



United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 04

Subject: Aviation User Training Program

Effective Date: January 1, 2023

Last Updated: January 1, 2022

Expiration Date: December 31, 2023

1. Summary of Changes:

No Changes.

- 2. 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 crewed aircraft activities. (See IAT Guide Appendix 2-Interagency Aviation Training Position Requirements, highlighted positions in YELLOW.)

The required positions are:

- Aircrew member
- Aviation Manager
- Flight Follower
- Line Manager
- Supervisor

There are six additional positions which have been identified and have suggested training found in the IAT Guide. The suggested positions are:

- Aviation Dispatcher
- Fixed-Wing Flight Manager
- Fixed-Wing Flight Manager - Special Use
- Helicopter Flight Manager (DOI Only)
- Helicopter Manager - Resource
- Project Aviation Manager

Bureaus may choose to adopt these additional position requirements per their agency policy.

DOI Flight Crewmember/Pilot training requirements are identified in OPM-22 Crewed Aircraft, Pilot - Training Program.

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

A complete description of the DOI interagency aviation positions, training requirements, and required course descriptions can be found in the Interagency Aviation Training Guide.

3. **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. Equivalencies have been identified for positions and training covered by the National Wildfire Coordination Group (NWCG). A table explaining the equivalencies can be found in the IAT Guide appendix section.
4. **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.
5. **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.

6. Aviation Safety Training for Personnel Involved in ANY Aviation Operations or Flight Activities.

Mandatory Training by position for personnel with Aviation Management Responsibilities can be found in the Interagency Aviation Training Guide.

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.

7. **Interagency Aviation Training Instructor Requirements.**

Requirements for initial instructor certification, maintenance of instructor status and specialized instructor qualifications such as adjunct instructors and A-312 Water Ditching and Survival instructors is detailed in the IAT Guide.

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