

U.S. Department of the Interior
Aviation Management
Board of Directors
Charter

The Secretary, Department of the Interior, has mandated the objective to establish and assure a safe, efficient, and economical aviation program for the Department. Further, the Office of Aircraft Services is established to achieve standardization, maintain excellence in service, coordinate efficient utilization, and provide for high achievement in safety. As cited in 112 DM 12, "The Office [of Aircraft Services] is responsible for Department-wide functions related to aircraft services and facilities. The Office is a unit of the Office of the Secretary and is headed by a Director who is responsible to the Assistant Secretary - Policy, Management, and Budget, and reports within the structure of that office. The Office was established effective July 1, 1973, by Departmental Manual Release No. 1549 issued by the Secretary of the Interior on June 20, 1973, under authority granted in Reorganization Plan No. 3 of 1950."

I. Purpose:

The purpose of the Aviation Management Board of Directors is to provide executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department. The intent of the Board is to assure bureau/office oversight to achieve aviation services and management commensurate with mission requirements.

II. Authority:

The Aviation Management Board of Directors is hereby established by authority of the Secretary of the Interior through this charter. The Board will function under the general guidance of the Assistant Secretary - Policy, Management, and Budget.

III. Membership:

Members will be senior management officials and they or their designated representatives will be able to speak for respective bureaus/agencies during meetings where commitments to recommendations are required. Board members will have appropriate bureau/agency authority to provide management oversight for aviation commensurate with mission needs, funding capacity, and operational capability.

The Board will be comprised of the following bureaus, offices and agencies:

- A. Bureau of Indian Affairs
- B. Bureau of Land Management
- C. Bureau of Reclamation
- D. U.S. Fish and Wildlife Service
- E. U.S. Geological Survey
- F. Minerals Management Service
- G. National Park Service
- H. National Biological Service
- I. Office of Surface Mining, Reclamation and Enforcement
- J. Office of Aircraft Services

IV. Functions:

The Board will discharge its direction and findings through both the Office of Aircraft Services and internal bureau/agency line command. The responsibilities of the Board are to:

A. Annually review bureau program requirements for managing aviation within the Department. Specifically, assess risk and provide direction for implementation of policy and operational procedures to achieve and maintain an excellent level of safety in aviation activities.

B. Review costs for aviation management and operations. Provide guidance to assure retention of priority functions within the Department and bureaus.

C. Review interagency coordination requirements for Interior aviation activities and implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions.

D. Review proposed aviation policies, procedures, and business management practices. Arrange for bureau participation to achieve necessary changes. Expedite efforts through the Office of Aircraft Services and bureau aviation program representatives and technical specialists.

E. Assign committees and task forces as needed. Related chairpersons may be appointed and will operate at the Board's discretion. A standing working team comprised of the bureau aviation managers or their appointed representatives and the OAS Aviation Management Specialist will provide the routine staff work for the Board and will report to the Board Chair.

F. Annually assess the effectiveness of the Departmental aviation program to assure aviation and management oversight activities comply with and meet Departmental objectives and Board expectations.

V. Organization and Structure:

A. The initial Board Chair will be elected by the membership and will serve for a period of one year. The Chair will be responsible for conducting business meetings, establishing and overseeing the activities of working teams and task forces as necessary to conduct Board business. The Chair will have authority to appoint other Board members as Board liaisons to such teams to assure Board managerial representation is available to teams and task forces when necessary.

B. The Vice Chair will be elected by the membership and will serve with full Chair authority in the absence of the Board Chair. The Vice Chair will succeed to the Chair the second year. If the Vice Chair is unavailable for succession, a new Chair will be elected by the membership.

C. The Office of Aircraft Services will provide administrative and technical support to the Chair and will provide executive secretary service for meeting minutes, official files, and meeting arrangements.

D. The Board will establish annual priority goals which will serve as functional guidance for Departmental aviation activities.

VI. Meetings and Reports:

The Board will establish times and develop the reports necessary to conduct business and evaluate overall Board performance and achievement of Board decisions. However, the Board will meet no less than once each year on a schedule determined by the Board.

VII. Salary, Travel, and Incidental Costs:

Normal costs incurred by Board members and working groups/task forces will be borne by related agencies. Extraordinary expenses must be pre-approved and covered by a written agreement.

VIII. Effective Date:

This charter becomes effective when signed by the Secretary of the Interior and may be revised by Board majority vote with approval of the Secretary.



IX.

Secretary of the Interior

MAR 13 1996

Date signed: _____