



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 NO. 04-40

Subject: Toe-In, Single-Skid, and Step-Out Landings

Effective Date: January 1, 2004

Supersedes: OPM 03-40 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for toe-in, single-skid, and step-out landings in helicopters.

.2 Authority. This policy is established by the Associate Director, Department of the Interior, Aviation Management (DOI AM), in accordance with Departmental Manual 350 DM 1, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. This OPM establishes policy and operational guidelines for the use of helicopter toe-in, single-skid, and step-out landings. This policy applies to all DOI fleet, cooperator, and vendor flight activities.

- A.** Due to the hazardous nature of these types of landings, toe-in, single-skid, and step-out landings are to be used only when absolutely necessary and in compliance with procedures in .3B and .3C.
- B.** If a bureau identifies a need to perform these types of landings to accomplish a program requirement, they shall contact their DOI AM Regional/Area Office for assistance a minimum of 2 weeks prior to the mission. This request for assistance shall include an operations plan for the project as well as a risk assessment and the bureau aviation manager's approval.
- C.** In response to bureau requests for assistance with flight activities involving toe-in, single-skid, and step-out landings, the DOI AM Regional/Area Office will provide appropriate pilot approvals in conjunction with specific project requirements. In addition, DOI AM will provide the required training for bureau personnel/passengers who will enter and exit helicopters during these types of landings.

/s/ Michael A. Martin

Associate Director