



United States Department of the Interior

National Business Center

Aviation Management

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-22

Subject: Pilot Training Program

Effective Date: January 1, 2004

Supersedes: OPM 03-22 dated January 1, 2003

Distribution: A, B, & C

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.1 Purpose. This OPM establishes the Interior Pilot Training Program as called for in Departmental Manual 112 DM 12.2.I. This document identifies minimum pilot training requirements for Department of the Interior (DOI) employee pilots. This requirement will replace the three day Flight Crewmember Workshops and allow the bureaus more flexibility to design flight training programs appropriate to their missions. This OPM also establishes policy for creation of individual training programs for pilots not meeting the requirements of 351 DM 3.

.2 Introduction. Within the body of this document, the use of the term "bureau" is intended to represent all Interior entities such as service, office, survey, etc.

.3 Authority. Authority is authorized under Departmental Manual 112 DM 12; 350 DM 1.1; 352 DM 1; 485 DM 1; and Secretarial Order 3250 dated September 30, 2003.

.4 Responsibilities. The education and training of DOI pilots is the responsibility of Bureau management. Oversight of this critical aviation accident prevention effort requires a balanced partnership between the Department of the Interior, Aviation Management (DOI AM) and bureau management.

A. Bureau Responsibilities. Heads of bureaus are responsible for ensuring that all employees involved in piloting aircraft receive an appropriate level of aviation training. The education and training listed in the appendices are the minimum for promoting aircraft accident prevention and developing operational skills. Bureaus are encouraged to develop training requirements unique to their specific programs to satisfy the 30-credit requirement every 2 years as specified in Appendix A. Managers shall:

- 1) Provide adequate resources and time for employees to effectively perform their aviation duties in a safe and professional manner.
- 2) Ensure that the appropriate employees attend required training.
- 3) Manage bureau pilot training to ensure that Departmental and bureau-specific training needs are addressed.
- 4) Provide DOI AM with documentation of completed pilot training.
- 5) Submit requests to DOI AM for approval of individual training programs for pilots not meeting the requirements of 351 DM 3 in accordance with Appendix B. These requests require the pilot's supervisory approval and bureau national aviation office approval before forwarding to DOI AM.

B. Department of the Interior Aviation Management (DOI AM) Responsibilities.

DOI AM is responsible for maintaining a DOI pilot training program to meet Department-wide and selected bureau-specific needs. Training records specific to each pilot will be maintained at DOI AM. DOI AM will participate in the development of individual training programs for bureau pilots that do not meet the requirements of 351 DM 3.

.5 Required Training for DOI Pilots. Required training and currency requirements are listed in Appendix A.

/s/ Michael A. Martin

Associate Director

APPENDIX A

DOI Pilot Training Requirements

- A. All DOI pilots are required to complete the following modules during their first 12 months of employment:

A101	Aviation Safety*
A105	Aviation Life Support Equipment*
A106	Aviation Mishap Reporting*
A107	Aviation Policy and Regulations I*
A110	Aviation Transport of Hazardous Materials*
A111	Flight Payment Documents*
A112	Mission Planning and Flight Request Process*
A113	Crash Survival*
A201	Overview of Safety and Accident Prevention*
A202	Interagency Aviation Organizations*
A203	Basic Airspace
A205	Risk Awareness
A300	Aviation Lessons Learned
A303	Human Factors in Aviation
A305	Risk Management
A307	Aviation Policy and Regulations II
A310	Overview of Crew Resource Management
A312	Water Ditching and Survival
A313	Aviation Security (proposed)

*These modules are available online at <<http://iat.nifc.gov>>.

- B. All DOI pilots are required to complete the following modules or the equivalent every 4 years. Equivalency will be determined by agreement between OAS and the bureau aviation manager. These modules can be completed by attending an ACE or via online computer-based training.

A105	Aviation Life Support Equipment
A106	Aviation Mishap Reporting
A110	Aviation Transport of Hazardous Materials
A113	Crash Survival
A205	Risk Awareness
A300	Aviation Lessons Learned
A303	Human Factors in Aviation
A305	Risk Management
A307	Aviation Policy and Regulations II
A310	Overview of Crew Resource Management
A312	Water Ditching and Survival
A313	Aviation Security (proposed)

- C. All DOI pilots must obtain 30 credits of aviation-related training every 2 years. The options available to fulfill this requirement are listed below:

<i>No.</i>	<i>Training</i>	<i>Credits</i>
1	DOI flight clinics: ski, float, off airport, low-level, LE/resource, etc. (3-day minimum)	30
2	Emergency maneuver/spin training (with vendor, 8 hours)	30
	Emergency maneuver/spin training (with vendor, 4 hours)	15
3	FAA certificate upgrade	15
4	CFI renewal clinic	15
5	FAA Wings Program (obtain one level)	15
6	FAA safety seminar (credits per seminar)	4
7	Flight review	4
8	Pilot safety course	
<i>a</i>	Accredited college aviation course	15
<i>b</i>	Dunker training	5
<i>c</i>	Cool school or wet weather school	10
<i>d</i>	Aviation Conference and Education	10
9	Flight hours	
<i>a</i>	Receiving training from a CFI (credits per flight hour)	5
<i>b</i>	Giving training to a DOI pilot (credit per flight hour)	1
10	IFR training	
<i>a</i>	Formal simulator class (not PC-based)	30
<i>b</i>	Simulator or IFR flight with a safety pilot (credits per flight hour)	3
11	Expos (Oshkosh, Sun & Fun, AOPA, HAI, NBAA, etc.)	5
12	Factory schools (Bell, Cessna, Flight Safety, SimuFlite, SimCom)	30
13	Make and model ground refresher	5
14	DOI/bureau pilot ground school (3-day minimum)	30

APPENDIX B

Individual Pilot Training Program In Lieu of 351 DM 3 Requirements

Requests from bureaus wanting to train pilots not meeting the requirements of 351 DM 3 will follow the process outlined below. The intent of the Pilot Training Program is to provide training to a DOI employee with a reasonable expectation that the employee will perform duties as a DOI pilot at the completion of the training.

1. Requests for pilots to enter a pilot training program designed to provide pilot training, develop proficiency, and gain a thorough understanding of bureau-specific mission profiles in lieu of 351 DM 3 will be approved in writing by the regional and national office of the bureau making the request. A copy of the approval shall be submitted to OAS and placed in the pilot's file. The bureau and OAS Area/Regional office in coordination with the appropriate functional specialist will cooperatively develop a training program for the trainee.

2. Trainee pilots who have logged less than 200 hours of pilot-in-command time, or who are lacking the required ratings to qualify for a Department of Interior pilot position, will be referred to a Federal Aviation Administration (FAA)-approved Part 141 pilot school for training until the applicant has acquired at least 200 hours of pilot-in-command time and all required ratings.

3. Trainee pilots who have accumulated 200 hours of pilot-in-command time and have all of the required ratings may be placed in an official pilot training program until they meet the requirements of 351 DM 3. Pilots in official training programs are not allowed to transport passengers unless specifically authorized by OAS and may only manipulate the controls when a qualified and current FAA Certified Flight Instructor (CFI) is on board.

a. Trainee pilots with 200 to 400 hours of pilot-in-command time may manipulate the controls of an aircraft if established under this program as long as they are accompanied by a current CFI who is qualified and current in the aircraft. These flights will be training flights to learn about bureau missions and to practice specific maneuvers, as defined by an established flight-training syllabus approved by OAS and the employing bureau.

b. Trainee pilots with 400 to 500 hours of pilot-in-command time, when approved by OAS, may fly solo during point-to-point flights with no passengers. Any special use flight will require a current CFI on board who is qualified and current in the aircraft and the special use mission. When pilots are approved for solo flight, OAS shall provide approval in writing identifying any restrictions or limitations.

4. OAS will evaluate trainee pilots at the completion of each phase of training as defined in the flight syllabus to determine if the necessary skills have been learned. DOI pilot cards will only be issued after the completion of training. This final training evaluation will determine the activities for which the pilot is approved. The final evaluation will be conducted by an inspector pilot not associated with the training or interim evaluations.