



United States Department of the Interior
National Business Center
Alaska Region/Aviation Management
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AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) 04-AR-10

Subject: Training and Qualifications Requirements for Department of the Interior Fixed Wing Pilots operating within the Alaska Region

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Supersedes: February 3, 2003

Distribution: A and B

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.1 Purpose This OPM establishes for all Department of the Interior (DOI) flight and aircrew members, flying within the State of Alaska, training requirements and "Evaluation and Qualification Check" procedures. These requirements and procedures are in addition to Department of the Interior's Aviation Policy Manual and Operational Procedures Memoranda issued by the Aviation Management Directorate.

.2 Pilot Initial Flight Evaluation

- A. All new to Alaska DOI pilots will be subject to an initial pilot flight evaluation. This will consist of FAA pilot records verification and a flight evaluation administered by an Aviation Management (AM) Pilot Inspector (per approved Inspector list) to ensure the individual will be able to qualify to meet DOI standards.
- B. This flight evaluation cannot be waived or delegated and must be completed prior to the individual being approved as a pilot in DOI aviation operations.
- C. A flight evaluation may not be required for previous or current holders of DOI Airplane Pilot Qualification Cards (OAS-30D), operating the same make and model of aircraft for which AM pilot privileges have been previously approved.
- D. Based on the pilot's demonstrated flight evaluation/proficiency, a flight-training program will be recommended to the employing bureau.
- E. If training is approved, the pilot will be placed in a training program agreed upon by the requesting bureau and the AM Alaska Flight Training and Standardization Manager.

.3 Initial Pilot Qualification and Initial Aircraft Qualification

- A. Complete Initial Ground Training as outlined in this OPM.
- B. Prior to a DOI employee acting as Pilot-In-Command (PIC) of an aircraft used for official business the individual must:
 - 1) Show evidence of receiving dual instruction in that make and model by a FAA Certified Flight Instructor or;
 - 2) Have logged PIC duties in a like aircraft make and model.

- 3) In addition to 1) and 2) above the employee shall have received a flight qualification (check ride) in each make and model airplane and configuration (wheels, skis, wheel/skis, floats, amphibious) by an AM Pilot Inspector.
- 4) A manufacturer's "factory check out" in their make, model and configuration aircraft shall satisfy the requirement of 1), 2) and 3) above.
- 5) Prior to operating any airplane on tires larger than 8.50 x 6, (on airplanes with a tail wheel), all DOI pilots shall receive a flight qualification (check ride) by an AM Pilot Inspector.
- 6) Prior to operating an aircraft with a TCM IO-550 engine each pilot will have a one-time ground and flight training.
- 7) Emergency Maneuver Training (EMT) is required to operate a single engine aircraft as PIC. Pilots only operating a multi-engine aircraft are encouraged to attend an EMT course. Pilots holding an AM single engine pilot qualification card issued prior to January 31, 2003, must complete this required training before April 15, 2004, and/or provide evidence of successful completion of an approved EMT course to the AM Training and Standardization Manager. **Pilots employed after January 31, 2003 must complete this required training within the first 12 months after they receive their initial single engine pilot authorization (OAS issued Pilot Qualification Card) and/or provide evidence of successful completion of an approved EMT course to the OAS Training and Standardization Manager.**

.4 Aircraft Qualification

- A. Additional make, model and configuration Evaluation and Qualification Check are authorized by an AM Pilot Inspector.

.5 Local Area Orientation Requirement

- A. A DOI pilot permanently assigned to a new area must receive a local area orientation flight and ground instruction prior to acting as a PIC conducting flight operations in that area. This Local Area Orientation instruction will be administered by a DOI pilot, coordinated by AM Flight Operations, who is knowledgeable and experienced in that geographical operating area.
- B. The above requirement does not require an Instructor pilot.
- C. The following statement will be written in the remarks section of the OAS -2 used for all orientation training flight(s); "Local Area Orientation Training". Fill in the name of the pilot receiving the orientation in the "COPILOT" block on the OAS-2.
- D. A copy of the above OAS-2 will be forwarded in a timely manner to the AM Training and Standardization Manager for inclusion into the DOI pilot files.
- E. If a new permanently assigned pilot can provide documentation to the satisfaction of the AM Training and Standardization Manager, that he/she has operated an aircraft in that local area, a local area orientation flight may be waived.
- F. The "Local Area Orientation Requirement" is not required for "point-to-point" operation.
- G. Pilots on temporary duty in other than their permanently assigned geographical operating area will:
 - 1) Receive a Local Area Orientation Briefing by one of the pilots permanently assigned to that area. The Local Area Orientation Briefing will be completed for each period of temporary duty.
 - 2) The following statement will be written in the remarks section of the OAS -2 prior to the start of the temporary duty; "Local Area Orientation Briefing given by (name of the pilot permanently assigned to that area) on (date)."

.6 Pilot Training

- A. DOI pilot training will be administered to DOI pilots by either AM Instructor Pilots and/or AM approved Bureau Instructor Pilots. All Instructor Pilots will have the following qualifications:
- 1) Meet the DOI pilot qualifications as stated in DOI Departmental Manual Part 351, Chapter 3, paragraph 3.2 A.
 - 2) Hold a current FAA Flight Instructor Certificate (CFI) appropriate to the type of instruction to be given in accordance with Federal Aviation Regulations Part 61.
 - 3) Complete an AM Bureau Instructor Pilots evaluation every 12 months to include a flight evaluation from the Instructor Pilot flight station/position.
 - 4) Bureau Instructor Pilots will be selected by their agency and approved by the respective Regional Aviation Manager (RAM), and the AM Flight Training and Standardization manager.

.7 Conducting and Recording of Flight Training

- A. All flight training conducted will use a written training syllabus (example; lesson plan, training module etc.) that meets the requirements necessary for DOI pilot qualification.
- B. Record of Flight Training (OAS-AR-29-SE)
- 1) A record of all training (ground and flight) will be kept using form OAS-AR-29-SE on all DOI pilot training to include the following:
 - (i) initial
 - (ii) recurrent
 - (iii) OPM 00-22
 - (iv) FAR part 61
 - (v) post accident or incident with potential
 - 2) The Instructor Pilot at the completion of each lesson will fill out the OAS-AR-29-SE.
 - 3) Copies of the OAS-AR-29-SE will be forwarded to the AM Training and Standardization Manager, in a timely manner.
 - 4) When flight training is performed the Instructor Pilot will line through the words "COPILOT" in the OAS-2 "COPILOT block" and write the initials "IP" (Instructor Pilot) above it and print his/her name in this block.

.8 Ground Training Requirements for All Flight Crewmembers

- A. Initial Ground Training
- 1) Each DOI employee who serves as a flight crewmember on departmental aircraft will complete initial ground training in the subjects outlined in the Ground Training Curriculum.
 - 2) Each pilot is required to have completed either the "Biennial Ground School" or biennial training outlined in Appendix 1 within 12 calendar months of employment.
 - 3) Written examination(s) will be administered covering the subjects in the Ground Training Curriculum and aircraft specific subjects for each aircraft make and model assigned. An AM Pilot Inspector, AM Instructor Pilot, AM Approved Pilot Inspector or a Bureau Instructor Pilot will administer the examination(s), and forward the original, within a timely manner, to the AM /AK Regional Office, Attention: Training and Standardization Manager.
- B. Recurrent Ground Training
- 1) All DOI pilots operating under this OPM must attend the "Biennial Ground School" offered in **odd numbered calendar years**. Attendance will be documented in writing and records maintained by the AM Training and Standardization Manager

- 2) All DOI pilots operating under this OPM must complete biennial training as outlined in appendix 1. This training must be accomplished in the alternate year (**even numbered calendar year**) when the formal "Biennial Ground School" is not being offered. Documentation of this training will be forwarded to the AM /AK Regional Office, Attention: Training and Standardization Manager by **January 31st**.
 - 3) If a DOI pilot is unable to complete the **odd numbered calendar year** "Biennial Ground School" or the **even numbered calendar year** biennial training, then alternate arrangements will be made with the AM Training and Standardization Manager to meet the above requirements.
- C. Ground Training Curriculum.
- 1) The appropriate provisions of parts 43, 61, 91 and 93 of the Federal Air Regulations
 - 2) All AM Operational Procedure Memorandums
 - 3) DOI Aviation Policy Manual (to include all handbooks and guides)
 - 4) For each type of aircraft to be flown, information on:
 - (i) powerplant(s)
 - (ii) major components and systems
 - (iii) performance data
 - (iv) limitations
 - (v) normal procedures
 - (vi) emergency procedures
 - (vii) weight and balance computation and limitations (including approved gross weight increases)
 - 5) General flight information on:
 - (i) navigation and approach aids and procedures appropriate to the mission and/or pilot qualifications
 - (ii) flight following procedures
 - (iii) Air Traffic Control procedures, as appropriate
 - (iv) meteorology
 - (v) procedures for operating in turbulent air, icing conditions and in or around areas of thunderstorms
 - (vi) safety
 - (vii) ground handling operations
 - (viii) arctic survival
 - (ix) use of the ELT and tracking of ELT signals
 - (x) personal protective equipment
 - (xi) risk management
 - (xii) passenger and/or mission briefing
 - 6) Special topics if applicable
 - (i) CRM (Crew Resource Management)
 - (ii) high altitude operations
 - (iii) special use operations
 - (iv) TCM IO-550 operations
- .9 Flight Training/Evaluation - Recurrent.
- A. All pilot crewmembers are required to complete recurrent flight checks, as outlined in 351 DM 3.
 - B. To act as PIC within the Alaska Region in the following gear configurations a DOI pilot must take a flight evaluation/qualification check within the time frame specified below.
 - 1) floats and/or seaplane- flight check every 12 months
 - 2) conventional gear- flight check every 12 months

- 3) tricycle gear- flight check every 24 months
 - 4) skis and/or wheel skis- complete an initial flight check and at least one 12-month flight check, thereafter; a 24-month flight check will be required.
 - 5) amphibious floats- flight check every 12 months, demonstrating both land and sea operations.
 - 6) Pilots requesting night route authority shall have a flight check every 12 months and meet the instrument requirements of FAR 61.57.
- C. To remain current as a PIC the pilot must fly 5 hours in a given make and model aircraft in a calendar year and have flown 1 hour in make/model and configuration within the past 90 days prior to conducting any mission other than point-to-point flights.
- D. To act as PIC within the Alaska Region the pilot must demonstrate instrument competency every 12 months, including:
- 1) timed turns,
 - 2) climbs,
 - 3) descents, and
 - 4) successfully complete a PAR approach, and / or a non-precision approach when available (NDB, VOR, LOC, DF, GPS [overlay]).
- E. Emergency Maneuver Training (EMT) is required to operate a single engine aircraft as PIC. Each pilot must complete a recurrent training course every 36 months.

Note: Pilots should rotate flight checks among the make and model aircraft they are qualified in.

.10 Flight Training - Special Use Activities.

- A. An Emergency Maneuver Training (EMT) course is required before operating an aircraft as PIC for Special Use Activities, except those missions utilizing multi-engine aircraft.
- B. In order to perform a “special use” activity, a pilot must have had a flight evaluation within the preceding 24 months in that “special use” activity. The current AM Operational Procedures Memorandum (OPM-03-29) defines “special use” activities.
- C. An Instructor Pilot must be current in accordance with the Departmental Manual and current AM OPM(s) in the “special use” activities he/she is instructing.
- D. Wheel operations conducted on unprepared landing sites are considered special use. Unprepared is defined as any non-maintained off airport area used to land an airplane that has not been previously evaluated and landed on by the pilot with the existing environmental and terrain conditions. This is intended to be limited in time frame to provide for safe landings under current conditions. A takeoff or landing in a float or ski configuration is not considered special use.

.11 Flight Training/Evaluation – Airplane

- A. Preflight
- 1) use of checklist
 - 2) aircraft preflight check
 - 3) aircraft documents
 - 4) weight and balance
 - 5) loading and securing cargo

- 6) passenger briefing
 - 7) starting procedures, run-up/power check, systems check
 - 8) use of emergency radio procedures card
- B. Takeoffs
- 1) crosswind takeoff
 - 2) aborted takeoff
 - 3) STOL operations
 - 4) normal takeoff
- C. In - Flight
- 1) air work, maneuvers, steep turns
 - 2) approach to stall, slow flight
 - 3) incipient spin recovery (one-half turn or less)
 - 4) specific flight characteristics
 - 5) engine failure, forced landing approach
 - 6) system emergencies
 - 7) en-route procedures
 - 8) special use activities
- D. Instrument
- 1) instrument takeoff
 - 2) area departure/arrival
 - 3) approaches:
 - (i) VOR/DME
 - (ii) LOC/ILS
 - (iii) LOC/DME
 - (iv) NDB/ADF
 - (v) PAR/ASR
 - (vi) DF STEER
 - (vii) NO GYRO
 - (viii) GPS
 - 4) circling approach
 - 5) missed approach
 - 6) landing from minimum weather approach
 - 7) communications/navigation procedures
 - 8) use of autopilot for single pilot operations
 - 9) holding
- E. Landings
- 1) normal (wheel/stall)
 - 2) crosswind/slip approach
 - 3) short/soft field conditions
 - 4) rejected landings/go-around
 - 5) STOL operations
 - 6) unprepared surface operations
 - 7) downwind
- F. Seaplane/floatplane Operations
- 1) taxiing, sailing, docking
 - 2) step taxi and turns
 - 3) glassy water/rough water
 - 4) takeoffs and landings
 - 5) surface condition evaluation
 - 6) river landings and takeoffs

- 7) ocean operations (when applicable)
 - 8) tidal operations (when applicable)
- G. Skiplane Operations
- 1) takeoffs and landings
 - 2) glare ice
 - 3) deep snow
 - 4) overflow
 - 5) drifts
 - 6) glaciers
 - 7) taxi and turns
 - 8) surface conditions evaluation and preparation

- H. Multi-engine
- 1) "V" speeds
 - 2) engine failure after takeoff
 - 3) maneuvering with engine out (simulated)
 - 4) approach and landing with engine out (simulated)
 - 5) Crew Resource Management (CRM)

.12 Required Training for Other Federal Government Pilots.

- A. A non DOI Federal Government Pilots may operate DOI aircraft without meeting the qualification and training requirements of AM, provided their agency has a comparable qualification and training program and the pilot meets that agency's requirements.
- B. An initial flight evaluation/qualification check is required by AM.



R. S. Berus
Regional Director

APPENDIX 1

A Minimum Of 30 Credits Is Required

Options Available for Pilots during EVEN Years Formal Ground School is not Held

| | <u>Credits</u> |
|---|----------------|
| 1. DOI Flight Clinics (3 day minimum) (e.g. ski, float, off airport, low level, LE/resource, mentor, etc.)..... | 30 |
| 2. Emergency Maneuver/Spin Training (with vendor; 8 hours min.) | 30 |
| (with vendor, for recurrent 4 hrs. min)..... | 15 |
| 3. FAA License Upgrades (e.g. ATP, Float rating, A&P, CFI, Helicopter, Glider, Multi-engine) | 30 |
| 4. CFI Renewal (via FIRC, Eight FAA Safety Seminars) | 15 |
| (<u>not</u> a FAA Acquaintance sign off) | |
| 5. FAA Wings Program (obtain one level) | 4 |
| 6. FAA Safety Seminars | 4/seminar |
| 7. Flight Review | 4 |
| 8. Pilot Safety Courses | |
| a. Accredited college course | 5 |
| b. Dunker training | 5 |
| c. Cool School or Wet Weather School | 10 |
| d. Aviation Conference and Education (ACE)..... | 10 |
| 9. Flight Hours | |
| a. Receiving training from a mentor pilot | 5/flight hour |
| b. Mentor pilot training a pilot..... | 1/flight hour |
| 10. IFR Training | |
| a. Formal Simulator class (i.e. not using your PC) | 30 |
| b. Simulator or IFR flight with a safety pilot..... | 3/flight hour |
| 11. Expo's (e.g. Oshkosh, Sun & Fun, AOPA, HAI, NBAA, etc.)..... | 5 |
| 12. Factory Checkout (Aircraft, Engine) (<u>not</u> a salesman familiarization flight)..... | 15 |
| 13. Make and Model Ground Refresher | 5 |
| 14. Computer Based Training | |
| a. Module on AK. OPMs, DM, customized to cover rules and policies pertinent to Alaska operations | 5 |
| b. Any DOI module..... | 1 |

