

**DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL**

Aviation Management _____ **Part 350 General Program Requirements**

Chapter 2 Directive System of Office of Aircraft Services _____

Table of Contents

Chapter 2 Directive System of Office of Aircraft Services

	Page
2.1 Purpose.....	1
2.2 Issuing Authority.....	1
2.3 Handbooks.....	1
2.4 Operational Procedure Memoranda (OPMs).....	1
2.5 Information Bulletins (IBs).....	1
2.6 Operation Guides (OGs)	1
2.7 Distribution.....	1
2.8 Contents of DM Chapters.....	2
 Appendix 1 Departmental Manual - Parts for Office of Aircraft Services (OAS)(Parts 350-354 -- "Aviation Management").....	 3

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Aviation Management

Part 350 General Program Requirements

Chapter 2 Directive System of Office of Aircraft Services

350 DM 2.1

2.1 Purpose. This chapter authorizes and prescribes the criteria for issuance of procedural directives by the Office of the Secretary. The Department of the Interior (DOI) directives provide guidance in the subject area of aircraft management and operation. General policy statements and responsibilities regarding the Departmental aircraft management program are published in Departmental Manual (DM) Parts 350-354.

2.2 Issuing Authority. All 350-354 DM releases are signed by the Assistant Secretary - Policy, Management and Budget. All material published in the Hand-books, Operational Procedure Memoranda (OPMs), Information Bulletins (IBs), Operation Guides (OGs), and OAS Instructions is issued under the authority of the OAS Director.

2.3 Handbooks. Handbooks provide detailed procedures and requirements of policy established in the applicable chapter of the DM.

2.4 Operational Procedure Memoranda (OPMs). Temporary or interim directives are issued Department-wide as OPMs to permit the timely dissemination of instructional and procedural material. They are published under the issuing authority of the OAS Director, or a Regional/Area Director for matters within their delegated responsibility.

2.5 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 Any superseded IB will be noted in the new release.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 Office of Aircraft Services will issue a listing of all current IBs.

2.6 Operation Guides (OGs). Guides communicate preferred procedures for a specific aspect of aviation operations, but are not mandatory in nature at the Department level but may be adopted by the Bureau.

2.7 Distribution.

A. All DM releases are distributed by the Office of the Secretary, Washington, DC. They are also available electronically through the Office of Aircraft Services.

B. Handbooks, OPMs, IBs and OGs are distributed by OAS in accordance with bureau distribution lists. Master distribution lists are maintained by the Headquarters Office. To the extent possible, electronic distribution is encouraged.

DEPARTMENT OF THE INTERIOR DEPARTMENTAL MANUAL

Aviation Management _____ **Part 350 General Program Requirements**

Chapter 2 Directive System of Office of Aircraft Services _____ **350 DM 2.8**

2.8 Contents of DM Chapters. Material published in Parts 350-354 of the Departmental Manual is listed and described in Appendix 1 to this chapter. The Appendix, which serves as a table of contents for Parts 350-354, will be revised as necessary.

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DEPARTMENTAL MANUAL - Parts for Office of Aircraft Services (OAS)
(Parts 350-354 -- "Aviation Management")

Part 350 -- ~~General Program Requirements~~

- Chapter 1 - General Administration
- Chapter 2 - Directive System of OAS
- Chapter 3 - Reserved
- Chapter 4 - Reserved
- Chapter 5 - Reserved

Part 351 -- ~~Aviation Operations~~

- Chapter 1 - Flight Operations Standards and Procedures
- Chapter 2 - Aircraft Equipment and Maintenance
- Chapter 3 - Flight Crew Member Policy
- Chapter 4 - Cooperator Aircraft
- Chapter 5 - Reserved
- Chapter 6 - Reserved
- Chapter 7 - Reserved

Part 352 -- ~~Aviation Safety~~

- Chapter 1 - Aviation Safety Program
- Chapter 2 - Reserved
- Chapter 3 - Reserved
- Chapter 4 - Reserved
- Chapter 5 - Reserved
- Chapter 6 - Aircraft Mishap Notification, Investigation and Reporting
- Chapter 7 - Aviation Safety Awards Program

Part 353 -- ~~Aviation Services Provided by OAS~~

- Chapter 1 - Aircraft Contracting
- Chapter 2 - Aircraft Rental System
- Chapter 3 - Reserved
- Chapter 4 - Reserved
- Chapter 5 - Reserved
- Chapter 6 - Aircraft Acquisition and Disposition

Part 354 -- ~~Reserved~~