



United States Department of the Interior

National Business Center

Aviation Management

300 E. Mallard Dr., Ste 200

Boise, Idaho 83706-3991



DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04-04

Subject: Aviation User Training Program

Effective Date: March 17, 2004

Supersedes: OPM 04-04 dated January 1, 2004

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes the Interior Aviation User Training Program as called for in Departmental Manual 112 DM 12.2.I. Emphasis is placed on increasing employee knowledge of DOI aviation and accident prevention policy, procedures, and safe operating practices. This document identifies minimum aviation management and user training requirements for United States Department of the Interior (DOI) and other personnel participating in aviation activities conducted by DOI.

.2 Introduction. Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc. All bureaus within DOI that utilize aircraft in support of mission accomplishment of their programs and projects. The safe, efficient, and effective utilization of aviation resources is a Departmental objective. Increasing aviation awareness through educational and training program efforts is one method of obtaining this objective.

.3 Authority. Authority is authorized under Departmental Manual 112 DM 12; 352 DM 1; 485 DM 1; and Secretarial Order 3250 dated September 30, 2003.

.4 Responsibilities. The education and training of DOI personnel at all organizational levels is the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI Aviation Management and bureau management.

A Bureau Responsibilities. Bureaus 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 accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs shall be accomplished as required. To facilitate standardization and prevent duplication of effort the DOI Aviation Management Associate Director shall be informed of training program development of these specific programs.

(1) Managers shall provide adequate resources and time for employees and those over whom they have operational control to effectively perform their jobs not only in a safe manner, but with a high degree of professionalism and appreciation of the economic impact aviation has upon project operations:

- (a) Ensure appropriate employees attend required DOI aviation training.
- (b) Manage bureau participation in the Interagency Aviation Trainer (IAT) program.
- (c) Provide DOI Aviation Management with required documentation for reporting aviation training. This includes providing DOI Aviation Management Headquarters with a course training schedule via the Interagency Aviation Training website (<http://iat.nifc.gov>) or notification to Area/Regional offices.
- (d) Enter student course completion information on the IAT website AND submit the OAS-106, Aviation Course Presentation Record, to Area/Regional offices immediately after training classes have been presented.
- (e) Coordinate the Interagency Aviation Trainer program and other required training activities with DOI Aviation Management Area/Regional offices. Provide information on other aviation training courses to DOI Aviation Management Area/Regional offices.

B. DOI Aviation Management Responsibilities. DOI Aviation Management is responsible for developing, implementing, and maintaining an aviation training program to meet Department-wide and selected bureau specific needs.

(1) DOI Aviation Management Headquarters Training Office. The DOI Aviation Management Training Office has national responsibility for:

- (a) Developing, managing, and maintaining the aviation training curriculums to meet Departmental aviation user training needs through coordination with bureaus, and DOI Aviation Management Area/Regional customers.
- (b) Providing module and instructor standardization for the DOI Aviation User Training Program.
- (c) Administrating the DOI aviation training schedule on the IAT website.
- (d) Coordinating, facilitating, and presenting national level training.
- (e) Supporting DOI Aviation Management Area/Regional aviation training needs.
- (f) Developing, overseeing, and maintaining the IAT program standards and curriculums.

(g) Administrative oversight of an electronic database of DOI Aviation Management and IAT course presentation accomplishments including training courses presented by title, instructor, date, and location of training and number of trainees by bureau.

(2) DOI Aviation Management Area/Regional Offices. DOI Aviation Management Area/Regional offices are responsible for the following functions within their geographic area of responsibility:

(a) Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.

(b) Identifying with the bureau the need for IATs and selecting, qualifying, scheduling, evaluating and certifying the IATs within their geographic area of responsibility. Providing DOI Aviation Management Headquarters with a list of current IATs by September 30 annually.

(c) Providing input to DOI Aviation Management Training Office regarding the development and maintenance of training courses/materials coordinated with bureau and interagency customers.

(d) Providing headquarters with an electronic database of course presentation accomplishments by October 31 annually.

(e) Providing headquarters with course/class schedule information.

.5 Required Aviation Safety Training for Persons Involved in DOI Aviation Operations or Flight Activities. Required, recommended, and alternative training and currency requirements for each group listed below are outlined in the appendix.

A Mandatory Training for Flight Activities.

(1) Aircrew Member. Person working in and around aircraft and is essential to insure the safety and successful outcome of the mission. Aircrew members are required to either be on board/or attend to the loading and unloading of passengers and cargo at all landings and takeoffs and insure that passengers have received a safety briefing prior to all special use missions.

- Objective. Provide a minimum level of aviation safety training prior to being allowed to participate in special use flight activities. This training consists of the knowledge, and awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public, and responsibility for the safety of passengers.

Aircrew members are required to complete mandatory training every three years. Mandatory (minimum) modules of basic aviation safety training include:

A-101 Aviation Safety
A-105 Aviation Life Support Equipment
A-106 Aviation Mishap Reporting
A-108 Pre-Flight Checklist and Briefing/Debriefing,
A-113 Crash Survival

(2) Passenger. Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by an aircrew member for all special use missions. Additionally, an aircrew member is required to either be on board or/attend to the loading and unloading of passengers and cargo at all landings and takeoffs to ensure the safety of the passengers for all special use missions. This includes individuals who must participate in special use flight activities on very short notice, on an irregular basis, without having attended basic aviation safety training. These are rare situations where: 1) the flight must remain in the special use category due to mission parameters; and 2) It is not possible or practical to provide the required basic aviation safety training to participating personnel prior to the flight. Examples of individuals that may fit this category might include senior line managers conducting an observation, reconnaissance, or orientation flight; cooperators, other Government agency personnel, or members of Congress. Passengers participating in point-to-point or non-special use missions must, at a minimum, receive a safety briefing by the flight crew/pilot.

- Objective. Provide a minimum level of knowledge for passengers. The mandatory elements of this safety-of-flight briefing shall include: (See 14 CFR Part 135.117 for additional requirements.)

(a) Passenger safety briefing to include Interagency Aviation User Pocket Guide (NFES 1373).

(b) Safety briefing to be performed on every flight.

(c) Use of personal protective equipment and aviation life support equipment, if appropriate.

(3) Flight Crew/Pilot. Individuals functioning as GS 2181, dual-function, or incidental pilots.

- Objective. Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well as aviation mishap analysis and aircraft accident prevention techniques. See appendix for training requirements.

(4) Interagency Aviation Trainers. Individuals certified to be qualified to instruct Interagency Aviation Training program curriculum.

- Objective. Knowledge required includes Departmental policies and procedures as well as IAT program curriculum and presentation skills. Interagency Aviation Trainers must complete the DOI Aviation Management Train-The-Trainer course (or M-410 Facilitative Instructor) and successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer or the DOI Aviation Management Program Specialist or his or her designee for initial certification. Interagency Aviation Trainers must attend an Interagency Aviation Trainer currency class or instruct under the supervision of a DOI Aviation Management Program Specialist every three years to maintain their certification.

B. Mandatory Training for Personnel with Aviation Responsibilities. Those individuals having management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this broad category requiring selected training. Additionally, Interagency Aviation Trainers and others also require initial and currency training within this program.

(1) Supervisory Personnel. Those who supervise employees who use aircraft to accomplish bureau programs.

- Objective. Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Must attend the DOI Aviation Management, Aviation Management for Supervisors training course or the following Interagency Aviation Training program modules every three years;

- A-107 Aviation Policy & Regulations I
- A-201 Overview of Safety & Accident Prevention Program
- A-205 Risk Awareness
- A-302 Personal Responsibility & Liability
- A-303 Human Factors in Aviation,
- A-305 Risk Management
- A-307 Aviation Policy & Regulations II

(2) Line Managers. Those who are responsible and accountable for using aviation resources to accomplish bureau programs.

- Objective. Knowledge required includes familiarization with the DOI aviation management program, policies and related requirements and responsibilities. Must attend the DOI Aviation Management, Aviation Management Training for Supervisors training course or attend a DOI Aviation Management line managers briefing course every 3 years.

(3) National Aviation Managers, Bureau Regional/State/Area Aviation Managers, Aviation Coordinators/Specialists, Aviation Safety Managers, and Collateral Duty Aviation Safety Personnel. Personnel who plan, organize, direct, control, oversee, or administer aviation or aviation safety programs within the bureaus.

- Objective. Knowledge required includes DOI aviation management, aviation safety, and aircraft accident prevention management principles and techniques and related policies in order to positively effect loss control measures. For required training, see the appendix.

(4) Contracting Officers Representatives (COR) (formerly COAR) and Technical Representatives (COTR). Individuals designated by the DOI AM Contracting Officer (CO) to monitor aviation services contract performance for administrative (COR) and technical (COTR) provisions of the contract.

- Objective. Knowledge required includes DOI aviation policy, basic contract administration, and methods for verifying the work performed upon which payment is based and technical aspects of the contract. Initial requirement (24 hours) shall be obtained prior to designation as a COR or COTR. Currency training (8 hours) is required every 3 years. For required training, see the appendix.

/s/ Michael A. Martin

Associate Director

IAT Requirements Matrix
Easy Reference for the IAT Position Descriptions and Module Requirements
September 9, 2003

No.	Modules	Positions															
		Passenger*	Aircrew Member	Flight Crew/Pilot	Fixed-Wing Manager	Fixed-Wing Manager-Special Use	Helicopter Manager (+see COR)	Mission Specialist	Aviation Dispatcher	Project Aviation Manager	Unit Aviation Manager	Aviation Management/Technical Specialist	Regional/State/National Aviation Manager	Administrative Staff	Supervisor	Agency Administrator	Contracting Offcr's Rep/Project Inspector
A-101	Aviation Safety (all aircraft)		X	X	X	X	X	X		X	X	X	X				
A-103	FAA NOTAM System								X		X	X					
A-104	Overview of Aircraft Capabilities & Limitations																
A-105	Aviation Life Support Equipment		X	X	X	X	X	X		X	X	X	X				
A-106	Aviation Mishap Reporting		X	X	X	X	X	X	X	X	X	X	X				X
A-107	Aviation Policy & Regulations-I		AS	X	AS	AS	X	AS	X	X	X	X	X	X			
A-108	Preflight Checklist & Briefing/Debriefing		X		X	X	X	X		X	AS	X	AS				
A-109	Aviation Radio Use		AS			AS	AS	AS	X	AS	X	X					
A-110	Aviation Transportation of HAZMAT (if involved)		X	X	X	X	X	X	X	X	X	X	AS				
A-111	Flight Payment Document			X	X	X	X		X	X	X	X	AS	X			X
A-112	Mission Planning & Flight Request Process			X	X	X	X		X	X	X	X	X				
A-113	Crash Survival		X	X	X	X	X	X		X	X	X	X				
A-200	Annual Mishap Review		X	AS	X	AS	X	AS	AS	AS	X	AS	AS	AS	AS	AS	AS
A-201	Overview of Safety & Accident Prevention Program			X			X			X	X			X			
A-202	Interagency Aviation Organizations			X			AS		X	AS	X	X	X				
A-203	Basic Airspace			X		AS	AS		X	AS	X	X	X				
A-204	Aircraft Capabilities & Limitations				AS	X	X	X	X	X	X	X	X				
A-205	Risk Awareness ***		AS	X	AS	X	X		X	X	X	X	X	X			
A-206	Aviation Acquisition and Procurement					AS	X		X	X	X	X	X				X
A-207	Aviation Dispatching			AS			AS		X	AS		X	AS				
A-208	Aircraft Pre-Use Inspection						AS			AS	X	X					X
A-209	Helicopter Operations (+helo aircrew only)		AS+				X										
A-210	Helicopter Field Exercises (+helo aircrew only)		AS+				AS										
A-211	Aviation Planning						AS			X	X	X	X				
A-212	Aircraft Rental Agreement/Blanket Purchase Agreement						X		X	X	X	X	X				X
A-300	Aviation Lessons Learned			X			X				X		X				
A-301	Implementing Aviation Safety & Accident Prevention					AS	AS			X	X	X	X				
A-302	Personal Responsibility & Liability		AS	AS		X	X	AS	AS	X	X	X	X	X		X	X
A-303	Human Factors in Aviation		AS	X		AS	AS	AS	X	AS	X	X	X	X			
A-304	Aircraft Maintenance			AS			AS										X
A-305	Risk Management			X		AS	AS		X	X	X	X	X	X			
A-306	Aviation Contract Administration Parts I & II						AS						X				X
A-307	Aviation Policy and Regulations-II			X		AS	AS		X	AS	X	X	X	X			
A-308	Aviation Policy and Regulations-III									AS	AS	X	X				
A-309	Helicopter Flight Manuals ***						AS										
A-310	Overview of Crew Resource Management ***		AS	X		X	X	AS	AS	AS	AS	X	AS				
A-311	Aviation Program Overview for Agency Administrators															X	
A-312	Water Ditching and Survival**		AS	X		AS	AS										
A-313	Aviation Security (proposed)			X		X	X			X	X	X	X				
	Mission-Specific Training as Required by Agency		AS			AS	AS	AS		AS	AS	AS	AS				

*Interagency Aviation User Pocket Guide (NFES 1373)

**For those who fly beyond power-off gliding distance from shore

***Under development

X=Required

AS=When specified by DOI bureaus or U.S. Forest Service