a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or an Interagency Agreement (IAA), as appropriate, for activity in a single NBC AMD geographic region. If activity involves multiple AMD Regions, forward to AMD for processing.
 - (f) Ensure an agreement is in place with the Cooperator, detailing aircraft to be used and stated rate(s), if applicable.
 - (g) Issue letters of authorization for aircraft, pilots, and support equipment that meet applicable DOI technical and safety standards.
 - (h) Provide ongoing support to Bureau/Cooperator field activities when requested.
- (2) NBC AMD National Headquarters: Coordinate the Cooperator approval process for requests encompassing more than one NBC AMD geographic region.

E. Flight Operations Standards and Procedures.

- (1) Aircraft Equipment. Aircraft must be appropriately equipped for the mission (refer to 351 DM 2.2).
- (2) Personal Protective Equipment (PPE). All DOI employees shall wear personal protective equipment, as per 351 DM 1 and the *Aviation Life Support Equipment Handbook* (www.nbc.gov/amd) when flights are to engage in special use activities.
- (3) Operations in Restricted Category and Uncertificated Aircraft.
 - (a) Operation of aircraft certificated in the Restricted Category shall be limited to the special purpose operations authorized by that certificate. All operations shall be in accordance with 14 CFR 91, Subpart D, and the aircraft operating limitations of the Restricted Certificate. For aircraft with multiple Airworthiness Certificates, the operating rules of the Certificate being used shall apply.
 - (b) Operations of uncertificated aircraft shall be limited to transportation of aircrew members (e.g., firefighters) and property directly associated with the mission as authorized by the most current Public Law pertaining to public use aircraft and, appropriate Departmental guidance. This authorization does not include transportation of passengers. For this type transportation, refer to 351 DM 1.

(4) DOI Operations Involving Foreign Aircraft in Foreign Countries. The provisions of this chapter do not apply to aircraft of foreign registry operating in foreign countries.

(5) DOI Operations Involving Foreign Aircraft in the U.S. Aircraft of foreign registry operated in the United States are subject to the provisions of this chapter.

F. Administrative Procedures.

(1) Reporting Requirements. All Cooperator use by DOI shall be reported by the using bureau in a manner prescribed by AMD. If the flight is at no cost to DOI, "Not for Payment Purposes" shall be noted.

(2) Cost of Inspection. If an initial or followup onsite inspection is required, the requesting bureau may be required to reimburse AMD. If reinspections are required, the cost of the reinspection shall be charged to the DOI bureau making the initial request.

(3) Reporting Aircraft Mishaps. The using organization shall ensure aircraft mishaps are reported in accordance with 352 DM 3.

4.2 **Affiliate Operations.** Department of the Interior (DOI) bureau personnel may be, for the mutual benefit of the Government and the cooperating party, nonrevenue passengers/aircrew members aboard civil aircraft operating in accordance with 14 CFR 91, 121, or 135.

A. Operational Standards. Flight operation standards described in 14 CFR 91 are applicable. Flight plans, flight following, and flight and duty limitations will be consistent with 351 DM 3.

B. Flight Crewmember Policy. Pilot requirements, standards, and qualifications shall be in accordance with vendor pilot standards prescribed in 351 DM 3.3.

C. Maintenance Standards.

(1) The aircraft shall have a Standard Airworthiness Certificate in either normal, utility, or transport category.

(2) As a minimum, the aircraft shall be maintained to the requirements of 14 CFR 91, Subpart E, annual and 100-hour inspections, progressive, or an FAA-approved inspection program.

(3) Time between overhaul (TBO) requirements are located at 351 DM 2.4A(3).

D. Evidence of Liability Insurance. Minimum requirements of 14 CFR 205.

E. Special Use Activity Request and Approval Procedures. Special use activity flying requires an onsite inspection of records, maintenance, aircraft, and a flight check of the pilot for the intended activity. The bureau is responsible for informing the Cooperator of these requirements.

F. Pilot and Aircraft Approvals. Pilots and aircraft approved for flight activity shall be issued a letter of authorization in lieu of pilot/aircraft cards by the appropriate NBC AMD authority approval.

4.3 **Military Operations.** The intent is to ensure, to the maximum extent possible, that agency missions are accomplished and Government policy regarding noncompetition with private enterprise is adhered to in all instances.

A. Authority. The use of military aircraft is subject to the limitations of Department of Defense (DOD) Directive 4500.9, DOD Directive 4515.13, Department of Homeland Security, U.S. Coast Guard Manual M3710.1, DOI Manuals 347 DM 9, 350-354 DM series, and the appropriate NBC AMD Operational Procedures Memoranda.

B. Definition. An aircraft operated and maintained by an active or reserve component (all Reserve forces, as well as Army National Guard and Air National Guard) of the Department of Defense (DOD), or by any active or reserve component of the U.S. Coast Guard (USCG). All references to military aircraft include both DOD and USCG aircraft.

C. Policy. The following policy is established and is consistent with or specifically required by the above references.

(1) The NBC AMD shall be responsible for making final determination as to availability of commercial resources.

(2) Cost factors are not considered justification for use of military aircraft in lieu of available commercial sources. Essentially, if commercial sources are reasonably available and capable of performing the mission, the commercial source shall be used.

(3) Memorandums of Understanding (MOUs) or Letters of Agreement currently in effect that are consistent with this document shall not be affected.

(4) A request for immediate transportation in a life-threatening or operational emergency may be made directly to the military installation.

D. Bureau Responsibility. In addition to the responsibilities identified in paragraph 4.1C above, the bureau identifying a projected need for the use of military aircraft shall:

(1) Coordinate with the appropriate NBC AMD Regional Director to assist in a search for commercial resource availability.

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- (2) Identify and locate military aircraft capable of meeting identified needs.
 - (3) Initiate a written request for non-emergency use to the appropriate NBC AMD Regional Director.
 - (a) Requests shall include statements that clearly demonstrate that the requirement is in the national interest and indicates action taken toward obtaining commercial resources.
 - (b) Military support specifically authorized by statute negates the requirement for a statement concerning national interest. The requesting agency must furnish a reference to the appropriate statute.
 - (4) Submit requests for military aircraft use for operational emergencies (i.e., firefighting, natural disaster, etc.) directly to the appropriate NBC AMD Regional Office.
 - (5) Initiate a Letter of Agreement or Memorandum of Understanding (MOU) with the DOD source after the NBC AMD secures DOD approval. This agreement shall include:
 - (a) Statement which requires the DOD source to provide only those pilots having a minimum of 500 hours pilot time in category (not pilot-in-command (PIC));
 - (b) Any reimbursement requirements for services provided;
 - (c) Control and support guidelines governing the use of the aircraft; and
 - (d) The method by which the using bureau shall monitor the resources provided.
- E. Approval. Requests shall be processed through bureau channels to the appropriate Assistant Secretary and then to the appropriate NBC AMD Regional Director (RD) for processing. The NBC AMD RD will forward a copy of all approved requests through the NBC AMD Associate Director to the Assistant Secretary – Policy, Management and Budget (AS-PMB) to the Appropriate Department of Defense official for final approval.
- F. Pilot and Aircraft Approvals. Aircraft and flight crewmembers shall not be inspected or issued DOI qualification cards.
- G. Standards for Fire Use of National Guard Helicopters. This provision is for procuring National Guard helicopters for emergency fire suppression only.

(1) Chapter 70, *Military Use Handbook* (www.nifc.gov, National Fire Equipment System (NFES) 2175), specifies the standard for pilot training and qualification for approving the use of these aircraft for emergency fire suppression.

(2) Any National Guard flight crew meeting these pilot training and qualification standards may be used by DOI bureaus in fire suppression activities provided the appropriate interagency agreements (IAAs) between NBC AMD and the respective National Guard State organization is in place.

(3) Approval requests for use of National Guard helicopters in fire suppression missions should be initiated prior to the start of fire season and should be routed through the Bureau National Aviation Manager to the servicing NBC AMD Regional Office. Request should allow adequate time for NBC AMD to coordinate and conduct interagency training. NBC AMD will issue letters of approval for aircraft and pilots qualified for interagency fire missions. Questions should be directed to the appropriate NBC AMD Regional Office.

4.4 Other Government Agency Operations. This section applies to government aircraft of U.S. registry at the Federal, State, and local levels.

A. Authority. The use of other government agency aircraft is subject to the provisions of the Federal Property and Administrative Services Act of 1949, Office of Management and Budget (OMB) Circulars A-76 and A-126, the Economy Act of 1932 (31 U.S.C. 1535 and 1536), DOI Manuals 347 DM 9, 350-354 DM, as appropriate, and all appropriate NBC AMD Operational Procedures Memoranda (OPMs).

B. Operational Standards. Flight operation standards described in 14 CFR 91 are applicable. Flight plans, flight following, and flight and duty limitations will be consistent with 351 DM 1.

C. Flight Crewmember Qualifications. Pilots shall be qualified in accordance with the requirements in 351 DM 3.1A and B, and 3.2.

D. Maintenance Standards. Aircraft certificated in normal, utility, transport, or restricted categories shall be maintained in accordance with 14 CFR 91, Subpart E, annual and 100-hour inspection, progressive, or an FAA-approved maintenance inspection program. The requirement to comply with specified time between overhaul (TBO) is located at 351 DM 2.4A(3). Uncertificated aircraft must be maintained in accordance with maintenance and inspection programs accepted by the NBC AMD Associate Director.

E. Vendor Crews and Aircraft. Vendor aircraft and crews furnished by other government agencies shall meet DOI standards.

F. Pilot and Aircraft Approval. Pilots and aircraft shall be issued a letter of authorization, in lieu of pilot/aircraft cards, by the appropriate NBC AMD Regional Director, when approved.

G. Special Use Activity. Special use activities require an onsite inspection of records, maintenance, aircraft, and a flight check of the pilot. The bureau is responsible for informing the government agency of the standards contained in 351 DM 3.2A and 3.2C.

H. Excess Military Aircraft Owned and Operated by a Government Agency. NBC AMD may approve the use of government-operated excess military aircraft when it can be verified that the aircraft are being maintained under an NBC AMD-accepted Interagency Committee for Aviation Policy (ICAP) *Inspection Planning Guide* (IPG, www.gsa.gov) standard/criteria.

(1) Transport of Interior Personnel.

(a) The government agency offering transportation to Interior personnel shall provide the requesting NBC AMD Regional office with a letter on official government letterhead, signed by an appropriate official, stating that the agency has adopted the ICAP IPG as the basis for their maintenance program for the specific aircraft in question and is maintaining the aircraft to the IPG standard. The agency should include in the letter the make, model, and series of the aircraft, the current FAA registration number, and a copy of an airworthiness certificate, should one exist.

(b) The agency shall provide the NBC AMD access to the aircraft and maintenance records for verification and determination of the condition of the aircraft, when requested. The NBC AMD shall conduct an onsite review of appropriate aircraft maintenance records and inspect each offered aircraft to the appropriate ICAP IPG standard. Additionally, any special use activities to be conducted shall require inspection of the aircraft to the appropriate NBC AMD Aircraft Rental Agreement (ARA) supplement or as specified by the AMD Regional Director, where a letter of approval may then be issued.

(2) Future ICAP IPG Approval. The NBC AMD Associate Director may approve future ICAP IPGs (www.gsa.gov) when the intended bureau user makes such a request in writing.

(3) See 351 DM 2.4D, "Uncertificated, Ex-Military Aircraft Operated by DOI."

I. Other Government Agency Revenue Flights. If these flights are to be paid through the NBC AMD system, an Interagency Agreement (IAA) with the NBC AMD must be in place. This IAA will be predicated on an existing agreement between a DOI bureau and the other government agency.

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GSA Office of Governmentwide Policy

Interagency Committee for Aviation Policy (ICAP)



ICAP Member Agencies

ICAP agencies use aircraft for firefighting, law enforcement, weather prediction, natural resource support, homeland security, space research, and beyond. This brochure provides a description of the ICAP's largest non-military aircraft programs. Other ICAP member agencies not included in this brochure include the Tennessee Valley Authority, Environmental Protection Agency, National Transportation Safety Board, the Department of Defense, and the Veteran's Affairs.

Non-Defense Federal agencies own about 1,500 aircraft, and rent, charter, or contract for the use of other aircraft. All civilian agencies are required to report cost and utilization information to GSA through the electronic Federal Aviation Interactive Reporting System (FAIRS).

The 2007, non-Defense government owned aircraft logged 308,000 flying hours at a cost of \$688.6M



What is the ICAP?

The General Services Administration (GSA) established the Interagency Committee for Aviation Policy (ICAP) in 1989 at the direction of the Office of Management and Budget (OMB). Eighteen Federal agencies are members of the ICAP. With advice from the ICAP, GSA makes policy for Federal aviation management. The ICAP coordinates the policy views of the Federal aviation community and also assists agencies in providing aviation services to support their missions. GSA chairs and facilitates ICAP, provides support for aviation management, and operates a management information system to collect and report data related to Federal aviation operations.

The ICAP develops and accomplishes its objectives through various subcommittees, that currently include the following:

- Acquisition, Use, and Disposal
- Communications
- Management Data and Systems
- Safety Standards and Training

The ICAP sponsors Federal aviation manager training and issues a number of informative publications, including the Common Aviation Management Information System Standard, the Federal Aviation Cost Accounting Guide, operations manual guides, and inspection planning guides. Ongoing ICAP efforts include the development of safety standards guidelines for Federal flight programs, fleet modernization planning, development of performance measures and benchmarks, Aviation Resource Management Surveys (ARMS), and cost and utilization data reported in the Federal Aviation Interactive Reporting System (FAIRS).

Department Of Agriculture (USDA)

Three agencies in USDA use aircraft: The Agricultural Research Service's (ARS) aircraft support research on airborne entomological radar systems and on delivery systems for aerial application of agricultural materials to control crop pests. ARS acquires aerial images for research studies in agriculture, including range land, soil, water quality, and other natural resources.

The Animal and Plant Health Inspection Service (APHIS) uses its aircraft to support pest control, emergency pest outbreaks, sterile insect dispersal wildlife management, predator control, and the monitoring of aerial application contractors. APHIS aircraft are also used for research and development.

The Forest Service's (USFS) aircraft deliver personnel and equipment to remote areas for firefighting. USFS firefighters dispense water and chemical fire retardants from the air and use cameras to take aerial photos, video, and infrared imagery. USFS aviation also supports law enforcement, surveys, and other activities for the management and protection of nearly 188 million acres of National Forest System lands.

Department Of Commerce (DOC)

DOC operates a variety of aircraft through the National Oceanic and Atmospheric Administration (NOAA). All DOC aircraft are modified to perform atmospheric research, air chemistry, photogrammetry, aeronautical charting, coastal mapping, snow surveying, fishery surveying, marine mammal research, LIDAR nautical charting, and logistical support to scientific parties.

Department Of Energy (DOE)

DOE has a small fleet of aircraft, that they use for transportation of cargo, sensitive nuclear materials, and other hazardous materials; power line patrol; installation security; and multi-spectral photography. Most of DOE's aircraft are extensively modified to perform their particular missions.

Additionally, DOE uses special aircraft, primarily unmanned aerial systems, in atmospheric and energy research.

Department Of Health And Human Services (HHS)

HHS does not own or operate any aircraft. However, the Indian Health Service charters aircraft as needed to transport emergency medical patients and occasionally medical personnel, supplies, and equipment in remote areas of the western U.S. and Alaska. In addition, the Centers for Disease Control lease specially equipped aircraft to carry medical and biological materials.

Department Of Homeland Security (DHS)

DHS operates aircraft to support the operations of the and Customs Border Protection (CBP), and to support law enforcement operations, including investigative support and drug enforcement. The U.S. Coast Guard uses a specialized fleet of helicopters and fixed-wing aircraft to support search and rescue, law enforcement, marine safety, environmental response, ice operations, aids to navigation, and boating safety. The Federal Emergency Management Agency (FEMA) may also hire aircraft.

Department Of The Interior (DOI)

DOI's responsibilities entail management of natural, cultural, and historic resources throughout the United States and U.S. Territories. DOI's eight resource management bureaus (including the U.S. Geological Survey, the National Park Service, the Bureau of Land Management, and the U.S. Fish and Wildlife Service) use aviation services to support natural resource missions. Aircraft are required for law enforcement, wildlife management (animal capture and tracking), wild land firefighting, scientific research, and other uses. Aircraft ensure access to remote areas that are not easily accessible by vehicles and the aircraft are often used to support high-risk missions like firefighting. Commercial aviation companies deliver over 90 percent of DOI's aviation support services, with annual usage fluctuating based on the severity of the fire season. To maximize efficiency, effectiveness, and especially safety, DOI has established a centralized aviation service in the Aviation

Management Directorate of the DOI National Business Center, which provides management oversight, administrative support, and technical expertise to the bureaus on aviation matters.

Department Of Justice (DOJ)

DOJ operates aircraft to support the operations of the U.S. Marshals Service, the Federal Bureau of Investigation, and the Drug Enforcement Administration. Justice's use of aircraft supports two broad mission areas: law enforcement, including investigative support; and, transportation of prisoners and illegal aliens.

Department Of State (DOS)

The DOS, Bureau for International Narcotics and Law Enforcement Affairs (INL), operates helicopters and airplanes in Central and South America to assist host nations in the eradication of illicit drug crops and the detection, monitoring, and interdiction of drug trafficking operations. Depending on the host nation agreement, the actual operations of INL aircraft will vary from DOS contractor personnel to host nation personnel.

Department Of Transportation (DOT)

Under DOT, the Federal Aviation Administration (FAA) operates aircraft to accomplish activities such as flight inspection, training, research and development. FAA's goal is to ensure that all efforts lead toward a safe, efficient, and effective utilization of the National Airspace System.

National Aeronautics And Space Administration (NASA)

NASA operates a fleet of aircraft for research and development, program support, and mission management. About a quarter of NASA's fleet is highly modified or leading-edge technology airframes designed to explore new aeronautical theories or flight regimes. Over sixty of NASA's aircraft are designated as program support aircraft designed to be platforms for aeronautical research, to carry specific projects, or to train space shuttle crewmembers. The remaining aircraft are used for administrative purposes to

transport passengers on official government business in support of NASA's operations.

National Science Foundation (NSF)

NSF maintains a small fleet of aircraft to support research and education in the atmospheric and oceanographic sciences and in polar programs. The fleet is currently performing the following missions: 1) long-range observations over remote tropical and oceanic regions critical to studies of the global climate; 2) studies of the kinematics and thermodynamic structure of the troposphere (including boundary layer studies); 3) studies of atmospheric chemistry and aerosols in the troposphere; and, 4) cloud physics including penetration of convective clouds.

For More Information

visit the internet homepage of the Aircraft Management Policy, General Services Administration (GSA),
[http://www.gsa.gov/aviation policy](http://www.gsa.gov/aviation%20policy)