

**DEPARTMENT OF THE INTERIOR  
DEPARTMENTAL MANUAL**

**Aviation Management** \_\_\_\_\_ **Part 112 Policy, Management and Budget**

**Chapter 12 Office of Aircraft Services** \_\_\_\_\_

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# DEPARTMENT OF THE INTERIOR

## DEPARTMENTAL MANUAL

**Aviation Management**

**Part 112 Policy, Management and Budget**

**Chapter 12 Office of Aircraft Services**

**112 DM 12.1**

**12.1 Authority and Establishment.** The Office is responsible for Department-wide functions related to aircraft services and facilities. The Office is managed by a Director who reports to the Director of Administration. 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.

**12.2 Functions and Responsibilities.** The Office of Aircraft Services (OAS) is responsible for:

- A. Development and implementation of Department-wide aviation safety and aircraft accident prevention programs to include review of bureau programs.
- B. Establishment and management of Department-wide aircraft accident/incident and aviation hazard reporting systems.
- C. Ownership and management of Department of the Interior (DOI) fleet aircraft.
- D. Assigning DOI fleet aircraft and/or OAS personnel to bureaus as requested to support bureau programs.
- E. Procuring DOI-owned aircraft, commercial aviation services, and other aviation-related services in support of bureau programs.
- F. Assisting bureaus in determining whether aircraft should be Government owned, leased, contracted, or chartered.
- G. Coordinating aircraft use in such a manner as to obtain the best utilization of existing equipment, consistent with Department-wide mission requirements.
- H. Establishing and maintaining standards governing operational procedures, aircraft maintenance, aircrew qualifications and proficiency, and maintenance personnel qualifications.
- I. Developing and implementing an aviation user training program to meet Department-wide and specific bureau needs.

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**112 DM 12.2K**

- J. Inspecting and monitoring aircraft operations to assure that standards are being met.
- K. Prescribing the procedures for justification, budgeting and management of the financial aspects of aircraft owned and/or operated by the Department.
- L. Furnishing technical assistance for specialized aviation problems to bureaus and other users upon request.
- M. In cooperation with the National Transportation Safety Board (NTSB), investigating all aircraft mishaps occurring in Departmental aviation operations and representing the Department on all aircraft accident investigations where DOI has involvement as specified by the OAS Director.
- N. Organizing, implementing and chairing a Department-wide airspace committee to assist the bureaus through sharing of airspace information of common concern and seeking solutions to common airspace problems at the Departmental level.
- O. Facilitating and participating with the DOI Aviation Board of Directors.

**12.3 Organization.** OAS is composed of the following organization components:

- A. ~~Headquarters.~~
  - (1) ~~Office of the Director.~~ The Director exercises Department-wide direction for the aviation management program. The Office of the Director consists of the Director, Aviation Safety Management, and Human Resources. Two Divisions, a Financial and Information Management Team, Area and Regional Offices also assist the Director with policy formulation, determination of goals and implementation of those that fall within their jurisdiction.
    - (a) ~~Aviation Safety Management.~~ Aviation Safety Management is responsible for policy development, implementation, and review of the DOI aviation safety and aircraft accident/incident prevention programs; accident and incident investigation, management of the DOI reporting system for aircraft accidents, incidents, and hazards; and management of the OAS aviation and occupational safety and health programs. The primary focus is on accident prevention.

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**112 DM 12.3A(2)**

(b) ~~Human Resources~~. The Human Resources function includes a full range of OAS personnel management activities to include classification, staffing, performance appraisal, pay administration, employee recognition and incentives, personnel training and Equal Employment Opportunity (EEO).

(2) ~~Financial and Information Management Team (FIM)~~. The self-directed team reports to the OAS Director and is responsible for budget tracking, accounting, financial management, internal controls, fiscal policy, information resources management, and computer systems design and maintenance.

(3) ~~Division of Acquisition Management~~. The Division reports to the OAS Director and is responsible for the acquisition management of aircraft services Department-wide, and for the oversight of procurement, property management and general services in support of OAS. Also housed in this division is the Flight Coordination Center, which provides open market procurement agreements and source information for customers.

(4) ~~Division of Technical Services~~. The Division reports to the OAS Director and is responsible for technical aviation policy and specification development, oversight of the user and pilot training programs, aircraft engineering development, and maintenance management of DOI's owned and operated aircraft.

B. ~~Area Offices~~. The Area Offices report to the OAS Director. Offices are strategically located in the conterminous States to provide a single point of contact for field activities involving aircraft accident prevention, technical support, aircraft inspection, pilot flight checks, user training program management, and support to DOI fleet aircraft and pilots.

C. ~~Alaska Regional Office~~. The Regional Office reports to the OAS Director. This Office provides aviation services to DOI bureaus in Alaska, Hawaii, and the Trust Territories in the Pacific. Responsibilities include acquisition management, administrative support, aircraft accident prevention, aircraft inspections, pilot flight checks, user and pilot training, flight coordination, fleet management, flight services, and maintenance of DOI aircraft within the region.

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**Aviation Management** \_\_\_\_\_ **Part 350 General Program Requirements**

**Chapter 1 General Administration** \_\_\_\_\_

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# DEPARTMENT OF THE INTERIOR DEPARTMENTAL MANUAL

**1.1 Purpose.** Parts 350 through 354 of the Departmental Manual establish management responsibilities, policies and procedures for the utilization and operation of aircraft within the Department of the Interior (DOI). The provisions set forth in the individual chapters of each Part are applicable to all DOI bureaus that utilize or operate aircraft. Because DOI is responsible for air crewmembers and passengers on-board aircraft under its operational control, the provisions of Departmental Manual Series 350-354, OAS Operational Procedures Memoranda (OPMs) and appropriate handbooks are applicable to Interior employees, individuals or groups providing volunteer services without compensation, or any other persons supervised by Departmental employees. Persons employed by or whose work is directed solely by cooperators or contractors are exempt from provisions of these documents EXCEPT when their duties include use of flight services which are under operational control of the Department or present a serious safety hazard to DOI personnel or property.

**1.2 Policy.** DOI aviation activities includes both "civil" and "public" operations. Civil aircraft operations shall comply with applicable sections of 14 CFR as well as the Departmental Manual. Public aircraft operations shall comply with applicable sections of 14 CFR (control of air traffic, use of airspace, and aircraft registration) as well as the contents of this manual, unless an exception is approved by the OAS Director. Life-threatening emergencies may require deviation from the 350-354 series of the Departmental Manual (DM). For in-flight emergencies, the pilot shall take appropriate action to assure safety of flight. These situations shall be reported by the pilot to the chief pilot or supervisor and documented on Form OAS-34, SAFECOM. The DM 350-354 series does not apply to international DOI operations (except for fleet operations). However, DOI employees should attempt to follow DOI aviation policies to the extent practical. In all cases, DOI employees are expected to use good judgement and common sense.

**1.3 Abbreviations.** The abbreviations used throughout Parts 350-354 are listed in Appendix 4 to this chapter.

**1.4 Definitions.** The meaning of terms used in Parts 350 through 354 are as indicated in Appendix 5. These definitions are in addition to those found in 14 CFR 1.

**1.5 Management Responsibility.**

- A. ~~Assistant Secretary - Policy, Management and Budget (A/S-PMB).~~** The A/S-PMB, through the OAS Director, is responsible for DOI aviation management policy.
- B. ~~OAS Responsibilities.~~** OAS is responsible for Department-wide policies and procedures involving all aviation use within DOI. A breakdown of general responsibilities is listed in 112 DM 12, and specific functions are outlined in Appendix 2 to this chapter.
- C. ~~Aviation Board of Directors.~~**

(1) ~~Responsibility.~~ The Aviation Board of Directors (ABOD) is responsible for providing executive level bureau involvement in the formulation of aviation policy and the management aspects of aviation activities in the Department. The ABOD charter is located in Appendix 1.

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350 DM 1.5C(2)

(2) ~~ABOD Working Team~~. The ABOD Working Team is available to assist the ABOD in the technical aspects of aviation management. The members address Departmental issues, initiate improvements, analyze issues, and make recommendations to the ABOD. They serve as an advisory board for OAS as it seeks to meet changing needs and determine its quality of customer service.

**D. Bureau Responsibilities.** Bureaus are responsible for the effective implementation and execution of Departmental policies to include management of all aspects of bureau specific aviation operations. General functional roles and responsibilities are outlined in Appendix 2 and may be realigned between organizational entities when reassignments are made in the interest of economy, safety, or efficiency of service. Such adjustments must be made with the mutual consent of appropriate bureau officials and the OAS Director. Appendix 3 is a compilation of bureau aviation management responsibilities. Functional reassignments will be recorded by OAS in one of the following ways:

(1) ~~Memoranda of Understanding (MOU)~~. An MOU or similar agreement to cover continuing operational situations.

(2) ~~Memoranda~~. An official memoranda for one-time tasks or assignments; verbal arrangements must be confirmed in writing.

**1.6 Certification.** Aircraft shall be certificated, maintained and operated in accordance with the following, unless an exception from this policy is approved by the OAS Director. Vendors will be Air Carrier/Commercial Operators certificated under Federal Aviation Regulations 14 CFR Parts 121, 125, 127, 133, 135 or 137. All aircraft owned by the Department will be registered with the FAA in the name of the Department of the Interior, Office of Aircraft Services, (except for selected law enforcement aircraft) and maintained on OAS property accountability records. The Certificate of Registration will be displayed in the aircraft in accordance with FAA requirements.

A. Aircraft will be certified in accordance with 14 CFR.

B. ~~Uncertificated Aircraft~~. Operation of an uncertificated aircraft requires approval of the OAS Director.

**1.7 Transportation of Passengers.** Travel on Government aircraft is restricted to official travel or travel on a space-available basis subject to the policies and definitions prescribed in 14 CFR Part 101-37

**A. Official Passengers.** The following categories of personnel are official passengers:

(1) Officers and employees of the Federal Government traveling on official business.

(2) Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs;

(3) Non-Federal passengers when engaged in missions which enhance accomplishment of a Departmental program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies, and private citizens.

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(4) Space-available passengers authorized and approved in accordance with OMB Circular A-126.

(5) Space-available travelers approved by the Secretary of the Interior on a trip-by-trip basis.

**B. Unauthorized Passengers.** All personnel who are not official passengers shall be considered an unauthorized passenger and are not authorized to be transported in any aircraft owned or operated by or on behalf of the Department. A person who is otherwise an official passenger could become unauthorized by performing a function for which that person is not authorized, e.g., a passenger performing pilot duties without proper authorization.

**1.8 Reporting Requirements.** DOI employees shall report flight hours in the following manner:

- A. DOI fleet aircraft - Form OAS-2.
- B. Contract and BOA aircraft - Form OAS-23.
- C. Cooperator aircraft under the operational control of DOI-Form OAS-23.
- D. Privately owned aircraft used on official business - Form OAS-2.

NOTE: When future interagency forms are developed, those forms should be used as appropriate.

**1.9 Exceptions.**

**A.** The OAS Director may issue written authorization for exceptions to prescribed policy providing:

- (1) The deviation is in the interest of the U.S. Government, and
- (2) Aviation safety considerations are not compromised.

**B.** Requests for exceptions must be addressed to the OAS Director from the Bureau Aviation Manager and must contain detailed justification that the waiver is essential in the accomplishment of specific bureau projects.

**1.10 Interagency Boards and Committees.** Through cooperative agreement with other agencies, the OAS Director, or a designated representative, may participate in boards and committees for the purpose of developing and standardizing policies, procedures, systems applications and operational criteria for the use of aviation resources.

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 one member from each bureau and the 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. Approved: /s/Bruce Babbitt      Date: March 13, 1996  
Secretary, United States Department of the Interior

Updated by the Assistant Secretary - Policy, Management and Budget.  
Date: March 27, 1998

**AVIATION MANAGEMENT  
ROLES AND RESPONSIBILITIES**

	Exercises Primary Responsibility	Exercises Secondary Responsibility
<b>I. AVIATION POLICY AND PROCEDURES</b>	.	.
<b>A. General Functions</b>	.	.
1. Develop Departmental aviation policy statements for issuance in the Departmental Manual (DM) by the Assistant Secretary-Policy, Management and Budget.	OAS	Bureau
2. Develop and issue Departmental policy statements in Operational Procedures Memoranda (OPMs) as temporary directives prior to release in DM.	OAS	Bureau
3. Request changes in DOI policy statements.	Bureau	.
4. Develop and implement Departmental aviation management procedures.	OAS	Bureau
5. Execute Departmental and Bureau aviation policy and procedures.	Bureau	OAS
6. Provide executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department.	ABOD	.
7. Review bureau program requirements for managing aviation within the Department.	ABOD	OAS
8. Review costs for aviation management and operations. Provide guidance to assure retention of priority functions within the Department and bureaus.	ABOD	.
9. Review interagency coordination requirements for Interior aviation activities.	ABOD	.
10. Review proposed aviation policies, procedures, and business management practices.	ABOD	.
11. Assess the effectiveness of the Departmental aviation program to assure aviation and management oversight activities comply with and meet Departmental objectives and Board expectations.	ABOD	OAS
<b>B. Specific Functions</b>	.	.
1. Determine Departmental needs for policy statements.	OAS	Bureau
2. Develop and implement policy via Departmental directives system.	OAS	Bureau
3. Develop and implement policies and management procedures for determining whether aircraft and aircraft related equipment and facilities should be Government-owned, Government-operated, or procured commercially.	OAS	Bureau
4. Develop Department-wide ADP management information systems which involve the financial management and/or costs accounting for or utilization of aircraft resources.	OAS	Bureau

5. Coordinate and approve all inter-bureau and inter-departmental utilization of aircraft owned, operated, procured on behalf of DOI bureaus.	OAS	Bureau
6. Conduct DOI aircraft and equipment research and development efforts or review and approve bureau aircraft and equipment research and development efforts.	OAS/Bureau	.
7. Resolve airspace management policy issues affecting DOI programs and activities.	OAS	Bureau
8. Implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions.	ABOD	Bureau
<b>II. AVIATION SAFETY PROGRAM</b>	.	.
<b>A. General Functions</b>	.	.
1. Develop and implement a Departmental aviation safety program.	OAS	Bureau
2. Establish and maintain a positive bureau aviation safety program.	Bureau	OAS
3. Assess risk and provide direction for implementation of policy and operational procedures to achieve and maintain an excellent level of safety in aviation activities.	ABOD	OAS
<b>B. Specific Functions</b>	.	.
1. Develop and administer the Interior Aviation Mishap Information System (AMIS).	OAS	Bureau
2. Conduct DOI aircraft accident/incident investigations.	OAS	Bureau
3. Develop criteria for and conduct aircraft accident prevention surveys.	OAS/Bureau	.
4. Develop specific criteria for bureau safety surveys of unique mission operations and conduct aircraft accident prevention surveys.	Bureau	OAS
5. Develop and implement DOI Aircraft Accident Prevention Program.	OAS/Bureau	.
6. Execute Departmental and Bureau Aircraft Accident Prevention Program.	Bureau	OAS
7. Monitor bureau Aircraft Accident Prevention Program.	OAS/Bureau	.
8. Conduct Aircraft Accident Prevention Seminars.	OAS	Bureau
9. Develop and administer a Departmental Aviation Safety Award Program.	OAS	Bureau

10. Disseminate Departmental aviation safety policy and information.	OAS	Bureau
11. Develop and implement Departmental Aviation Management Training program.	OAS	Bureau
12. Train and qualify Interagency Aviation Trainers (IAT) within the bureaus to meet required aviation safety training needs.	OAS/Bureau	.
13. Ensure adequate number of IATs qualified to meet bureau aviation safety training needs.	OAS	.
<b>III. DEPARTMENTAL OWNED/OPERATED AIRCRAFT PROGRAM</b>	.	.
<b>A. General Functions</b>	.	.
1. Establish policy and procedures to ensure operation and maintenance of aircraft to achieve maximum safety at minimum cost.	OAS	Bureau
2. Operate and maintain aircraft to achieve maximum safety at minimum cost.	OAS/Bureau	.
<b>B. Specific Functions</b>	.	.
1. Establish criteria for DOI aircraft ownership or in-house operation of leased aircraft.	OAS	Bureau
2. Approve DOI aircraft ownership or in-house operation of leased aircraft.	OAS	Bureau
3. Establish pilot and crew requirements.	OAS	Bureau
4. Establish standards and procedures for operation and maintenance of DOI aircraft.	OAS	Bureau
5. Flight check and qualify all DOI pilot crewmembers.	OAS/Bureau	.
6. Inspect and approve all DOI owned/operated aircraft and their supporting maintenance facilities.	OAS	.
7. Establish decision criteria for the acquisition, replacement, and disposal of DOI owned aircraft.	OAS	Bureau
8. Approve the acquisition, replacement and disposal of DOI owned aircraft.	OAS	Bureau
9. Assign aircraft to bureaus for their exclusive use (Form OAS-93).	OAS	.
10. Operate aircraft.	Bureau/OAS	.
11. Maintain DOI-owned/operated aircraft.	OAS/Bureau	.
12. Perform the financial management of all DOI aircraft.	OAS	Bureau
13. Contract for aircraft maintenance and service.	OAS	Bureau
14. Administer aircraft maintenance and service contracts.	OAS	Bureau
15. Report unsafe and inefficient aircraft operations, conditions and situations to OAS Director.	Bureau/OAS	.
<b>IV. CONTRACT AIRCRAFT PROGRAM</b>	.	.

<b>A. General Functions</b>	.	.
1. Procure aircraft and aircraft services by contract.	OAS	.
2. Manage and control contract aircraft.	Bureau/OAS	.
<b>B. Specific Functions</b>	.	.
1. Prepare and submit program requirements to OAS.	Bureau	.
2. Review bureau requirements and determine the most appropriate terms and conditions of contracts.	OAS	Bureau
3. Prepare solicitations.	OAS	.
4. Review solicitation.	Bureau/OAS	.
5. Approve, issue and open solicitation.	OAS	.
6. Review offers and make pre-award evaluations.	OAS	Bureau
7. Award contracts and handle protests.	OAS	.
8. Perform acceptance inspections of contractor's pilots and aircraft.	OAS	Bureau
9. Manage contract aircraft.	Bureau/OAS	.
10. Provide aircrew orientation for specific missions.	Bureau	OAS
11. Control (dispatch) and assign contract aircraft within the scope of contracts.	Bureau	.
12. Administer contract.	OAS/Bureau	.
a. Report significant contract and operational problems to OAS.	Bureau	.
b. Perform initial and periodic compliance inspections.	OAS	Bureau
c. Perform aviation program evaluations.	OAS/Bureau	.
13. Enforce mandatory DOI standards and procedures.	OAS/Bureau	.
14. Mediate and/or adjudicate contractor- bureau disputes.	OAS	Bureau
15. Coordinate contract litigation.	OAS	Bureau
16. Make contract payments.	OAS	Bureau
17. Perform post-evaluation of aircrew proficiency and airmanship techniques.	OAS	Bureau

V. AGREEMENT/RENTAL AIRCRAFT PROGRAM	.	.
<b>A. General Functions</b>	.	.
1. Procure aircraft services within open market procurement limitations.	OAS	Bureau
2. Approve operators and perform flight scheduling when requested.	OAS	.
3. Manage and control (dispatch) aircraft.	Bureau/OAS	.
<b>B. Specific Functions</b>	.	.
1. Furnish anticipated special requirements to OAS.	Bureau	.
2. Inspect and approve operators.	OAS	Bureau
3. Issue qualification and data cards to pilots and aircraft meeting DOI standards for special-use activities.	OAS	.
4. Schedule flights and dispatch aircraft on bureau request.	OAS	.
5. Make payment to operators.	OAS	Bureau
6. Report any significant operational problems to OAS.	Bureau	.
7. Enforce mandatory DOI standards and procedures.	OAS/Bureau	.
8. Coordinate agreement litigation.	OAS	.
9. Perform post-evaluations of operators and equipment.	Bureau	OAS
10. Report to OAS all bureau flight activity not processed through the OAS payment system.	Bureau	.

**BUREAU AVIATION MANAGEMENT  
RESPONSIBILITIES  
SUMMARY**

**A. ~~National Office, Director, Headquarters staff are responsible for the following:~~**

1. Implement, execute, and enforce Departmental aviation policy.
2. Develop and execute bureau aviation policy.
3. Publish bureau aviation management plan.
4. Establish a bureau aviation safety program.
5. Monitor bureau aircraft accident prevention program.
6. Ensure adequate aviation management staff (Bureau Aviation Manager, Bureau Aviation Safety Manager)
7. Perform aviation safety evaluations.
8. Identify fleet aircraft acquisition, replacement, disposal to support bureau programs.
9. Ensure bureau/agency personnel involved in the use/control of aviation resources receive the appropriate level of aviation safety training.
10. Participate in Departmental Aviation Management Board of Directors Working Team.
11. Assign bureau/agency representative for Aircraft Mishap Review Board (AMRB).
12. Promote use of AMIS system.
13. Respond to AMRB recommendations.
14. Report to OAS all bureau flight activity not processed through the OAS payment system.
15. Identify and submit program requirements.
16. Expand DOI pilot standards and crew requirements.
17. Ensure compliance with OMB Circular A-126.
18. Ensure compliance with OMB Circular A-76.

**B. ~~Regional Office Directors, State Office Directors, Area Office Directors are responsible for the following:~~**

1. Disseminate Departmental aviation safety policy and information.
2. Participate in Departmental aviation safety award program.
3. Ensure adequate aviation management staff.
4. Identify fleet aircraft acquisition, replacement, disposal to support bureau programs.
5. Ensure bureau/agency personnel have appropriate aviation training.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Assign a liaison for bureau aircraft and accident investigations.
8. Monitor bureau airspace needs.
9. Promote use of AMIS system.
10. Identify and submit program requirements.
11. Expand DOI pilot standards and crew requirements.
12. Ensure compliance with OMB Circular A-126.
13. Ensure compliance with OMB Circular A-76.

**C. ~~Park Superintendents, District Managers, and Refuge Managers are responsible for the following:~~**

1. Enforce mandatory DOI standards.
2. Ensure adequate aviation management staff.
3. Perform project planning.
4. Perform risk assessment.
5. Ensure bureau/agency personnel have appropriate aviation safety training.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Ensure ALSE compliance.
9. Ensure flight following compliance.
10. Promote use of AMIS system.
11. Identify specific procurement requirements.
12. Identify and submit program requirements.
13. Request technical assistance for specialized aviation problems.
14. Manage and control vendor aircraft within scope of procurement.
15. Report significant contract and operational problems to OAS.
16. Procure aircraft services in accordance with procurement requirements.
17. Prepare/endorse procurement payment documents.
18. Provide information necessary for procurement litigation.
19. Perform post-use evaluation of operating pilots and equipment.
20. Ensure compliance with OMB Circular A-126.

**D. ~~First Line Supervisors of DOI Pilots, Aviation User, DOI Pilots are responsible for the following:~~**

1. Enforce mandatory DOI standards.
2. Perform project planning.
3. Perform risk assessment.
4. Ensure bureau/agency personnel have appropriate aviation safety training.
5. Ensure pilots have recent flight experience.
6. Operate and maintain aircraft for maximum safety and efficiency.
7. Report unsafe operations, conditions, and situations.
8. Provide aircraft orientation.
9. Ensure ALSE compliance.
10. Ensure flight following compliance.
11. Provide oversight for vendor aircraft usage.
12. Promote use of AMIS system.
13. Identify specific procurement requirements.
14. Request technical assistance for specialized aviation problems.
15. Manage and control vendor aircraft within scope of procurement.
16. Administer maintenance and service contracts.
17. Report significant contract and operational problems to OAS.
18. Procure aircraft services in accordance with procurement requirements.
19. Prepare/endorse procurement payment documents.
20. Provide information necessary for procurement litigation.
21. Perform post-use evaluation of operator, pilots, and equipment.

**AVIATION MANAGEMENT  
ABBREVIATIONS**

1.	<b>A &amp; P</b>	- Airframe & Powerplant (Mechanic)
2.	<b>ABOD</b>	- Aviation Board of Directors
3.	<b>ACCO</b>	- Air Carrier/Commercial Operator
4.	<b>ACETA</b>	- Animal Capture, Eradication, and Tagging of Animals
5.	<b>AD</b>	- Airworthiness Directive
6.	<b>AGL</b>	- Above Ground Level
7.	<b>AIM</b>	- Airman Information Manual
8.	<b>ALSE</b>	- Aviation Life Support Equipment
9.	<b>AMS</b>	- Aviation Management Seminar
10.	<b>AMIS</b>	- Aviation Mishap Information System
11.	<b>AMRB</b>	- Aircraft Mishap Review Board
12.	<b>AMTS</b>	- Aviation Management Training for Supervisors
13.	<b>APO</b>	- Aviation Program Overview
14.	<b>ARP</b>	- Aviation Review Program
15.	<b>A/S-PMB</b>	- Assistant Secretary-Policy, Management and Budget
16.	<b>ASM</b>	- Aviation Safety Manager
17.	<b>ATC</b>	- Air Traffic Controller
18.	<b>BOA</b>	- Basic Ordering Agreement
19.	<b>CFI</b>	- Certified Flight Instructor
20.	<b>CG</b>	- Center of Gravity
21.	<b>CFR</b>	- Code of Federal Regulations
22.	<b>CO</b>	- Contracting Officer
23.	<b>COR</b>	- Contracting Officer's Representative
24.	<b>COTR</b>	- Contracting Officer's Technical Representative
25.	<b>CWN</b>	- Call When Needed (contract)
26.	<b>DIAR</b>	- Department of the Interior Acquisition Regulation
27.	<b>DM</b>	- Departmental Manual
28.	<b>DOI</b>	- Department of the Interior
29.	<b>DOD</b>	- Department of Defense

- 30. **DASHO** - Designated Agency Safety and Health Official
- 31. **ELT** - Emergency Locator Transmitter
- 32. **ETA** - Estimated Time of Arrival
- 33. **FAA** - Federal Aviation Administration
- 34. **FAR** - Federal Aviation Regulations
- 35. **FCC** - Flight Coordination Center
- 36. **FOIA** - Freedom of Information Act
- 37. **FPMR** - Federal Property Management Regulations
- 38. **FSDO** - Flight Standards District Office
- 39. **FSS** - Flight Service Station
- 40. **GBL** - Government Bill of Lading
- 41. **GTR** - Government Transportation Request
- 42. **IAT** - Interagency Aviation Trainer
- 43. **IB** - Information Bulletin
- 44. **IFB** - Invitation for Bid
- 45. **IFR** - Instrument Flight Rules
- 46. **IHOG** - Interagency Helicopter Operations Guide
- 47. **IIC** - Aircraft Accident Investigator-In-Charge
- 48. **IMC** - Instrument Meteorological Conditions
- 49. **ISC** - Interior Service Center
- 50. **MAP** - Mishap Action Plan (replaces Aircraft Pre-Accident Plan)
- 51. **MDA** - Minimum Descent Altitude
- 52. **MEA** - Minimum Enroute Altitude
- 53. **MOU** - Memoranda of Understanding
- 54. **NTSB** - National Transportation Safety Board
- 55. **NVG** - Night Vision Goggles
- 56. **OAS** - Office of Aircraft Services
- 57. **OG** - Operation Guide
- 58. **OPAC** - On-line Payment and Collection
- 59. **OPM** - Operational Procedures Memoranda (Issued by OAS)

- 60. **OMB** - Office of Management and Budget
- 61. **PI** - Project Inspector
- 62. **PIC** - Pilot-in-Command
- 63. **PRB** - Pilot Review Board
- 64. **PPE** - Personal Protective Equipment
- 65. **RVR** - Runway Visual Range
- 66. **SIC** - Second-in-Command
- 67. **STC** - Supplemental Type Certificate
- 68. **TBO** - Time Between Overhaul
- 69. **VFR** - Visual Flight Rules
- 70. **VMC** - Visual Meteorological Conditions

## AVIATION MANAGEMENT DEFINITIONS

- 1. ~~Active Military Maintenance and Inspection Program.~~** This is a program whereby the active or reserve components of the U.S. Armed Forces, including the U.S. Coast Guard, maintains a viable maintenance program for the make/model/series aircraft operated within those components. This system provides for a type malfunction/defect report gathering, analysis and distribution of essential safety-of-flight information. In addition, it supports the resource user with current maintenance publications/procedures and timely changes similar to a civil manufacturer's program. It also provides an up-to-date parts inventory and a repair and replacement system.
- 2. ~~Affiliated Aircraft.~~** Civil aircraft operated in accordance with 14 CFR 91, 121, or 135 for the mutual benefit of DOI and the affiliated party at no cost to DOI.
- 3. ~~Agreement Aircraft.~~** An OAS-approved aircraft that is available for intermittent, short-term use under an OAS Basic Ordering Agreement (BOA). Orders for use of agreement aircraft are subject to the small purchase limitation established under the Federal Acquisition Regulations unless otherwise authorized by the Contracting Officer.
- 4. ~~Aircraft.~~** The term "aircraft" is used to refer to both airplanes and helicopters.
- 5. ~~Aircraft Accident.~~** An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
- 6. ~~Aircraft Acquisition.~~** Obtaining an aircraft through either purchase or transfer (excess), or through lease, rental or loan, the operating cost of which can reasonably be expected to exceed \$25,000 per year. (Any aircraft secured on a fully vendor-operated basis is specifically excluded from this definition.)
- 7. ~~Air Crewmember Essential for the Mission.~~** An objective determination is made by the first line supervisor that an additional crewmember is required to be on board the aircraft to ensure the successful outcome of the mission. (Example: loadmaster accompanying bulk fuel).
- 8. ~~Airspace Conflict.~~** A near mid-air collision, intrusion, or violation of airspace rules.
- 9. ~~Airtanker.~~** An aircraft used for the dispensing of a substance (normally fire retardant or water) on a wildfire.
- 10. ~~Aviation Board of Directors.~~** Representative bureau senior management officials providing executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department.
- 11. ~~Bailed Aircraft.~~** Aircraft on loan from the Department of Defense (DOD).
- 12. ~~Basic Ordering Agreement.~~** A Basic Ordering Agreement (BOA) is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains (1) terms and clauses applying to future contracts (orders) between the parties during its term; (2) a description, as specific as practicable, of supplies or services to be provided; and (3) methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement. A Basic Ordering Agreement is not a contract.
- 13. ~~Bureau.~~** A level of government defined by bureaus, services, surveys, and offices within the Department.
- 14. ~~Commercial Aviation.~~** Aviation vendor being paid for aviation services.

**15. ~~Contract Aircraft.~~** An aircraft that has been approved by OAS for use in accordance with the terms of a formal contract. Generally, there is no monetary limitation on the extent of use of the contract aircraft.

**16. ~~Cooperator Aircraft.~~** An affiliated, military or other Government agency aircraft.

**17. ~~DOI 2181 Pilot.~~** A pilot meeting OPM classification 2181 standards.

**18. ~~Dual-Function Pilot.~~** Any person who acts as pilot-in-command of an aircraft while on official Government business and is not a full-time pilot (Office of Personnel Management classification 2181), but whose job description ~~does~~ include pilot duties.

**19. ~~Emergency.~~**

**(a) ~~Life-Threatening~~** - A situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action to prevent loss of life.

**(b) ~~Operational~~** - An unforeseen combination of circumstances that calls for immediate action, but not life-threatening.

**20. ~~Excess/Surplus Military Aircraft.~~** Aircraft whose ownership has been transferred to a Government agency by the U.S. Armed Forces.

**21. ~~Fatal Injury.~~** Any injury which results in death within 30 days of the accident.

**22. ~~Federal Aviation Regulations.~~** Rules and regulations contained in Title 14 of the Code of Federal Regulations.

**23. ~~First Aid.~~** Any medical attention that involves no medical bill. If a physician prescribes medical treatment for less than serious injury and makes a charge for this service, that injury becomes "medical attention."

**24. ~~Flight Crewmember.~~** A pilot, flight engineer, or flight navigator assigned to duty in an aircraft during flight time who holds a valid Federal Aviation Administration (FAA) Airman's Certificate and flight physical.

**25. ~~Fleet Aircraft.~~** Aircraft bailed by DOI, owned by DOI, or leased by DOI with intent to purchase.

**26. ~~Forced Landing.~~** A landing necessitated by failure of engines, systems, components, or incapacitation of a crewmember, which makes continued flight impossible, and which may or may not result in damage.

**27. ~~Ground Mishap, Aircraft Ground Mishap.~~** An aircraft mishap in which there is no intent to fly; however, the power plants and/or rotors are in operation and damage incurred requiring replacement or repair of rotors, propellers, wheels, tires, wing tips, flaps, etc., or an injury is incurred requiring first aid or medical attention.

**28. ~~Hazard, Aviation Hazard.~~** Any condition, act or set of circumstances that exposes an individual to unnecessary risk or harm during aviation operations.

**29. ~~High Performance Airplane.~~** An airplane that has more than 200 horsepower or that has a retractable landing gear, flaps, and controllable propeller.

**30. ~~High Reconnaissance.~~** A route of flight which includes reconnaissance and is conducted above 500' above ground level (AGL). This reconnaissance does not include any aircraft maneuvers which are in excess of commercial pilot skills, maneuvering below 1.4 V<sub>so</sub>, or climbs/turns/descents greater than standard rate. This does not include any type of precise maneuvering or specialized equipment.

**31. Hover Landings.** Hover landings are landings which do not meet the definition of toe-in, single-skid, or step-out landings. These landings are characterized by the necessity to maintain a substantial amount of hover power while the landing gear is in contact with the surface. This is normally due to the nature of the surfaces such as swampy ground, tundra/muskeg, snow, lava rock, etc. During these landings, the potential CG shifts are not as hazardous as in the previously mentioned landings (i.e., toe-in, one-skid); however, the pilot remains alert and on the controls as opposed to a flat surface/flat pitch landing stability.

**32. Incident.** An occurrence other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operations.

**33. Incident with Potential.** An incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. Final classification will be determined by the USDA-FS National Aviation Safety and Training Manager or the OAS Aviation Safety Manager, as appropriate.

**34. Incidental Passenger Use of Military Aircraft.** The condition that exists when a DOI employee is a passenger on board a military aircraft and is unable to affect the management of the flight in any manner. This includes the initiation, conduct, and termination of the flight.

**35. Incidental Pilot.** Any person who acts as pilot-in-command of an aircraft while on official Government business whose job description ~~does not~~ include pilot duties. (Example: Piloting of private or Government aircraft for official Government business in lieu of operation of private or Government-owned/leased automobile, reference FPMR 101.7).

**36. Inspector.**

~~(a) OAS Accepted Inspector.~~ An individual employed by a government agency other than DOI who is listed on the USFS Approved Inspectors List.

~~(b) OAS Approved Inspector.~~ Any inspector approved by OAS. This includes OAS employees, DOI employees, and other government agency employees listed on the OAS Approved Inspectors List.

~~(c) OAS Inspector.~~ An OAS employee listed on the OAS Approved Inspectors List.

**37. International DOI Operations.** The condition that exists when a DOI employee is engaged in aviation operations outside the 50 United States, the District of Columbia, Puerto Rico, and the Virgin Islands. These operations are outside the scope of the DOI aviation policy.

**38. Large Helicopter.** A helicopter with a certified gross weight over 12,500 pounds.

**39. Maintenance Deficiency.** An equipment defect or failure which affects or could affect the safety of operations, or that causes an interruption to the services being performed.

**40. Medical Attention.** An injury, less than serious, for which a physician prescribes medical treatment and makes a charge for this service.

**41. Medium Helicopter.** A helicopter with a certified gross weight between 6,000 and 12,500 pounds

**42. Military Aircraft.** An aircraft maintained and operated by an active or reserve component (all Reserve forces, as well as Army National Guard and Air National Guard) of the DOD, or by any active or reserve component of the U.S. Coast Guard (USCG). All references to military aircraft include both DOD and USCG aircraft. The U.S. Government Manual describes the USCG as follows:

"The Coast Guard is a branch of the Armed Forces of the United States at all times and is a service within the Department of Transportation except when operating as part of the Navy in time of war or when the President directs."

**43. Mishap, Aviation Mishap.** Mishaps include aircraft accidents, incidents with potential, aircraft incidents, aviation hazards and aircraft maintenance deficiencies.

**44. Mountain Flying - Airplanes.** Conducting flight operations that require special techniques including takeoffs and landings at locations with 5,000 feet above sea level or greater pressure altitudes, at temperature ranges above 75°F, and/or limited and unimproved airstrips.

**45. Mountain Flying - Helicopters.** Conducting flight operations in mountainous terrain including pinnacle landings and approaches at varying elevations and pressure altitudes of over 5,000 feet above sea level at temperature ranges above 75°F, and in areas of rugged peaks, deep canyons, cliffs, rock outcropping, steep slopes; including landing on mountain tops and confined areas surrounded by trees, brush, rocks, snow or ice.

**46. OAS-Designated Routes.** Flight routes designated by OAS which are bureau-requested, over mountainous terrain and pilot-specific.

**47. Offshore Operations.** These are operations beyond a point where navigation by visual reference to landmarks can be made.

**48. Operational Control, Aircraft Under the Operational Control of DOI.** The condition existing when a DOI entity exercises authority over initiating, conducting or terminating a flight.

**49. Operated by DOI, Aircraft Operated by DOI.** The condition existing when the pilot-in-command is a DOI employee acting on official Government business for DOI.

**50. Operating Agency.** An executive agency or any entity thereof using agency aircraft which it does not own.

**51. Operating Cost.** Expenses which include, but not limited to: lease costs, crew costs, maintenance costs (materials and labor), fuel costs, facilities costs, administrative support costs, etc.

**52. Operator.** Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft. For DOI aircraft operations, the bureau office exercising operational control over the aircraft is considered to be the operator.

**53. Other Government Agency Aircraft.** Aircraft of U.S. registry which are owned, leased or operated by a Government agency at the Federal, state or local levels other than DOI. This does not include "military aircraft," but does include bailed/loaned or excess/surplus military aircraft under the control of a Government agency. Foreign government aircraft are not included.

**54. Passenger.** Any person aboard an aircraft who does not perform the function of a flight crewmember or air crewmember.

**55. Point-to-Point Flight.** Flights between airports (excluding operations defined in 351 DM 1 as Special Use) for which the route of flight is determined only by the pilot(s) based on navigational requirements.

**56. Precautionary Landing.** A landing necessitated by apparent impending failure of engines, systems, or components which makes continued flight inadvisable.

**57. Precision Reconnaissance (including Fire Recon).** This type of reconnaissance is conducted above 500' AGL. Transect type operations, utilization of specialized equipment, or missions not normally conducted in the commercial sector are examples of specific tasks which require special consideration and which make this a special-use activity.

**58. Privately Owned Aircraft.** Any aircraft piloted by a DOI employee on official business which has an FAA registration showing the DOI employee as an owner(s) or member of the club which owns the aircraft.

**59. ~~Public Aircraft.~~** An aircraft used only for the United States Government; or owned and operated (except for commercial purposes) or exclusively leased for at least 90 continuous days by a government (except the United States Government), including a State, the District of Columbia, or a territory or possession of the United States, or political subdivision of that government; but does not include a government-owned aircraft transporting property for commercial purposes; or transporting passengers other than a) transporting (for other than commercial purposes) crewmembers or other persons aboard the aircraft whose presence is required to perform, or is associated with the performance of, a governmental function such as firefighting, search and rescue, law enforcement, aeronautical research, or biological or geological resource management; or, b) transporting (for other than commercial purposes) persons aboard the aircraft if the aircraft is operated by the Armed Forces or an intelligence agency of the United States. An aircraft described in the preceding sentence shall, notwithstanding any limitation relating to use of the aircraft for commercial purposes, be considered to be a public aircraft for the purposes of this part without regard to whether the aircraft is operated by a unit of government on behalf of another unit of government, pursuant to a cost reimbursement agreement between such units of government, if the unit of government on whose behalf the operation is conducted certifies to the Administrator of the Federal Aviation Administration that the operation was necessary to respond to a significant and imminent threat to life or property (including natural resources) and that no service by a private operator was reasonably available to meet the threat. 49 U.S.C. 40102 (a)(37).

**60. ~~Series, Helicopter.~~** The subgrouping of makes and models such as Bell 206A, Bell 206B, Bell 206L. The letter designator of A, B and L denotes series.

**61. ~~Serious Injury.~~** Any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes or nose); (3) causes severe hemorrhages, nerve, muscle or tendon damage; (4) involves any internal organ; or (5) involves second or third-degree burns, or any burns affecting more than 5% of the body surface.

**62. ~~Shore.~~** That area of the land adjacent to the water which is above the high water mark and excludes land areas which are intermittently under water.

**63. ~~Single-Skid Landings.~~** Single-skid landings are those landings that are used to drop off or pick up passengers or cargo while holding the helicopter with one full skid on the ground and the other suspended in the air. When in contact with the ground, the center of gravity can shift laterally. This type of landing is normally used in sloping terrain or when the helicopter cannot land and reduce the power to flat pitch.

**64. ~~Small Helicopter.~~** A helicopter with a certified gross weight under 6,000 pounds.

**65. ~~Special Use Activities.~~** Operations involving the utilization of airplanes and helicopters in support of DOI programs which are not point-to-point flight activities and which require special considerations due to their functional use. This may require deviation from normal operating practices where authorized by OAS. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property.

**66. ~~Step-out Landings.~~** Step-out landings are those landings that are used to drop off or pick up passengers and cargo (other than rappel/short haul) while holding the helicopter in a hover. The helicopter is not in contact with the ground and the center of gravity can shift laterally and longitudinally. This type of landing is normally used in lieu of toe-in/single-skid landings in terrain where the helicopter cannot land and reduce power to flat pitch.

**67. ~~Substantial Damage.~~** Any damage or failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered "substantial damage" for the purpose of this part.

**68. ~~Toe-In Landings.~~** Toe-in landings are those landings that are used to drop off or pick up passengers or cargo by resting the helicopter on the toes of the skids. This requires holding a significant amount of hover power (within 15% of hover power) to keep the helicopter from falling backwards. When the helicopter is operated in this manner, there is the potential of significant lateral and longitudinal CG shift during loading/offloading operations. When the helicopter is balanced on the forward 1/3 or less of the skid tube, main rotor blade clearance is another significant concern (1/2 of flat surface/flat pitch blade clearance). These landings are normally used where landing areas are on slopes which exceed the capability of the helicopter. Identification criteria for toe-in landings are:

- (1) Inability to reduce below hover power by 15%
- (2) Forward 1/3 or less of skid tube in contact with surface
- (3) 1/2 or less of flat pitch/flat surface blade clearance exists

**69. ~~Vendor.~~** An operator being paid by DOI for services.

**70. ~~Volunteer Service.~~** Volunteer services is limited to personal services received without compensation (salary or wages) by the Department from individuals or groups.

**DEPARTMENT OF THE INTERIOR  
DEPARTMENTAL MANUAL**

**Aviation Management** \_\_\_\_\_ **Part 350 General Program Requirements**

**Chapter 2 Directive System of Office of Aircraft Services** \_\_\_\_\_

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# DEPARTMENT OF THE INTERIOR DEPARTMENTAL MANUAL

**Aviation Management**

**Part 350 General Program Requirements**

**Chapter 2 Directive System of Office of Aircraft Services**

**350 DM 2.1**

**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.

12/26/96 #3114  
Replaces 5/7/91 #2912

**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~~

**DEPARTMENT OF THE INTERIOR  
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**Aviation Management**

**Part 351 Aviation Operations**

**Chapter 1 Flight Operations Standards and Procedures**

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# DEPARTMENT OF THE INTERIOR DEPARTMENTAL MANUAL

Aviation Management

Part 351 Aviation Operations

Chapter 1 Flight Operations Standards and Procedures

351 DM 1.1

**1.1 General.** This chapter prescribes flight operations standards and procedures for all aviation activities within the Department of the Interior (DOI). This applies to DOI fleet aircraft, commercial aviation operations, and privately-owned aircraft on official business.

**A. ~~Applicability of Pilots Operating Handbook and FAA-Approved Flight Manuals~~** Information, procedures and limitations contained in Pilots Operating Handbook and FAA-approved Flight Manuals (and supplements) are applicable to all operations. Exact titles of these documents may vary based on manufacturer and date of publication. Title variations include owner's manual, aircraft flight manual, owners' handbook and aircraft information manual.

**B. ~~Applicability of Federal Aviation Regulations (FAR) to DOI Operations Involving Owned or Operated Aircraft~~**. Title 14, Part 91 of the Code of Federal Regulations (CFR), including those portions that apply to civil aircraft, applies to DOI-owned or operated aircraft operations except as noted in the Departmental Manual. All other FARs are applicable as directed by Parts 350-354 of the Departmental Manual.

**C. ~~Vendor Operations Specifications~~**. Notwithstanding paragraph (b) of 14 CFR 135.1, aircraft will be operated and maintained under provisions of 14 CFR 91, 121, 125, 127, 133, 135 or 137, as appropriate, including those portions applicable to civil aircraft, unless otherwise authorized by OAS.

**D. ~~Vendor Certification~~**. Vendors providing commercial services with pilot shall be certificated under 14 CFR 121, 125, 127, 133, 135, or 137 as appropriate.

**E. ~~Flight Preparation~~**. Each pilot-in-command shall, before beginning a flight, be familiar with all available information concerning that flight in accordance with 14 CFR 91. A visual pre-flight inspection shall be made by the pilot before the first flight of each day. For fleet aircraft, a post-flight inspection shall be made after the last flight of the day. Deficiencies which might affect the safety of flight shall be corrected prior to commencing flight. Prior to each flight, pilots shall use applicable cockpit checklists.

**F. ~~Weight and Balance~~**. Weight and balance information shall be kept in each aircraft flight manual or weight and balance book. This information shall include:

- (1) Equipped weight of aircraft, as configured.
- (2) Passenger configuration(s).

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# DEPARTMENTAL MANUAL

- (3) Cargo weight and distribution limits.
- (4) Center of gravity (CG) limits.
- (5) Maximum takeoff and landing weights.
- (6) Charts for computing weights and CG location.

**G. ~~Seat Belts and Shoulder Harness.~~** Occupants shall wear seat belts, and installed shoulder harnesses during all phases of flight unless there is a valid operational or safety requirement which would cause a PIC to direct otherwise.

**H. ~~Emergencies.~~** When an emergency is encountered, the pilot shall take appropriate action to assure safety of flight. These situations shall be reported by the pilot to the chief pilot or supervisor and documented on Form OAS-34 SAFECOM.

**I. ~~Operations in Restricted Category and Uncertificated Aircraft.~~** Aircraft certificated in restricted category or uncertificated aircraft shall be limited to:

- (1) Cargo
- (2) External loads (passengers prohibited)
- (3) DOI passenger and/or crewmember transportation in aircraft exceeded/surplused by the military provided the aircraft are maintained in accordance with an applicable active military maintenance and inspection program or other equivalent program accepted by the OAS Director.
- (4) DOI employees performing assigned flight crew or aircrew duties.
- (5) Non-DOI passengers, crewmembers, and employees authorized by their employing agency to fly aboard restricted category and uncertificated aircraft.

**J. ~~Smoking Policy.~~** Smoking is not permitted in fleet, contract, and BOA aircraft.

## 1.2 ~~Crew Complement Requirements.~~

**A. ~~Composition of Flight Crew.~~** Minimum crew assignment and scheduling for all aircraft shall be in accordance with 14 CFR 135, except as otherwise provided for in this chapter.

# DEPARTMENT OF THE INTERIOR DEPARTMENTAL MANUAL

## Chapter 1 Flight Operations Standards and Procedures

351 DM 1.2(B)

**B. Personnel At Controls.** Only those individuals authorized by the OAS Director may manipulate the flight controls. Authorization may be in the form of Pilot Qualification Cards or special letters of authorization signed by the OAS Director. This includes pre-employment flight evaluations. Exceptions are:

(1) Vendor second-in-command pilots need not be carded except where second-in-command experience is defined by the procurement document.

(2) 14 CFR 121 operators not under contract are exempt from specific pilot carding procedures.

(3) DOI employees shall only participate in pinch hitter courses that are approved by OAS Director.

**1.3 Flight Limitations.**

**A. Airplane External Load Operations.** External loads shall only be transported in accordance with the FAA approved flight manual or in accordance with 14 CFR Part 21.187 or 21.197(a).

**B. Airplane, Single-Engine - DOI Owned or Operated.**

(1) Single-engine night (as defined in 14 CFR) flying shall not be authorized in mountainous areas depicted in 14 CFR 95, Subpart B, or the Airman's Information Manual, Part 1, except as follows:

(a) On OAS-designated routes. OAS-designated routes are bureau-requested, mountainous-terrain and pilot-specific routes.

(b) Within a 20-nautical-mile radius of a lighted airport.

(2) All authorized single-engine night, IFR and over-the-top flying shall be in an airplane equipped for IFR flight. The pilot shall be instrument rated, and current at night in accordance with 14 CFR Part 61.57(d). Except for takeoff and landing, all night flights shall be conducted:

(a) At least 1,000 feet above the highest obstacle (2,000 feet in mountainous areas) within a horizontal distance of five miles from course intended to be flown, and

(b) With three miles visibility.

(3) IFR and "Over-The-Top" Operations.

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(a) Single-engine IFR flights shall not be planned or conducted into existing or forecast enroute icing or other potentially hazardous weather conditions described in Airman's Information Manual (AIM) defined as SIGMET and AIRMET.

(b) Single-engine IFR flights shall not be permitted in FAA-designated mountainous areas as depicted in 14 CFR 95, Subpart B, and the Airman's Information Manual, Part 1. (Note: This does not preclude pilots from filing an IFR flight plan and flying under IFR control when weather conditions are VFR).

(c) Single-engine airplanes may be operated in IFR and/or "over-the -top" flight condition only in non-mountainous areas, provided:

(i) Weather conditions at departure are at least 500-foot ceiling and one mile visibility, or published approach minimums, whichever is greater;

(ii) Weather reports and forecasts indicate that the pilot can descend into VFR conditions (at least 1,000 feet and three miles) when outside Class D airspace, in case of an emergency at any enroute point while flying cross-country; or

(iii) Destination weather is at least 500 foot ceiling and one mile visibility, or published approach minimums, whichever is greater, existing at the time of departure and forecast for time of arrival plus one hour. Alternate weather minimums shall be in accordance with 14 CFR 91.

**C. ~~Airplane, Single-Engine - Vendor Operated.~~** Vendor single-engine aircraft operations shall not be conducted into instrument meteorological conditions (IMC) or night conditions as defined in 14 CFR with Government personnel on board.

**D. ~~Airplane, Multiengine - DOI Owned or Operated.~~**

(1) Night VFR. Airplanes shall be equipped for IFR flight. The pilot shall be instrument rated and current at night in accordance with 14 CFR Part 61.57(d). Except for takeoff and landing, all night flights shall be conducted:

(a) At least 1,000 feet above the highest obstacle (2,000 feet in mountainous areas) within a horizontal distance of five miles from course intended to be flown, and

(b) With three miles visibility.

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(2) IFR.

(a) **Departure Minimums.** Weather shall be at or above the lowest appropriate published approach minimums for the departure airport, and for which type approach the aircraft is equipped.

Departures may also be made when weather meets published takeoff minimums or at least 1/2-mile visibility (2,400 runway visual range (RVR)), whichever is greater. This requires a departure alternate airport that is available within one hour flight time from the departure airport. The aircraft shall be able to reach the departure alternate with one engine inoperative at the minimum enroute altitude (MEA).

(b) **Non-Standard Departure Minimums.** DOI pilots specifically approved on Form OAS-69 are authorized lower takeoff minimums, providing the following criteria are met:

(i) Visibility conditions are at least RVR 1,600 or 1/4-mile or published takeoff minimums, whichever is higher. If RVR visibility is given, it must be utilized.

(ii) For RVR 600 departures:

- The departure runway shall be equipped with center line lighting, runway center line markings and RVR readouts are available for touchdown, mid-field and rollout zones, departures may be made with RVR values of 600 feet or published takeoff minimums, whichever are higher.

- Departure alternate airport is available and specified within one hour flight time from the departure airport.

(iii) For all the above situations the departure alternate airport existing and forecast weather must indicate that, at the estimated time of arrival, the ceiling and visibility at that airport shall be at or above the following weather minimums:

- If an instrument approach procedure is published for that airport, the alternate airport weather minimums specified in that procedure apply. If none are so specified, then for a precision approach procedure, the ceiling must be 600 feet and visibility two statute miles. For a non-precision approach, the ceiling must be 800 feet and visibility two statute miles.

- If no instrument approach procedures are published, the ceiling and visibility minimums must allow descent, approach and landing from the MEA under VFR conditions.

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(c) Destination and Alternate Minimums.

(i) IFR flights may depart with existing weather conditions at destination airport below approach minimums, but forecast to be at approach minimums or above upon arrival, plus one hour. An alternate destination must be specified which has existing, and forecast weather conditions of at least "alternate minimums," at ETA, plus one hour.

(ii) An alternate need not be specified for an IFR flight if the destination has a standard instrument approach procedure, and has forecast (for one hour before and until one hour after ETA) weather conditions of at least 1,500 feet above the lowest circling approach Minimum Descent Altitude (MDA). If no circling approach is authorized, the ceiling must be 1,500 feet above the lowest published minimum, or 2,000 feet above the airport elevation, whichever is higher. Visibility for that airport must be forecast to be at least three miles, or two miles more than the lowest published approach visibility minimums, whichever is greater.

(d) Approach Weather Minimums. An instrument approach in IMC shall not be initiated at the destination unless reported weather minimums are at or above minimums published for the approach to be initiated. If, after commencing the approach, weather minimums deteriorate below that required to initiate the approach, the approach may be continued to the missed approach point at the discretion of the pilot-in-command. Descent below published minimums is not authorized.

(e) Autopilot Requirements. If an aircraft is not equipped with an IFR approved and functioning autopilot, a copilot shall be required for all passenger flights where IFR conditions are anticipated. Exceptions to this rule, allowing single pilot IFR without an autopilot, are as follows:

(i) A take off from the departure airport in IFR conditions to a point no more than 15 minutes flying time at normal cruise speed from that airport.

(ii) Operate an aircraft in IFR conditions if unforecast weather conditions are encountered while enroute on a flight planned to be conducted under VFR; and

(iii) Make an IFR approach at the destination airport if unforecast weather conditions are encountered at the airport that do not allow an approach to be completed under VFR.

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## E. Helicopter.

(1) ~~Night Flight Requirements.~~ Single or multiengine helicopter flights may be conducted under VFR conditions at night, provided that:

(a) The aircraft is equipped for IFR and night flight in accordance with 14 CFR 91.

(b) The pilot is instrument-rated in any category and current at night in accordance with 14 CFR 61.

(c) All takeoffs and landings can be made in areas where the boundaries are clearly shown by lights, reflective material which can be illuminated by the helicopter's landing light, or other identifiable landing aids.

(d) Single-engine helicopter flights conducted at night are confined to areas where an emergency autorotation can be accomplished to lighted areas or to terrain known to the pilot to be free of wires or other hazards which may be indistinguishable at night. Cross-country flights may be allowed over preplanned routes where hazards are clearly marked on the hazard map and are familiar to the pilot. Pilots must maintain visual ground light reference. Night flights over large areas of water or forest where surface lights are not visible are prohibited.

(e) Flights involving Night Vision Goggles (NVG) comply with items (a) and (b). In addition, NVG operations shall comply with a standard operating procedures manual for goggle operations approved by OAS.

(2) ~~IFR.~~ Flights into IMC shall be conducted:

(a) In a multi-engine helicopter certificated for IFR operations.  
(b) When weather minimums meet or exceed those prescribed in 14 CFR 135 for helicopter IFR operations.

(c) Only with a crew complement which includes a SIC.

(3) ~~Wind Restrictions.~~ Helicopter operations shall be shut down if the wind exceeds those limitations established in the Operator's Flight Manual or manufacturer's recommendations. If no wind limitation has been prescribed by the manufacturer, helicopter operations shall be terminated when wind speed exceeds the following conditions:

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- (a) Low level operations:
  - (i) Small helicopters - 30 knots, or a maximum gust spread of 15 knots.
  - (ii) Medium/large helicopters - 40 knots, or a maximum gust spread of 15 knots.
- (b) Flights more than 500 feet from the surface - 50-knot winds.
- (4) ~~Snow Operations.~~ Flights in falling snow may be accomplished, provided:
  - (a) VFR conditions are maintained.
  - (b) Turbine helicopters are equipped with snow kits as prescribed by the approved flight manual.
- (5) ~~External Load Operations.~~
  - (a) Personnel essential to the activity being conducted may be transported while carrying external loads, provided the helicopter is not certificated in the "Restricted" category.
  - (b) An empty retardant bucket may be carried from a jettisonable sling during the transporting of ground fire crews to a fire.
- (6) ~~Toe-In, Single-Skid or Step-out Landings.~~ This section establishes policy and operational guidelines for the use of helicopter toe-in, single-skid, and step-out landings. This policy applies to all vendor, DOI fleet, and cooperators.
  - (a) Due to the hazardous nature of these types of landings; toe-in, single-skid, and step-out landings are prohibited.
  - (b) Exceptions. If a bureau determines the need to perform this type of landing to accomplish a program, a request for an exception shall be submitted to the OAS Director. Requests for exception will be submitted from the bureau State, Regional or Area office directorate. This request will include a risk assessment and the concurrence of the bureau directorate accepting operational responsibility for this hazardous operation. Once the exception has been granted, the pilot will be approved by OAS for this type landing only for the specific project requested. Bureau personnel involved on the project will be trained by OAS in established procedures to minimize center of gravity and power change requirements with the approved pilot.

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(7) Hover landings are not prohibited due to lower risk.

**1.4 Flight Plans and Flight Following.** Flight plans and flight following are required for all flights except those conducted within a 25-mile radius of the base of operations which involve local flight training, flight evaluations and maintenance test flights. These exempt flights must be able to maintain continuous radio contact with the base of operations. All flight plans shall be specific as to routing, i.e., published airways or direct "a" to "b" to "c," etc. Flight plans will be filed prior to takeoff whenever possible. Any deviation from direct or airway routes shall indicate interim points, defined area reconnaissance, enroute delays expected, etc. Flight plans shall be filed in one of the following ways:

**A. IFR.** IFR flight plans shall be filed with an appropriate FAA facility.

**B. VFR.** VFR flight plans should be filed with the FAA. Bureau flight plans may be used in lieu of FAA flight plans, provided the bureau has a written and operational flight following program.

**C. Flight Following.**

(1) When a flight plan has been filed with the FAA, flight following shall be provided by the FAA or a bureau flight following program, or;

(2) Flight following shall be provided by the bureau for flight plans filed under the bureau's written flight following program. The bureau program shall consist of at least one of the following:

(a) Radio contact shall be made at predetermined intervals not to exceed 1 hour so that position reports or amendments can be communicated and recorded.

(b) An exception to reporting each hour will be allowed for operations in remote and mountainous areas where normal flight following is not available. Pilots will follow their flight plan as closely as possible and have their locations for operations reports relayed to a flight following facility whenever possible, but not less than once every 24 hours. Exercise of this exception requires aviation management approval at the regional/state/area level of the bureau concerned. Frequency of reporting will be specified in the exception authority document.

(c) Have an effective electronic flight following system in operation.

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Note: Bureau personnel tasked with flight following responsibility must monitor the communications radio at all times during the flight and must have received training concerning actions to take in the event of an overdue aircraft, aircraft mishap, etc.

### 1.5 Passenger Operations.

**A. Manifesting.** The pilot-in-command shall ensure that a manifest of all crewmembers and passengers on board has been completed. A copy of this manifest shall remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. In those instances where multiple short flights will be made in a specified geographical area which involves frequent change of passengers, a single manifest of all passengers involved may be left with an appropriate person to preclude unreasonable administrative burden.

**B. Briefing.** Before each takeoff, the pilot-in-command shall ensure that all passengers have been briefed in accordance with the briefing items contained in 14 CFR 135. In those instances where multiple short flights are made, the pilot's briefing does not need to be repeated unless new passengers come aboard. Additionally, the briefing should include location of the following items if installed on the aircraft:

- (1) Emergency Locator Transmitter (ELT).
- (2) Aviation life support equipment.
- (3) First aid kit.

### **C. Enplaning/Deplaning Passengers.**

(1) On single-engine land planes, the engine will not be started until passengers are aboard and the doors are closed. At the completion of the flight, engine will be shut down, propeller stopped and switches off before cabin doors are opened for passenger off-loading.

(2) On single-engine floatplanes, if it is necessary for a passenger to assist the pilot in docking or beaching operations, the passenger will be briefed by the pilot on all safety precautions prior to each operation. At no time will a passenger or crewmember be allowed forward of the wing strut on a high wing aircraft, or forward of the wing on a low wing aircraft while the propeller is turning.

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(3) On multiengined airplanes, passenger loading/offloading may be accomplished at enroute stops with engine(s) running on the side of the airplane opposite the cabin door when a qualified flight crewmember is at the controls during the loading/offloading process. No personnel will be allowed on the side of the airplane with the engine running without a passenger escort trained in the hazard of this activity. Passenger loading/offloading can be accomplished with engine(s) running on the side of the aircraft with the passenger doors when:

- (i) A qualified flight crewmember will be at the controls of the aircraft, and
- (ii) Propeller is located forward of the wing and main cabin entrance door is located behind the wing, and
- (iii) Propeller capable of being fully feathered while the engine is running (turbine-powered aircraft), and
- (iv) An air crewmember escort is used to prevent problems with passenger entrance/egress and to ensure clothing, hand-carried items, etc. are secure.

(4) Helicopter engines need not be shut down during passenger loading or unloading, providing the pilot briefs passengers on safety precautions. Passengers shall depart the helicopter toward the front within the pilot's view, avoiding the uphill side and rear of the helicopter. Passengers shall keep heads and equipment low to avoid the rotor system.

## 1.6 Special Operations.

**A. Cold Weather.** Flight operations with single-engine aircraft shall not be conducted when the surface air temperature is -40°F. or colder.

**B. Aviation Transport of Hazardous Materials.** Detailed procedures are outlined in the ~~Interagency Aviation Transport of Hazardous Materials Handbook~~ issued as a supplement to this chapter.

**C. Temporary Flight Restrictions.** DOI personnel may request a temporary flight restriction under Federal Aviation Regulation (14 CFR 91.137) to protect persons or property on the surface or in the air from the hazards associated with an incident on the surface and to provide a safe environment for the operation of disaster relief aircraft. The procedures necessary to obtain a temporary flight restriction are contained in the ~~Interagency Airspace Coordination Guide~~.

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**D. ~~Undercover Law Enforcement Operations in Non-OAS Approved Aircraft.~~** DOI employees involved in undercover law enforcement operations are authorized to use unapproved aircraft and pilots during the covert phase of an operation providing:

- (1) The activity is essential to the accomplishment of the mission, and
- (2) Such use is consistent with the undercover operating policy and practices of the bureau concerned.

**1.7 ~~Special Use Activities.~~** Special use activities are the utilization of airplanes and helicopters in support of programs which are not point-to-point flight activities and which require special considerations due to their functional use. The following activities are excepted from normal operating procedures. Refer to the "Revised Standards for Technical Oversight" document (OPM).

**A. ~~Operational Requirements.~~**

- (1) Aircraft and pilots shall be approved for each special use activity prior to use. Privately-owned aircraft used on official business for DOI shall not be approved for special use operations.
- (2) Employees engaged in special use activities must meet the training requirements outlined in the Aviation User Training Program.

**B. ~~Personal Protective Equipment (PPE).~~** Policy and detailed information are outlined in the ~~Aviation Life Support Equipment (ALSE) Handbook~~ issued as a supplement to this chapter.

**1.8 ~~Airports/Heliports.~~**

**A. ~~Management.~~** It is the bureau's responsibility to establish management guidelines so that aviation facilities are adequately planned, constructed, and managed.

**B. ~~Development.~~**

- (1) Airports. Construction, development, or closing of an airport or landing strip that is located on DOI property shall be accomplished within appropriate FAA guidelines (Advisory Circular Publications).

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**351 DM 1.8B(2)**

(2) Airtanker Base Facilities. Detailed procedures for the construction and operation of airtanker base facilities are outlined in ~~The Airtanker Base Planning Guide~~ published by the National Wildfire Coordinating Group.

(3) Heliports. Detailed procedures for the evaluation, design, construction, and closures of heliports are outlined in the ~~Heliport Installation Handbook~~ issued as a supplement to this chapter.

(4) Helispots. Detailed procedures for the location, construction and operational safety considerations of helispots are outlined in the ~~Interagency Helicopter Operations Guide~~.

## **1.9 Logging of Aircraft Time.**

**A. DOI Aircraft.** A Hobbs meter shall be used, if installed; otherwise, a recording tachometer shall be used. If neither are installed, clock/watch time shall be used to record time from takeoff roll until the aircraft returns to the blocks.

### **B. Vendor Aircraft.**

(1) Airplanes. Flight time shall be measured from the time the aircraft commences its takeoff roll until it returns to the blocks and shall be computed in hours and tenths/hundredths. A conversion table is contained within the OAS-23 booklet.

(2) Helicopters. Flight time shall be measured from lift-off to touch-down and recorded in hours and tenths. A flight recording meter reading in hours and tenths and activated by an engine or transmission oil pressure switch wired in series with a collective switch, or equivalent system, shall be required for recording flight time in helicopters.

**1.10 Relocation of Confiscated Aircraft.** Non-approved confiscated aircraft may be relocated to secure areas provided:

A. An inspection for structural and operational airworthiness is completed by an OAS approved maintenance inspector.

B. If the aircraft's airworthiness cannot be determined as required by Federal Aviation Regulations, OAS will remove the airworthiness certificate and acquire a ferry permit from the FAA for a one-time flight to the impound area.

C. Pilots meet DOI requirements for make and model experience and are not operating under a flight time waiver.

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D. Confiscated aircraft relocation costs accumulated by OAS are reimbursable by the requesting bureau through agreement.

**1.11 Mechanic Duty Limitations.** Mechanics shall not exceed the following duty time limitations:

A. Within any 24-hour period, mechanics shall have a minimum of eight consecutive hours off duty immediately prior to the beginning of any duty day. Travel, not local in nature, may be counted as duty time.

B. Mechanics will have two full days off during any 14 day period. Off duty days need not be consecutive.

C. Duty time includes availability and work or alert status at any job site.

D. The Government may further restrict daily duty hours and may remove mechanics for fatigue or other causes before reaching their daily duty limitations.

E. The mechanic will be responsible for keeping the Government apprised of duty limitation status.

F. Relief or substitute mechanics reporting for duty may be required to furnish a record of all duty time during the previous 14 days.

G. Refer to 351 DM 3.5A for duty limitations pertaining to pilots engaged in mechanic duties.

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**Chapter 2 Aircraft Equipment and Maintenance** \_\_\_\_\_

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**Chapter 2 Aircraft Equipment and Maintenance**

**351 DM 2.1**

**2.1 Purpose.** This chapter prescribes minimum aircraft equipment and maintenance standards for all activities within the Department of the Interior (DOI). This applies to DOI fleet aircraft, commercial aviation operations, and privately-owned aircraft operated on official business.

**2.2 Equipment.** Aircraft, engines and equipment shall be operated within the limitations specified by the manufacturer. The following equipment is in addition to, or further defines, 14 CFR 91 and/or 135 requirement for the flight to be conducted, and the aircraft's certification equipment requirements:

**A. Fire Extinguishers.** The fire extinguisher(s) as required by 14 CFR 135 shall be a hand-held bottle, minimum 1.5 pound capacity, containing Class B and C extinguishing agents, and mounted accessible to the flight crew.

**B. VHF-AM Aeronautical Transceiver.** All point-to-point 14 CFR 135 aircraft shall have, as a minimum, the communications capability required by the FAA for operation as a 14 CFR 135 certificate holder. If the point-to-point flight is conducted by other than a 14 CFR 135 certificate holder (e.g. approved cooperator aircraft), communication capability shall, as a minimum, enable flight following. Aircraft flying special use missions and all DOI owned or operated aircraft shall have a minimum of one 720-channel VHF-AM Aeronautical Transceiver installed, operating in the 118.000 MHz to 135.975 MHz in 25 kHz channel increments, and have a minimum of five watts carrier power output.

**C. Floats.** Single-engine helicopters and single-engine airplanes operated beyond power-off gliding distance of shore shall be float-equipped except where established traffic flow requires aircraft to operate beyond gliding distance to shore during takeoffs and landings. Multiengine aircraft operated at a weight that will allow it to climb, with the critical engine inoperative, at least 50 feet per minute, at an altitude of 1,000 feet above the surface may be operated over water without floats. DOI fleet land aircraft may be repositioned (ferried) with only flight crewmembers on board without the required floats.

**D. Emergency Equipment for Overwater Flights.** For overwater flights the emergency equipment in **ALSE Handbook, chapter 3** is required.

**E. Emergency Locator Transmitter (ELT).** Details are contained in **ALSE Handbook**.

**F. Seat Belts and Shoulder Harness.** Details are contained in **ALSE Handbook**.

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351 DM 2.2G

**G. ~~Helicopter Flight Time Recording Devices.~~** A flight recording meter reading in hours and tenths and activated by an engine or transmission oil pressure switch wired in series with a collective switch, or equivalent system, shall be required for recording flight time in helicopters.

**H. ~~Animal Tracking Antennas.~~** All animal tracking antenna installations shall meet FAA requirements. Animal tracking antennas mounted on high performance aircraft (cruise speed greater than 180 knots and/or lacking wing struts) shall have a FAA certificated designated engineering representative (DER) approval. This approval will be accomplished to determine location of mounting antennas and to establish flight profile in all aspects of flight including climb, cruise, high altitude, descent, and flights into instrument meteorological conditions. The antennas must also be visible to the flight crew, either by direct vision or through mirrors mounted to provide an undistorted view of the installation. A structural and vibration analysis must be accomplished to determine the levels of stress and vibration when the antennas are installed. This approval will not necessarily meet the needs for a Supplemental Type Certificate (STC); however, it will establish an engineering background for safety.

**I. ~~Propeller Arc Markings.~~** Float equipped fleet aircraft will have propeller arc warning stripes conspicuously marked on each float.

**2.3 ~~Special Use.~~** The following are additional requirements for special use activities.

**A. ~~Animal Capture, Eradication and Tagging.~~** Special equipment requirements for animal gathering, capturing, eradication, and tagging are contained in the OAS ~~Aerial Capture, Eradication and Tagging of Animals~~ (ACETA) Handbook.

**B. ~~Firefighting Aircraft Markings.~~** Firefighting aircraft shall have high visibility markings or 3-point strobe and pulse landing light system. The *Leadplane Guide* will become policy when issued.

**C. ~~Aerial Delivery.~~** Airtankers, helitankers, smokejumpers, and air-to-ground aerial delivery aircraft and equipment shall be approved by OAS in conjunction with the appropriate board criteria (Interagency Airtanker Board/Smokejumper Aircraft Screening and Evaluation Board).

**D. ~~Intercom System.~~** An intercom system capable of serving the pilot and observer compatible with required protection headgear shall be required.

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**351 DM 2.3E**

**E. ~~Rappel or Short Haul Attachment Devices~~** Attachment devices used for rappelling or short haul shall have OAS or interagency approval.

**F. ~~First Aid Kits~~** A first aid kit is required in accordance with the ~~ALSE Handbook~~.

**G. ~~Survival Kits~~** A survival kit is required in accordance with ~~ALSE Handbook~~.

**H. ~~Smokejumper Restraint Benches~~** The use of the smokejumper restraint benches (Simula seats) are limited to smokejumping missions only, regardless of aircraft certification. Smokejumpers are required to wear their protective suits and helmets for take-off and landing when seated on the benches during smokejumper retrieval operations. The benches will be removed and replaced with conventional forward-facing (or rear-facing) passenger seats when a smokejumper aircraft is used to transport passengers.

## **2.4 Maintenance.**

**A. ~~DOI-Owned or Operated Aircraft and Privately Owned Aircraft Carrying DOI Passengers on Government Business.~~**

(1) ~~Maintenance Program~~. Each DOI entity that operates aircraft shall be responsible for developing and implementing a maintenance program to insure that aircraft are kept in a continuous state of airworthiness. It shall consist of, but not be limited to the following items:

- (a) A listing of persons authorized to perform maintenance.
- (b) A listing of persons authorized to return aircraft to service.
- (c) Inspection program.
- (d) Maintenance records.
- (e) Airworthiness directives and/or special inspections.
- (f) Weight and balance of aircraft.
- (g) Record of flight tests and results.
- (h) Overhaul and replacement schedule.

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**351 DM 2.4A(1)(i)**

(i) Issuance of special flight permits.

(2) **Inspection Programs.** Aircraft inspection programs shall comply with paragraph 2.4.A(2)(a) and (b), or (c), or (d) below. All other paragraphs of 2.4A(2) apply.

(a) **Annual inspection.** No reciprocating single or multi-engine powered small aircraft, single-engine turbo-propeller powered small aircraft, small single-engine turbo-jet, or turbine powered helicopter shall be operated unless within the preceding 12 calendar months, it has had:

(i) An annual inspection in accordance with 14 CFR 91 and has been approved for return to service by a person authorized by 14 CFR 43; or,  
(ii) An inspection for the issuance of an airworthiness certificate, and

(b) **100-Hour Inspection.** No reciprocating single or multi-engine powered small aircraft, single-engine turbo-propeller powered small aircraft, small single-engine turbojet, or turbine powered helicopter shall be operated unless within the preceding 100 hours of time in service it has received a 100-hour inspection in accordance with 14 CFR 91 and approved for return to service by a person authorized by 14 CFR 43; (overflight of the 100 hours as authorized in 14 CFR 91 is only for ferry flight to a maintenance facility); or

(c) **Progressive Inspections.** The progressive type aircraft inspection program is approved for aircraft for which this maintenance system has been established in accordance with the manufacturer's specifications and 14 CFR 91. Use of this system deletes the requirement for the annual and/or 100-hour inspections; or

(d) **Approved Inspection Systems.** No large airplane, (more than 12,500 pounds certificated takeoff weight) multiengine turbo-jet airplane, or multiengine turbo-propeller powered airplane shall be operated unless it is inspected in accordance with an inspection program selected under 14 CFR 91. The selected inspection program shall be approved by the Federal Aviation Administration (FAA) for the particular airplane. Large helicopters (more than 12,500 pounds gross weight) may be maintained in accordance with:

- (i) This paragraph, or
- (ii) Paragraph 2.4.A(2)(a) and (b) or (c) of this section, or,
- (iii) A continuous maintenance program.

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(e) Airworthiness Directives and/or Special Inspections. No aircraft to which an FAA Airworthiness Directive (AD), Manufacturer's Mandatory Maintenance Bulletin (when so required by operations specifications or identified by the OAS Director), Factory or FAA-approved Recommended Retirement Time or Time Between Overhaul (TBO) applies, shall be operated except in accordance with those terms.

(f) Altimeter and Static Pressure Systems Inspections. Any aircraft that is subject to flight under instrument flight rules (IFR) shall have its altimeters and static pressure systems tested and inspected in accordance with 14 CFR 91.

(g) Transponder Inspections. All aircraft equipped with an Air Traffic Control (ATC) transponder shall have that transponder tested and inspected in accordance with the requirements of 14 CFR 91. All transponder-equipped VFR aircraft with automatic pressure altitude reporting capabilities shall be tested and inspected in accordance with 14 CFR 43, Appendices E and F.

(h) Weight and Balance. The current empty weight and center of gravity for all aircraft shall be calculated from values established by actual weighing of the aircraft every 36 calendar months. This does not apply to those aircraft which have an FAA-approved weight and balance control system or to single-engine aircraft except OAS may require single-engine aircraft to be weighed at periods of configuration changes and installation or removal of equipment which may change the aircraft's center of gravity.

(i) All weighing of aircraft shall be performed on scales that have been certified as accurate within the preceding 24 calendar months. The certifying agency may be any accredited weights and measures laboratory.

(ii) At the time of aircraft weighing a list of on-board equipment shall be compiled. The list of equipment shall include the name of each item installed, along with the weight and arm of each item. Each page of the equipment list shall identify the make, model, serial number and registration number of the aircraft. Each page of the equipment list shall be dated and contain the signature and certificate number of the person certifying that the listed items were in the aircraft at the time of weighing. The weight and balance and equipment list shall be revised each time equipment is installed or removed.

(i) Maintenance Manuals. All aircraft shall be maintained in accordance with the factory-approved maintenance manuals.

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(j) Maintenance Records. Aircraft maintenance records shall be maintained in accordance with 14 CFR 43 and 91.

(k) Maintenance Personnel. Maintenance shall be performed only by those persons authorized in accordance with 14 CFR 43. A DOI pilot may perform preventive maintenance on any aircraft operated by that pilot. Such preventive maintenance shall not be contrary to any FAA or OAS approved maintenance system. A representative list of preventive maintenance items may be found in 14 CFR 43, Appendix A(c). An aircraft shall only be returned to service by a person authorized by 14 CFR 43 and an entry has been made in the aircraft maintenance record.

(l) Flight Tests. No passenger shall be carried during a flight test. Flight test results shall be recorded in the aircraft maintenance record. Aircraft shall not be operated until it has been approved for return to service in accordance with 14 CFR 43 and a functional flight test performed by a pilot certificated in accordance with 14 CFR 61 following:

- (i) Aircraft overhauls,
- (ii) Major repairs, or
- (iii) Replacement of engine, power train, rotor system, retractable landing gear system, flight controls, or adjustment of the flight control system.

(m) Overhaul And Replacement. All aircraft, aircraft engines, propellers, or appliances for which the manufacturer has recommended an overhaul or replacement time shall be overhauled or replaced in accordance with such recommendations or FAA-approved overhaul intervals. Replacement components for DOI owned aircraft shall either be new, or have been rebuilt/overhauled by an OAS-approved facility, to manufacturer's new component standards. Replacement components that cannot be rebuilt to manufacturer's new tolerances shall be overhauled to manufacturer's recommended tolerances.

(n) Special Flight Permits. When needed, an FAA special flight permit is required for DOI certificated aircraft. Approval by the Chief, Division of Technical Services, OAS Headquarters, or Alaska Regional Director is required prior to flight of any DOI aircraft that:

- (i) Does not meet its type design due to mishap damage, or
- (ii) Exceeds expiration of maintenance inspection time, or

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(iii) **Exceeds** component replacement time.

(3) **Minimum Equipment.** Each aircraft shall meet its type design, including equipment, placards and markings, and aircraft documents. All type design required instruments and equipment installed in the aircraft shall be FAA-approved and in operable condition. However, aircraft may be operated with inoperable equipment as follows:

(a) ~~Multiengine Aircraft.~~ Multiengine aircraft shall have a Federal Aviation Administration (FAA) approved minimum equipment list for each aircraft in accordance with 14 CFR 91.213 subparagraphs (a) and (c).

(b) ~~Turbine Powered Aircraft.~~ Turbine powered aircraft shall have an FAA-approved minimum equipment list for each aircraft in accordance with 14 CFR 91.213 subparagraphs (a) and (c).

(c) ~~Single Reciprocating Engine Aircraft.~~ Single reciprocating engine aircraft shall be operated and maintained in accordance with 14 CFR 91.213 subparagraph (d).

(d) ~~Deviations.~~ Any deviations to the above must be accomplished in accordance with 14 CFR 91.213 (e).

(e) ~~Minimum Equipment List.~~ Minimum Equipment Lists for uncertificated aircraft shall be developed by the Bureau and requires acceptance by the OAS Director.

**B. Privately Owned and Operated Aircraft Without Passengers, Air Crewmembers, or Flight Crewmembers other than the Owner.** The aircraft, including avionics, shall be fully maintained in accordance with 14 CFR 91.

**C. Vendor Aircraft.**

(1) Aircraft shall be maintained in accordance with applicable FAR's and the operator's operations specifications. Aircraft components which have reached published limitation specified by FAA or the manufacturer shall be inspected, overhauled, and/or replaced as required by FAA or by the manufacturer's publication. Engines and/or major components having an established time between overhaul (TBO) or finite life shall be replaced in accordance with manufacturer's recommendation.

(2) Maintenance performed on Single Engine Airtankers operated in accordance with 14 CFR 137 shall be required to be in accordance with the following:

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- (a) A 100-hour inspection program and,
- (b) An annual inspection program, or
- (c) A progressive aircraft inspection program.

(3) Aircraft shall be maintained in accordance with all applicable Mandatory Manufacturer's Bulletins as required by operations specifications or identified by OAS and FAA Airworthiness Directives (AD).

(4) Aircraft Parts. All vendor aircraft parts shall have written traceability to the original aircraft and engine manufacturer or an authorized independent representative(s) or an FAA production approval holder. Government surplus parts must have documentation showing that the parts were from a source approved by the original airframe or engine manufacturer, either in the unopened original packaging or with complete historical records at the time of installation.

**D. ~~Uncertificated Ex-Military Aircraft Operated by DOI.~~**

(1) Uncertificated aircraft shall be maintained and inspected in accordance with an active military maintenance program for the specific make, model, and series of aircraft being operated.

(2) If an active military maintenance program for the specific make, model, and series is not available, an alternative program for a similar make, model, and series may be substituted when equivalency can be determined by the OAS Director. The requesting bureau/agency shall review the proposed substitute program and provide necessary information to support the proposal.

(3) When aircraft are operated which no longer have an active military maintenance program, an equivalent program to the last acting military maintenance program can be approved by the OAS Director. The requesting bureau/agency shall develop an equivalent program to include considerations of the following issues:

- (a) Malfunctions and defect reporting system.
- (b) Service bulletin, technical bulletin development and issue.
- (c) Manual revision for flight, maintenance, and parts manual.
- (d) Safety of flight notices.

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(e) System for monitoring, updating TBO/finite times.

(4) Modifications to ex-military aircraft shall be approved by the OAS Director, before altering the aircraft. Data used for modifying aircraft shall conform to the same standards required to modify certificated civil aircraft. Documentation of modifications shall conform to the original military maintenance record system with the addition of the use of FAA Form 337. The copy shall not be forwarded to the FAA.

## **2.5 ~~Aircraft Approval Documents.~~**

### **A. ~~Aircraft Data Cards.~~**

(1) Aircraft operated by DOI, except those of the USFS fleet, shall be inspected by an OAS approved inspector and have a current Aircraft Data Card detailing the authorized uses.

(2) Vendor aircraft excluding those flying point-to-point or high reconnaissance missions, shall be approved by an OAS approved/accepted inspector prior to use. (Cards issued by USFS inspectors meet this requirement).

(3) Cooperator aircraft, other than those from agencies issued agency-wide approval by the OAS Director, shall have a current Aircraft Data Card issued by an OAS approved inspector or a letter issued by the respective Regional/Area Director.

### **B. ~~Approval Duration.~~**

(1) All DOI and vendor special-use Aircraft Data Cards shall be valid for no more than 18 calendar months.

(2) Aircraft administrative approval documents for point-to-point aircraft and high recon aircraft will be valid for no more than 38 calendar months.

(3) OAS will rescind data cards of aircraft failing to maintain required standards.

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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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Chapter 3 Flight Crewmember Policy

351 DM 3.5A(f)

- (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.

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**Chapter 4 Cooperator Aircraft** \_\_\_\_\_

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**Chapter 4 Cooperator Aircraft**

**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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**351 DM 4.1C(2)**

(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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(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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351 DM 4.4G

**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.

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Chapter 1 Aviation Safety Program

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Chapter 1 Aviation Safety Program

352 DM 1.1

**1.1 Purpose.** This chapter establishes policy for implementation of the aviation safety program within the Department of the Interior (DOI). The primary objective is the elimination of unnecessary or unacceptable risks associated with the use of aircraft in support of Interior programs.

**1.2 Authority.** Federal law requires the head of each agency to develop and support activities designed to reduce employee injuries and damage to property, encourage safe practices, and eliminate hazards in the workplace. (See 5 USC 7902; Sections 6 and 19 of P.L. 91-596, Occupational Safety and Health Act of 1970, as amended; 29 USC 651, et. seq., 29 CFR 1960; and Executive Order 12196.) This program is established by the Director, Office of Aircraft Services (OAS) in accordance with provisions of Departmental Manual 112 DM 12, 485 DM 1 and 350 DM 1.

### **1.3 Aviation Safety Program Structure.**

**A. Policy.** Aviation safety and aircraft mishap prevention in DOI is based on the philosophy that all aircraft mishaps can be prevented and that mishap prevention is an inherent function of management. Bureau directors are ultimately responsible for the management of aviation resources and the implementation of an effective aircraft mishap prevention program. Supervisors and managers at all levels are responsible for the safety of aviation operations under their control. Within this policy are the practical requirements to provide safe working conditions, prevent injuries to employees, and protect property from damage. Application of approved practices is a fundamental responsibility of managers and supervisors and represents an area in which performance and accountability must be emphasized.

**B. Program Development.** Each DOI organization involved in aviation operations shall establish an aviation safety program. Policy directives issued by each bureau shall be consistent with the provisions of 350-354 DM series manuals and OAS OPMs.

**1.4 Program Elements.** The following six elements are minimally essential to all bureau aviation safety programs.

- A. Aviation Safety Program Responsibilities.
- B. Aircraft Mishap Prevention Program.
- C. Aviation Review Program.

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- D. Aviation Safety Awards Program.
- E. Aircraft Mishap Investigation.
- F. Aviation Safety Education and Training.

**1.5 Staffing and Training.**

**A. Staffing.**

(1) Bureau directors shall provide adequate staffing and training of personnel necessary to ensure an effective aircraft mishap prevention program. These positions may be classified as full-time equivalent or collateral duty based on bureau management assessment of needs.

(2) The following minimum standards apply in the development of a bureau aviation safety program:

(a) An Aviation Manager shall be designated to administer the bureau aviation program at the national level. This individual will be thoroughly knowledgeable regarding bureau aviation activities and will meet minimum training requirements specified in the Aviation User Training Program.

(b) An Aviation Safety Manager shall be designated to administer the bureau aviation safety program at the national level. While it is desirable that this individual hold a Federal Aviation Administration (FAA) Commercial Airman Certificate, pilot certification is not mandatory. However, the individual shall be trained in the aviation safety management subjects listed below. If not trained in these subjects, the individual shall attend formal course(s) of instruction in concepts and methods necessary to establish and maintain a national level aviation safety program within 12 months of appointment. Minimum training includes professional institution instruction in:

- (i) Aircraft mishap prevention concepts and methods
- (ii) Aviation safety program structure and organization
- (iii) Management skills
- (iv) Aviation psychology/human factors
- (v) Biomedical aspects of aviation safety
- (vi) Aviation safety program evaluations
- (vii) Motivating management
- (viii) Managing a part-time safety office
- (ix) Legal aspects of aviation safety
- (x) Risk analysis and management

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**352 DM 1.5A(3)**

(3) The education and training requirements specified for the positions identified above are minimums, regardless of classification of the position as full-time or collateral duty.

(4) Bureaus with an aviation program exceeding 20,000 flying hours annually are strongly encouraged to establish a full-time position for the Aviation Safety Manager.

**B. Education and Training.** The education and training of Interior personnel at all organizational levels is the responsibility of management. The minimum level of education and training specified in the 350-354 DM series and 485 DM series shall be provided to appropriate bureau personnel.

## **1.6 Aviation Safety Program Responsibilities**

**A. Director, Office of Aircraft Services.** The Director shall:

(1) Develop Departmental policy statements regarding aviation management for documentation in the Departmental Manual by the A/S-PMB which include:

(a) Standards for pilots and aircraft utilized in conducting DOI aviation activities.

(b) Aviation safety and aircraft mishap prevention functions.

(c) Maintenance standards and inspection procedures.

(d) Identification of operational considerations for mishap prevention efforts.

(2) Assist bureaus in developing and implementing aviation safety and aircraft mishap prevention programs.

(3) Establish and maintain a positive Departmental aviation safety program.

(4) Advise and support bureau aviation safety personnel.

(5) Administer the DOI Aviation Safety Awards Program.

(6) Review Departmental and bureau aviation operational publications when requested.

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352 DM 1.6A(7)

(7) Identify, develop, coordinate and conduct essential aviation safety, aviation management, and aircraft mishap prevention education training.

(8) Provide technical assistance to OAS Aviation Safety Management personnel in conducting evaluations.

(9) Keep the Office of the Secretary informed on the status of the Interior Aviation Safety Program.

(10) Monitor DOI airspace needs and coordinate Departmental responses to proposed airspace actions which would affect bureau programs and functions.

(11) Develop specific Departmental guidance and procedures for effecting airspace restrictions under Federal Aviation Regulations.

(12) Facilitate the Interior Aircraft Mishap Review Board process and forward all Board recommendations to appropriate action offices.

(13) Establish evaluation criteria for and provide leadership in the conduct of aviation program management and aviation safety program management evaluations within the Department.

(14) Other responsibilities as specified in 112 DM 12, the 350-354 DM series and OPMs.

**B. OAS Aviation Safety Manager.** The Manager shall:

(1) Be responsible for the investigation of all NTSB reportable aircraft mishaps occurring within DOI aviation operations.

(2) Develop and coordinate Interior aircraft mishap prevention seminars.

(3) Provide technical advice to DOI bureaus on aviation safety issues.

(4) Disseminate aviation safety information to bureaus.

(5) Maintain liaison with Department and bureau aviation safety personnel regarding the Interior aviation safety program.

(6) Manage the Aviation Mishap Information System (AMIS).

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(7) Evaluate and appraise the effectiveness of the existing aviation and aviation safety programs within DOI and recommend changes or controls.

(8) Assess compliance with established Departmental aviation management and aviation safety policies, concepts, and objectives.

**C. Bureau Directors.** Bureau directors are responsible for the implementation of an aviation safety program within their organizations. They shall:

(1) Publish an aviation management plan to implement Departmental aviation policies established in Parts 350-354 of the Departmental Manual, appropriate OAS Operational Procedures Memoranda, and other guidelines.

(2) Furnish current bureau aviation management plan and aviation manuals, standards, policy statements and directives regarding their aviation program, including aviation safety information to the OAS Director.

(3) Identify and provide resources for the education and training of personnel as required in the Aviation User Training Program and 485 DM.

(4) Integrate the six program elements identified in paragraph 1.4 into all bureau aviation safety programs.

(5) Ensure application of all Departmental and bureau aviation safety policies.

(6) Designate a senior management official to serve as the bureau representative to the Interior Aviation Board of Directors.

(7) Designate a bureau Aviation Manager.

(8) Designate a bureau Aviation Safety Manager.

(9) Assign a representative to serve as liaison with OAS for all NTSB reportable mishaps.

(10) Promote active participation in the Aviation Mishap Information System (AMIS).

(11) Encourage attendance at aircraft mishap prevention seminars.

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352 DM 1.6C(12)

(12) Monitor bureau airspace needs and coordinate bureau responses to proposed airspace actions.

(13) Ensure bureau participation at Interior Aircraft Mishap Review Boards.

D. ~~Bureau Management~~ shall:

(1) Develop bureau specific procedures for implementing aviation management policy.

(2) Provide guidance to bureau units in implementing Departmental aviation management and aviation safety management program requirements.

(3) Identify and provide appropriate resources for the education and training of staff, line managers, and field personnel as outlined in the Aviation user Training Program.

(4) Serve as a focal point for aviation matters within the bureau.

(5) Coordinate bureau policy regarding procedures relating to aviation.

(6) Develop bureau specific aviation safety and aircraft mishap prevention programs.

(7) Manage the bureau responsibilities of the Interior Aviation Mishap Information System (AMIS).

(8) Encourage attendance of bureau personnel at aviation safety management education and training courses/workshops/seminars.

(9) Disseminate aircraft mishap prevention information to the appropriate levels of the organization.

(10) Support the Interior aircraft mishap prevention effort by maintaining liaison with the OAS Aviation Safety Manager for aircraft mishap prevention purposes.

(11) Develop and coordinate bureau aviation safety and aircraft mishap prevention meetings, conferences, workshops or seminars.

(12) Be a focal point for all bureau aviation safety program activities.

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**1.7 Program Promotion.** Resources shall be made available for education and training as specified in the Aviation User Training Program. Attendance at aviation user, management, and aviation safety management training sessions, as well as aviation safety seminars and formal educational institutions, shall be encouraged.

**1.8 Aircraft Mishap Notification, Investigation and Reporting.** The DOI notification, classification, investigation, and documentation of NTSB reportable aircraft mishaps involving DOI aviation activities will be accomplished in accordance with the procedures established in 352 DM 6, Aircraft Mishap Notification, Investigation and Reporting. Investigations are conducted for the purpose of aircraft mishap prevention only and do not satisfy the requirements of 451 DM 1 or 485 DM 5. Provisions and procedures for aircraft mishap investigations are established under the authority granted in 112 DM 12. These reports are not a substitute for other DOI safety management reports (see 485 DM 5).

**1.9 Aircraft Mishap Prevention Plan.** Each bureau is encouraged to have a formal written Aircraft Mishap Prevention Plan consistent with Departmental policy. It should outline personnel responsibilities; and provide implementation guidelines, goals, and methods utilized to monitor the success of the program. Safety requirements set by the Department shall not be waived. Should a deviation of an established safety procedure or directive occur, the individual(s) involved shall furnish the bureau Aviation Safety Manager with a complete report of the circumstances as soon as possible after the event. Bureau directors are encouraged to have their Aviation Manager develop policies and procedures to incorporate the critical elements listed below into all levels of bureau aviation activity.

A. **Risk Assessment.** Risk assessment is the subjective analysis of physical hazards and operational procedures to arrive at a GO/NO-GO decision. Risk assessments support informed GO/NO-GO decisions which are the responsibility of line management. The pilot retains final authority for a NO-GO decision when safe operation of the aircraft is a factor.

B. **Education and Training.** Bureau directors are responsible for assuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed is the minimum for promoting aircraft mishap prevention awareness and developing operational and aviation management skills. Identification,

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development and presentation by bureaus of additional training needs unique to specific programs shall be accomplished as required. To avoid duplication of effort, the OAS Director shall be informed of training program development of these specific programs.

C. ~~Project Planning~~. Aviation operations shall be planned with necessary consideration given to mishap prevention. Flights shall be conducted as planned and in accordance with Departmental policy and procedures. Deviations from the approved mission profile will not be conducted except for safety of flight considerations. Project planning shall include as a minimum:

- (1) Flight routes/areas and altitudes.
- (2) Risk assessment.
- (3) Hazard identification (e.g. weather, takeoff or landing weights, landing areas, wire hazard, etc.).
- (4) Management approval for special use activities.

D. ~~Wire Strike Prevention~~.

(1) ~~Flight Environment Considerations~~. Bureau projects often dictate that flights be conducted in close proximity to the ground where wires are prevalent.

(2) ~~Risk Assessments/Hazard Maps~~. To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low-level flights. A low-level flight hazard map shall be constructed for the local operational area. All preplanned low-level flights require a thorough map reconnaissance of the route to be flown.

E. ~~Operational Environment Considerations~~. Environmental conditions are those conditions over which there is no human control. Forecast or known environmental conditions are not mishap cause factors. For example, structural damage caused by flying into forecast severe turbulence is NOT a mishap causal factor. A pilot's decision to fly into forecast or known severe turbulence is a cause factor. Cause factors are normally under human control and can be eliminated. Managers must be aware that their actions may encourage pilots to operate beyond existing capability. Pilots must be ever cognizant of environmental conditions in which they are expected to operate safely and are the final authority relative to a GO/NO-GO decision based upon environmental and safety considerations.

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F. ~~Aviation Life Support Equipment (ALSE).~~ Project leaders shall ensure appropriate and adequate ALSE, including personal protective equipment (PPE), is aboard the aircraft or being worn by the individual, based upon Departmental requirements, guidelines, project needs, and individual state statute requirements. Detailed information is contained in the ALSE Handbook.

G. ~~Flight Following.~~ As a potential lifesaving condition, each bureau should include a flight following requirement in the aircraft mishap prevention plan. This plan should specify the method or procedure to be used which will accommodate communications from mission personnel (or the pilot) to the flight-following facility at predetermined intervals. Additional information concerning flight following is contained in 351 DM 1.

H. ~~Weight and Balance.~~ It is imperative that proper consideration and planning be given to the aircraft weight and balance computation and subsequent loading. The actual weight of personnel and/or cargo must be considered relative to environmental and aircraft performance capabilities. This will be accomplished for each takeoff and landing for all aircraft. The formality for the documentation of this effort will be determined by the bureau conducting the operations.

I. ~~Airspace Coordination.~~ Airspace planning and coordination are becoming more important as the limited airspace is becoming more congested. All users of the airspace system need to be aware of special-use airspace and what restrictions apply to the use of that airspace. Coordination with other airspace users such as the military, is an important safety issue. Airspace coordination is an important part of mission planning.

## **1.10 Aviation Mishap Information System (AMIS).**

A. ~~AMIS Program.~~ The Aviation Mishap Information System is an electronic data (files) storage based system encompassing all aspects of aviation mishap reporting within DOI. Categories of reports include aircraft mishaps, aviation hazards, aircraft maintenance deficiencies, and airspace intrusions. The system uses the SAFECOM (Form OAS-34) to report any condition, observance, act, maintenance problem, or circumstance which has potential to cause an aviation-related mishap. Submitting a SAFECOM is not a substitute for "on-the-spot" correction(s) to a safety concern, rather it is a tool used in the documentation, tracking, and follow-up corrective action(s) related to a safety issue. Additional information is contained in the "Aviation Mishap Notification, Investigation and Reporting Handbook." The AMIS report does not replace the requirement for initiating a DI-134, "Report of Accident/Incident," as required in 485 DM 5.

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B. ~~Program Promotion.~~ The AMIS Program shall be promoted by all levels of management. The SAFECOM form shall be made readily available to pilots, passengers, dispatchers, CORs, maintenance personnel, project leaders, managers and others in positions to affect aviation safety. Prompt replies to the originator (if a name and telephone number/address are provided), timely action to correct problems, and discussion of filed SAFECOMs at local level meetings encourage program participation and active reporting.

## 1.11 Aviation Safety and Aircraft Mishap Information Dissemination.

### A. Responsibilities.

(1) ~~Office of Aircraft Services.~~ The OAS Aviation Safety Office shall ensure all SAFECOMs are stored in the electronic database and access is provided to bureau aviation management personnel. Appropriate action shall be taken on identified Department-level aviation safety concerns.

(2) ~~Bureau.~~ The responsibility for regularly reviewing the database and taking appropriate action rests with the bureaus. Bureau Aviation Safety Managers are encouraged to provide feedback to SAFECOM submitters and to solve aviation safety problems at the lowest level possible. Department level problems should be forwarded to the OAS Aviation Safety Manager.

### B. Publications. The OAS Aviation Safety Office publishes the following:

(1) ~~Safety Alert.~~ The "Safety Alert" is red-bordered and will be utilized to disseminate information of a significant nature regarding aviation safety within the Department. The three areas addressed are operations, maintenance, or publications. These "Safety Alerts" will be published on an unscheduled basis.

(2) ~~Aircraft Mishap Prevention Bulletin.~~ The "Aircraft Mishap Prevention Bulletin" is green-bordered and will be utilized to disseminate information of a general nature regarding aircraft mishap prevention concepts, methods, procedures and efforts. Bulletins will be published on an unscheduled basis as pertinent information/subject materials become available.

(3) ~~Aviation Safety Review.~~ An annual review of aircraft mishaps, associated statistical data, and trend analysis will be published and distributed following the mishap reporting year.

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(4) ~~Aircraft Mishap Video~~. A video will be produced which provides a synopsis of the previous year's aircraft mishaps. This video is produced for mishap prevention purposes only. The video contains representative aircraft mishaps and relative information. Information contained in the video cannot be relied upon as a viable source of information for use in employee grievance procedures, litigation, or as an official response to a Freedom of Information Act (FOIA) request.

12/26/96 #3119  
Replaces 5/7/91 #2912

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## Chapter 6 Aircraft Mishap Notification, Investigation and Reporting

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## Chapter 6 Aircraft Mishap Notification, Investigation and Reporting

352 DM 6.1

**6.1 Purpose.** This chapter establishes policy, responsibilities and procedures governing the notification, investigation and reporting of aircraft mishaps occurring during Interior aviation activities. Additionally, this chapter establishes the Department of the Interior Aircraft Mishap Review Board, responsible for the development of aviation safety recommendations. For details of the policies outlined in this chapter, refer to the "Aircraft Mishap Notification, Investigation and Reporting Handbook."

**6.2 Authority.** The investigation of aircraft mishaps by the Office of Aircraft Services is accomplished under authority established in Departmental Manual 112 DM 12, "Office of Aircraft Services;" 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters;" Executive Order 12196, "Occupational Safety and Health for Federal Employees;" 485 DM Series, "Interior Safety and Environmental Health Management Program;" and Federal Property Management Regulation Part 101, Subchapter G, "Aviation Transportation, and Motor Vehicles."

**6.3 Policy.** In an effort to prevent future aircraft mishaps, it is the policy of the Department of the Interior to investigate all DOI aircraft mishaps using one of the following investigation procedures.

A. On-site investigations will be conducted whenever possible for all fatal aircraft accidents, other selected aircraft accidents, and selected incidents with potential.

B. Limited investigations will be conducted for selected aircraft accidents and selected incidents with potential. A limited investigation will not normally include a visit to the accident site.

C. Administrative investigations will be conducted for reports of conditions observances, acts, maintenance problems, or circumstances which may have the potential to cause an aircraft mishap.

**6.4 Applicability.** Provisions established herein are applicable for all aircraft owned, operated by, or under the jurisdiction of the Department of the Interior. Included are those aircraft contracted, leased, or operated under the provisions of a Basic Ordering Agreement (BOA), as well as for aircraft owned by Departmental employees when operated on official business. Aircraft mishap reports cannot be used in lieu of reports prescribed in 451 DM 1 and 485 DM 5.

**6.5 Aircraft Mishap Notification.** Mishap notification procedures are located in the "Aircraft Mishap Notification, Investigation and Reporting Handbook."

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Investigation and Reporting****352 DM 6.6**

**6.6 Aircraft Mishap On-site Investigations.** The OAS Director has the responsibility and authority to conduct DOI aircraft mishap investigations. OAS aircraft mishap investigation activities shall be given priority over all other investigations of the same mishap except for National Transportation Safety Board (NTSB) investigations. The OAS Aviation Safety Manager will be responsible for coordinating all DOI investigations with the NTSB and will serve as the DOI point of contact for NTSB aircraft mishap investigations.

A. ~~Investigator-In-Charge (IIC).~~ The OAS Aviation Safety Manager will designate a DOI IIC. The DOI IIC organizes, conducts, and controls the DOI investigation. The DOI IIC shall assume responsibility for the supervision and coordination of all resources and the activities of all DOI personnel involved in the investigation. When the NTSB IIC is conducting an on-site investigation, the DOI IIC will assume a secondary role and, whenever possible, will serve as the DOI party to the NTSB investigation, fully assisting the NTSB IIC.

B. ~~DOI Investigation Team.~~ The DOI IIC will select DOI investigation team members based on the complexities of the mishap. Bureaus should designate a bureau representative team member to work under the direction of the DOI IIC. To ensure an impartial investigation, no member will have a personal interest in the mishap.

C. ~~Bureau Responsibilities.~~ The bureau shall designate an on-site liaison to coordinate with the DOI IIC. Support shall be provided to the DOI Investigation Team as deemed essential by the DOI IIC. Additional bureau responsibilities are listed in the "Aircraft Mishap Notification, Investigation and Reporting Handbook."

D. ~~Vendor Responsibilities.~~ The vendor of an aircraft involved in a mishap or selected incident with potential, occurring in support of Interior aviation activities shall secure all appropriate operator records, reports, internal documents, and memoranda dealing with the aircraft and employee(s) involved in the mishap. Such support shall be addressed in the appropriate Basic Ordering Agreement (BOA) or other contractual agreements as appropriate.

E. ~~Other Government Agency Investigations.~~

(1) P.L. 103-411 assigns responsibility to the NTSB for investigating or causing to be investigated all public aircraft accidents. DOI will fully cooperate and assist the NTSB. Additionally, the OAS Director will

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ensure a DOI investigation is conducted for the purpose of accident prevention. The extent of the DOI investigation will depend on the extent (on-site, limited, etc.) of NTSB investigation.

(2) Where other Government agencies have operational control or jurisdiction over the investigation of an aircraft mishap or incident with potential where DOI personnel or interests are involved, the OAS Director will designate a qualified Investigator to represent DOI. Other DOI bureau personnel may attend the non-DOI investigation as bureau liaison but shall not serve as a party to the investigation. This responsibility rests solely with the OAS Director.

(3) When extensive cooperative aviation activities are involved (e.g., USDA-Forest Service) an interagency agreement for the joint investigation of aircraft mishaps shall be completed.

F. ~~Military Aircraft~~. The military forces have authority and control over their aircraft in the event of an accident. Close coordination between OAS, the NTSB, and the military authority involved is essential when a joint investigation is required. All correspondence relating to DOI involvement in the accident shall be addressed to the OAS Director.

**6.7 Investigation Files.** An aircraft mishap investigation file will be created for all DOI on-site and limited investigations. The DOI Mishap File will include information of interest to DOI that may not be addressed in the NTSB aircraft accident report. Following receipt of the NTSB aircraft accident investigation report, the OAS Director will forward the NTSB report and the OAS Mishap File through the Chief Executive Officer of the Interior Service Center to the Director of the bureau experiencing the mishap.

### 6.8 Limited Use of Mishap File.

**A. General.** Mishap File information is ~~privileged~~ in that it shall be used only for mishap prevention purposes. It shall not be used for any other purpose. For example, the Mishap File shall not be used:

(1) In making any determination affecting the interest of an individual making a statement involved in a mishap.

(2) As evidence or to obtain evidence in determining the misconduct of agency personnel.

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- (3) As evidence to determine the disciplinary responsibility of agency personnel.
- (4) As evidence to assert affirmative claims on behalf of the Government.
- (5) As evidence to determine the liability of the Government for property damage, injuries, or death.
- (6) As evidence before administrative bodies.
- (7) In any other punitive or administrative action taken by agencies of the United States, including airman or maintenance certification enforcement proceedings.

**B. ~~Investigator Release of Information.~~** Investigators, including all parties to the investigation, shall not make public their own opinions, conclusions, or recommendations in their capacity as a mishap investigator. Information received as a result of participation in a NTSB investigation shall be handled in accordance with NTSB instructions.

**6.9 ~~Use of Investigative Files and Reports.~~** When requested by the head of a parallel DOI investigation group, facts relating to the mishap may be released. Privacy information and confidential witness statements shall be withheld. While the mishap facts are provided to preclude unnecessary duplication of on-site investigation efforts, the parallel investigation group must reach its own conclusions pertaining to personal liability and fault.

**6.10 ~~Information Disclosure.~~** The OAS Aviation Safety Office is the Custodian of Record for Interior mishap information. Release of information regarding accident prevention and investigation shall be subject to the provisions of the Freedom of Information Act, as amended, and the Privacy Act of 1974. All requests for copies of OAS aircraft mishap files shall be referred to the OAS Aviation Safety Office for action. All requests for copies of NTSB aircraft accident reports shall be referred to the NTSB.

**6.11 ~~Interior Aircraft Mishap Review Board.~~** An Interior Aircraft Mishap Review Board (AMRB) is responsible for developing mishap prevention recommendations for all Interior accidents and selected incidents with potential. Specific responsibilities, functions and procedures are listed in the "Aircraft Mishap Investigation and Reporting Handbook."

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**Aviation Management** \_\_\_\_\_ **Part 352 Aviation Safety**

**Chapter 7 Aviation Safety Awards Program** \_\_\_\_\_

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**7.1 Purpose.** This chapter establishes the Interior Aviation Safety Awards Program and prescribes the policies, procedures and qualification standards to implement the program.

**7.2 Applicability.** This program applies to all DOI employees, and other individuals, groups or organizations involved with Interior aviation activities.

**7.3 Awards Addressed.**

- A. ~~Award for In-Flight Actions~~
- B. ~~Award for Safe Flying~~
- C. ~~Award for Significant Contribution to Aviation Safety~~
- D. ~~Secretary's Award for Outstanding Contribution to Aviation Safety~~

**7.4 Policy.** It is the policy of DOI to recognize individuals, groups and organizations for exceptional acts or service in support of aviation safety and aircraft accident prevention.

**7.5 Responsibilities**

**A. OAS Aviation Safety Manager.** The OAS Aviation Safety Manager is responsible for the overall administration of the Interior Aviation Safety Awards Program.

**B. Bureau Aviation Manager.** The Bureau Aviation Manager is responsible for the supervision of the Awards program within the respective bureau.

**C. Bureau Aviation Safety Manager or Designee.** The Bureau Aviation Safety Manager or designee will promote the program within the bureau and implement procedures to collect and verify nominee eligibility.

**7.6 Processing and Approval.** All nominations will be processed through the respective Bureau Aviation Safety Manager or designee for eligibility verification, then reviewed for approval by the Bureau Executive Committee member of the Interior Aviation Management Board of Directors. Bureaus should contact the Federal Aviation Administration FAA and the appropriate OAS Regional/Area Office for information pertaining to a nominee during the verification process. 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 consideration and approval of an In-Flight Actions Award by the Bureau Executive Committee member of the Interior Aviation Management Board of Directors, nominations will be submitted by the Bureau Aviation Safety Manager or designee to the OAS Safety Office for review and concurrence.

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Approved award recipients or nominees for the Secretary's Award for Outstanding Contribution to Aviation Safety will have their award packets forwarded to the OAS Aviation Safety Manager for final processing. Nominations will be consolidated and forwarded to the Chairman, Interior Aviation Management Board of Directors for selection. The committee chairman shall notify OAS of the selectee. Non-selected nominations will be returned to the Bureau Aviation Office for consideration of an alternative award.

**7.7 Award for In-Flight Actions.** The award is established to recognize on-board flight crewmembers, air crewmembers, and passengers who, through outstanding airmanship, courage or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation related occurrence. The award may be presented to non-DOI personnel.

**A. Standard.** Any individual having sufficient knowledge of the in-flight action may submit a nomination.

**B. Criteria.** The circumstances surrounding the occurrence must be documented to clearly demonstrate outstanding airmanship, skill, knowledge, judgment, technique, courage or other exemplary action.

**C. Award Categories.**

(1) ~~Flight Crewmember Award.~~ An appropriate recognition item shall be given to selected flight crewmembers.

(2) ~~Air Crewmember Award.~~ An appropriate recognition item shall be given to selected air crewmembers. This award is restricted to individuals who are not flight crewmembers, but are assigned air crewmembers.

(3) ~~Individual Non-Crewmember Award.~~ An appropriate recognition item shall be given to selected individuals who are non-crewmembers.

**D. Procedures**

(1) Nominations will contain a narrative of the event and action taken by the nominee(s) to deal with the emergency or minimize damage or injury.

(2) Nominations should be submitted within 30 days of the event.

(3) Emergencies under the following conditions will not be considered for the award:

(a) Self-induced emergencies.

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(b) Actual emergency occurring during a simulated emergency requiring no added skill to land the aircraft successfully, e.g., a single-engine landing is required after an unsuccessful attempt to restart an engine intention ally shut down to practice single-engine procedures.

(c) Emergency occurring due to non-compliance with published regulations, procedures or policy guidance; e.g., deviation from a preplanned and approved non-special use activity to a low-level flight which results in a wire strike and emergency landing or engine failure due to fuel starvation as a result of poor pre-flight planning, and fuel management, etc.

**7.8 Award for Safe Flying.** This award is established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered, while flying as a full-time (GS-2181), dual function or incidental pilot. This award is restricted to DOI employees.

**A. Standards.**

(1) All dates of computation for this award must be for the period of time the employee was on official DOI pilot status. However, periods of consideration need not be consecutive. A copy of pilot status authorization or other substantive documentation must be submitted with the nomination.

(2) While acting as a DOI pilot, if the nominee has experienced an aircraft accident where pilot error or negligence was a causal or contributing factor, that individual is ineligible for consideration for any years prior to the accident. Dates of consideration are not retroactive for periods prior to a known accident and must not be omitted to avoid identification of an accident or unsafe behavior.

(3) The nominee must have demonstrated safe, professional behavior as a DOI pilot for the period of consideration.

**B. Criteria.** The criteria for consideration of presentation of these awards are:

- (1) Full-time (GS-2181), dual function, or incidental pilot.
- (2) Only pilot-in-command flight hours will be considered for this award.
- (3) All flight time submitted will have been acquired while flying at the controls while on official business for DOI.

**C. Awards.** An appropriate recognition item shall be given to selected pilots.

**D. Award Categories.**

- (1) ~~Award of Merit~~ - Five years or 1,000 hours of safe flying.
- (2) ~~Award of Distinction~~ - Ten years or 3,000 hours of safe flying.

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- (3) ~~Award of Excellence~~ - Fifteen years or 5,000 hours of safe flying.
- (4) ~~Award of Honor~~ - Twenty years or 7,500 hours of safe flying.
- (5) ~~Secretary's Award of Honor~~ - More than 25 years or more than 10,000 hours of safe flying.

flying.

**E. Procedures.** Each nomination will include:

- (1) Full name, FAA Airman's Certificate Number, and date of birth.
- (2) Pilot status (e.g., full-time GS-2181, dual function or incidental). If an incidental pilot, the Letter(s) of Authorization for the years being considered.
- (3) Period of consideration and total number of safe flying hours attained.

**7.9 ~~Award for Significant Contribution to Aviation Safety.~~** This award is established to recognize an individual, group or organization for significant contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees.

**A. Standard.** Any individual having knowledge of the significant contribution may submit a nomination.

**B. Criteria.**

- (1) The circumstances being presented must clearly demonstrate a significant contribution to aviation safety or aircraft accident prevention effort within DOI.
- (2) The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for the award.

**C. Awards.** An appropriate recognition item shall be given to the individual(s).

**D. Procedures.** Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition.

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**7.10 ~~Secretary's Award for Outstanding Contribution to Aviation Safety.~~** This award is established

to recognize an individual, group or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and only one such award shall be presented annually.

**A. Standard.**

(1) Individual or group contribution did not occur during an in-flight emergency (see paragraph .7, Award for In-Flight Action).

(2) Any individual having sufficient knowledge of the contribution may submit a nomination.

**B. Criteria.**

(1) The circumstances being considered must clearly demonstrate an outstanding contribution to aviation safety or aircraft accident prevention within DOI.

(2) The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for recognition.

**C. Award.** An appropriate recognition item shall be given to the individual or group.

**D. Procedures.** Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition.

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**Part 353 Aviation Services Provided by OAS**

**Chapter 1 Aircraft Contracting**

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**Chapter 1 Aircraft Contracting** \_\_\_\_\_ **353 DM 1.1**

**1.1 Purpose.** The purpose of this chapter is to establish policy and procedures for the acquisition of aircraft and aircraft-related services in support of Departmental programs.

**1.2 Covered Services.** The Office of Aircraft Services (OAS) is responsible for the acquisition of aircraft and commercial aviation services in support of Departmental programs as follows:

**A. Flight Services.** All flight services shall be acquired through OAS with the exceptions listed below. OAS may provide acquisition services for these exceptions upon request.

(1) Seat fare on flights with scheduled air carrier.

(2) Shipment of cargo by Government Bill of Lading (GBL) in accordance with Federal Property Management Regulations (FPMR), 11 CFR 101-41.3, provided:

(a) DOI does not have operational control of the aircraft, and

(b) No DOI personnel are aboard the aircraft (other than on a seat fare basis with a scheduled air carrier), and

(c) The aircraft is operated entirely within the applicable 14 CFR as a civil aircraft.

(3) Transactions to acquire an end product or service other than flight services which meet all of the following criteria:

(a) Technical expertise to manage the project resides exclusively within the bureau (aerial photography, seed/fertilizer, herbicide application, etc.),

(b) Aircraft or crew specifications will not be identified in the end product procurement,

(c) No aircraft or pilot approval will be specified. If aircraft or pilot requirements or approval is required in the contract, the bureau will collaborate with OAS on specifications and approval. OAS participation will be on a cost reimbursable basis,

(d) DOI does not have operational control of the aircraft, and

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(e) No DOI personnel are aboard the aircraft, and

(f) The aircraft is operated entirely within the applicable 14 CFR as a civil aircraft.

**B. ~~Other Services.~~** Other aviation-related services such as the purchase of aircraft components, parts and accessories, maintenance services, etc. shall be procured through the OAS procurement system. Bureaus may also purchase equipment from GSA schedules for permanent installation on fleet aircraft when coordinated with OAS Fleet Management (in Alaska, coordinate with the OAS Chief, Division of Aircraft Maintenance). If the value of the equipment exceeds \$5,000, the equipment must be transferred to OAS on Form DI-104. This paragraph is not intended to cover convenience items such as wing covers, portable heaters, or pilot personal equipment such as headsets, helmets, map holders, etc.

**1.3 ~~Request Procedure.~~** Requirements exceeding \$25,000 shall be submitted on Form OAS-13, Request for Contract Services, and signed by an officer authorized to obligate funds for the requesting bureau. Any procurement limitation or approval requirement established by the supervising Assistant Secretary must be satisfied by the requesting bureau prior to submission. Requests for services to be performed in Alaska and Hawaii shall be submitted to the OAS Regional Office, 4837 Aircraft Drive, Anchorage, AK 99502-1052. Requests for services to be performed in the conterminous 48 states shall be submitted to OAS, National Headquarters Office, P.O. Box 15428, Boise, ID 83715-5428. The requesting office shall submit the following:

**A. ~~Proposed Contract Requirements/Specifications.~~** OAS will work with the requesting office to refine specific requirements appropriate for the mission.

**B. ~~List of Government-furnished Equipment.~~** If Government-furnished equipment is to be provided to the contractor, a list of the equipment, dates to be furnished, and its value is required.

**C. ~~Justification for Other Than Full and Open Competition.~~**

(1) If other than full and open competition is recommended, the requesting bureau shall provide a proposed justification for other than full and open competition to the OAS for review. As a minimum, each proposed justification shall include the following:

(a) All information required by Federal Acquisition Regulation 48 CFR 6.303-1 and 48 CFR 6.303-2, and

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(b) All requirements of the Department of the Interior Acquisition Regulation (DIAR) 48 CFR 1406.303 and DIAR 48 CFR 1406.303-70 excluding the information listed at DIAR 48 CFR 1406.303-70(a) which directs that "Responses to the notice shall be evaluated and documented by the initiating office."

(2) Based on the information received from the bureau, the OAS contracting officer will determine if a synopsis is required. If a synopsis is required, the OAS contracting officer will determine how it is to be issued and will evaluate and document all responses.

(3) After signing the justification, the OAS contracting officer shall forward it for approval in accordance with 48 CFR 1406.304. The following OAS officials have approval authority for the amounts shown:

(a) For a proposed contract not exceeding \$100,000 -- Chief, Division of Acquisition Management, OAS.

(b) For a proposed contract over \$100,000 but not exceeding \$1,000,000 -- the Competition Advocate, OAS.

(c) For a proposed contract over \$1,000,000 but not exceeding \$10,000,000 -- the Head of the Contracting Activity, OAS.

(d) For a proposed contract over \$10,000,000, the justification shall be submitted by the Head of the Contracting Activity, OAS, to the Director, Office of Acquisition and Property Management for approval.

**D. Justification for Specific Make and Model.** The written determination required under DIAR 1410.004 shall be submitted by the requesting bureau with the requisition if competition is to be limited to the product of a single manufacturer.

**1.4 Procurement Lead Time.** Requests for contract services should be submitted at least 120 calendar days in advance of the anticipated date of contract award for competitive acquisitions and 160 calendar days for non-competitive acquisitions. If requests are submitted with less lead time than stipulated above, delays may result in desired start dates. Under these circumstances, the requesting office shall contact OAS contracting officials to establish a realistic acquisition schedule.

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**Part 353 Aviation Services Provided by OAS**

**Chapter 1 Aircraft Contracting**

**353 DM 1.5**

**1.5 ~~Small and Disadvantaged Business Utilization (SDBU) Contracting Program.~~** The requesting bureau shall identify potential SDBU opportunities in their Request for Contract Services. OAS shall similarly screen requests for such opportunities and notify requesting bureaus of any opportunities available. Determinations to set procurement aside for small and disadvantaged concerns under the Small Business Administration (SBA) 8(a) program will be made jointly by the requesting bureau and OAS in cooperation with SBA.

**1.6 ~~Solicitation of Offers and Award of Contract.~~**

**A. ~~Distribution.~~** Requesting bureaus will be furnished copies of the Solicitation and Bidder's Mailing List at the time of issuance. The requesting office should review the solicitation and mailing list for errors or omissions and promptly notify the Contracting Officer of any necessary corrections.

**B. ~~Bureau Approval of Contractor Costs and Obligation of Available Funds.~~** Prior to contract award, OAS will send the requesting bureau the abstract of bids received and Form OAS-16, Request for Award Recommendation and Pre-validation of Funds, showing a breakdown of the estimated contract costs and administrative expense. The OAS-16 shall be signed by the responsible bureau official indicating either concurrence in contract award or explaining why the contract should not be awarded.

**C. ~~Award of Contract.~~** The requesting office will be furnished copies of the awarded contract and all necessary contract administration forms and instructions. A computer-generated contract pricing recap is provided for reconciling subsequent billings for services from OAS.

**1.7 ~~Contract Administration.~~** Administration of the contract is a joint responsibility of the requesting bureau and OAS with ultimate responsibility and authority vested in the Contracting Officer. Administrative functions are delegated to the Contracting Officer's Representative (COR) who is generally a bureau representative. Technical aviation functions are delegated to the Contracting Officer's Technical Representative (COTR) who is a representative of OAS. (Refer to Appendix 1 which delineates specific roles and responsibilities.)

**1.8 ~~Payment Processing.~~** Aircraft services shall be recorded on Form OAS-23, Aircraft Use Report. OAS will pay the contractor in accordance with all Federal disbursement rules and regulations and bill the using bureau through the On-line Payment and Collection (OPAC) billing process. A computer printout detailing individual use will accompany the billings. The dollar amounts due by line item, date, agency order number, and type of service received will be displayed.

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**1.9 Availability of Forms.** Forms referenced are available from either the Boise or Anchorage OAS office.

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Replaces 5/7/91 #2912

## FUNCTIONAL STATEMENTS

### **A. Contracting Officer (CO) - OAS responsibility.**

The CO is responsible for all contract actions including contracting procedures and methods, contract legality with existing laws and regulations, contract administration and terminations. The CO may delegate certain contract administration functions. The CO is the only individual who may modify or change a contract provision. In the contract administration function, decisions on claims and disputes are final, appealable only to the Board of Contract Appeals or the U.S. Court of Federal Claims.

### **B. Contracting Officer's Technical Representative (COTR) - OAS responsibility.**

The COTR is directly responsible to the CO for assuring compliance with the technical provisions of the contract. The COTR conducts initial inspections and approves the contractor's equipment, facilities and personnel prior to, and periodically during, contract performance. The COTR may discuss changes or modifications in equipment or other requirements of the contract, but may not commit the Government to such changes, modifications or adjustments.

### **C. Contracting Officer's Representative (COR) - Bureau responsibility unless established otherwise by agreement.**

The COR is directly responsible to the CO for monitoring contract performance. Primary responsibility of the COR is to assure compliance with the administrative provisions of the contract. The COR maintains communications with the contractor in day-to-day operations and represents the CO in making minor allowances which do not modify the price, or other provisions of the contract. The COR recommends to the CO proposed changes and adjustments to the contract in order to meet the demands of the work project. The COR is responsible for verifying the work performed upon which payment is based.

### **D. Project Inspector (PI) - Bureau responsibility unless established otherwise by agreement.**

The project inspector is assigned responsibilities by the COR to assist in implementing the COR's instructions, as required. Responsibilities of the PI generally include:

- (1) Verifying services performed by the Contractor
- (2) Ensuring Contractor's compliance with contract specifications and provisions
- (3) Discussing daily work requirements and ordering service within the contract provisions
- (4) Discussing the problems which occur with the contractor and recommending proposed solutions to the COR
- (5) Maintaining a log or written record of the administration of the contract, noting work assignments, equipment failure, etc. Any problems of a serious nature are immediately brought to the attention of the COR.

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**Part 353 Aviation Services Provided by OAS**

**Chapter 2 Aircraft Rental System**

**353 DM 2**

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Chapter 2 Aircraft Rental System

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# DEPARTMENT OF THE INTERIOR DEPARTMENTAL MANUAL

**Aviation Management** \_\_\_\_\_ **Part 353 Aviation Services Provided by OAS**

**Chapter 2 Aircraft Rental System** \_\_\_\_\_ **353 DM 2**

**2.1 Purpose.** This chapter establishes procedures for utilization of the Office of Aircraft Services (OAS) Aircraft Rental System by Department of the Interior (DOI) bureaus and by other cooperating governmental agencies.

**2.2 Policy.**

**A.** All commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353 DM 1.2A) shall be acquired through the procurement process of the Department's Office of Aircraft Services (OAS). This precludes a DOI bureau or office, or any subdivision thereof, from utilizing a Government Transportation Request (GTR), SF-44, credit card, or similar small purchase method to procure aviation services other than by seat fare from commercial carriers.

**B.** The aviation services provided to the using bureau shall be documented on an Aircraft Use Report (Form OAS-23). The accomplished OAS-23 will be submitted to OAS for payment to the appropriate vendor of the aviation services utilized.

**C.** The procurement and payment process does not preclude aircraft charter services required to meet life-threatening emergencies. Under such circumstances, bureaus are authorized to use the charter procedures set forth in the Federal Property Management Regulations (FPMR) under subpart 101-41.2, Transportation Services Furnished for the Account of the United States.

**2.3 Limitations.** Individual transactions under this system shall not exceed the \$25,000 unless authorized by the OAS Contracting Officer. Requirements aggregating more than \$25,000 shall not be separated into several transactions that are less than the limit merely to permit use of this system. Procedures for requesting aviation services in excess of \$25,000 are contained in 353 DM 1.

**2.4 System Description.**

**A. Basic Ordering Agreements (BOA).** Basic Ordering Agreements have been established with private sector operators providing aviation services throughout the conterminous United States, Alaska, Hawaii, Puerto Rico, and the Virgin Islands, based on user needs. A BOA is not a contract; it is a written instrument of understanding, negotiated between the contracting office and a vendor that contains:

(1) Terms and clauses applying to future contracts (orders) between the parties during its term,

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- (2) A description, as specific as practicable, of supplies or services to be provided, and
- (3) Methods for pricing, issuing, and delivering future orders under the BOA.

**B. Vendor Requirements.** To be eligible for inclusion in the Aircraft Rental System, a vendor must:

(1) Be certificated by the Federal Aviation Administration (FAA) as stated in 351 DM 1, Vendor Certification.

(2) Maintain current passenger liability insurance coverage meeting DOI requirements. These are based on requirements specified in 14 CFR 298.42 for air taxi operators.

(3) Offer acceptable rates and conform to the terms and conditions stipulated in the OAS Basic Ordering Agreement.

(4) Complete an initial business meeting with DOI officials to discuss procedures, safety expectations and the problem resolution process.

(5) Successfully pass OAS facility, equipment, and personnel inspections if conducting special-use activities.

**C. Vendor/Aircraft Source List.** OAS publishes an automated listing of vendors and aircraft under agreement. System users may request additional aircraft be considered for inclusion in the system by submitting Form OAS-20, Request for Rental Services, to the appropriate OAS Flight Coordination Center.

## **2.5 Ordering Flight Services**

**A. Authority.** Services under the OAS Aircraft Rental System may only be procured from vendors approved under the BOA. Orders may be placed through the appropriate OAS Flight Coordination Center or directly with an approved vendor. Payments for orders placed directly with an approved vendor shall be processed through the OAS payment system using the Form OAS-23. Bureau personnel placing orders must have bureau authorization.

**B. Procedures.** When placing an order directly with a vendor, the ordering official shall ensure that:

- (1) The vendor and aircraft being considered are on the OAS Source List.

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(2) Pilot and aircraft offered by the vendor are approved for the mission to be flown.

(3) Competition (cost comparison) is documented in accordance with Federal Acquisition Regulations Part 13 requirements in selection of the vendor. Pricing information contained in the OAS source list may be used for this purpose. Documentation supporting the selection should be retained by the ordering office.

(4) Bureau users are instructed to verify by visual inspection that the pilot has a DOI-approved Pilot Qualification Card and the aircraft contains an Interagency Aircraft Data Card authorizing the mission to be flown.

(5) Instructions for placing orders (contained on the source list) and documenting services (contained in the Aircraft Use Report, Form OAS-23, booklet) are followed.

**C. ~~Ratification of Unauthorized Commitments.~~** Unauthorized commitments (e.g., orders placed with vendors who are not under the OAS Rental System) are subject to the ratification procedures set forth in the Federal Acquisition Regulation 48 CFR 1.602-3. Bureaus should make every effort to preclude the need for ratification action. This is of utmost importance because of the legal complications created and adverse safety implications. Failure to assure that the aircraft and pilot have been approved could expose the passengers to unnecessary risk and compromise a vital element in the Departmental accident prevention program.

**2.6 ~~OMB Circular A-126.~~** The using bureau is responsible for compliance with OMB Circular A-126, ~~Improving the Management and Use of Government Aircraft.~~

**2.7 ~~Payment Procedures~~** The using bureau shall complete Form OAS-23, "Aircraft Use Report," in cooperation with the vendor at the time of use. The Government representative shall verify services entered on the form were received, sign for such services, and enter agency funding information. The original of this form shall be submitted to OAS, Boise (conterminous 48 states) or Alaska (Alaska and Hawaii) as the contractor's invoice and the Government receiving report. OAS pays the vendor and bills the bureau for services performed.

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**Chapter 6 Aircraft Acquisition and Disposition** \_\_\_\_\_

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**Aviation Management**

**Part 353 Aviation Services Provided by OAS**

**Chapter 6 Aircraft Acquisition and Disposition**

**353 DM 6.1**

**6.1 Purpose.** This chapter establishes Department of the Interior (DOI) policies and procedures related to aircraft acquisition, continued in-house aircraft operation reviews, and aircraft disposition which includes reporting for excess or sale.

**6.2 Aircraft Acquisition.**

**A. Definitions.**

(1) ~~Aircraft Acquisition.~~ Aircraft Acquisition is defined as securing an aircraft through either purchase; transfer (excess); lease (for 90 days or more); or loan. Aircraft secured on a fully vendor-operated basis are excluded.

(2) ~~Operating Cost.~~ Operating Cost shall include, but not be limited to: lease costs, crew costs, maintenance costs (materials and labor), fuel costs, facilities costs, administrative support costs, etc.

**B. Acquisition Policy.** An aircraft may be acquired only when the requirements of Office of Management and Budget (OMB) Circular A-76, revised, have been satisfied and have been approved by the appropriate bureau and Departmental level officials. Acquisitions must also be approved by Congress through normal budget procedures. Budget justification for additional aircraft is the responsibility of the individual bureau. Budget justifications for replacement of an aircraft currently within the DOI-OAS fleet aircraft system is the responsibility of OAS.

(1) ~~A-76 Preparation.~~ OAS shall be notified when a bureau intends to acquire an aircraft. OAS shall advise in the preparation of an A-76 analysis.

(2) ~~A-76 Reevaluation.~~ If more than one year has elapsed since the initial A76 analysis, a reevaluation shall be conducted prior to OAS procurement action. If the reevaluation shows ownership is no longer in the best interest of the Government, OAS will provide support to the bureau by procuring comparable aircraft services.

(3) If ownership is authorized, acquisition action is the responsibility of OAS. DOI owned aircraft shall be registered by OAS Headquarters.

**C. ~~Aircraft Acquisitions Pursuant to the Indian Self-Determination and Education Assistance Act, as Amended (Public Law 93-638).~~** The Bureau of Indian Affairs (BIA) may acquire excess aircraft for donation to an Indian tribe or tribal organization under Public Law 93-638 without regard to the requirements of paragraph 6.2 B. above, provided:

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(1) The acquisition is authorized under the Indian Self-Determination and Education Assistance Act, as Amended, and approved by the appropriate BIA official.

(2) The Indian tribe or tribal organization agrees to conditional title, as set forth in FPMR 101-44.108.2, incorporating conditions of use established by the BIA and Office of Aircraft Services (OAS). Conditions established by OAS would typically establish requirements for compliance with applicable Federal Aviation Regulations and DOI aviation standards when providing service to the Department or its cooperators.

(3) The Transfer Order Excess Property (SF-122), includes a provision stipulating the aircraft is intended for direct donation to a specified Indian tribe or tribal organization pursuant to the authority under Public Law 93-638. The acquisition through excess property channels and donation would occur essentially simultaneously.

(4) The SF-122 is signed by an authorized BIA official and approved by the OAS Director prior to submission to General Services Administration.

**D. Exemptions.** If a bureau determines that an aircraft acquisition, as defined herein, falls under one or more of the exempt categories in Circular A-76, a justification shall be submitted to the OAS Director for approval. Approval shall precede the request for acquisition.

**6.3 Continued In-house Aircraft Operation Reviews.** All aircraft acquired by DOI bureaus must comply with the review guidelines as outlined in OMB Circulars A-76 and A-126.

**6.4 Disposition of Aircraft by Sale.** An aircraft which has operated within the DOI-OAS fleet aircraft accounting system and has been replaced through the appropriate processes may be listed for sale with General Services Administration (GSA). The proceeds of such an aircraft sale will be used to offset the costs of the replacement aircraft. This sale option is subject to OAS obtaining the required authorities from GSA.