



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, 2019

Supersedes: OPM-04 dated January 1, 2016

Expiration Date: December 31, 2019

1. Summary of Changes:

Minor grammatical changes. Added Aviation Manager Training requirements. Added A-225 IAT instructor Update requirement for M-410 and Other Train the Trainer equivalencies. Removed language requiring all instructor to be evaluated instructing A-100 prior to being certified to teach other A-courses. Formally recognized adjunct instructors. Updated language for maintaining instructor currency.

- 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 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*.

- 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. 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 2 and Appendix 3.

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. 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 1 (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.
 - 3) **Aviation Managers.** Shall be designated to administer the bureau aviation program at the national level. All National, Regional/State Aviation Managers must meet the identified Aviation Manager position training requirements. Unit level training requirements will be determined by each bureau.

7. 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 1.

8. 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.

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

Individuals instructing NWCG aviation course are required to meet instructor qualifications identified in the *NWCG Field Managers Course Guide* or individual course instructor guides.

B. Instructor Certification Requirements

- 1) Agency and supervisor approval.
- 2) Completion or approval of one of the following instructor training paths
 - a. A-220 or
 - b. M-410 and A-225 or
 - c. Train-the-Trainer training equivalent and experience and A-225. 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). Requests should be routed and supported through the bureau national aviation manager.
- 3) The instructor candidate must have successfully completed the course they wish to instruct within 36 months preceding the evaluation.
- 4) Prior to Instructor certification, instructors must be evaluated by the DOI OAS-Training Branch (TB), USFS National Aviation Training Program Manager (USFS ATPM) or a Bureau designee. Designee approval must be in writing.
- 5) Instructor evaluators will complete and submit an OAS-105, Interagency Aviation Training (IAT) Instructor Evaluation form to the DOI OAS-Training Branch (TB) or USFS National Aviation Training Program Manager (USFS ATPM) with a recommendation for certification.

Upon successful evaluation, instructors are authorized to instruct the course for which they were evaluated.

A separate evaluation and OAS-105 must be completed for each course an individual wishes to instruct.

Some courses may require additional instructor prerequisites or qualifications. See Interagency Aviation Training Guide for those specific instructor prerequisites.

C. Maintaining Interagency Aviation Training Instructor Certification.

Instructors must meet the following requirements to maintain certification:

- 1) Have agency and supervisor approval.
- 2) Teach at least one IAT course for which you are qualified every 36 months.
- 3) Complete the following course management processes:
 - a. Register class on Interagency Aviation Training (IAT) web site.
 - b. Collect completed OAS-111, Training Course Evaluation forms.
 - c. Within 90 days of course completion:
 - Submit completed OAS-106, Course Presentation Record form.
 - Record and submit student status (pass, fail, no show, or score).
 - Submit a completed OAS-113 Course Feedback Form.
- 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. Adjunct Instructors Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor or course coordinator. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise. (Examples of this might include Subject Matter Experts, Contracting Officers, Solicitors, Pilot Inspectors, Maintenance Inspectors and Accident Investigators.)

E. 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 5) 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 Adult CPR, AED, and basic first aid certificate.
- 4) Must complete A-223 Water Ditching and Survival Train-The-Trainer.
- 5) Complete the Instructor Trainee Task Book.
- 6) Must be evaluated instructing the A-312
 - a. 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.
 - b. A-312 classes shall be limited to two instructor trainees

Currency:

- 1) Instructors must meet the requirements in 7C. Maintaining Interagency Aviation Training Instructor Certification.
- 2) Co-instruct an A-312 once every 36 months.
- 3) Provide copies of current CPR, AED, and First-Aid certificates to OAS-TB.
- 4) Attend A-223R Water Ditching and Survival Train-the-Trainer Refresher once every 36 months.

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

- 1) Contact OAS-TB/Bureau Leads/USFS Aviation Training Program Manager (USFS ATPM) to initiate recertification.
- 2) 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)

- F. 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:

- 1) Meet criteria above in section 7(B)(1),(2)
- 2) Qualified and current as an A-312 Water Ditching & Survival Instructor.
- 3) A-223 Instructors will maintain basic water rescue or lifeguard certification.
- 4) 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.
- 5) OAS-TB Training Specialists are required to complete a commercial water ditching course once every 36 months.

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Mark L. Bathrick
Director, Office of Aviation Services

Attachments:

Appendix 1: 2017 IAT Position Requirements Matrix

Appendix 2: 2017 One Way S-Course (NWCG) to A-Course(s) IAT Equivalency Matrix

Appendix 3: 2017 One-Way NWCG Position to IAT Position Crosswalk

2017 IAT Position Requirements Matrix

		Course Length (Hours)	POSITION										
CODE	COURSE TITLE		Aircrew Member	Aviation Dispatcher	Aviation Manager	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Flight Follower	Helicopter Flight Manager (DOI)	Helicopter Manager - Resource	Line Manager (DOI)	Project Aviation Manager	Supervisor (DOI)
YELLOW = OPM-04 identifies five positions which have required training for DOI and other personnel participating in manned aircraft activities. Aircrew member, Aviation Manager, Flight Follower, Line Manager and Supervisor BOLD-Course Available Online X = Requires Completion Once 3 = Requires initial completion and every 3 years													
A-100	Basic Aviation Safety	5	3	3	X	3	3	3	3	3		X	
A-102	USFS Alaska Region Fixed-Wing Safety	1	<i>As specified by bureau or agency policy</i>										
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	
A-110	Aviation Transportation of HAZMAT (*if applicable)	2	3*	3*	X	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 (helicopter aircrew member)	8							X	X			
A-218	Aircraft Pre-Use Inspection	.5			X		X			X		X	
A-219	Helicopter Transport of External Cargo (*if applicable)	8	X*							X			
A-220	Train-The-Trainer	32	<i>Reference Part 3 Interagency Aviation Training</i>										
A-223	Water Ditching and Survival Train-The-Trainer	24	<i>Instructor Certification</i>										
A-225	IAT Instructor Update	1.5											
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	6			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	8	<i>As specified by bureau or agency policy</i>										
<i>* Line managers must complete the M-3 Aviation Management for Supervisors OR M-2 Aviation Management Line Managers Briefing every 3 years.</i>													
M-3*	Aviation Management for Supervisors - DOI	4									3		3
M-2*	Aviation Management Line Managers Briefing – DOI	2									3		
USFS Required Training													
A-314	Aviation Program Overview for Forest Service Agency Administrators	2											3
N9059**	Crew Resource Management 7 Skills **in lieu of A-310	3			X		X			X		X	
RT9059F**	Crew Resource Management 7 Skills Refresher**in lieu of A-310	1.5								3			

2017 One-Way NWCG Position to IAT Position Crosswalk

NWCG Position		IAT Position									
		Aircrew Member ¹	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager Special Use	Helicopter Flight Manager	Flight Follower	Helicopter Manager- Resource	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), IAT 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 IAT 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.