

**DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL**

Aviation Management _____ **Part 351 Aviation Operations**

Chapter 4 Cooperator Aircraft _____

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351 DM 4.1

4.1 General.

A. Purpose. 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).

B. Flight Operations Standards and Procedures.

(1) Aircraft Equipment. Aircraft must be appropriately equipped for the mission (refer to 351 DM 2.2).

(2) Personal Protective Equipment (PPE). All DOI employees shall wear personal protective equipment when flights are to engage in special use activities as defined in the "Aviation Life Support Equipment Handbook" and required in 351 DM 1.

(3) Operations in Restricted Category Aircraft. DOI passenger transportation in restricted category aircraft is not authorized except as follows: DOI personnel may be transported in aircraft excessed/surplused by the military, uncertificated aircraft or aircraft certificated in restricted category if these aircraft are being maintained in accordance with an applicable active military maintenance and inspection program. All other uncertificated or restricted aircraft shall be limited to cargo and external loads only.

(4) DOI Operations Involving Foreign Aircraft in Foreign Countries. The provisions of this chapter do not apply to aircraft of foreign registry operating in foreign countries.

(5) DOI Operations Involving Foreign Aircraft in the U.S. Aircraft of foreign registry operated in the United States are subject to the provisions of this chapter.

C. Administrative Procedures

(1) Reporting Requirements. All aircraft use shall be reported by the using bureau, utilizing an Aircraft Use Report (Form OAS-23). If the flight is at no cost to DOI, "Not for Payment Purposes" shall be noted in the "Other Charges/ Credits" section of the OAS-23.

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(2) Cost of Inspection. If an on-site inspection is required, the requesting bureau may be required to reimburse OAS for the cost of the inspection. If reinspections are required, the cost of the reinspection shall be charged to the DOI bureau making the initial request.

(3) Reporting Aircraft Mishaps. The using organization shall ensure aircraft mishaps are reported in accordance with 352 DM 6.

4.2 ~~Affiliate Aircraft.~~ Department of the Interior (DOI) bureau personnel may, for the mutual benefit of the Government and the cooperating party, be nonrevenue passengers/air crewmembers aboard civil aircraft operating in accordance with 14 CFR 91, 121, or 135.

A. ~~Responsibility.~~ OAS must insure the cooperator meets the standards of this chapter. The using bureau shall provide the following information to OAS in writing:

- (1) Name and telephone number of the operator to be used.
- (2) Identification of crew and aircraft.
- (3) Evidence of liability insurance (minimum requirements of 14 CFR 298.42).
- (4) Purpose and frequency of intended use and any special equipment requirements.
- (5) The requesting bureau point of contact.

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 series of the Departmental Manual.

C. ~~Flight Crewmember Policy.~~ Pilot requirements, standards and qualifications shall be in accordance with vendor pilot standards prescribed in 351 DM 3.3.

D. ~~Maintenance Standards.~~

(1) The aircraft shall have a Standard Airworthiness Certificate in either Normal, Utility or Transport category.

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351 DM 4.2D(2)

(2) As a minimum, the aircraft shall be maintained to the requirements of 14 CFR 91, annual and 100-hour inspections, progressive, or a FAA-approved inspection program.

(3) Time Between Overhaul (TBO) requirements are located at 351 DM 2.4A(2)(m).

E. ~~Special Use Activity Request and Approval Procedures~~ Special use activity flying requires an on-site 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 Qualification Cards and Aircraft Data Cards~~ Pilots and aircraft approved for flying shall be issued Pilot Qualification Cards and Aircraft Data Cards respectively. These cards will be stamped "Affiliate Only." One-time missions requiring special considerations may be issued a letter of approval, in lieu of pilot/aircraft cards by the appropriate OAS Region/Area Director, but does not preclude the other requirements of this section.

4.3 ~~Military Aircraft~~. The intent is to insure, to the maximum extent possible, that agency missions are accomplished and Government policy regarding non-competition 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 Transportation (DOT) Manual 6050.1, U.S. Coast Guard Manual M3710.1, DOI Manuals 347 DM 9, 350-354 DM, as appropriate, and appropriate OAS OPMs.

B. ~~Policy~~. The following policy is established and is consistent with or specifically required by the above references.

(1) OAS 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.

(3) Memorandums of Understanding (MOUs), or Letters of Agreement, currently in effect which are consistent with this document, shall not be affected.

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(4) A request for immediate transportation in a life-threatening emergency shall be made directly to the military installation.

C. Bureau Responsibility. The bureau identifying a projected need for the use of military aircraft shall:

(1) Coordinate with the OAS Director to assist in a search for commercial source availability.

(2) Identify and locate military aircraft capable of meeting identified needs.

(3) Initiate a written request for non-emergency use to OAS.

(a) Requests shall include statements which clearly demonstrate that the requirement is in the national interest and which 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.

(4) Submit requests for military aircraft use for operational emergencies (i.e., firefighting, natural disaster, etc.) directly to OAS.

(5) Initiate a Letter of Agreement or Memorandum of Understanding (MOU) with the DOD source, after OAS 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 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.

D. Approval. Requests shall be processed through bureau channels to the appropriate Assistant Secretary and then to OAS for servicing in accordance with 212 DM 12.3. In accordance with DOD policy, OAS shall forward requests in writing through Assistant Secretary-Policy, Management and Budget to DOD.

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E. ~~Qualification Cards.~~ Aircraft and flight crewmembers shall not be inspected or issued DOI qualification cards.

4.4 ~~Other Government Agency Aircraft.~~ This section applies to government 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 USC 1535 and 1536), DOI Manuals 347 DM 9, 350-354 DM, as appropriate, and all appropriate OAS 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 351 DM 3.2B and 3.2C for DOI incidental/dual-function pilots.

D. ~~Maintenance Standards.~~ Aircraft certificated in normal, utility, transport, or restricted categories shall be maintained in accordance with Federal Aviation Regulations 14 CFR 91, 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(2)(m).

E. ~~Vendor Crews and Aircraft.~~ Vendor aircraft and crews furnished by other government agencies shall meet DOI standards.

F. ~~Responsibility.~~ OAS must insure the other Government agency meets the standards of this chapter. The using bureau shall provide the following information to OAS in writing:

- (1) Name and point of contact of Government agency to be used.
- (2) Identification of crew and aircraft.
- (3) Purpose and frequency of intended use and any special equipment requirements.
- (4) The requesting bureau point of contact.

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G. ~~Pilot and Aircraft Approval.~~ Pilot Qualification Cards and Aircraft Data Cards shall be issued. One-time missions, requiring special considerations may be issued a letter of approval, in lieu of pilot/aircraft cards by the appropriate OAS Region/Area Director. However, pilot/aircraft cards need not be issued in those cases where agency-wide approval has been granted by the OAS Director.

H. ~~Special Use Activity.~~ Except for agency-wide approval as outlined in paragraph 4.4E above, special use activities requires an on-site 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 3.2B and 3.2C.

I. ~~Other Government Agency Revenue Flights.~~ If these flights are to be paid through the OAS system, a fiscal Memorandum of Understanding (MOU) with OAS must be in place. This MOU will be predicated on an existing agreement between a DOI bureau and another Government agency.