

**DEPARTMENT OF THE INTERIOR  
DEPARTMENTAL MANUAL**

**Aviation Management** \_\_\_\_\_ **Part 351 Aviation Operations**

**Chapter 3 Flight Crewmember Policy** \_\_\_\_\_

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

**A. Certificates**

(1) **Medical Certificate.** As a minimum, a current FAA Class II Medical Certificate is required to fly for DOI.

(2) **Airman Certificates.** Flight crewmembers must possess appropriate FAA Airman Certificates for their positions, e.g., pilots, navigator, flight engineer. Flight crewmembers shall be approved by Office of Aircraft Services (OAS).

**B. Pilot-in-Command (PIC).** 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 and tiedown of the aircraft.

(3) Supervising the fueling of the aircraft to include type, quantity and quality.

(4) Determining Aircraft Weight and Balance.

**C. Second-in-Command (SIC).** The SIC is responsible to the PIC when:

(1) An assigned SIC is fully qualified in the aircraft certificated for a crew of two or more, pilot duties may be shared at the discretion of the PIC when passengers are on board. On a flight where no passengers are on board, an SIC /prospective PIC in training may manipulate aircraft controls at the discretion of the PIC when the PIC holds a current instructor's rating and an appropriate type rating and full dual controls are available. A SIC shall not assume PIC authority except in emergency situations due to incapacitation of the PIC.

(2) An assigned SIC is in an aircraft certificated for single pilot, the SIC may operate the controls with passengers on board at the discretion of the PIC when the PIC holds a current instructor's rating.

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D. ~~Special Use Pilot Qualifications~~. In addition to other minimum pilot qualification criteria prescribed, pilots engaged in special use activity shall meet the following:

(1) Flights conducted within 500 feet of the surface (low level).

(a) 200 hours PIC in category in low level operations over typical terrain, or

(b) 10 Hours in category of low level flight instruction with a CFI within the previous five years followed by a low level flight check by an OAS pilot inspector. Low level flight instruction shall be in accordance with the Low Level Flight Operations Pilot Training Guide published by OAS.

(2) ~~Aerial Capture, Eradication and Tagging of Animals (ACETA)~~. Refer to the ~~ACETA Handbook~~.

(3) Helicopter External Loads. FAR Part 133 approval (vendor only).

(4) Offshore Platform Landing and Vessel Landing Pilot Qualification. In addition to the other minimum pilot qualification criteria prescribed, pilots engaged in offshore operations shall meet the following:

(a) 200 hours PIC of offshore navigation which includes platform or vessel landings, or

(b) 50 hours PIC of offshore navigation which includes platform or vessel landings, within the previous 12 months.

**3.2 DOI Pilot Qualifications.** All DOI pilots are required to attend a DOI flight crewmember workshop as prescribed in the Aviation User Training Program.

A. ~~DOI 2181 Pilot~~. DOI 2181 pilots shall meet Office of Personnel Management ~~Standards for General Schedule Positions~~ ~~Qualifications~~ classification series 2181 and the supplemental requirements listed below prior to flying operational missions. Organizations hiring DOI pilots shall check the FAA database for accident/violation history prior to employment commitment. The FAA database shall also be checked prior to granting flight authority to current employees. The FAA mailing address is: FAA, Information Management Section, AFS-624, P. O. Box 25082, Oklahoma City, OK 73125. FAA request for pilot "Accident/Incident and Enforcement Action History" must include the pilot's full name, Airman Certificate Number and date of birth. Prior to granting flight authority to existing or current employees a check of the FAA data base for exiting accident/violation history will be conducted.

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- (1) Commercial pilot's certificate with appropriate category and class ratings;
- (2) Instrument rating (not required for helicopter VFR);
- (3) Recent flight experience appropriate to the duties being performed (14 CFR Part 61);
- (4) 24 hours PIC last fiscal year in category, including six hours in last six months in category. Pilots who are deficient in this requirement may regain currency by demonstrating VFR proficiency to a Certified Flight Instructor (CFI) and an appropriate endorsement made in the pilot logbook by the CFI. See 351 DM 3.4C(5)(a)(ii).
- (5) For VFR operations - 10 hours PIC in make, model or series (or DOI Like Make and Model grouping list) for transport of passengers;
- (6) For IFR Operations - 25 hours PIC in make and model (and series for helicopters) for transport of passengers;
- (7) Turbine Operations
  - (a) 100 hours PIC of turbine-powered aircraft, or
  - (b) 50 hours PIC of turbine-powered single-engine aircraft plus an OAS-approved school, operations shall be limited to day, VFR flight activities;
- (8) Reciprocating Engine Helicopter Operation - 200 hours PIC of reciprocating engine helicopter time;
- (9) Land Plane Operations - 25 hours PIC of airplane single or multiengine land plane experience, as appropriate;
- (10) Seaplane Operations - 25 hours PIC of airplane single engine or multiengine seaplane experience, as appropriate;
- (11) Amphibian Operations. Meet (9) and (10) above, plus 10 water takeoffs and landings, 10 land takeoffs and landings in an amphibian-configured aircraft, and 10 hours PIC in amphibian-type aircraft, as appropriate;
- (12) Large Airplanes - 50 hours PIC in make and model for transporting passengers (25 hours if pilot has attended an OAS-approved transition training course, professionally conducted to include classroom ground school in make and model, including flight check with check pilot); and

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(13) All Turbine and Jet Airplanes - 50 hours PIC in DOI Like Make and Model groupings for transporting passengers (25 hours if pilot has attended an OAS approved transition training course, professionally conducted to include classroom ground school in make and model, including flight check with check pilot).

**B. Incidental/Dual Function Pilot.** An Incidental pilot shall have a "Letter of Authorization" issued from at least the employee's regional/state office in coordination with the bureau aviation manager. Bureaus may further limit an Incidental Pilot's authorized operations. Organizations hiring DOI pilots shall check the FAA database for accident/violation history prior to employment commitment. The FAA database shall also be checked prior to granting flight authority to current employees (FAA, Information Management Section, AFS-624, P. O. Box 25082, Oklahoma City, OK 73125). Prior to granting flight authority to existing or current employees a check of the FAA data base for exiting accident/violation history will be conducted. Incidental/dual-function pilots shall meet the following minimum rating and experience requirements prior to flying operational missions.

- (1) Commercial Pilot's Certificate with appropriate category and class ratings.
- (2) Instrument Rating (not required for helicopter VFR).
- (3) Recent Flight Experience as appropriate (14 CFR Part 61).
- (4) Visual Flight Rules (VFR):
  - (a) 500 hours PIC in category.
  - (b) 25 hours PIC night in category (Instrument rating required for airplane only).
  - (c) 24 hours PIC last fiscal year in category, including six hours in last six months in category. Pilots who are deficient in this requirement may regain currency by demonstrating VFR proficiency to a Certified Flight Instructor (CFI) and an appropriate endorsement made in the pilot logbook by the CFI. See 351 DM 3.4C(5)(a)(ii).
  - (d) 100 hours PIC multiengine airplane, when applicable. (50 hours multiengine airplane time required for "center-line-thrust" twin-engine type aircraft only).
  - (e) 10 hours PIC in make and model (see DOI Like Make and Model grouping list), and series for helicopters, for transport of passengers.
  - (f) 25 hours PIC in seaplanes, when appropriate.
  - (g) Meet (f) above, plus 10 water takeoffs and landings, 10 land takeoffs and landings in an amphibian-configured aircraft, and 10 hours PIC in amphibian-type aircraft, as appropriate;

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- (5) Instrument Flight Rules (IFR):
  - (a) 1500 hours total pilot time.
  - (b) 1200 hours PIC in category.
  - (c) 25 hours PIC night in category.
  - (d) 25 hours PIC in make and model (see DOI Like Make and Model grouping list), and series for helicopters, for transport of passengers.
  - (e) 75 hours of actual or simulated instrument time, at least 50 hours of which were in actual flight.
  - (f) 200 hours PIC multiengine airplane, when applicable.
- (6) For Large Aircraft:
  - (a) Meet the requirements of (4) and (5) above,
  - (b) 250 hours PIC in large aircraft in category, and
  - (c) 50 hours PIC in make and model (see DOI Like Make and Model grouping list) for transporting passengers (25 hours if pilot has attended a formal transition training course, professionally conducted to include classroom ground school in make and model, including flight check with check pilot).
- (7) Turboprop and Jet Airplanes:
  - (a) Meet the requirements of (4) or (5) above, as applicable
  - (b) Turbine Operations:
    - (i) 100 hours PIC of turbine-powered aircraft, or
    - (ii) 50 hours PIC of turbine-powered single-engine aircraft plus an OAS-approved school. Operations shall be limited to day, VFR flight activities, and
  - (c) 50 hours PIC in make and model (see DOI Like Make and Model grouping list) for transporting passengers (25 hours if pilot has attended a formal transition training course, professionally conducted to include classroom ground school in make and model, including flight check with check pilot).

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## C. ~~Second-in-Command.~~

- (1) Aircraft certificated for single pilot.
  - (a) Commercial pilot's certificate (with appropriate category and class ratings),
  - (b) Instrument rating (not required for helicopter VFR), and
  - (c) Recent flight experience (14 CFR 61, as appropriate).
- (2) Aircraft certificated for crew of two or more. In addition to the above, Visual Flight Rules (VFR):
  - (a) 500 hours PIC in category.
  - (b) 25 hours PIC night in category.
  - (c) 24 hours PIC last fiscal year in category, including 6 hours in last 6 months in category. Pilots who are deficient in these requirements may regain currency by demonstrating VFR proficiency to a Certified Flight Instructor (CFI) and an appropriate endorsement made in the pilot logbook by the CFI. See 351 DM 3.4C(5)(a)(ii).
  - (d) 100 hours PIC in multiengine aircraft.
  - (e) 25 hours PIC in seaplanes, when appropriate.
  - (f) Attended a formal transition training course which includes classroom ground school in make and model, and a flight check.
- (3) SIC in training (during operational mission).
  - (a) Commercial pilot's certificate (with appropriate category and class ratings).
  - (b) Instrument rating.
  - (c) Recent flight experience (14 CFR 61, as appropriate).

### 3.3 Vendor Pilot Qualifications.

A. ~~Vendor, Pilot-in-Command (PIC) Airplane.~~ Pilots shall meet the PIC requirements of 14 CFR 135 and the following.

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- (1) Airplane VFR and IFR. All PIC time listed below shall be in airplane.
  - (a) 1500 hours total pilot time.
  - (b) 1200 hours PIC.
  - (c) 200 hours PIC multiengine airplane, when applicable.
  - (d) 25 hours PIC in seaplanes, when applicable.
  - (e) 100 hours last 12 months, any category except for airtankers.
- (2) For IFR flight, 75 hours instrument (50 in flight) for multi-engine operations.
- (3) Large Airplanes, except for airtankers (refer to airtanker contract):
  - (a) Meet the requirements of (1) above.
  - (b) 250 hours PIC in large airplanes, and
  - (c) 50 hours PIC in make and model for transport of passengers (25 hours if the pilot has attended a formal transition training course which includes classroom ground school in make and model, and a flight check .
- (4) Turboprop and Jet Airplanes, except for airtankers:
  - (a) Meet the requirements of (1) above.
  - (b) 100 hours PIC in turboprop or jet airplanes as appropriate, and
  - (c) 50 hours PIC in make and model for transport of passengers (25 hours if the pilot has attended a formal transition training course which includes classroom ground school in make and model, and a flight check).

**B. ~~Vendor Pilot-in-Command (PIC) Helicopter.~~** Pilots shall meet the PIC requirements of 14 CFR 135 and the following for helicopter VFR and IFR operations. All PIC time listed below listed below shall be in helicopters.

- (1) 1500 hours PIC.
- (2) 100 hours within the last 12 months (any category), 50 hours PIC.
- (3) 50 hours PIC in make and model (25 hours PIC if pilot has satisfactorily completed a factory school and checkout in make and model.)

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- (4) 10 hours PIC in make, model, and series in the last twelve months.
- (5) 100 hours PIC in turbine-powered helicopters (when flying turbine helicopters).
- (6) 200 hours PIC in reciprocating engine-powered helicopters (when flying reciprocating engine helicopters).
- (7) Approved for external loads in accordance with 14 CFR 133 when appropriate.

**C. ~~Vendor Second-In-Command (SIC).~~** SIC pilots shall meet the SIC requirements prescribed in 14 CFR 135 and hold an airplane instrument rating for airplane operations.

### 3.4 ~~Flight Checks.~~

**A. ~~General.~~** Flight checks shall be given in accordance with the OAS Flight Evaluation Guide which describes flight test standards that shall be accepted by OAS Inspectors as evidence of competency in various pilot operations. Only individuals authorized in writing by the OAS Director may approve pilots for DOI use.

**B. ~~Flight Checks - Status of OAS Approved Inspectors.~~** OAS approved inspectors conduct flight checks of an applicant for a DOI Pilot Qualification Card for the purpose of observing the applicant's ability to perform satisfactorily the procedures and maneuvers on the flight check. The inspector is not

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pilot-in-command of the aircraft during the flight check unless the inspector acts in that capacity for the flight, or portion of the flight, by prior arrangement with the applicant or other person who would otherwise act as pilot-in-command of the flight, or portion of the flight. Notwithstanding the type of aircraft used during a flight test, the applicant and the inspector are not, with respect to each other (or other occupants authorized by the inspector), intended to be subject to the requirements or limitations for the carriage of passengers specified in 14 CFR 61.

## C. ~~Flight Checks - DOI PICs.~~

(1) Policy. Pilots are responsible for scheduling and successfully completing required flight checks. Those who fail to do so shall be removed from DOI flight status, except for approved training or flight checks.

(2) Frequency.

(a) VFR flight checks shall be valid for a period of 12 months.

(b) IFR Flight Checks shall be valid for a period of 6 months.

(c) Flight checks completed in the calendar month before or after the calendar month in which they were required, are considered as completed in the calendar month in which they were required.

(d) In order to perform the special use flight activity, a pilot must have had a flight check administered by an OAS pilot inspector or an OAS approved pilot inspector within the preceding 26 months in that activity. These flight checks may be given in conjunction with other normally required annual flight checks. The pilot shall be given a flight check in an aircraft properly equipped for the special use activity being evaluated.

(3) Pre-Employment Flight Evaluation. Prospective pilots may be administered pre-employment flight evaluations which evaluate general skill and knowledge rather than specific make/model knowledge.

(4) Initial Flight Checks.

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(a) Pilots shall show evidence of dual instruction from a CFI in make and model in which the flight check is to be conducted. A pilot who cannot provide such evidence, but has logged PIC duties in a like make and model of aircraft (see DOI Like Make and Model grouping list), may be exempt from these requirements if approved by an OAS pilot inspector.

(b) DOI employee shall not perform pilot duties until successfully completing an initial DOI flight evaluation administered by OAS. An initial flight check is required in each category and class aircraft in which the individual is expected to perform pilot duties.

(5) Recurrent Flight Checks.

(a) General

(i) Recurring flight checks are required and may be accomplished by any OAS pilot inspector, an OAS-approved pilot inspector when requested by OAS or by completion of a flight refresher course approved by OAS.

(ii) Pilot lacking annual minimum flying hours shall be required to accomplish at least two hours of dual instruction with an appropriately rated and qualified CFI within 30 days prior to the scheduled OAS flight check. This instruction will be recorded in a reliable record (e.g., pilot's logbook).

(iii) Recurring flight checks may be obtained from an FAA Operations Inspector when authorized by OAS Regional/Area Directors, or Chief, Division of Technical Services-Headquarters. Upon completion of the FAA flight check, a copy of the Flight Check Form (FAA Form 8400 Series, Statement of Competency, Proficiency Qualification, etc.) or OAS Flight Check Form OAS-69, signed by the FAA inspector, shall be forwarded to OAS.

(b) VFR Recurrent Flight Checks.

(i) PICs flying any turbine-powered airplane and all airplanes requiring a type rating shall accomplish an annual OAS flight check in each make and model or type (see Like Make and Model grouping list).

(ii) For all other airplanes the annual check ride must be accomplished in the most complex aircraft in class every other year.

(iii) Pilots flying aircraft on skis shall have a ski configuration check ride each 24 calendar months.

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(iv) VFR flight checks may be conducted in conjunction with a required IFR check if that check includes takeoffs and landings and appropriate air and ground handling maneuvers.

(v) Helicopter pilots shall accomplish the VFR flight check requirement in each specific make and model to be flown.

(c) IFR Recurrent Flight Checks.

(i) If a pilot is conducting IFR operations in different category aircraft, flight checks shall be given in each category and class in rotation, but not more than one flight check during each six-month period is required.

Example: If a pilot is maintaining currency in two large airplanes and one or more small airplane, the annual check in each large airplane should be scheduled at 6month intervals when practical. This will meet all basic IFR check requirements. Currency in other small airplanes may be maintained in accordance with paragraph 3.4C(5)(b) of this chapter, except if single pilot IFR with autopilot is flown. The pilot must be approved for single pilot IFR operations at least once each 12 calendar months.

(ii) If a pilot is conducting IFR operations in one or more airplanes requiring a type rating, an IFR check must be accomplished in each airplane type within the preceding 12 months. The semiannual IFR flight check may be accomplished in any other IFR-equipped airplane.

(iii) A pilot maintaining IFR currency only in helicopters must take the semiannual IFR flight check in a helicopter equipped for IFR operations. If a pilot is also maintaining currency in airplanes, alternate semiannual IFR flight checks may be accomplished in an airplane.

(iv) Semiannual IFR flight checks may also be conducted in a fully equipped flight simulator that meets 14 CFR 141.41 or is approved by OAS.

(v) Small aircraft single pilot IFR with autopilot authorization must be demonstrated by an IFR flight check and the approval noted in the pilot's records before the pilot may exercise the privilege. Pilots flying single-engine airplanes IFR (within Departmental Manual single-engine IFR limitations) need not have an autopilot in that airplane.

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(d) Flight Reviews. OAS approved inspector pilots will conduct flight reviews for DOI pilots when requested and scheduled in advance with the inspector and given in conjunction with any DOI required flight check. If an OAS approved inspector is requested to give a flight review at some time other than a DOI required flight check, the bureau will reimburse OAS for the associated cost.

## **D. Flight Checks - DOI SICs.**

(1) Pilots who fill an SIC position in any aircraft certified for a minimum crew complement of PIC and SIC shall meet the IFR PIC flight check requirements with these exceptions:

(a) The individual need not hold a type rating in the particular aircraft.

(b) SIC must maintain IFR currency; however, it need not be in the same make and model aircraft in which performing SIC duties.

(2) Pilots filling a SIC position on aircraft certificated for single-pilot operation need not have a flight check in that make and model if they meet other basic flight check requirements.

**E. Flight Checks - Post Aircraft Accident or Incident with Potential.** Pilots shall take a flight check following an aircraft accident or incident with potential. This requirement can only be waived by the OAS Director. An OAS pilot inspector shall administer the flight check.

**F. Flight Checks - Interim.** This flight check is a quality assurance evaluation. OAS has the authority to flight check the holder of a DOI Pilot Qualification Card at any time. This authority is retained by the Headquarters Chief, Division of Technical Services and the Regional/Area Directors. This flight check may include a proficiency check of any or all operations for which the pilot is qualified. Only OAS pilot inspectors or OAS-approved pilot inspectors may administer an interim flight check.

## **G. Flight Checks - Unsatisfactory.**

(1) DOI Pilots. If an element of a flight check is unsatisfactory, the pilot inspector shall make written recommendation(s) to the pilot's supervisor and the regional/state aviation manager outlining remedial training and additional experience required to obtain the necessary level of competency. The pilot is restricted from performing official pilot duties requiring those operations found deficient. Upon completion of required training, a successful flight check shall be required to remove restrictions.

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(2) Vendor Pilots. Vendor pilots receiving an unsatisfactory flight check will not be approved for DOI use until satisfactory completion of another flight check.

**H. ~~Flight Checks - Vendor Special Use.~~** Refer to the "Revised Standards for Technical Oversight" document (OPM).

**I. ~~Flight Check Costs - DOI Pilots.~~**

(1) GS-2181 and Dual-Function Pilots. OAS inspector pilots shall be furnished at no direct cost to the requesting bureau. Aircraft and related costs for flight checks, training and upgrading, shall be provided by the bureau involved, or procured through OAS, if applicable.

(2) Incidental Pilots. The requesting bureau may be charged for costs incurred by OAS in providing an inspector pilot. Where privately owned aircraft are used, the individual pilot or the bureau concerned shall provide the aircraft and fund related costs for flight checks and required inspections.

**J. ~~Currency - DOI Pilots.~~** If a pilot has not flown a specific make and model within the preceding 12 months, a satisfactory dual instruction period by a CFI is required in that make and model before pilot duties can be performed.

**3.5 ~~Administrative Procedures~~**

**A. ~~Reporting Flight Time.~~**

(1) Crew duty and flight time shall be reported by each flight crewmember and used to administer flight time and duty time limitations. Flight time to and from a duty station as a flight crewmember (commuting) shall be reported and counted toward limitations if it is flown on a duty day. Flight time includes:

- (a) Military flight time,
- (b) Charter,
- (c) Flight instruction,
- (d) Flight reviews,
- (e) Flight examinations by FAA designees,

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- (f) Any flight time for which flight crewmembers are compensated, and
  - (g) Any other flight time of a commercial nature whether compensated or not.
- (2) Flight crewmembers shall be limited to the following flight hour and duty hour limitations. Duty includes flight time, ground duty of any kind, and standby or alert 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 two calendar days off duty.
  - (b) All flight crewmembers shall have a minimum of 10 consecutive hours of rest (off duty) not to include any pre-flight or post-flight activity prior to any assigned duty period.
  - (c) Time spent by a flight crewmember going 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 six-day period. When a pilot acquires 36 or more flight hours in a consecutive six-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new six-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be one calendar day off duty.
  - (e) For a two-pilot crew (Pilot-in-Command [PIC]/Second-in-Command [SIC]), the following limitations apply in addition to (a), (b), and (c) above.
    - (i) A maximum of 10 hours flight time (8 hours for fire missions) during any assigned duty period.

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(ii) A maximum of 14 consecutive duty hours during any assigned duty period.

(iii) A maximum of 50 hours flight time during any consecutive six-day period. When a pilot acquires 40 or more flight hours in a consecutive six-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new six-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be one calendar day off duty.

(f) For an augmented crew, the following limitations apply in addition to (a), (b), and (c) above.

(i) A pilot assigned to augment a two-man crew shall be PIC-qualified in the aircraft to which the crew is assigned. If a flight engineer/ mechanic is required on the basic crew, that position shall also be augmented.

(ii) A maximum of 14 hours flight time during any assigned duty period. If flight time exceeds 12 hours during any duty period, adequate sleeping facilities aboard the aircraft must be provided for the augmented crew positions.

(iii) A maximum of 18 consecutive duty hours during any assigned duty period.

(iv) A maximum of 50 hours flight time during any consecutive six-day period. When a pilot acquires 40 or more flight hours in a consecutive six-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new six-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be one calendar day off duty.

(g) Flight and crew duty time on all airtanker operations shall be in accordance with the single-pilot requirements, paragraph (d) above. The exception is that two-pilot or augmented crews may operate in accordance with paragraph (e) above as long as no low-level operations are involved.

(h) Any time the pilot is engaged in mechanic duties will apply against the pilot's duty limitations. In addition, all time in excess of two (2) hours (not necessarily consecutive) will apply against the pilot's flight limitations. Refer to 351 DM 1.11 for mechanic duty limitations.

#### **B. Drugs and Alcohol.**

(1) DOI. Interior employees shall adhere to Interior prescribed drug and alcohol program requirements.

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(2) Vendors. Vendors shall adhere to drug and alcohol program requirements as specified in appropriate FAA regulations.

**C. Pilot Files**

(1) DOI. Official DOI pilot files shall be maintained at OAS. It is the responsibility of each pilot and pilot supervisor to insure that accurate information regarding currency data, training, qualifications, and flight checks is forwarded to OAS. Records shall be maintained in accordance with DOI System of Records OS-7, "Aircraft Crew/Mechanic Information File" as established under the Privacy Act of 1974, and shall include:

- (a) OPM Form 1170/21, CSC Form 671 or equal.
- (b) DOI pilot annual information update, Form OAS-64D.
- (c) Initial and recurrent flight check Forms OAS-69 or equal.
- (d) Letter of authorization for incidental pilots.
- (e) Copies of the pilot's current FAA Airman Certificate and medical certificate.
- (f) Correspondence, waivers, etc., pertinent to pilot's information file
- (g) Pertinent training records.
- (h) Accident/incident information.

(2) Vendor. A record of individual pilot approvals is retained by OAS.

**D. DOI Pilot Qualification Cards.** DOI pilot qualification cards shall be issued to all approved DOI pilots and those pilots approved under a contract, basic ordering agreement, or selected cooperator activity. For vendor pilot exceptions, refer to 351 DM 1.2B(1).

**E. ~~Suspension/Revocation of a DOI Qualification Card.~~** Upon receipt of written correspondence which indicates a serious safety concern, the suspension/revocation process will be initiated in accordance with Appendix 1. Following an "aircraft accident" the DOI Aircraft Accident Investigator-in-Charge (IIC) is required to suspend the pilot. The OAS Aviation Safety Manager (ASM) may suspend a pilot following an "Incident-With-Potential." Upon request, the DOI Pilot Qualification Card shall be surrendered to the IIC or ASM. The matter will then be turned over to the appropriate OAS office for processing in accordance with established procedures.

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For the purpose of this process, the following definitions apply:

(1) Suspension. Impermanent withdrawal of DOI pilot authorization pending investigation of a safety concern and completion of specified actions or conditions.

(2) Revocation. Cancellation of existing DOI pilot authorization.

NOTE: DOI may only suspend and revoke DOI Pilot Qualification Cards issued by OAS. Suspended and revoked DOI Pilot Qualification Cards shall immediately be returned by the pilot involved to an OAS representative.

**SUSPENSION/REVOCAION PROCESS - PILOT DOI QUALIFICATION CARD**

ACTION	RESPONSIBLE PARTY	TIME FRAME
1. Provide OAS written correspondence which indicates a serious safety concern.	Originator	As soon as possible.
2. Immediately contact the pilot and discuss the safety concern. If warranted, suspend the pilot from performing DOI pilot privileges and request the DOI pilot qualification card be returned to OAS. Inform the OAS Director of actions.	OAS Regional or Area Director, or OAS Director-designated representative.	Within a reasonable time frame.
3. Upon request, provide OAS with a written response to the safety concern.	Pilot	Within 10 working days of receiving written notice.
4. Complete an investigation into the facts and circumstances surrounding the safety concern.	OAS Regional or Area Director, or OAS Director-designated representative.	Within 30 working days of receipt of pilot's statement.
5. Notify the pilot in writing of the investigation findings, decision, and pilot status.	OAS Regional or Area Director, or OAS Director-designated representative.	Within 10 working days following the completion of the investigation.
6. Upon written notice of a revocation decision, a pilot may request the OAS Director to reconsider the decision if additional substantive evidence is presented.	Pilot	Within 10 working days following receipt of decision.
7. Upon receiving a pilot's written request and additional evidence, the OAS Director will reconsider a revocation decision.	OAS Director	Within a reasonable time frame.

A Pilot Review Board (PRB) may be convened in accordance with established procedures to assist in the collection and examination of evidence, and make recommendations on pilot status at any stage of the process.

Timeframes may be extended with the written approval of the OAS Regional or Area Director.

Correspondence will be sent certified mail, return receipt requested.