



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, 2018

**Supersedes:** OPM-04 dated January 1, 2016

**Expiration Date:** December 31, 2018

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 2 and Appendix 3.

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 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.

**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 1.

**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 APTM 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:

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

X

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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)
<b>YELLOW</b> = 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  <b>BOLD-Course Available Online</b> <b>X</b> = Requires Completion Once <b>3</b> = 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	<i>As specified by bureau or agency policy</i>										
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		
<b>USFS Required Training</b>													
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 S-Course (NWCG) to A-Course(s) IAT Equivalency Matrix

This matrix shows the approved one-way S-Course (NWCG) equivalents (E) for the IAT "A" Courses. 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.

IAT COURSES	CODE	COURSE TITLE	S - COURSE																	
			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	S-378 Air Attack Group Supervisor	S-375 Air Support Group Supervisor	S-470 Air Operations Branch								
	A-100	Basic Aviation Safety																		
	A-104	Overview of Aircraft Capabilities & Limitations	E																	
	A-107	Aviation Policy & Regulations-I																		
	A-109	Aviation Radio Use																		
	A-110	Aviation Transportation of HAZMAT (if applicable)																		
	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															
	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																		
	A-209	Helicopter Operations		E																
	A-216	Aircraft Operations Security																		
	A-218	Aircraft Pre-Use Inspection				E				E										
	A-219	Helicopter Transport of External Cargo (if applicable)		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																		

Course equivalencies to be determined by DOI OAS Chief ASTPE / USFS ATPM

Course equivalencies to be determined by DOI OAS Chief ASTPE / USFS ATPM

## 2017 One-Way NWCG Position to IAT Position Crosswalk

NWCG Position		IAT Position									
		Aircrew Member <sup>1</sup>	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 <sup>2</sup>		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.

**Note<sup>1</sup>: 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.

**Note<sup>2</sup>:** HMGB wishing to act as a Fixed-Wing Flight Manager shall complete A-100 Basic Aviation Safety.