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.

MARK BATHRICK

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Director, Office of Aviation Services

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.