



Field Reference Guide for Aviation Users

May 2014

Foreword

This document has been designed as an easy to read reference guide for aviation users in the Department of the Interior. The content has been condensed to address aviation policy issues that frequently occur in the field.

An attempt has been made to structure the flow of information with Parts 350-354 of the Departmental Manual (DM). Other references are incorporated into each chapter to minimize having to refer to a particular definition from 350 DM 1, Appendix 5, or an Operational Procedures Memoranda (OPM) that provides specific information to support a policy referenced in the DM.

This document encompasses the most current Department of Interior aviation policy. These policies are updated continually in order to ensure the safest operating environment for departmental employees and volunteers.

Questions or suggestions regarding the content of the document can be directed to the Office of Aviation Services Training Division, 300 E. Mallard Drive, Suite 200, Boise, ID 83706-3991.

Revision History

Version	Description	Date
February 2013	Removed old DM references, replaced with DM Parts 350-354 dated July 27,2011. Removed old OPM refernces, replaced with OPM's dated January 1, 2013 Added Secretary's Order #3322 Restructuring and Renaming the DOI NBC	February 27, 2013
May 2014	Updated date. Revised typo on page 16: ALSE deleted "below 500' " replaced with "above 500' " Added revision history Updated OAS West Region office location address Added the references to the current 112 DM 12 dated Sept. 3, 2013 "Policy, Management and Budget – Office of Aviation Services	May 27, 2014

This revision incorporates the Departmental Manual, Parts 350-354 Dated July 27, 2011 and relevant Operational Procedures Memorandum's (OPM's) current as of January 1, 2013

The current version of all DOI-OAS policies are found at:

<http://oas.doi.gov/library/index.htm>

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Aviation Policy

Introduction

It is important that Department of the Interior aviation users be familiar with the requirements, procedures and policies involved with aviation.

Departmental aviation guidance is governed by the Code of Federal Regulations (CFR), Federal Aviation Regulations (FAR) and the Departmental Manual (DM).

Policy

All aviation policy and use is governed by the CFRs, Title 14, Aeronautics and Space. Civil and Government aviation are administered by the FAA and regulated by the FARs.

FAR: Part 91 - Describes rules governing the general operation of aircraft within the United States.

FAR: Part 135 - Prescribes rules governing air taxi operators and the carrying of persons or property for compensation or hire as a commercial operator.

FAR: Part 121 - Prescribes rules governing the certification and operations of an air carrier engaging in interstate or overseas air transportation under a certificate of public convenience.

112 DM 12.1 - The mission of the Office of Aviation Services (OAS) is to raise the safety standards, increase the efficiency, and promote the economical operation of aircraft activities in the Department of the Interior (DOI).

112 DM 12.2 - The primary functions of OAS are to exercise programmatic oversight over the work of the bureaus relating to aviation management and operations and to serve as a central point of contact with external agencies and organizations. This includes coordinating, consulting, and collaborating with the bureaus to ensure Department-wide consistency within the bureau aviation programs, to the extent practical, given the different statutory requirements and missions of the bureaus.

Public Aircraft Law

The President signed Public Law 103-411 on October 25, 1994, which changed the statutory definition of "public aircraft." This was replaced with a new definition contained in PL-106-181 (Aviation Investment and Reform Act) on April 5, 2000.

Public Aircraft

Public aircraft means any of the following aircraft when not being used for a commercial purpose or to carry an individual other than a crewmember or qualified non-crewmember:

(1) An aircraft used only for the United States Government; an aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration; 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 a political subdivision of one of these governments; or 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 of the United States or a political subdivision of one of these governments.

(i) For the sole purpose of determining public aircraft status, *commercial purposes* means the transportation of persons or property for compensation or hire, but does not include the operation of an aircraft by the armed forces for reimbursement when that reimbursement is required by any Federal statute, regulation, or directive, in effect on November 1, 1999, or by one government on behalf of another government under a cost reimbursement agreement if the government on whose behalf the operation is conducted certifies to the Administrator of the Federal Aviation Administration that the operation is necessary to respond to a significant and imminent threat to life or property (including natural resources) and that no service by a private operator is reasonably available to meet the threat.

(ii) For the sole purpose of determining public aircraft status, *governmental function* means an activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement (including transport of prisoners, detainees, and illegal aliens), aeronautical research, or biological or geological resource management.

(iii) For the sole purpose of determining public aircraft status, *qualified non-crewmember* means an individual, other than a member of the crew, aboard an aircraft operated by the armed forces or an intelligence agency of the United States Government, or whose presence is required to perform, or is associated with the performance of, a governmental function.

(2) An aircraft owned or operated by the armed forces or chartered to provide transportation to the armed forces if --

(i) The aircraft is operated in accordance with title 10 of the United States Code;

(ii) The aircraft is operated in the performance of a governmental function under title 14, 31, 32, or 50 of the United States Code and the aircraft is not used for commercial purposes; or

(iii) The aircraft is chartered to provide transportation to the armed forces and the Secretary of Defense (or the Secretary of the department in which the Coast Guard is operating) designates the operation of the aircraft as being required in the national interest.

(3) An aircraft owned or operated by the National Guard of a State, the District of Columbia, or any territory or possession of the United States, and that meets the criteria of paragraph (2) of this definition, qualifies as a public aircraft only to the extent that it is operated under the direct control of the Department of Defense.

350 DM 1 (Effective Date July 27,2011)

General Program Requirements

Official Documents

The current version of all DOI-OAS policies are found at <http://oas.doi.gov/library/index.htm>

Purpose

350 DM 1.1

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).

Scope

350 DM 1.2

- 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.

Policy

350 DM 1.3

- 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

- 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).

350 DM 1:
(continued)

Responsibilities

350 DM 1.6

- 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.
- 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.

Transportation
of
Passengers

350 DM 1.8 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:
 - A. Officers and employees of the Federal Government traveling on official business.
 - B. Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs.
 - C. 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.
 - D. Space-available passengers authorized and approved in accordance with OMB Circular A-126.
 - E. 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.

350 DM 1:
(continued)

- 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.

Exceptions

350 DM 1.10

- 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.

**350 DM 1 - Appendix 2 350 (Effective Date July 27,2011)
Aviation Management Definitions**

Affiliated Aircraft

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.

Air Crewmember - Essential for the Mission.

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.)

Aviation Board of Directors.

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.

Cooperator Aircraft.

17. Cooperator Aircraft.

An affiliated, military, or other Government agency aircraft.

Flight Crewmember

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.

Public 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).350 DM 1 Page 13 of 23 07/27/11 #3897 Replaces 03/27/98 #3201
- 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).

OPM 13-29 (Effective Date January 1, 2013) **Special Use Activities and Revised Standards** **for Technical Oversight**

Official Documents

The current version of all DOI-OAS policies are found at <http://oas.doi.gov/library/index.htm>

Purpose

1 This OPM establishes policies and procedures regarding a) special use activities and b) inspection and technical oversight of vendor pilots and aircraft flying for the Department of the Interior (DOI). It was written to preclude duplication of effort between DOI and the Federal Aviation Administration (FAA) while recognizing that DOI has Departmental oversight responsibilities which must be performed.

Authority

2 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; Secretarial Order 3250 dated September 30, 2003.

Definitions

3 Definitions

Point-to-Point Transportation

A. Flights between airports (excluding operations defined in 351 DM 1.7 as special use) for which the route of flight is determined only by the pilots, based on navigation requirements.

High Reconnaissance

B. 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 VSO (airplane landing configuration stall speed), or climbs/turns/descents greater than standard rate. This does not include any type of precise maneuvering or specialized equipment.

Special Use Activities

C. 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 control measures due to their inherently higher risk. This may require deviation from normal operating practices where authorized by DOI OAS. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to minimize risk to personnel and property. These activities include:

- Low level flight (within 500' of the surface)
- Mountain flying (helicopter)
- Resource reconnaissance
- Fire reconnaissance
- Air tactical group supervision
- Toe-in, single-skid, and step-out landing (helicopter)

- Cargo letdown
- External load - short line ~50' (helicopter)
- External load - longline >50' (helicopter)
- Rappel
- Short-haul

- Offshore platform landings (helicopter)
- Vessel landings

Water landings - floats or hull (helicopter)
Wheel operations on unprepared landing areas (airplane)

Animal darting, paint ball
Animal eradication
Animal gathering and capture
Handheld net gun

OPM-29:
(continued)

Smoke jumping/paracargo
Water/retardant application

Special Use
Activities

Aerial ignition
Night vision goggles

Note: Future flight activities may be developed which should also be identified as special use. If a question exists, the applicable DOI OAS Regional/Area Office should be consulted.

Precision
Reconnaissance
including
Fire Recon

D. This type of reconnaissance is conducted above 500' AGL. Transect type operations, utilization of specialized equipment, or missions not normally conducted in the commercial sector are examples of specific tasks that require special consideration. Precision reconnaissance is divided into three sub-categories which are resource reconnaissance, fire reconnaissance, and air tactical supervision. These special use activities **do not** require the use of PPE, survival kits, or first aid kits because they are conducted exclusively **above 500' AGL** and are considered low risk.

Administrative
Approval
Document

E. A written notice, issued by DOI OAS and carried aboard the aircraft, from which the user can verify that the vendor has a current and approved Aircraft Rental Agreement for that specific aircraft.
Note: This document DOES NOT denote a DOI technical inspection or approval.

Policy

4 All vendor pilots flying for DOI shall conform to the standards contained in 351 DM 3 and all vendor aircraft flying for DOI shall conform to the standards contained in 351 DM 2. Vendor pilots and aircraft flying only point-to-point transportation and high reconnaissance shall comply with 14 CFR 135 and applicable state regulations for operations, maintenance, and equipment. Personal protective equipment (PPE) requirements will be as specified in the ALSE Handbook as amended by this OPM.

Procedures:
Vendor Pilots

5 A. Vendor Pilots

1) Pilots shall document their experience on OAS-64, Interagency Pilot Qualifications and Approval Record, and submit this form to DOI OAS.

2) DOI OAS will complete an administrative pilot review of flight experience, medical currency, 14 CFR 135 check ride currency, accident/violation history, and DOI Aviation Mishap Information System (AMIS) history and as documented on the OAS- 64.

3) After it has been determined that a pilot meets the experience requirements and a satisfactory administrative review has been completed, point-to-point transportation and high reconnaissance pilot qualifications may be issued for a 2-year cycle period (not to exceed 26 months).

4) Pilot approval for special use activities will be in accordance with 351 DM 3 and the following flight evaluation intervals:

a) An initial flight evaluation will be conducted for each special use activity to be flown regardless of whether or not periodic evaluations are required.

b) The following special use activities require only an initial evaluation:

Aerial ignition
External load - short line :S50'(helicopter)
Low-level flight (helicopter)
Mountain flying (helicopter)
Offshore platform landings (helicopter)
Resource reconnaissance

OPM-29:
(continued)

Vendor Pilots

Initial Flight
Evaluation

Fire reconnaissance
Air tactical group supervision
Water landings/floats or hull (helicopter)
Single engine airplane water/retardant application

3-Year Cycle

c) The following special use activities require periodic flight evaluations. A pilot must have completed a satisfactory flight evaluation within the preceding three-year cycle period (not to exceed 38 months) before performing the following activities:

**OPM-29:
(continued)**

Animal darting, paint ball
Animal eradication
Animal gathering and capture
Cargo letdown
External load - longline >50' (helicopter)
Handheld net gun
Low-level flight (airplane)
Snorkel operations
Toe-in, single-skid, and step-out landing (helicopter)
Vessel landings
Water/retardant application (except single-engine airplanes)
Wheel operations on unprepared landing areas (airplane)

Annual Cycle

d) The following special use activities require annual flight evaluations. A pilot must have completed a satisfactory flight evaluation within the preceding 14 months before performing the following activities:

- Night vision goggles
- Rappel
- Short-haul
- Smoke jumping/paracargo

e) Confirmation of 14 CFR compliance may be accomplished via a quality assurance program of random sampling of the OAS-23, Aircraft Use Report, and verification of periodic flight evaluations and medical certifications.

f) Pilot qualification removal/suspension will be in accordance with current revocation procedures found in 351 DM 3, Appendix 1.

Vendor Aircraft

.5 B Vendor Aircraft

1) The Bureau shall submit an OAS- 20, Request for Rental Services, through its National Aviation Manager to the DOI OAS Flight Coordination Center identifying the Bureau's point-to-point aircraft requirements.

2) For new vendors, a business meeting shall be scheduled to discuss administrative procedures, safety expectations, and problem resolution processes with suggested attendance by the requesting bureau(s), interagency partners, vendor senior management, and the servicing OAS field office representative. This meeting is administrative in nature and is not for technical inspection purposes.

3) Aircraft meeting all administrative requirements will be issued an administrative approval document for a 2-year period (not to exceed 26 months) which shall be carried in the aircraft and made available for review upon request.

**Aviation Life
Support
Equipment**

.5 C. Aviation Life Support Equipment

1) The *Aviation Life Support Equipment (ALSE) Handbook* does not apply to vendor aircraft procured under an aircraft rental agreement (ARA) when conducting point-to point (non-special use) activities and low risk special use activities, which are resource reconnaissance, fire reconnaissance, and air tactical group supervision.

2) For all other special use activities, the PPE requirements of the *ALSE Handbook* apply.

3) Aircraft used in offshore missions, such as Minerals Management Service aircraft, are not required to comply with the survival kit requirements of appendix 1 to the ALSE Handbook. These aircraft are required to meet the survival kit requirements of 14 CFR 135.167.

Quality Control

.5 D. Quality Control

1) Technical oversight and inspection is the responsibility of the FAA and is supported by quality control input from DOI users.

a) Incidents, hazards, and maintenance deficiencies shall be reported via the SAFECOM Incident Reporting System (www.safecom.gov) or telephonically to the servicing DOI OAS field office for matters of urgency.

b) DOI OAS will consolidate the information and, as appropriate, communicate it to the FAA office having responsibility for the vendor.

c) DOI OAS may visit point-to-point vendors occasionally for quality control purposes.

2) Removal of vendors will be in accordance with current revocation procedures found in 351 DM 3, Appendix 1.

**OPM-29:
(continued)**

350 DM 2 (Effective Date July 27,2011) Directive System of the Aviation Management

Issuances

350 DM 2.2 General policy and guidance for the aircraft management program are published in the Departmental Manual (DM), Parts 350-354. Additional aviation policy and guidance not issued in the DM is issued under the authority of the Director, NBC, and includes the following:

- A. Operational Procedures Memoranda (OPMs). Temporary or interim Departmental policy directives issued to permit timely dissemination of instructional and/or procedural materials to update, modify, or supplement policy in the DM.
- B. Handbooks (HBs). Departmental Handbooks provide detailed procedures and requirements for policy established in the DM.
- C. Information Bulletins (IBs). Announcements and information of general interest are published as IBs. IBs are non-directive, bear no expiration date, and may be discarded at the discretion of the recipient. Any superseded IB will be noted in the new release. Annually, the Aviation Management Directorate will issue a listing of all current IBs.
- D. Operation Guides (OGs). Guides that communicate preferred procedures for a specific aspect of aviation operations. They are not policy, nor are they mandatory at the Departmental level, but may be adopted as such by a bureau.

Distribution

350 DM 2.3

- A. Departmental Manual Releases. Policies published in the DM are available from the Department's Electronic Library of Interior Policies: <http://elips.doi.gov>.
- B. Other Issuances. OPMs, HBs, IBs, and OGs are distributed by AMD in accordance with bureau distribution lists. Master distribution lists are maintained by the AMD Headquarters Office. To the extent possible, electronic distribution is encouraged.

351 DM 1 (Effective Date July 27,2011) Flight Operations Standards and Procedures

General	350 DM 1.1 This chapter prescribes flight operations standards and procedures for all aviation activities within the Department of the Interior (DOI). The standards and procedures apply to DOI fleet aircraft, commercial aviation operations, and privately owned aircraft on official business.
Applicability of Pilots Operating Handbook and FAA-Approved Flight Manuals.	351 DM 1.1 A Information, procedures, and limitations contained in pilots' operating handbooks and Federal Aviation Administration (FAA)-approved flight manuals (and supplements) are applicable to all operations; e.g., owner's manual, aircraft flight manual, owner's handbook, and aircraft information manual.
Applicability of Federal Aviation Regulations (FAR) to DOI Operations Involving Owned or Operated Aircraft	351 DM 1.1 B Title 14 of the Code of Federal Regulations (CFR), Part 91, including those portions that apply to civil aircraft, applies to DOI owned or operated aircraft operations except as noted in the Departmental Manual (DMs) and/or Operational Procedures Memoranda (OPMs). All other FARs are applicable as directed by Parts 350-354 of the Departmental Manual.
Pre-flight/Post-flight Inspections	351 DM 1.1 E Each pilot-in-command shall, before beginning a flight, be familiar with all available information concerning that flight in accordance with 14 CFR 91 Subpart B. The pilot-in-command shall conduct a visual, preflight inspection before the first flight of each day. A postflight inspection shall be made after the last flight of the day. Deficiencies, which might affect safety of flight, shall be corrected prior to commencing flight. Pilots shall use applicable cockpit checklists.
Seatbelts and Shoulder Harness	351 DM 1.1 G Occupants shall wear seat belts and shoulder harnesses during all phases of flight unless there is a valid operational or safety requirement that would cause the PIC (Pilot-in-Command) to direct otherwise.
Emergencies	351 DM 1.1 H When an emergency is encountered, 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 an NBC AMD SAFECOM form (AMD-34 / FS 5700-14) or electronically at www.safecom.gov .
Operations in Restricted Category and Uncertificated Aircraft.	351 DM 1.1 I (1) Operation of aircraft, certificated in the "restricted category," shall be limited to the special purpose operations authorized by that certificate. All operations shall be conducted 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. (2) (2) Operations of uncertificated aircraft shall be limited to transportation of aircrew members and property directly associated with the mission as authorized by the most current Public Law pertaining to public use aircraft and appropriate Departmental guidance. However, the aircraft shall be maintained in accordance with a maintenance and inspection program accepted by the Associate Director, NBC AMD. This authorization does not include transportation of passengers. For this type of transportation, refer to 351 DM 1.5.
Smoking Policy	351 DM 1.1 J Smoking is not permitted in any aircraft under the operational control of the Department.

351 DM 1.2 Crew Complement Requirements

Personnel at Controls	351 DM 1.2 B Only those individuals authorized by the NBC AMD Associate Director or Regional Director may manipulate the flight controls. Authorization may be in the form of pilot qualification cards issued or accepted by NBC AMD approved inspectors or special Letters of Authorization. This includes pre-employment flight evaluations.
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- (1) DOI employees shall only participate in “pinch hitter” courses that are approved by the appropriate NBC AMD Regional Director.
- (2) Certificated flight instructors (CFIs), with a Letter of Authorization issued by the Approval Authority, may manipulate the flight controls of DOI fleet aircraft while instructing DOI flight crewmember personnel in an accepted course of instruction. Maneuvers are limited to those included in the Federal Aviation Administration (FAA) Practical Test Standards (PTS). No special use activities are permitted.
- (3) Exceptions are:
 - (a) Vendor second-in-command pilots need not be approved except where second-in-command experience is defined by the procurement document.
 - (b) Operators authorized under 14 CFR 121 are exempt from specific pilot carding procedures for point-to-point transportation.

351 DM 1.3

Flight Limitations, Aircraft: DOI Owned and/or Operated.

Night Flight Requirements
Airplane (single engine)

351 DM 1.3 C

- (1) Flight at night (as defined in 14 CFR 1) in single engine airplanes shall be in an airplane equipped for IFR flight in accordance with 14 CFR 91, Subpart B. The pilot shall be instrument-rated and current at night in accordance with 14 CFR Part 61. Flight at night is not authorized in mountainous areas as depicted in 14 CFR 95, except as follows:
 - (a) On NBC AMD-designated flight routes. NBC AMD-designated routes are bureau requested and in mountainous terrain; or
 - (b) Within a 20-nautical-mile radius of a lighted airport.
- (2) Except for takeoffs and landings, all night flights shall be conducted:
 - (a) At least 1,000 feet above the highest obstacle (2,000 feet in mountainous areas) within a horizontal distance of 5 nautical miles from course intended to be flown; and
 - (b) With at least 3 statute miles visibility.

Airplane: Single Engine (Reciprocating)

351 DM 1.3 E Vendor or other government agency owned or operated, reciprocating-engine-powered single engine aircraft shall not conduct operations into IMC or night conditions as defined in 14 CFR 1, with DOI personnel on board.

Vendor operated

Airplane: Single Engine (Turbine)

351 DM 1.3 F Single engine turbine-powered airplanes used for IFR flight shall meet the equipment requirements of 14 CFR 135, Subpart C, and the additional maintenance requirements of 14 CFR 135 for single engine passenger-carrying operations (substituting bureau or other agency for certificate holder). The pilot shall be instrument rated and current for IFR in accordance with 14 CFR Part 61. The pilot shall have a current IFR flight check as per 351 DM 3.

Fleet operated

Airplane: Single Engine (Turbine)

351 DM 1.3 G

- (1) Vendor turbine-engine-powered single engine aircraft operations shall not be conducted into IMC or night conditions as defined in 14 CFR 1 with Government personnel on board, unless the airplane is equipped in accordance with the requirements of 14 CFR 135, Subpart C.
- (2) If the aircraft is so equipped, IFR operations shall be conducted in accordance with the vendor's approved operating specifications.

Vendor operated

350 DM 1.3:
(continued)

Helicopter
Night flight

351 DM 1.3 J

- (1) Single- or multi-engine helicopter flights may be conducted under VFR conditions at night provided that:
 - (a) The aircraft is equipped for IFR and night flight in accordance with 14 CFR 91, Subpart C.
 - (b) The pilot is instrument rated in any category and current at night in accordance with 14 CFR 61, Subpart B.
 - (c) All takeoffs and landings can be made in areas where the boundaries are clearly shown by lights, reflective material which can be illuminated by the helicopter's landing light, or other identifiable landing aids.
 - (d) Single engine helicopter flights conducted at night are confined to areas where an autorotation, in an emergency situation, can be accomplished to lighted areas or to terrain known to the pilot to be free of wires or other hazards which may be indistinguishable at night. Cross-country flights may be allowed over preplanned routes where hazards are clearly marked on the hazard map and are familiar to the pilot. Pilots must maintain visual ground light reference. Night flights over large areas of water or forest where surface lights are not visible are prohibited.
 - (e) Flights involving night vision goggles (NVGs) must comply with items (a) and (b) above. In addition, NVG operations shall comply with a standard operating procedures manual for goggle operations approved by NBC AMD, Chief, Division of Technical Services - Headquarters.

IFR & IMC

- (2) Flights into IMC shall be conducted:
 - (a) In a multiengine helicopter certificated for IFR operations.
 - (b) When weather minimums meet or exceed those prescribed in 14 CFR 135, Subpart D for helicopter IFR operations.
 - (c) Only with a crew complement which includes a SIC.

Wind
Restrictions

- (3) Helicopter operations shall be shut down if the wind exceeds those limitations established in the operator's flight manual or manufacturer's recommendations. If no wind limitation has been prescribed by the manufacturer, helicopter operations shall be terminated when wind speed exceeds the following conditions:
 - (a) Low level operations.
 - (1) Small helicopters: 30 knots or a maximum gust spread of 15 knots.
 - (2) Medium/large helicopters: 40 knots or a maximum gust spread of 15 knots.
 - (b) Flights more than 500 feet from the surface: 50-knot winds.

Snow Operations

- (4) Snow Operations. Flights in falling snow may be accomplished provided:
 - (a) VFR conditions are maintained.
 - (b) Helicopters are equipped with engine intake protection kit (snow kits) as prescribed by the approved flight manual.

External Load
Operations

- (5) External Load Operations.
 - (a) Personnel essential to the mission may be transported while carrying external loads provided the helicopter is not certificated in the restricted category.
 - (b) An empty retardant bucket may be carried from a jettisonable sling during the transporting of ground fire crews to a fire.

351 DM 1.4

Flight Plans and Flight Following.

Flight Plans

351 DM 1.4 A

- (1) Pilots shall file and operate:
 - (a) On a Federal Aviation Administration (FAA) flight plan; or,
 - (b) On an International Civil Aviation Organization (ICAO) flight plan; or,
 - (c) In accordance with a bureau-approved flight plan program; or,
 - (d) In accordance with an NBC AMD Associate Director-approved vendor flight plan program specified in an NBC AMD procurement document. Flight plans shall be filed prior to takeoff when possible.
- (2) Bureau flight plan programs may be used to accommodate specialized bureau missions and must be approved as delegated by the Bureau Director. As a minimum, a bureau flight plan program must specify route of flight, estimated time of arrival (ETA), how an aircraft will be tracked during flight, and response procedures should the aircraft experience a mishap or fail to check in.

Flight following

351 DM 1.4 B Pilots are responsible for flight following with the FAA, the appropriate ICAO entity, in accordance with a bureau-approved flight following program, or in accordance with an NBC AMD Associate Director-approved vendor flight following program specified in a NBC AMD procurement document. Position reporting shall not exceed 1-hour intervals under normal circumstances.

- (1) Bureau flight following programs must be approved by the Bureau Director or his/her designee. As a minimum, a bureau-approved flight following program must specify actions to be taken (e.g., notify the FAA) in the event of an overdue or missing aircraft. Position reports resulting from use of a bureau-approved flight following program must be documented by the receiving office and provide enough information to enable easy location of an overdue or missing aircraft.
- (2) An aircraft is considered “overdue” when it fails to meet its scheduled check-in time or to arrive at the estimated time of arrival (ETA), plus 30 minutes, and cannot be contacted/located. An aircraft is considered “missing” when it has been reported to the FAA as being “overdue” and the FAA has completed an administrative search and failed to locate the aircraft..

351 DM 1.5

Passenger Operations

Manifesting

351 DM 1.5 A The pilot-in-command shall ensure that a manifest of all crewmembers and passengers on board has been completed. A copy of this manifest shall remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. In those instances where multiple short flights will be made in a specific geographic area which involves frequent change of passengers, a single manifest of all passengers involved may be left with an appropriate person to preclude unreasonable administrative burden.

Briefing

351 DM 1.5 B Before each takeoff, the pilot-in-command shall ensure that all passengers have been briefed in accordance with 14 CFR 135. In those instances where multiple short flights are made, the pilot's briefing does not need to be repeated unless new passengers come aboard. Additionally, the briefing should include location of the following items if installed on the aircraft:

- (1) Emergency locator transmitter (ELT).
- (2) Aviation life support equipment.

- (3) First aid kit.

**Enplaning/
Deplaning
Passengers**

351 DM 1.5 C

- (1) On single engine land planes, the engine will not be started until all personnel are on board and the doors are closed. At the completion of the flight, the engine will be shut down, the propeller stopped, and the switches “OFF” before cabin doors are opened for personnel offloading.
- (2) On single engine floatplanes, if it becomes necessary for an onboard individual to assist the pilot in docking or beaching operations, this individual will be briefed by the pilot on all safety precautions prior to each operation. At no time will a passenger or crewmember be allowed forward of the wing strut or hold line on a high wing aircraft or forward of the wing on a low wing aircraft while the propeller is turning.
- (3) On multiengine airplanes, personnel loading/offloading may be accomplished at en route stops with engine(s) running on the side of the airplane opposite the cabin door, when a qualified flight crewmember is at the controls during the loading/offloading process. No personnel will be allowed on the side of the airplane with the engine running, without an escort trained in the hazard of this activity. Personnel loading/offloading can be accomplished with engine(s) running on the side of the aircraft with the access doors when:
 - (a) A qualified flight crewmember will be at the controls of the aircraft, and
 - (b) The propeller is located forward of the wing and the main cabin entrance door is located under or behind the wing, and
 - (c) The propeller is capable of being fully feathered while the engine is running (turbo-propeller-powered airplane), and
 - (d) An aircrew member/flight crewmember escort is used to assist with passenger entrance/egress and to ensure that clothing, hand-carried items, etc., are secure.
- (4) Helicopter engines need not be shut down during personnel loading or offloading, providing the pilot ensures all onboard personnel are orally briefed on safety precautions. Offloading personnel shall depart the helicopter, as briefed, within the pilot's view, avoiding the uphill side and rear of the helicopter. Loading/offloading personnel shall keep heads and equipment low to avoid the rotor system.

**351 DM 1.6
Special Operations**

Cold Weather

351 DM 1.6 A Flight operations with single engine aircraft shall not be conducted when the surface air temperature is –40 °F or colder.

**Aviation
Transport Of
Hazardous
Materials**

351 DM 1.6 B Hazardous materials shall be transported as outlined in the *Interagency Aviation Transport of Hazardous Materials Handbook* (oas.doi.gov) issued as a supplement to this chapter

**Temporary
Flight
Restrictions**

351 DM 1.6 C DOI personnel may request a Temporary Flight Restriction (TFR) under Federal Aviation Regulation 14 CFR 91, Subpart B, to protect persons or property on the surface or in the air from the hazards associated with an incident on the surface and to provide a safe environment for the operation of disaster relief aircraft. The procedures necessary to obtain a TFR are contained in the Interagency Airspace Coordination Guide (www.fs.fed.us).

Undercover Law Enforcement Operations In Non-OAS-Approved Aircraft

351 DM 1.6 D DOI employees involved in undercover law enforcement operations are authorized to use unapproved aircraft and pilots during the covert phase of an operation providing:

- (1) The activity is essential to the accomplishment of the mission; and
- (2) Such use is consistent with the undercover operating policy and practices of the bureau concerned

Rapid Refueling of turbine helicopters

351 DM 1.6 E Rapid refueling is the introduction of fuel into the helicopter while the engine(s) is/are running. This procedure is often referred to as “hot refueling.”

- (1) Rapid refueling is permitted when a closed circuit system is present on both the pumping and receiving equipment, or
- (2) Open port (splash) refueling is permitted in accordance with the provisions of *National Fire Protection Association (NFPA) Manual 407* (www.nfpa.org), when requested by the bureau and approved by the appropriate NBC AMD Regional Director. No personnel, other than the pilot, may be on board during refueling operations.

351 DM 1.7 Special Use Activities

Special Use Activities

351 DM 1.7 Special use activities are the utilization of airplanes and helicopters in support of programs which are not point-to-point flight activities and which require special considerations due to their functional use or unique equipment requirements. Refer to OPM “*Special Use Activities and Revised Standards for Technical Oversight*” for further guidance.

Operational Requirements

351 DM 1.7 A

- (1) Aircraft and pilots shall be approved for each special use activity prior to use. Privately owned aircraft used on official business for the Department are prohibited from conducting special use activities.
- (2) Employees engaged in special use activities must meet the training requirements outlined in the OPM “Aviation User Training Program,” prior to conducting operational missions.

Personal Protective Equipment (PPE)

351 DM 1.7 B Policy and detailed information are outlined in the Aviation Life Support Equipment (ALSE) Handbook.

Aviation Life Support Equipment (ALSE) Handbook (Effective Date October,2008)

Chapter 1: General Information

Purpose

1.1 The ALSE Handbook outlines policies, procedures, and responsibilities for using aviation life support equipment (ALSE) during Department of the Interior (DOI) aviation activities. It is designed to supplement the Departmental Manual, providing detailed information as well as specific requirements.

Responsibilities

1.2 B. Bureaus are responsible for implementing their Personal Protective Equipment Program. Supervisors are responsible for evaluating aviation activities and providing employees with appropriate ALSE equipment. Supervisors are also required to provide employee training on the proper use of ALSE equipment. Bureaus and individuals are encouraged to supplement these requirements to better meet the needs of the mission and environment.

Note: ALSE listed in [the ALSE handbook may require fitting, periodic inspections, testing, and scheduled replacement. Uses must ensure that equipment is maintained in serviceable condition and in accordance with the manufacturer's guidance.

Definitions

1.4 A. Extended Overwater Operations. For airplanes, operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline. With respect to helicopters an operation over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline and more than 50 nautical miles from an off-shore heliport structure.

B. Off Shore Operations. These are operations beyond a point where navigation by visual reference to landmarks can be made.

C. 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.

B. Shore. That area of the land adjacent to the water, which is above the high water mark and excludes land areas that are intermittently under water.

C. Special Use Activity. 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 NBC-AMD. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property.

Exceptions

1.5 A

1. Fire resistant clothing, gloves, and leather boots are not required for overwater flights beyond gliding distance to shore, or for offshore vessel and platform landings.
2. Fire resistant clothing is not required for aerial agricultural and chemical application operations.
3. Wildland firefighters assigned to wildland fire incidents may wear approved hardhats with chinstrap in lieu of flight helmets when being transported as a qualified non-crew member during fire operations from an established and managed helibase/helispot to another managed helibase/helispot. A managed helibase/helispot is established when there is a helicopter crewmember or helibase/helispot manager on the ground at the helibase or helispot before passengers are transported to these locations.
4. Personal protective equipment (PPE) is not required, but is recommended, for flights conducted entirely (less takeoff and landing) above 500 feet above ground level (AGL) in airplanes, such as resource recon, fire recon, and air tactical use.
5. Flight helmets are not required in multiengine fixed wing airplanes.

351 DM 1.7:
(continued)

Note: These above exceptions do not authorize the wearing of outerwear garments or undergarments made of materials with low temperature melting characteristics, such as synthetics (nylon, Dacron®, polyester, and so on) and synthetic blends, as provided by paragraphs 2.3C (Outerwear Garments) and 2.3D (Undergarments) of this handbook.

Waivers

1.5 B If the bureau identifies an ALSE requirement that presents a concern affecting the employee's safety or security, then bureau directors have discretionary authorization to grant a waiver. This authority may be exercised by the bureau director or by written delegation at a lower authority. Exercising this authority requires that the NBC AMD Aviations Safety and Evaluations Division and the appropriate AMD Regional Director be provided a copy of the waiver and any written delegation.

Other Waivers

1.5 C All other waivers must be approved by the Associate Director, NBC-AMD in accordance with 350 DM 1.9.

350 DM 1.9 A The AM 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.

350 DM 1.9 B Requests for exceptions must be addressed to the AM Director from the Bureau Aviation Manager and must contain detailed justification that the waiver is essential in the accomplishment of specific bureau projects.

ALSE Chapter 2: Personal Protective Equipment

General

2.1 Personal Protective Equipment (PPE) provides head protection and flash fire protection. The Occupational Safety and Health Administration (OSHA) has established requirements for hearing conservation and eye protection.

Flight crewmembers and aircrew members engaged in special use activities, except airplane operations above 500 feet AGL, such as fire recon, resource recon, air tactical use, etc., are required to wear the following ALSE unless exempted by paragraph 1.5B:

- Flight Helmet
- Fire-resistant clothing.
- All-leather, or leather and Nomex® gloves.
- Leather or approved non-leather boots.

Note: Extreme environmental work conditions may dictate that a waiver be obtained, as provided by paragraph 1.5B, in lieu of an ALSE requirement.

Head, Hearing and Eye Protection.

2.2 Fire resistant clothing protects the wearer from flash fire burns. The preferred material is commonly known as “Nomex.” The actual material may be Nomex, polyamide, aramide, polybenzimidazole, Kevlar, or blends thereof. These materials, while not fireproof, will char rather than burn at about 700 to 800 degrees Fahrenheit. Cotton materials chemically altered into “fire-resistant (FR) cotton” are acceptable. Materials treated with fire retardant chemicals which launder out and materials with low temperature melting characteristics, such as synthetics (nylon, Dacron, polyester and so on) and synthetic blends are not approved.

Nomex shirts and trousers used by wildland firefighters are approved for DOI aviation operations. Shirtsleeves should be long enough to overlap the gloves with the cuffs fastened. The shirttail should be tucked into the trouser and the trouser should cover the boot cuffs.

Outer Garments

2.2 C. Garments worn over the Nomex flight suit such as coats, bib pants, coveralls, etc. should also be made of Nomex. Outerwear garments made from natural fibers such as leather, cotton, wool, or wool/cotton blend, as well as from fire resistant cotton and cotton blends, are acceptable substitutes. Materials with low temperature melting characteristics, such as synthetics (nylon, Dacron, and so on) and synthetic blends, are not approved.

Under Garments

2.2 D. Underwear, socks, and clothing worn under the flight suit and next to the skin will provide the best protection if made of Nomex. Natural fibers such as cotton, wool, or wool/cotton blends, as well as fire resistant cotton and cotton blends, are acceptable substitutes. Materials with low temperature melting characteristics, such as synthetics (nylon, Dacron, and so on) and synthetic blends, are not approved.

Flight Helmets

2.3 Flight helmets provide head, eye, and hearing protection in most environments.

2.3 A. Flight helmets, consisting of a one-piece hard shell made polycarbonate, Kevlar, carbon fiber, or fiberglass must cover the top, sides (including the temple area and below the ears), and the rear of

the head. Flight helmets must conform to a national certifying agency standard, such as DOT, Snell-95, SFI, or an appropriate military standard, and be compatible with required avionics. "Shorty" helmets are not approved.

Hearing Protection

2.3 B. A hearing protection program is required whenever employees are exposed to noise equal to, or exceeding, an 8-hour time-weighted average of 85 decibels (dBA). Most operating aircraft generate noise levels above 85 dBA.

When not conducting special use activities, earmuffs and earplugs may be substituted for the flight helmet. Earplugs generally provide the best noise reduction.

Eye Protection

2.3 C. DOI requires eye protection in work environments where particle air contaminants are present.

ALSE Chapter 3: Survival Equipment

General

3.1 This chapter describes the minimum survival equipment and first aid kit requirements for overwater flights, special use activities, and flights conducted overland. This does not exempt mission planners from ensuring that occupants have in their possession, when boarding the aircraft, adequate clothing for the mission environment in the event of a mishap or survival situation.

Overwater Flights

3.2 The appropriate overwater ALSE is based on many factors, including mission, search and rescue time, weather, and water conditions.

For extended overwater operations, DOI aircraft must comply with 14 CFR 135.167.

Personal Floatation Devices (PFDs)

3.2 A. In addition to complying with Federal Aviation Regulations, occupants must wear PFDs aboard DOI flights when performing takeoffs or landings to water (including float and boat-hulled aircraft) and when performing water bucket dipping or snorkeling operations.

1. **Single Engine Aircraft.** PFDs must be worn by occupants aboard DOI flights operating beyond gliding distance to shore.

2. **Multiengine Aircraft.** PFDs need not be worn but must be immediately available to occupants aboard DOI flights operating beyond gliding distance to shore.

**ALSE Ch 3:
(continued)**

3.2 B. Anti-exposure garments must be worn in single engine aircraft and readily available to occupants of multiengine aircraft when conducting extended overwater flights (as defined in 14 CFR 1.1) where water temperature is colder than 50 degrees Fahrenheit.

Anti-Exposure Garments

1. The anti-exposure flight suit approved for DOI use is a one-piece coverall insulated to provide some hypothermia protection and buoyancy. Hood and hand protection must be carried in a specific pocket provided for that purpose.

2. Survival suits must be a dry immersion type, constructed from a closed-cell material, and insulated. Quick-donning anti-exposure suits are acceptable in multiengine aircraft.

**Survival Equipment:
Life Rafts**

3.2 C. Life rafts are required for extended overwater operations in accordance with 14 CFR 135.167, and recommended when operating beyond gliding distance to shore.

Helicopter – Extended overwater (helicopter) 50 nautical miles from shore and beyond a landing platform.

Airplane – 50 nautical miles from shore.

Overland

3.3 The appropriate overland ALSE is based on many factors, including mission, search and rescue time, weather, and terrain.

Survival Kits

3.3 A. Survival kits are required for special use activities and are recommended for all missions.

First Aid Kits

3.4 Aircraft owned or operated for DOI are required to have installed or carry a first aid kit. The kit items must be stored in a dust-proof and moisture-proof container. It must be readily accessible to the aircraft occupants.

351 DM 2_(Effective Date July 27,2011) Aircraft Equipment and Maintenance

Purpose

351 DM 2.1 This chapter prescribes minimum aircraft equipment and maintenance standards for all activities within the Department of the Interior (DOI). This applies to DOI fleet aircraft, commercial aviation operations, and employee-owned private aircraft operated on official business, cooperator aircraft and uncertificated ex-military aircraft, operated by DOI.

351 DM 2.2 Equipment

Floats

351 DM 2.2 C Single engine helicopters and single engine airplanes operated beyond power-off gliding distance of shore shall be float equipped except where established traffic flow requires aircraft to operate beyond gliding distance to shore during takeoffs and landings. Multiengine aircraft operated at a weight that will allow it to climb, with the critical engine inoperative, at least 50 feet per minute, at an altitude of 1,000 feet above the surface may be operated over water without floats. DOI fleet land aircraft may be repositioned (ferried) with only flight crewmembers on board without the required floats.

351 DM 2.3 Special Use Equipment

**Firefighting
Aircraft Markings**

351 DM 2.3 B Interagency-approved firefighting aircraft shall have high visibility markings or a three-point strobe and pulsating landing light system.

351 DM 2.5 Aircraft Approval Documents

**Aircraft Data
Cards**

351 DM 2.5 A

- (1) Aircraft operated by DOI, except those of the USFS fleet, shall be inspected by an NBC AMD AM-approved inspector and have a current aircraft data card detailing the authorized uses.
- (2) Vendor aircraft, excluding those flying point-to-point or high reconnaissance missions, shall be approved by an NBC AMD approved/accepted inspector prior to use

**Approval
Duration**

- (3) Cooperator aircraft, other than those from agencies issued agency-wide approval by the NBC AMD Associate Director, shall have a current Aircraft Data Card issued by an AM-approved inspector or a letter issued by the respective Regional Director.

351 DM 2.5 B

- (1) All DOI aircraft and vendor special use aircraft data cards/approval letters shall be valid for not more than 18 calendar months.
- (2) All other DOI aircraft approvals (i.e., for point-to-point only aircraft) shall be valid for not more than 39 months
- (3) NBC AMD will revoke approvals for aircraft failing to maintain required standards.

**351 DM 3 (Effective Date July 27,2011)
Flight Crewmember Policy**

General

351 DM 3.1 This chapter prescribes flight crewmember policy for all aviation activities within the Department of the Interior (DOI).

**Pilot-In-
Command (PIC)**

351 DM 3.1 B The assigned PIC is the final authority for the safe operation of the aircraft. If two-pilot crews are used, the PIC for the mission shall be designated. The PIC is responsible for:

- (1) Exercising command authority over all assigned crewmembers from the time of reporting for the flight until the mission is completed.
- (2) Adequate security of the aircraft.
- (3) Supervising the fueling of the aircraft to include type, quantity, and quality in accordance with the *Aviation Fuel Handling Handbook* (www.nbc.gov/amd).
- (4) Determining aircraft weight and balance.

**351 DM 3.6
Flight Crewmember
Administrative Procedures**

Duty Limitations

351 DM 3.6 A

- (a) Flight crewmembers shall be limited to the following flight hour and duty hour limitations (duty includes flight time, ground duty of any kind, and stand-by status).
 - (a) All flight crewmembers shall have two 24-hour periods of rest (off duty) within any 14 consecutive calendar days. In the conterminous United States, these two 24-hour rest periods shall be 2 calendar days off duty. Flight crewmembers on large helicopters and all offshore vendor personnel may work 14 consecutive days provided they take 7 calendar days off duty before beginning a new 14-day period.
 - (b) All flight crewmembers shall have a minimum of 10 consecutive hours of rest (off duty) not to include any preflight or postflight activity prior to any assigned duty period.
 - (c) Time spent by a flight crewmember traveling to or from a duty assignment, and not local in character, shall not be considered part of a crew rest period.

- (d) For a single pilot crew, the following limitations apply in addition to (a), (b), and (c) above.
 - (i) A maximum of 8 hours flight time during any assigned duty period.
 - (ii) A maximum of 14 consecutive duty hours during any duty period.
 - (iii) A maximum of 42 hours flight time during any consecutive 6-day period. When a pilot acquires 36 or more flight hours in a consecutive 6-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new 6-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be 1 calendar day off duty.

350 DM 1 – Appendix 2 (Effective Date July 27,2011)

Aviation Management Definitions

Military Aircraft

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.

351 DM 4 (Effective Date July 27,2011)

Cooperator Aircraft Operations

Purpose

351 DM 4.1 A This chapter prescribes policies and procedures for the use of affiliate aircraft, other Government agency aircraft, and military aircraft (excluding incidental passenger use of military aircraft or when 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).

Policy

351 DM 4.1 B 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.

Bureau Responsibilities

351 DM 4.1 C The identification, approval, use, and oversight of Cooperators require an effective, collaborative working relationship between the requesting bureau and the NBC AMD.

**Bureau Field
Offices**

351 DM 4.1 C

- (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.
- (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.

**Bureau National
Aviation Manager**

351 DM 4.1 C

- (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.

**OAS
Responsibility**

351 DM 4.1 D

(1) Regional Offices:

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.

351 DM 4.1 D (2)

NBC AMD National Headquarters: Coordinate the Cooperator approval process for requests encompassing more than one NBC AMD geographic region.

351 DM 4.2 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 205.351
- 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.

351 DM 4.2 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.

**Bureau
Responsibility**

- (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.
 - (1) Identify and locate military aircraft capable of meeting identified needs.
 - (2) 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.
 - (3) Submit requests for military aircraft use for operational emergencies (i.e., firefighting, natural disaster, etc.) directly to the appropriate NBC AMD Regional Office.
 - (4) 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.

**351 DM 4:
(continued)**

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.

**Pilot & A/C
approvals**

F. Pilot and Aircraft Approvals. Aircraft and flight crewmembers shall not be inspected or issued DOI qualification cards.

**Standards for fire
use**

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

Other Government Agency operations

351 DM 4.4 C This section applies to government DM 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.

Operational Standards

Flight Crewmember Qualifications

Maintenance Standards

Vendor Crews & Aircraft

Pilot & Aircraft Approval

Special use Activity

**Old military Aircraft
351 DM 1.4:
(continued)**

Transport of DOI people

- 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.

**Other
Government
flights**

351 DM 5 – Support for Non-Federal Government Entities *(Effective Date July 27,2011)*

Purpose

351 DM 5.1 This chapter describes policies and procedures for providing National Business Center (NBC) Aviation Management Directorate (AMD) service offerings to non-Federal Government Entities.

Authority

351 DM 5.2 A

Support to non-Federal Government Entities. NBC AMD's authority to support requests to provide aircraft and related services to non-Federal Government Entities (whether requested by our bureau customers or directly from the non-Federal entity) is based upon the Intergovernmental Cooperation Act (ICA) of 1968, as promulgated through Office of Management and Budget (OMB) Circular 97. The authority is identified as providing "specialized or technical services." In a decision by the OMB, dated September 24, 1983, it was stated that "such services (as those offered by NBC AMD) are included in the category of similar service functions which any Federal agency is especially equipped and authorized by law to perform." However, NBC AMD's approval or disapproval of these requests will have to be determined by considering several factors in addition to the above. These factors include:

- (1) The service should not be provided if it can be procured reasonably and expeditiously from ordinary business channels;
- (2) The direct and indirect cost of providing the service should be fully recovered; and
- (3) The provision of additional staff or equipment should not be necessary to provide the requested service.

Non-competition

B. Noncompetition Requirement of the ICA. Title III of the Act requires implementation procedures "be consistent with, and in furtherance of, the Government's policy of relying on the private enterprise system to provide those services which are reasonably and expeditiously available through ordinary business channels."

Pre-suppression

C. C. Fire Presuppression Activities. Fire presuppression, detection, and suppression support to the States is specifically authorized by Public Law 90-577 promulgated by Title 42, Public Health and Welfare, Chapter 15A, "Reciprocal Fire Protection Agreements."

**Special Use
Services**

351 DM 5.3 Submission of Requests for "Specialized or Technical Services" Support to non-Federal Government Entities.

A. Conditions Under Which Services May Be Provided. The specialized or technical services offered by NBC AMD may be provided only under the following conditions:

- (1) Only to the States, political subdivisions thereof, and combinations or associations of such governments or their agencies and instrumentalities.

Submission of Requests

- (2) Only upon written request of a State or political subdivision thereof. Requests will normally be made by the Chief Executive of such entities and will be addressed to the appropriate NBC AMD Regional Director.
 - (3) Upon request and approval that aviation services be provided by NBC AMD for a non-Federal, State entity, NBC AMD will pursue development of an Interagency Agreement (IAA) with the non-Federal Government Entity user. By signing the agreement, the customer is certifying funds availability for expenditures. The customer has a fiscal obligation to NBC AMD when services are requested through NBC AMD service offerings.
 - (4) In accordance with the policies set forth in OMB Circular A-76, the requesting entity “must certify that such services cannot be procured reasonably and expeditiously by it through ordinary business channels.”
 - (5) Such services will be provided only upon payment or provision for reimbursement, to NBC AMD by the unit of government making the request, of salaries and all other identifiable direct and indirect costs of performing such services.
 - (6) In the event a request for a service is denied, the NBC AMD shall furnish the entity making the request with a statement indicating the reasons for the denial.
- B. Submission of Request for Service. All non-Federal Government Entity requests for service offerings by NBC AMD shall be processed through the appropriate NBC AMD Regional Director and the Supervisory Financial Specialist for action. Contact information is available on the NBC AMD Web site at www.nbc.gov/amd.

**352 DM 1 (Effective Date July 27,2011)
Aviation Safety Program**

Purpose

Policy

Program Promotion

Aircraft Mishap Prevention Plan

352 DM 1.1 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.

352 DM 1.3 A. 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.

352 DM 1.7 Resources shall be made available for education and training as specified in the Aviation User Training Program. Attendance at aviation user, management, and aviation safety management training sessions, as well as aviation safety seminars and formal education institutions, shall be encouraged. [See OPM-4 below.]

352 DM 1.9 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.

Wire Strike Prevention

352 DM 1.9 D. (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.

Weight and Balance

352 DM 1.9 H. 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.

AMIS Program

352 DM 1.10. A 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.

352 DM 3 (Effective Date July 27,2011)
Aviation Safety Program
SAFECOM system

Purpose

352 DM 3.10 E Information Derived from the Investigative Process. While the SAFECOM itself shall not be used for any purpose other than mishap prevention, any information discovered or further developed during the investigation of a safety concern, even if initially described in a SAFECOM, may be used for any lawful purpose including, but not limited to, placement of information obtained from a SAFECOM in the aircraft mishap file and as evidence in the revocation process, in accordance with 351 DM 3.6G(2)

F. Management Support of the SAFECOM system. All levels of management shall promote the AMIS program. SAFECOMs should be placed in areas where they are available to all individuals involved in aviation activities. Prompt replies to the originator and timely corrective actions will encourage continued program participation

OPM 13-04 (Effective Date January 1, 2013)
Aviation User Training Program

Purpose

.1 This OPM establishes the Interior Aviation User Training Program as called for in Departmental Manual 112 DM 12.2. D (8). Emphasis is placed on increasing employee knowledge of DOI aviation and accident prevention policy, procedures, and safe operating practices. This document identifies minimum Aviation Management and user training requirements for United States Department of the Interior (DOI) and other personnel participating in aviation activities conducted by DOI. Other non DOI bureaus or agencies may also agree to the standards found in this document. A complete description of the DOI aviation training courses in this document can be found in the *Interagency Aviation Training Guide*.

<p>Introduction</p>	<p>.2 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. The safe, efficient, and effective utilization of aviation resources is a Departmental objective. Increasing aviation awareness through educational and training program efforts is one method of obtaining this objective. Individuals holding a current qualification under the Incident Qualification Certification System (a performance-based 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 are equivalent to and fulfill the required aviation training identified within this document. Those equivalencies can be found in the <i>Interagency Aviation Training Guide</i>.</p>
<p>Authority</p>	<p>.3 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 10: 350 DM 1; Secretarial Order 3250 dated September 30,2003.</p>
<p>Responsibilities</p>	<p>.4 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. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI OAS and bureau management.</p>
<p>Bureau Responsibilities</p>	<p>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 is the minimum for promoting aircraft accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs shall be accomplished as required. (1) Managers shall 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 not only in a safe manner, but with a high degree of professionalism and appreciation of the economic impact aviation has upon project operations:</p> <ol style="list-style-type: none"> (1) Ensure employees have received required DOI aviation training. (2) Manage bureau participation in the Interagency Aviation Trainer program. (3) Provide DOI OAS with required documentation for reporting aviation training. This includes providing OAS Training Division (OAS-TD) with a course training schedule via the Interagency Aviation Training website (http://www.iat.gov). (4) Enter student course completion information on the Interagency Aviation Training website or submit the OAS-106, Aviation Course Presentation Record, to OAS-TD immediately after classes have been presented. (5) Coordinate the Interagency Aviation Trainer program and other required training activities with OAS-TD. Provide information on other aviation training courses to OAS-TD
<p>OPM-04: (continued)</p> <p>OAS Responsibilities</p> <p>OAS Training Office</p>	<p>B. DOI OAS Training Responsibilities. DOI OAS is responsible for developing, implementing, and maintaining an aviation-training program to meet Department-wide and bureau-specific needs.</p> <ol style="list-style-type: none"> (1) <u>DOI OAS Training Division</u>. The DOI OAS Training Office has national responsibility for: (2) Developing, managing, and maintaining the aviation training curriculums to meet Departmental aviation user training needs through coordination with the IAT subcommittee bureaus, USDA Forest Service, and DOI customers. (3) Providing module and instructor standardization for the DOI Aviation User Training Program. (4) Administrating the DOI aviation training schedule on the Interagency Aviation Training website. (5) Coordinating, facilitating, and presenting national level training. (6) Supporting DOI OAS aviation training needs. (7) Developing, overseeing, and maintaining the Interagency Aviation Training program standards and curriculums.

- (8) 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.
- (9) Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.
- (10) Identifying with the bureaus the need for Interagency Aviation Trainers (IATs) and selecting, qualifying, scheduling, evaluating, and certifying the IATs.

. 5 Required Aviation Safety Training for Persons Involved in DOI Nonfire Aviation Operations or Flight Activities. Required, recommended, and alternative training and currency requirements for each position can be found in the *Interagency Aviation Training Guide*. A matrix outlining these training requirements can be found in the appendix.

A. Mandatory Training for Flight Activities.

(1) Aircrew Member. Person working in and around aircraft and essential to ensure the safety and successful outcome of the mission. Aircrew members are required (1) to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs, (2) to attend to external loads, and (3) to ensure that passengers have received a safety briefing prior to all flights.

Objective. Provide a minimum level of aviation safety training prior to being allowed to participate in non-point to point flight activities. This training consists of the knowledge and awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public and the responsibility for the safety of passengers. Aircrew members are required to complete mandatory training every 3 years.

Requirement. Mandatory (minimum) modules of basic aviation safety training include:

- A-101 Aviation Safety
- A-105 Aviation Life Support Equipment
- A-106 Aviation Mishap Reporting
- A-108 Preflight Checklist and Briefing/Debriefing (on-line only)
- A-113 Crash Survival
- A-116 General Awareness Security Training
- A-200 Mishap Review (previous year's module acceptable)
- And**
- A-110 Aviation Transportation of HAZMAT (if involved in transport of HAZMAT)

(2) Passenger. Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by an aircrew member for all special use missions. Additionally, an aircrew member is required to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs to ensure the safety of the passengers for all special use missions. This includes individuals who must participate in special use flight activities on very short notice, on an irregular basis, and without having attended basic aviation safety training. These are rare situations where (1) the flight must remain in the special use category due to mission parameters and (2) it is not possible or practical to provide the required basic aviation safety training to participating personnel prior to the flight. Examples of individuals who may fit this category might include senior line managers conducting an observation, reconnaissance or orientation flight, cooperators, other Government agency personnel, or members of Congress. Passengers participating in point-to-point or non-special use missions must, at a minimum, receive a safety briefing by the flight crew/pilot.

Objective. Identify the minimum level of knowledge required for passengers. A safety-of-flight briefing shall be performed prior to every flight. The mandatory elements of this safety-of flight briefing shall include: (See 14 CFR Part 135.117 for additional requirements.)

Requirement.

Required
Aviation Safety
Training

Aircrew
Members

Passengers

OPM-4:
(continued)

- (a) Passenger safety briefing to include the *Interagency Aviation User Pocket Guide* (NFES 1373).
- (b) Location and means for opening the passenger entry door and emergency exit procedures.
- (c) If the flight involves extended overwater operation, ditching procedures and the use of required flotation equipment.
- (d) If the flight involves operations above 12,000 feet MSL, the normal and emergency use of oxygen.
- (e) Placement of seat backs.
- (f) Use of personal protective equipment and aviation life support equipment.

Flight Crew/Pilot

- (3) (Flight Crew/Pilot). Individuals functioning as GS 2181, dual-function, or incidental pilots.

Objective. Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well as aviation mishap analysis and aircraft accident prevention techniques. See OPM-22 for training requirements.

Interagency
Aviation
Trainers
(IATs)

(4) (Interagency Aviation Trainers (IATs)). Individuals certified to instruct the Interagency Aviation Training program curriculum. IATs will be certified to instruct "A" courses at three levels: basic, intermediate, and advanced. Additional certification is required for those instructing the water ditching and survival training.

Objective. Knowledge required includes Departmental policies and procedures as well as Interagency Aviation Training program curriculum and presentation skills. Additional requirements apply to those instructing courses A-219 and A-312.

Requirement.

- (a) Initial IAT Instructor Certification. Interagency Aviation Trainers must complete A-220, DOI OAS Train-The-Trainer or M410 Facilitative Instructor. In lieu of completing A-220 or M410, potential instructors may request course equivalency from DOI OAS Training Division for other instructor training courses or experience.
Successfully instruct under the supervision of the DOI OAS Training Division or designee for initial certification at the basic instructional level
- (b) Intermediate Interagency Aviation Trainers must be qualified at the basic instructional level and complete the course M-5A and successfully instruct under the supervision of the DOI OAS Training Division or designee for initial certification. In lieu of completing M-5A, potential instructors may request course equivalency from DOI OAS Training Division for other instructor training courses or experience.
- (c) IAT Instructor Recertification. Interagency Aviation Trainers must do the following to maintain certification.
 - i. Have bureau and supervisor approval.
 - ii. Teach a minimum of one IAT course every 24 months.
 - iii. Maintain a minimum of a 4.0 average rating (5 point scale) on instructor evaluation questions on the OAS-111 course evaluation form.
 - iv. Comply with required IAT course management processes (e.g. registering class on IAT web site, having student's complete OAS-111 course evaluations, closing out course, etc.)
 - v. Participate in an A-225 IAT Instructor Update session once every 24 months, delivered by DOI OAS Training Division. Sessions will be delivered via a live distance learning technology such as interactive television (ITV), web conferencing or audio conferencing so instructors can participate at or near their regular work place.
 - vi. Instructors not meeting the above requirements may work with their bureau aviation manager in partnership with OAS-TD for recertification.

OPM-4:
(continued)

Water Ditching and Survival Instructors

(5) Water Ditching and Survival Instructors. Individuals certified to instruct the course A-312, Water Ditching and Survival. Instructors must meet the minimum standards listed in paragraphs a through g below.

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises.

Requirement.

- (a) Successfully complete the A-312 course (or OAS approved equivalent) as a student
- (b) Hold a current CPR and basic first aid certificate.
- (c) Must be certified in one of the following: scuba diver (PADI or OAS-approved equivalent), basic water rescue, or lifeguard (Red Cross or OAS-approved equivalent).
- (d) Must complete A-223, Water Ditching and Survival Train-The-Trainer, provided by OAS-TD. Basic water rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based. During the mentoring process, the instructor trainee will be required to:
 - i. Observe/assist a qualified instructor presenting the entire course.
 - ii. Instruct under the supervision of a qualified instructor.
 - iii. Demonstrate thorough knowledge of emergency procedures.
- (e) Must maintain the currency listed below:
 - i. At a minimum instruct or co-instruct A-312 once every two years,
 - ii. Hold current CPR, basic first aid and other certifications specified above for initial qualification.
 - iii. Provide copies of required documentation to OAS-TD (CPR, First-aid, PADI, etc ...)
 - iv. **OAS-TD Instructor's only:** Attend a commercial water egress program at least once every 3 years (for example, the U.S. Navy facility at Pensacola, FL, or MSTC in Lafayette, LA). Information regarding new techniques and technologies will be transferred to bureau instructors.
- (f) Instructors whose qualifications have lapsed must meet the following requirements:
 - i. Demonstrate proficiency under the supervision of an OAS instructor or approved designee
 - ii. Demonstrate thorough knowledge of emergency procedures.

Personnel with Aviation Responsibilities

B. Mandatory Training for Personnel with Aviation Management

Responsibilities. Those individuals having management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this broad category. Individuals who have aviation duties and/or responsibilities that are identified in more than one position in the matrix (i.e., Supervisor and Aviation Manager) must take the required training for all positions that apply.

**OPM-4:
(continued)**

(1) Supervisory Personnel. Those who supervise employees who use aircraft to accomplish bureau programs.

Supervisory Personnel

Objective. Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Supervisors must attend the M-3 training or the following Interagency Aviation Training program modules every 3 years:

- A-107 Aviation Policy & Regulations I
- A-205 Risk Awareness
- A-302 Personal Responsibility & Liability
- A-303 Human Factors in Aviation
- A-305 Risk Management
- A-307 Aviation Policy & Regulations II

Completing the M-3 course does not grant equivalency for completing the above courses.

In addition, supervisors must complete the following module:

- A-200 Mishap Review (every 3 years, previous year's modules acceptable)

Line Managers

2) Line Managers. Those who are responsible and accountable for using aviation resources to accomplish bureau programs.

Objective. Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line Managers must either complete the M3 Aviation Management Training for Supervisors or complete the M-2 Aviation Management Line Managers Briefing course every 3 years.

IAT Requirements Matrix 2011

No.	Modules (Bold = available online.)	Positions Class length (hr)	Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
A-101	Aviation Safety (all aircraft)	2.5	3	3	3	3	3	3	X	X	
A-103	FAA NOTAM System	1						X		X	
A-104	Overview of Aircraft Capabilities & Limitations	1						X			
A-105	Aviation Life Support Equipment	1	3	3	3	3	3	3	X	X	
A-106	Aviation Mishap Reporting	.5	3	3	3	3	3	3	X	X	
A-107	Aviation Policy & Regulations-I	1					X	X	X	X	
A-108	Preflight Checklist & Briefing/Debriefing	.75	3	3	3	3	3	3	X	X	
A-109	Aviation Radio Use	2		X	X	X	X	X	X		
A-110	Aviation Transportation of HAZMAT (if involved)	2	3	3	3	3	3	3	3	3	
A-111	Flight Payment Document	1.5									
A-112	Mission Planning & Flight Request Process	1		3	3	X	X	X	X	X	
A-113	Crash Survival	.75	3	3	3	3	3	3	X	X	
A-115	Automated Flight Following	2			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
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			
A-208	Aircraft and Pilot Approval	2								X	
A-209	Helicopter Operations (+helo aircrew only)	8				X	X				
A-210	Helicopter Field Exercise (+helo aircrew only)	8									
A-218	Aircraft Pre-Use Inspection	.5			X		X			X	
A-219	Helicopter Transport of External Cargo (if involved)	8									
A-220	Train-The-Trainer	32	See Part 4 of the IAT program document.								
A-221	Advanced Trainer Competency	8	See Part 4 of the IAT program document.								
A-223	Water Ditching and Survival Train-The-Trainer	24	See Part 4 of the IAT program document.								
A-225	IAT Instructor Update		See Part 4 of the IAT program document.								
A-301	Implementing Aviation Safety & Accident Prevention	3									
A-302	Personal Responsibility & Liability	2			X		3		X	X	
A-303	Human Factors in Aviation	2			X		3	X		X	
A-304	Aircraft Maintenance	2					X				
A-305	Risk Management-II	2					X	X	X	X	
A-306	Aviation Contract Administration Parts I & II	4								X	
A-307	Aviation Policy and Regulations-II	4					3	X	X	X	
A-309	Helicopter Flight Manuals	2					3				
A-310	Overview of Crew Resource Management	2			X		3		X		
A-311	Aviation Planning	3					X		X	X	
A-312	Water Ditching and Survival	6-8	As specified by bureau or agency policy.								
A-314	Aviation Program Overview/FS Agency Administrators	2									
A-401	Management of Aviation Safety Programs	8									
A-403	Human Factors for Aviation Managers	8									
M-3	Aviation Management for Supervisors (DOI Only)	4									3

X=requires completion once.

3= Requires initial completion and every 3 years thereafter.

350 DM 1 – Appendix 2 (Effective Date July 27,2011)

Aviation Management Definitions

Hover Landings	<p>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.</p>
Single-Skid Landings	<p>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.</p>
STEP	<p>67. STEP. Is defined as “single-skid, toe-in, and hover exit/entry procedures.”</p>
Step-Out Landings	<p>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.</p>
Toe-In Landings	<p>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.</p>

OPM 13-40 (Effective Date January 1, 2013)

Approval for Single-Skid, Toe-In, and Hover Exit/Entry

Policy	<p>.1 Purpose. This OPM establishes policy and operational procedures for the use of helicopter single-skid, toe-in and hover step exit/entry. This policy applies to all DOI fleet, cooperator, and vendor flight activities involving government aircrew members. <i>Note: These standards will also be used to evaluate training plans required by procurement documents where the vendor is providing all personnel involved with the single-skid, toe-in and hover exit/entry.</i></p>
General	<p>.3 General. The use of single-skid, toe-in and/or hover step exit/entry maneuvers are driven by a variety of factors. These include; condition of the terrain, slope, obstacles, wind, snow depth and vegetation coverage. In addition to environmental considerations it is critical that the pilot performing these maneuvers be proficient.</p>
Definitions	<p>“STEP” is defined as Single-skid, Toe-in and hover Exit/entry Procedures. There are three separate STEP maneuvers to be conducted in this mission profile. (For the purpose of this document references to skids also apply to other helicopter landing gear configurations). <i>Note: As a result of flight manual limitations dealing with lateral weight and balance, some make/model helicopters cannot be used for one or more of the STEP activities.</i></p> <p>A. Single-skid: One skid or a portion of one skid is in contact with the surface while the other skid is (due to terrain considerations) not in contact with the surface.</p>

B. Toe-in: The toes (forward portion of the skids) are in contact with the surface, while the aft section of the skids is not in contact with the surface.

C. Hover: The helicopter remains in a hover above the surface of the terrain with skid to ground clearance of no more than 24 inches.

Responsibilities

.5 Responsibilities. The identification, approval, use, and oversight of STEP maneuvers requires an effective, collaborative working relationship between DOI AM and the agencies.

A. Bureau Responsibilities.

National Office: Review and approve the operations plan and sign a letter of approval for the STEP request from the local unit.

Field Offices:

(1) Due to the hazardous nature of these types of landings, toe-in, single-skid, and step-out landings are to be used only when absolutely necessary and in compliance with procedures in (2) and (3) below.

(2) If a bureau identifies a need to perform these types of landings to accomplish a program requirement, they shall contact their DOI AM Regional Office for assistance a minimum of 45 days prior to the mission. This request for assistance shall include an operations plan for the project as well as a risk assessment and the bureau aviation manager's signed letter of approval.

(3) In response to bureau requests for assistance with flight activities involving STEP activities, the AM Regional Office will provide appropriate pilot approvals in support of specific project requirements. In addition, these DOI AM offices will provide the required training for bureau personnel/passengers who will enter and exit helicopters during these types of landings or who will be approved instructors for this type activity.

Bureaus will coordinate with their National Aviation Program Manager in nominating individuals to become STEP instructors.

B. DOI OAS Responsibilities.

DOI OAS Regional Offices:

(1) Receive and review the Bureau's operations plan, risk assessment, and letter of approval from the Bureau Aviation Program Manager.

(2) Establish contact with the requesting unit to discuss scope of work and associated timeframes.

(3) Coordinate with other DOI OAS offices as appropriate.

(4) Issue approvals for aircraft, pilots.

(5) Provide training support to bureaus.

C. Training: Initial training is to include the following modules:

Module I - Classroom

STEP training, which includes hover exits & entries, one-skid, and toe-in's, requires that the pilot and crewmembers have a thorough understanding and knowledge of a number of issues before they shall be approved or conduct such maneuvers. Those issues include training in:

(1) Review of unit's SOP and risk assessment

(2) Make and model aircraft safety, doors on or off, seat belt use, storage and transfer

- of equipment, emergency procedures,
- (3) Standard communications: commands
- (4) Center-of-gravity (CG) concerns with weight transfer (such as walking skid forward)
- (5) Weight transfer: crewmember step from skid to ground.
- (6) Step-by-step exit and entry procedure.
- (7) Loading and unloading of gear, equipment.

Module II - Mock-ups & Typical terrain maneuvers for pilots and participants

- (1) Mock-ups for each make and model, and each type of procedure. Mock-ups, including litter loading if applicable, are to be completed until they are error free.
- (2) Actual flight training shall include specific STEP maneuvers requested by the agency. Each participant will conduct actual entries and exits in the maneuvers requested by the agency. One error free entry and exit are required per maneuver.

D. Course Requirements: Each participant will complete Module I and Module II requirements. A "Basic Aviation Safety" (B3) course is a prerequisite. This requirement can be accomplished online. Documentation is to be maintained by the local unit and entered on the Interagency Aviation Training (IAT) website. Participants shall include Government and vendor/contractor pilots and personnel.

E. Maintaining Currency: If it has been sixty days since initial or prior currency training, participants shall perform a mock-Up with rotors turning prior to the mission. This process may also be requested by government or vendor participants to enhance the safety of any mission at any time. (NOTE: If pilots or participants are not experienced in mission terrain, consider providing typical terrain experience prior to the mission). Participants must also meet the following:

- (1) have completed at least one operational STEP within the past 18 months (an operation includes 3 entries or exits) or,
- (2) have participated in annual training to include a refresher of module subjects and mock-Ups, or
- (3) attend initial training if it has been more than three years since participating in STEP activities.

OPM-13-35 (Effective Date January 1, 2013)

Identification of End Product/Service and Flight Service Procurement

Purpose

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

Authority

.2 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 10: 350 DM 1; Secretarial Order 3250 dated September 30, 2003,

Definitions:

Operational Control

OPM-35: (continued)

Civil Aircraft

Public Aircraft

Dispatch

Policy:

End Product or Service other than Flight Services

3 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:

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

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

(3) 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 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).

OPM-35:

Identify End Product/ Service or Flight Service

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 OAS.

<i>Project</i>	<i>Aerial photo remote sensing</i>	<i>Aerial application (spray/seed)</i>	<i>Aerial ignition</i>	<i>Animal inventory</i>	<i>Animal capture (net gun, dart, paintball, etc.)</i>	<i>Animal herding/gathering</i>	<i>Your project</i>
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							

353 DM 1 – Appendix (Effective Date July 27,2011) Contract Administrators roles and Responsibilities

Contracting Officer (CO)

A. Contracting Officer (CO)

The CO has the authority to enter into, administer, and/or terminate contracts and is responsible for all contractual actions including contracting procedures and methods, contract legality with existing laws and regulations, and proper contract administration. The CO may delegate certain contract inspection and administration functions; however, the CO is the only individual authorized to modify or change a contract provision or issue a final decision under the disputes clause.

Contracting Officer's Technical Representative (COTR)

B. Contracting Officer's Technical Representative (COTR)

The COTR is appointed by and is directly responsible to the CO for ensuring compliance with the technical provisions of the contract. The COTR conducts required and requested inspections, including initial inspections, and approves the contractor's aircraft, equipment, and personnel prior to, and during, contract performance. The COTR may discuss changes or modifications in equipment or other requirements of the contract and provide recommendations to the CO, but may not commit the Government to such changes, modifications, or adjustments. not commit the Government to such changes, modifications, or adjustments.

<p>Contracting Officer's Representative (COR)</p>	<p>C. <u>Contracting Officer's Representative (COR).</u></p> <p>The COR is appointed by and is directly responsible to the CO for ensuring compliance with the administrative provisions of the contract. Primary responsibility of the COR is monitoring contract performance, communications with the contractor in day-to-day operations, and verifying accurate completion and timely submission of invoices. The COR may recommend to the CO proposed changes and adjustments in the contract, but may not commit the Government to such changes, adjustments, or modifications. The COR is responsible for verifying the work performed upon which payment is based.</p>
<p>Alternates</p>	<p>D. <u>Alternate (COTR) and Alternate (COR).</u></p> <p>The Alternate COTR and Alternate COR are appointed by the CO and temporarily serve in the capacity of the COTR and COR to cover periods (generally greater than 7 continuous days) when the COTR or COR are unavailable to effectively perform his/her duties. The temporary assignment must be directed in writing by the COTR or COR with notification provided to the Contractor and the CO.</p>
<p>Project Inspector (PI)</p>	<p>E. <u>Project Inspector (PI).</u></p> <p>The PI is designated in writing by the COTR or COR. Duties include the inspection of contractor furnished equipment and services to determine conformance to contract requirements and preparation of correspondence, reports and maintaining communication with the COTR or COR or their designated alternate. The designation of a PI does not re-delegate the COTR or COR's authority to represent the government under the assigned contract. The COTR or COR remains the delegated Government representative(s) directly responsible to the Contracting Officer.</p>

353 DM 1 (Effective Date July 27,2011)
Aircraft Contracting

<p>Purpose</p>	<p>353 DM 1.1 The purpose of this chapter is to establish policy and procedures for the acquisition of aircraft and aircraft-related services of Departmental programs.</p>
<p>Covered Services</p>	<p>353 DM 1.2 The National Business Center (NBC), Aviation Management Directorate (AMD) is responsible for the acquisition of aircraft and commercial aviation services in support of Departmental programs as follows:</p> <p>353 DM 1.2 A.</p> <p>A. Aircraft Flight Services. All aircraft flight services shall be acquired through NBC AMD with the exceptions listed below. NBC AMD may provide acquisition services for these exceptions upon request.</p> <ol style="list-style-type: none"> (1) Seat fare on flights with scheduled air carrier is prohibited in tandem (2-seat) seating configured aircraft. (2) Shipment of cargo by Government Bill of Lading (GBL) in accordance with Federal Management Regulations (FMR), 41 CFR 102-117, provided: <ol style="list-style-type: none"> (a) DOI does not have operational control of the aircraft (as defined in 350 DM 1), and (b) No DOI personnel are aboard the aircraft (other than on a seat fare basis with a scheduled air carrier), and (c) The aircraft is operated entirely within the applicable 14 CFR as a civil aircraft.

Flight Services

(3) Transactions to acquire an end product or service other than flight services. (See OPM “*Identification of End Product/Service and Flight Service Procurement.*”)

- (a) All of (2)(a), (b), and (c) above apply.
- (b) Technical expertise to manage the project resided exclusively within the bureau (aerial photography, seed/fertilizer, herbicide application, etc.),
- (c) There are not aircraft or crew specifications, nor approvals by NBC AMD, identified within the procurement document, and
- (d) No DOI personnel are on board.

B. Other Services. Other aviation-related services such as the purchase of aircraft, aircraft components, parts and accessories, maintenance services, etc., shall be procured through the NBC AMD procurement office. This does not preclude bureaus from purchasing equipment for permanent installation on fleet aircraft when coordinated with NBC AMD Fleet Management. If the value of the equipment exceeds \$5,000, the equipment must be transferred to NBC AMD on form DI-104. This paragraph is not intended to cover convenience items such as wing covers, portable heaters, or pilot personal equipment such as headsets, helmets, map holders, etc.

OPM-13-39 (Effective Date January 1, 2013)
DOI Use of Forest Service Procured Flight Services

Purpose

.1 Purpose. This OPM establishes policy pertaining to the use of U.S. Department of Agriculture, Forest Service (FS) procured Exclusive-Use and Call-When-Needed (CWN) flight services by Department of the Interior (DOI) bureaus as prescribed herein.

Authority

.3 Policy. Departmental Manual 353DM1.2A and 353DM2.2A specify all commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353DM1.2A) shall be acquired through the procurement process of the IBC Boise Acquisition Branch.

- A. Emergency use. If a FS procurement document is used for emergency purposes, the DOI bureau is not required to follow the procedures listed under 3.B. below or provide the documentation required under Appendix 1.
- B. Non-Emergency use. A FS procurement document may be used on a case-by-case basis under the following conditions:
 - 1) The DOI bureau employee has DOI bureau authority to order aviation services.
 - 2) Either of the following situations exists:
 - a. There is no OAS procurement document (Aircraft Rental Agreement (ARA)/ Exclusive Use contract in place or available for the requested vendor/contractor.
 - OR
 - b. There is an OAS procurement in place with another contractor; however, the DOI bureau may determine and document that it is advantageous, considering cost and other factors, to use a FS procurement document in lieu of an OAS procurement document.
- 3) There is a proper and formal FS procurement document in place prior to the use of aircraft flight services by the DOI bureau.
- 4) The cognizant FS Contracting Officer concurs in the DOI use of the FS contract.

Limitations	<p>.4 Limitations. This OPM is not intended to amend or supersede current, on-going, or future DOI flight service requirements that bureaus have or intend to have that are procured by IBC Boise Acquisition Branch as prescribed by DM policy. This OPM will not affect OAS/FS procurement documents (i.e., CWN, medium and heavy helicopters.)</p>
Procedures	<p>.5 Procedures. For non-emergency procurements, the ordering DOI bureau will complete Appendix 1, Process Checklist – Use of FS Procured Aircraft, ensuring that all required elements described below have been completed.</p> <p>A. Document the basis for any decision under 3.B.2)b. above to use a FS procurement to acquire aviation services in lieu of an OAS ARA or Exclusive Use contract.</p>
Confirmation	<p>B. Confirm a proper FS procurement document is in place and the method of payment by the DOI bureau with the FS. FS will make payment to the vendor/contractor for the services received in accordance with the FS procurement document.</p> <p>C. Obtain approval from the FS procurement office Contracting Officer prior to use of the FS aviation services</p>
Special Use Missions	<p>D. Confirm with the FS that the aircraft and pilot have been inspected and subsequently approved for the intended special use mission/operation. If not approved for the intended special use mission, the DOI bureau shall contact the appropriate OAS Regional Office for further consideration of the vendor/contractor.</p> <p>E. Disputes between the aviation vendor/contractor and the DOI bureau will be adjudicated by the FS Contracting Officer and the DOI bureau will be responsible for any resultant financial obligation of the Government.</p>
Bureau Responsibilities	<p>.6 Bureau Responsibilities</p> <p>A. Prior to Flight:</p>
Prior to the Flight	<p>(1) Complete and retain the documentation required above..</p> <p>(2) Immediately, prior to any flight, the DOI bureau user(s) shall verify that the FS approved pilot and aircraft have a current interagency qualification card in their possession identifying approval for the specific mission/operation.</p>
After the Flight	<p>B. After the Flight:</p> <p>1) Verify services received by completing an original FS payment document, Flight Use Report form(s) FS-6500-122, and return to the vendor/contractor pilot or their representative. Retain a copy of the FS-6500-122 form(s) for inclusion with the documentation data listed above.</p> <p>2) Report use of the FS flight services to the IBC OAS Accountant, via a copy of the FS-6500-122 document(s) clearly noting “Not for Payment Purposes.”</p> <p>3) Attach a copy of the Process Checklist – Use of FS Procured Aircraft, with the FS-6500-122(s) submitted to OAS Accountant.</p>
General	<p>.7 General</p> <p>A. Bureau aviation users are encouraged to seek advice and assistance from the appropriate OAS Regional Office when the authority in this OPM is being considered.</p>

**PROCESS CHECKLIST
USE OF FS PROCURED AIRCRAFT
FOR NON-EMERGENCY PURPOSES**

Complete each item to assure that all information and procedures required under paragraph .5 have been properly obtained, attach any supporting documentation, and maintain on file at bureau level.

Authorized DOI Bureau Representative:

Name _____ **Telephone No.** _____

Document basis for decision under 3.B.2)b. to use FS procurement to acquired aviation services in lieu of OAS Aircraft Rental Agreement or Exclusive Use contract.

1. Mission(s) to be flown (including location) _____

Proposed Mission Date(s) _____

2. FS Vendor/Contractor to be Utilized _____

Telephone No. _____ Type Aircraft _____

FS Procurement Document No. _____

FS applicable rates _____

3. Forest Service Procurement Contact Point _____

Telephone No. _____ Approval Received Yes ___ No ___

4. Aircraft and pilot have been inspected and approved for intended special use mission/operation. Yes ___ No ___

If not OAS Regional Office has been contacted. Yes ___ No ___

5. Immediately upon completion of FS flight services: Submit copy of FS-6500-122 Flight Use Report form(s) and a copy of this form via mail to the OAS Accountant, Boise, Idaho, 300 E. Mallard Drive, Suite 200, Boise, Idaho 83706 or Facsimile 208-433-5043.

Form Submitted. Yes ___ No ___

Supervisor's Aviation Responsibilities

Supervisors and managers should understand their responsibilities to provide aviation safety and awareness training to their employees. Employees need to understand the necessity of performing duties within the scope of their employment and how this may affect the potential for personal liability.

CFR 177.101: Personal Liability

The Code of Federal Regulations (CFRs) states that an employee cannot be held liable for their actions if that employee was "performing within the scope of their employment." This applies to claims asserted under the Federal Tort Claims Act, as amended on January 18, 1967, for money damages against the United States for injury to, or loss of property or personal injury or death caused by negligent or wrongful act or omission of an officer or employee while acting within the scope of his office or employment.

"**Scope of Employment**" can be determined by two decision processes:

Discretionary decision - is decided by Departmental or bureau policy. The policy establishes specifically what an employee can or cannot do. In other words, the decision has been made for us whether we are performing within the "scope of employment."

Operational decision - is made by the employee concerning how a particular activity or operation is to be conducted. This decision process is controlled by the employee and may or may not be within the "scope of employment." If the decision violates or deviates from established policy, the employee has stepped outside the umbrella of the "scope of employment." The employee may be open to liability or disciplinary action.

Personal Life Insurance

Personnel Management Bulletin No. 94-38 (870). Many employees are required to travel in Government aircraft (other than regularly scheduled air carriers such as United, Delta, etc.). Many private personal life insurance policies (other than FEGLI) are invalidated as a result of such job-related flying requirements.

Exclusionary clauses in private policies often exclude life insurance coverage for aviation, SCUBA diving, skydiving, and other hazards. There are a number of Department pilots, crewmembers, or passengers (in other than scheduled air carriers). It is important to try to avoid the families discovering they have no coverage after it is too late.

Private, non-government life insurance is a matter strictly between the individual and the provider. Although the Department has no involvement in private insurance policies, it is important that employees are fully aware of their coverage. Identification of any exclusionary clauses, however, are solely the responsibility of the employee.

Secretary's Order #3322 (Effective Date October 1, 2012)

Restructuring and Renaming of the Department of the Interior National Business Center

Purpose.	Sec. 1 Purpose. The purpose of this Order is to restructure the National Business Center (NBC) to focus on delivering a core set of complementary business services to include human resources, acquisition, indirect cost negotiation, and financial management; and to align other services NBC currently provides with counterpart organizations in the Department of the Interior.
Background	Sec. 2 Background. The NBC is a Federal Shared Service Center that delivers consolidated and consistent administrative services and business solutions to meet standard requirements and realize efficiencies and economies of scale for the Department. The NBC also provides business services to other Federal agencies.
Authority	Sec. 3 Authority. This Order is issued under the authority of Section 2 of Reorganization Plan No. 3 of

	1950 (64 Stat.1262), as amended.
Organizational Changes.	<p>Sec. 4 Organizational Changes. Organizational changes to the NBC include the following:</p> <p>a. <u>Interior Business Center.</u> NBC is restructured and renamed “Interior Business Center (IBC).”</p> <p>b. <u>Office of Facilities and Administrative Services.</u> The Administrative Operations Directorate is renamed Office of Facilities and Administrative Services and realigned under the Deputy Assistant Secretary – Technology, Information, and Business Services. (Staff responsible for facilities and emergency management and who were previously assigned to the Administrative Operations Directorate will remain in the IBC.)</p> <p>c. <u>Audio-visual Support.</u> The audio-visual support function for the Main Interior Building is realigned from the NBC Information Technology Directorate to the Office of Facilities and Administrative Services.</p> <p>d. <u>Indirect Cost Services.</u> The Indirect Cost Negotiation Division is realigned from the Acquisition Services Directorate, renamed Indirect Cost Services, and reports to the Director, IBC. The realignment allows both the Acquisition Services Directorate and Indirect Cost Services to focus on their unique and independent missions.</p> <p>e. The following NBC functions are restructured and transferred from NBC to other organizations within the Office of the Assistant Secretary – Policy, Management and Budget.</p> <p>(i) <u>Office of Aviation Services.</u> The Aviation Management Directorate is renamed Office of Aviation Services and realigned under the Deputy Assistant Secretary - Public Safety, Resource Protection, and Emergency Services. The realignment consolidates aviation-related policy development, oversight, evaluation, and inspection responsibilities with programs that have important aviation dependencies.</p> <p>(ii) <u>Federal Consulting Group.</u> The Federal Consulting Directorate is renamed the Federal Consulting Group and realigned to the Office of Strategic Employee and Organizational Development under the Deputy Assistant Secretary – Human Capital and Diversity. The Federal Consulting Group provides organization development consulting, leadership and executive development support, and performance management services for Federal agencies to increase mission accomplishment and organizational effectiveness.</p> <p>(iii) <u>The Federal Executive Board of Minnesota</u> is transferred to the Office of Emergency Management, under the Deputy Assistant Secretary – Public Safety, Resource Protection, and Emergency Services.</p> <p>(iv) <u>Passport and Visa Services</u> functions, formerly in the Office of Passport and Visa Services are transferred to the Office of International Affairs under the Deputy Assistant Secretary – Policy and International Affairs.</p>
Plan and Schedule for IT	Sec. 5 Plan and Schedule for Information Technology Contracts and Services. By December 31, 2012, the Director, IBC will develop and submit to the Assistant Secretary – Policy, Management and Budget for approval a plan and schedule to assume primary responsibility for awarding new information technology (IT) contracts for designated IT products and services for all bureaus and offices.
Implementation	Sec. 6 Implementation. The Assistant Secretary – Policy, Management and Budget is responsible for implementing this Order, including the transfer of personnel, funds, programs, records, and property.
Effective Date	Sec. 7 Effective Date. This Order is effective October 1, 2012. It will remain in effect until its provisions are converted to the Department Manual or until the Order is amended, superseded, or revoked, whichever occurs first.

350 DM 1 – Appendix 4 (Effective Date July 27,2011)

Bureau Aviation Management Responsibilities Summary

**National Office:
Director/
Headquarters**

A. Staff are 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.

**Regional Office
Directors**

B. 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.

**State Office
Directors**

**Area Office
Directors**

Park
Superintendents

District Managers

Refuge Managers

C. 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.

First Line
Supervisors of
DOI Pilots
and
Aviation Users

D. First line supervisors 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.

Aviation 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 which are the responsibility of line management. The pilot retains the final authority for a NO-GO decision when safe operation of the aircraft is a factor.

Checklist No. 1

If you answer NO to any of the elements, stop and re-evaluate.		The following is designed to provide the aircraft user or manager a checklist to help determine a GO/NO-GO decision.
YES	NO	Go/No-Go Checklist
		1. Aircraft data card, checked, mission approved.
		2. Pilot qualification card, checked, mission approved.
		3. Pilot flight/duty limitations checked.
		4. Manifest completed and left at departure point.
		5. Weight and balance completed by pilot.
		6. Mission approved by management. PPE available and worn, if needed.
		7. Pilot briefed by personnel on intended mission and hazards.
		8. Aircraft safety briefing provided to passengers.
		9. Personnel trained and qualified for mission.
		10. Flight plan completed, flight following procedures established and operational.
		11. Hazard map reviewed for low-level flights.
		12. Weather forecast received, winds within prescribed limits.
		13. Cargo checked and secured.
		14. Survival equipment available if required.
Comments:		

Aviation Risk Assessment

Checklist No. 2

General Information: Flight Manager

Flight manager	Flight purpose
Organization name/address	
Local contact/phone	Flight date

Passenger Manifest: Pilot

Aircraft owner		Pilot name	
Type/spec equip/regist. no/color			
Flight following radio frequency(s)		Hours of fuel on board	
Gen use	Special use	Use code	Other
Departure loc	Intermediate stop(s)		Destination
ETD	ETA	ETD	ETA

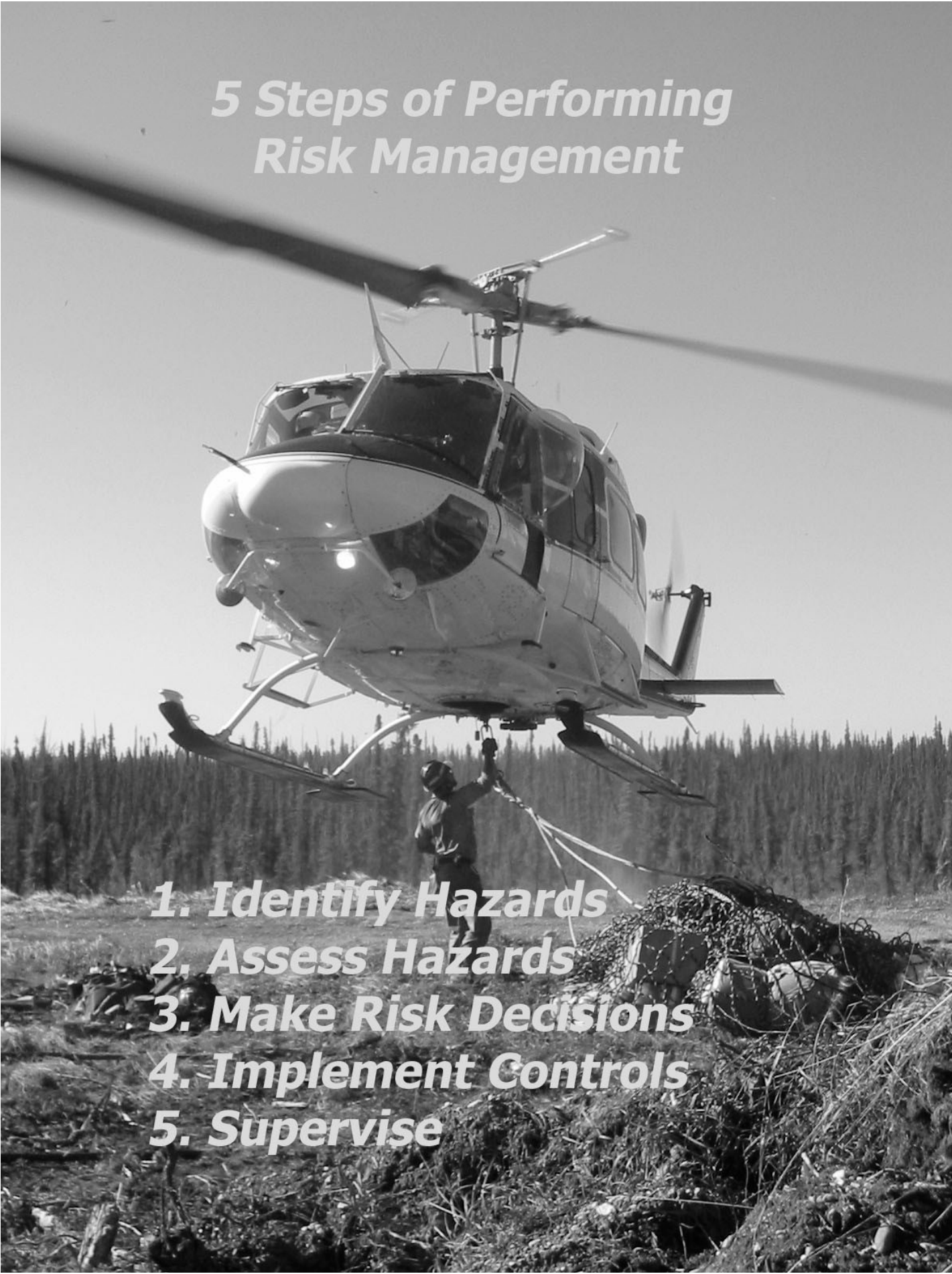
	Persons on board	Weight	Remarks
1.			
2.			
3.			

Go/No Go Checklist Preflight Duties: Flight Manager

Yes	No	Question
		1. Unscheduled aircraft is the best/only option available to fulfill need effectively?
		2. Cost comparison/approval accomplished for point-to-point travel (non-mission flights).
		3. Release Authorization, OAS Form 115, obtained for passengers on a space-available basis.
		4. Aircraft data card current and mission approved?
		5. Aircraft condition/configuration mission appropriate?
		6. Is the pilot's recent experience in the mission appropriate?
		7. Pilot flight/duty time within limits (351 DM 1.9(B)(2)?
		8. Pilot briefed on mission and inherent hazards?
		9. Personal protective equipment required?
		10. Aircrew trained, qualified, and briefed on individual mission responsibility?
		11. Flight following procedure established and operational? FAA: Local station:
		12. Hazard map reviewed for low-level missions?
		13. First aid/survival equipment on board?
		14. Preflight pilot responsibilities fulfilled?
		15. Aviation risk assessment within low or caution range?
		16. Level of risk factors acceptable?

If you answered NO to any of the above, stop and reevaluate.

Flight manager signature/date:



5 Steps of Performing Risk Management

- 1. Identify Hazards***
- 2. Assess Hazards***
- 3. Make Risk Decisions***
- 4. Implement Controls***
- 5. Supervise***

Risk Principles

- **Accept no unnecessary risk**
- **Make risk decisions at the appropriate level**
- **Accept risk when benefit outweigh cost**
- **Integrate risk management at all planning levels**

5 STEPS TO RISK MANAGEMENT

Memory Acronym – “I AM IS”

- 1) **Identify Hazards**
- 2) **Assess Hazards**
- 3) **Make Risk Decisions**
- 4) **Implement Controls**
- 5) **Supervise**

- **What is a HAZARD?**

1. Any real or potential condition that can cause mission degradation such as injury, illness, or death to personnel, or damage to or loss of equipment or property.
2. Risk assessment is the process that associates “*hazards*” with “*risks*”.
3. When we know the various impacts a hazard may have on our mission and an estimate of how likely it is to occur we can now call the hazard a risk.

- **Who Should Conduct A Risk Assessment?**

Hazard/Risk assessment should be conducted by those best qualified by training and experience to evaluate a proposed flight or operation, such as:

- Helicopter or Project Flight Manager
- Helibase/Airbase Manager
- Project Supervisor
- Dispatcher
- Unit Aviation Manager
- Line Manager/ Forest Supervisor
- The Pilot

- **Make Risk Decisions**

1. Involve operational personnel, especially those likely to be directly impacted by the risk decision.
2. Apply redundant risk controls when practical and cost effective.
3. Make risk decisions when benefit outweigh the cost

- **Incorporate Selected Controls**

1. Standard Operating Procedures
2. Project Aviation Safety Plans (PASP)
3. Briefings. Who will do what when?
4. Training
5. Communicate controls to the lowest level

- **Supervise**

1. BRIEF - ensure personnel know what they should do
2. FOLLOW-UP - people are doing what is expected
3. UPDATE and evaluate the plan continually
4. ADJUST or make changes as unforeseen issues arise
5. DEBRIEF after mission is completed
6. INCORPORATE lessons learned for future use

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For DOI and USFS Aviation Managers

Please see the Aviation Technical Directory at <http://www.nwcg.gov/pms/pubs/pms504.pdf>