

**NATIONAL BUSINESS CENTER
AVIATION MANAGEMENT**

FY 2004 - OPMs

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DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-01

Subject: Index of Departmental Manual (Aviation Management) Information

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1. **Purpose.** Appendix 1 is an alphabetical index of information contained in Parts 350 through 354 of the Departmental Manual (DM) (Aviation Management).

/s/ Michael A. Martin

Associate Director

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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-02

Subject: Flight Plans and Flight Following

Effective Date: January 1, 2004

Supersedes: OPM 03-02 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM establishes policy for aircraft flight plans and flight following and replaces policy stated in Departmental Manual 351 DM 1.4.

.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.

Flight Plans. Pilots shall file and operate: a) on a Federal Aviation Administration (FAA) flight plan; or, b) on an International Civil Aviation Organization (ICAO) flight plan; or, c) in accordance with a bureau-approved flight plan program; or, d) in accordance with an DOI AM Director-approved vendor flight plan program specified in a DOI AM procurement document. Flight plans shall be filed prior to takeoff when possible.

Bureau flight plan programs may be used to accommodate specialized bureau missions and must be approved as delegated by the bureau Director. As a minimum, a bureau flight plan program must specify route of flight, estimated time of arrival (ETA), how an aircraft will be tracked during flight and response procedures should the aircraft experience a mishap or fail to check-in.

Flight Following. Pilots are responsible for flight following: a) with the FAA, or, b) with the appropriate ICAO entity, or, c) in accordance with a bureau-approved flight following program, or, d) in accordance with an DOI AM Associate Director-approved vendor flight following program specified in a DOI AM procurement document. When communication is possible, position reporting shall not exceed one-hour intervals under normal circumstances.

Bureau flight following programs must be approved as delegated by the bureau Director. As a minimum, a bureau-approved flight following program must specify actions to be taken (e.g. notify the FAA) in the event of an overdue or missing aircraft. Position reports resulting from use of a bureau-approved flight following program must be documented by the receiving office and provide enough information to enable easy location of an overdue or missing aircraft.

An aircraft is considered "overdue" when it fails to arrive within 30-minutes past the ETA and cannot be located. An aircraft is considered "missing" when it has been reported to the FAA as being "overdue" and the FAA has completed an administrative search for the aircraft without success.

/s/ Michael A. Martin

Associate Director



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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-03

Subject: Use of Privately Owned Aircraft

Effective Date: January 1, 2004

Supersedes: OPM 03-03 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM incorporates the use of privately owned aircraft into the Transportation of Passengers policy in 350 DM 1.7.

.2 General. Privately owned aircraft as defined in 350 DM 1, Appendix 5, have not been required to comply with the policies and definitions prescribed in 41 CFR 101-37 which is required for travel on Government aircraft. This has led to family members of employees being carried on official business flights in privately owned aircraft without complying with 41 CFR 101-37.

.3 Policy.

A. Delete the current 350 DM 1.7 which reads:

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 41 CFR 101-37.

B. Add the new 350 DM 1.7 which reads:

Transportation of Passengers. Travel on Government aircraft or privately owned aircraft (as defined in 350 DM 1, Appendix 5) on official business is restricted to official travel or travel on a space-available basis subject to the policies and definitions prescribed in 41 CFR 101.37, OMB Circular A-126 and OAS Operational Procedures Memorandum 7.

/s/ Michael A. Martin

Associate Director



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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

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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
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



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DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-05

Subject: Use of a Fire Extinguisher with the Minimum Rating of 2-B:C

Effective Date: January 1, 2004

Supersedes: OPM 03-05 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM incorporates the use of a fire extinguisher with the minimum rating of 2-B:C into 351 DM 2.2.A to maintain interagency fire standards.

.2 General. The fire extinguisher rating as defined in 351 DM 2.2.A does not comply with current industry standards.

.3 Policy.

A. Delete the current 351 DM 2.2A which reads:

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. Add the new 351 DM 2.2A which reads:

The fire extinguisher(s) as required by 14 CFR 135 shall be a hand-held bottle, minimum 2-B:C rating, and mounted accessible to the flight crew.

/s/ Michael A. Martin
Associate Director



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04-06

Subject: Services Provided, Use Rates, and Payment and Collection Policies

Effective Date: January 1, 2004

Supersedes: OPM No. 03-06 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM identifies services available through the Department of the Interior, Aviation Management (DOI AM) and establishes costs to the using bureau or office for the requested services.

A. Office of the Secretary Appropriation. DOI AM receives a direct appropriation to provide oversight of Department-wide aviation policies and procedures.

B. Working Capital Fund. Most services furnished by DOI AM to ordering and using bureaus are financed through the operation of a Working Capital Fund (revolving fund). The enabling legislation dictates the Working Capital Fund (WCF) must recover all costs of operations. This is normally accomplished through a process of billing for services provided on a direct expense basis (paid to vendor, etc.) plus an appropriate administrative overhead expense on the requested services. For DOI customers, the administrative expense will be paid annually at the bureau level and the DOI AM bills to field users will reflect no additional surcharge amount. For non-DOI customers, the DOI AM will continue to bill on the basis of direct costs, plus the appropriate percentage for administrative overhead expense unless an agreement specifies a different payment plan.

.2 Technical, Safety and Training Services Provided Through the Working Capital Fund. Services currently available to the requesting DOI bureau or office as part of the total aviation support provided by the DOI AM to the Department includes items such as:

A. Aviation Management and User Safety Training. This activity includes aviation use, safety and management training for all DOI employees involved with programs using aviation services. Training ranges from elementary safety through technical programs such as transportation of freight, hazardous materials, rappelling, helitorch, and aviation management courses. The technical programs also include hosting DOI pilot workshops and standardization of DOI pilots employed by various bureaus of the Department.

B. Aviation Safety. This activity includes hazard identification within a proposed or existing aviation operation, policy or procedure; providing DOI (bureau/agency) management a risk assessment of aviation operations as a tool to assist them in developing sound aircraft accident prevention measures within their aviation programs; inspection and evaluation of aviation operations, including maintenance and fueling facilities and hazardous materials transportation by aircraft; investigation of all DOI aircraft mishaps; maintenance and analysis of aircraft accident and incident data; providing recommendations resulting from aviation mishap analysis which is oriented to aircraft accident prevention measures and reduction of personnel injuries or deaths.

C. Transportation Studies. The DOI AM can assist any DOI bureau with a study of the total region, area, or state transportation needs. The result will be a report to management on the most safe, cost effective, and efficient method of meeting transportation needs.

D. Aviation Technical Services. This activity includes flight checking DOI pilots for proficiency; development of technical specifications for aircraft contracting; research of specialized equipment requirements, advisory services with respect to cost/benefit comparisons of various equipment options; and assistance to bureaus in the field with respect to technical operational problems.

.3 Aircraft Services to DOI Bureaus. Bureaus using aircraft, aircraft services and other related services provided by the DOI AM will pay the costs for these services. One of the major benefits of having centralized aircraft procurement is the extensive Management Information System (MIS) available to all offices using the Aircraft Use Report (OAS-2 and OAS-23) flight reporting and payment system. This system can be of great assistance in management decisions based on past data or forecasts for the future. The available services, rate computations, and payment and collection policies are as follows:

A. DOI AM Fleet Aircraft Services.

(1) General Utility Aircraft. General utility aircraft are defined as a fleet of aircraft owned by the Department and operated, and maintained by DOI AM, under operational control of DOI AM, and available on an as-needed basis.

(2) Project Aircraft. Project aircraft are aircraft owned by the Department but crewed by a bureau and assigned to that bureau for exclusive use and operational control for an extended period of time (up to one year). Assignments will be made on the basis of a negotiated written agreement between the DOI AM Associate Director, or the DOI AM Alaska Regional Director and the proper official of the user bureau.

(3) Use Rates. Operation of fleet aircraft will be charged to a user bureau by a flight-hour and monthly use rate. These use rates are established so that DOI AM may recover costs of operating the aircraft, including scheduled and unscheduled maintenance; time between overhaul (TBO) maintenance reserves; accident/incident reserves; fuel; and aircraft depreciation/replacement/refurbishing reserves. When a general utility aircraft is needed by a using bureau, a request must be made to the appropriate DOI AM Flight Coordination Center (FCC). The use rates are available by contacting FCC. Orders must be accompanied by the user bureau's Agency Order Number. The aircraft owned by the Department in the contiguous 48 states will normally be handled as Project Aircraft.

(4) Loss or Damage to Aircraft. DOI AM assumes responsibility for loss or damage to aircraft when crewed by DOI AM pilots or by DOI AM-approved bureau pilots, unless other specific arrangements are addressed in the above mentioned annual agreement. While DOI AM assumes costs for loss or damage to the aircraft, liability is limited to the blue book value at the time of the accident, plus retrieval cost. The user assumes any third-party liability that may arise from the operation of the aircraft.

B. Contract Services.

(1) Definition. Contract services include the procurement of aircraft, aircraft components and accessories, aircraft maintenance and commercial aviation services by formal contract in accordance with 353 DM 1.

(2) Funding. DOI bureaus will pay for these services through the WCF Centralized Billing process.

(3) Additional Charges. Contract services or the purchase of fleet aircraft that require extensive travel or per diem by DOI AM employees may result in additional bureau charge for travel and per diem only. No additional charges for labor shall apply. Reimbursements of this type shall be coordinated and agreed upon by the bureau and DOI AM in advance using a special reimbursable agreement.

C. DOI AM Aircraft Rental System Services and Charters. Services include arrangement of commercial aviation services through the DOI AM aircraft rental system using Aircraft Rental Agreements (ARAs) in accordance with 353 DM 2. Orders for commercial aviation services may either be placed through an DOI AM Flight Coordination Center or by a bureau representative holding appropriate authority within the bureau to place orders against the DOI AM agreement.

(1) Definition. Aircraft rental services include charters and other aircraft usage of a relatively short duration covered by an ordering agreement; i.e., one trip, one job, etc.; and which are obtained at an estimated cost not to exceed the open-market limitation.

(2) Funding. DOI bureaus will pay for these through the WCF Centralized Billing process.

(3) Aircraft Services Procurement Ratification. If a system user orders aircraft services from a commercial vendor or aircraft not on the current DOI AM source list, or otherwise available under an DOI AM procurement document, a Ratification of Unauthorized Commitment must be prepared before the vendor can be paid by DOI AM. Ratification is costly; it requires an extensive documentation, justification and approval process, the costs of which are not anticipated in DOI AM overhead rates. When ratification is required, the ordering office shall be responsible for furnishing a written justification explaining the circumstances leading to the unauthorized commitment and actions being taken to preclude reoccurrence. The DOI AM procurement staff will review

the justification and, when justified, prepare a ratification statement for approval by the Associate Director-DOI AM in accordance with Federal Acquisition Regulations. When DOI AM pays for such ratified commitments, DOI AM will bill the bureau for the flight services, and if warranted, charge the bureau, on the same billing, an additional \$1000 to cover ratification expenses incurred.

D. Miscellaneous Services. Other aviation related services not identified in A, B, or C above will be identified as Miscellaneous Services.

(1) Definition. These services will include Open Market and small purchase transactions, personnel support, pilot training, etc.

(a) Open market services include purchase transactions accomplished by DOI AM on behalf of the requesting bureau or office for aviation-related items or support, such as, purchase order procured aircraft components and accessories, fuel, aircraft crew field accommodations, etc.

(b) Personnel support services includes additional personnel support on aircraft-related projects, etc., which are furnished by DOI AM upon request by a bureau. Such services will be subject to DOI AM staffing and operational limitations.

(2) Administrative Surcharge. The charges for these services will be negotiated with the requesting bureau and set forth in a written agreement, signed by both parties, prior to the performance of the requested service.

.4 Services to Agencies Outside Department of the Interior. Services provided to non-DOI agencies will be subject to staffing and operational limitations with priority given to bureaus within DOI.

A. DOI AM Fleet Aircraft Services. Aircraft owned by the Department may be made available to agencies outside DOI at rates negotiated with the requesting organization, the current DOI bureau to which the aircraft is assigned, and DOI AM.

B. Contract Services.

(1) Commercial aviation services will be provided to agencies outside DOI based upon the direct contract costs, plus a percentage administrative expense determined by the annual estimated contract price of each aircraft calculated separately. The non-DOI user service charge schedule is outlined as follows:

<u>Cost Per Individual Aircraft</u>	<u>Percentage</u>
\$ 0 - 250,000	11%
\$ 250,001 - 500,000	9%
\$ 500,001 - 1,500,000	7%
\$1,500,001 and above	6%

(a) Aviation services procured through competitive negotiation, at the request of the user agency, require substantial effort and expense over and above that required by the regular sealed bid process. The extra travel and per diem costs incurred in this negotiation process will be charged to the requesting organization, in addition to the above published administrative overhead percentage.

(b) Non-DOI users of DOI AM contractually procured commercial aviation services receive many of the same related DOI AM services as do DOI agencies such as routine contracting staff effort in the procurement, similar vendor payment, user billings, and Management Information System output. Also, the percentage for administrative expenses covers certain other items which are available to DOI users such as technical specifications preparation or amendments for the contracts, one-day user aviation safety training for field crews using the aviation equipment, and technical inspection of vendors, equipment and pilots.

(c) Additional safety training, requested safety surveys or evaluation, excessive accident investigation costs (e.g., aircraft retrieval or engine tear down analysis expenses), extraordinary management training sessions, etc., are not included in the percentage administration expense and, therefore, must be arranged to be handled as reimbursable services as identified in .3D, Miscellaneous Services.

(2) Aircraft Purchases. Services related to the acquisition of aircraft may be provided to non-DOI bureaus at a service charge of 6% with an upper limit negotiated with the requesting organization. This rate will apply to the purchase price of the aircraft, as well as to any components and accessories not purchased on the same contract as the aircraft. When an acquisition involves used equipment or price negotiation where extensive travel is required, travel and per diem will be charged in addition to the 6% service charge.

C. Aircraft Rental Services. These services will be provided in accordance with paragraph .3C of this OPM. The use rate for non-DOI users is actual costs paid to the vendor plus a 14% DOI AM administrative overhead expense.

D. Miscellaneous Services. Additional aviation service available through DOI AM will be provided to agencies outside DOI on a direct-cost-plus-14% administrative expense. In special cases this administrative expense may be negotiated lower prior to the performance of the requested service, if agreed to by both parties.

.5 Billing Policy. DOI AM will bill the using bureau or office through the user-entered DOI AM assigned Billee Code in the appropriate location on the Aircraft Use Report (Form OAS-2 or OAS-23). The complete and accurate completion of the Aircraft Use Report is very important to allow DOI AM to prepare complete and accurate payments to vendors and bills to users. An Aircraft Use Report should include user bureau or office accounting or charge code in the "Other Agency Information" block. Aircraft services provided by DOI AM for the specific use of the original requesting federal bureau may, however, be used by a secondary federal bureau, as well as other users outside the Federal Government, provided permission is given by the original requesting bureau and the secondary user has an assigned Billee Code. All charges for such secondary service furnished by DOI AM will be billed to and recovered from the original bureau if the secondary user refuses to pay for the services provided. Any discounts derived from DOI AM's prompt payments to contract or rental operators will be passed on to the user agencies. Any Prompt Payment Act interest penalty incurred due to user agency actions, i.e., paperwork delayed by using or benefiting bureau will be billed to that using organization along with the appropriate aircraft service costs.

.6 Billing Procedures. DOI AM uses the Department of the Treasury Intra-governmental Payments and Collection (IPAC) system to recover the cost of services provided. Each 15 days a "Detail of Charges" printout will be provided to each using office for all DOI/AM fleet, contract, and rental (ARA) aircraft services, as well as DOI AM fuel charges. "Miscellaneous Services Detail of Charges" printout is issued at the end of each month. These printouts will include flight dates, flight hours, etc., with the cost for each item and flight reflected. The "Detail of Charges" will state in the lower left corner when these charges will be collected through the IPAC system from the user's finance office. On the stated IPAC collection date, DOI AM will provide the appropriate finance office with a summary of all charges supported by the appropriate "Detail of Charges" printouts.

.7 Payment of Bills. User bureaus or organizations outside the IPAC system are expected to pay all DOI AM bills (Form DI-1040 or SF-1080) in full within 15 days of receipt by the user in accordance with GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Chapter 2.

Billings to non-Federal customers will be subject to the appropriate debt collection rules and regulations, which include interest and penalties on delinquent bills. If there are any questions regarding a bill, users should contact Financial and Information Management, 300 E. Mallard Drive, Ste. 200, Boise, ID 83706-3991, telephone 208-433-5033 or 5038.

/s/ Michael A. Martin

Associate Director



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DOLAM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-07

Subject: Improving the Management and Use of Government Aircraft

Effective Date: January 1, 2004

Supersedes: OPM 03-07 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM implements the policy and procedures contained in the following documents:

A. Office of Management and Budget (OMB) Circular A-126 (copy attached as Appendix 1).

B. Presidential Memorandum, subject: Restricted Use of Government Aircraft, dated February 10, 1993.

C. OMB Bulletin No. 93-11 (copy attached as Appendix 2).

D. U.S. Department of the Interior Solicitor Memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

E. 41 CFR 101-37 (FPMR Amendment G-101), Government Aviation Administration and Coordination. (copy attached as Appendix 4).

.2 General. Collectively the documents referenced above prescribe policy and procedures for the management and use of Government aircraft. Additionally, they mandate an aircraft justification process, a cost accounting system, general and special travel approvals and reporting requirements specifically directed toward senior officials traveling on Government aircraft, and provide guidance on "space available" travel. Compliance with the provisions of these instructions is a matter of interest at the highest echelons of Government, including Department of the Interior (DOI). Bureaus must comply with internal control requirements outlined in OMB Circular A-126, paragraph 13a(ii). DOI bureaus can reasonably expect to have implementation of this program an item of review during audits and evaluations by the General Accounting Office and the Inspector General.

.3 Definitions. The following definitions supplement or restate those found in the documents referenced in paragraph .1 above

A. Actual Cost - For DOI fleet aircraft is the published per-hour flight rate (the variable cost). This is consistent with the provisions of A-126.

B. Bureau - The term "bureau" denotes Bureau of Land Management, National Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, Bureau of Mines, Bureau of Reclamation, Office of Surface Mining, United States Geological Survey, Minerals Management Service, Territorial and International Affairs, National Biological Survey, and all other offices of the Secretary of the Interior.

C. Senior Executive Branch Officials - Civilian officials appointed by the President with the advice and consent of the Senate, or civilian employees of the Executive Office of the President.

D. Senior Federal Officials - Employees paid at a rate of pay beyond a GS/GM-15.

E. Space Available Travel - Travel using aircraft capacity, that is already scheduled for use for an official purpose that would otherwise be unutilized.

.4 Policy. The application of policies and procedures outlined in this OPM and its appendices are the responsibility of the respective bureau utilizing Government aircraft.

A. Except as authorized on a trip-by-trip basis by the Secretary of the Interior, "space available" travel is limited to civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

B. If "space available" travel is authorized by the Secretary, the appropriate reimbursement procedures outlined in 41 CFR 101-37.403 shall apply.

C. "Space Available" travel is only allowed under specific conditions. **Appendix 5 is a flow chart that outlines the decision-making process for "space available" travel.**

D. Travel on Government aircraft must be approved in writing by the bureau that sponsors the travel.

E. Authority to approve travel on Government aircraft is at the bureau head, or officials designated by the bureau head.

F. Travel on Government aircraft must be justified by preparing a travel cost analysis, Form OAS-110 (copy at Appendix 6) or comparable procedure.

G. Approval of the justification form must be at least one organizational level above the person(s) traveling.

H. "Required use" travel requires special approvals. See page 6, paragraph 11.b. of A-126. (Note: "Agency's" senior legal official written approval.)

I. Special approvals¹ are required for Senior Federal Officials for travel that is not to meet "mission requirements" or "required use travel", members of families of such senior Federal officials, and non-Federal travelers. **Appendix 7 is a flow chart that outlines the decision-making process for Senior Federal Official travel using Government aircraft.**

¹ Special approvals are required on a trip-by-trip basis and be signed by the agency's senior legal official or his/her principal deputy. (See page 7, paragraph 11.C. of OMB Circular A-126.)

J. Guidance on submitting requests to the Office of the Solicitor for special approvals that involve senior Federal officials and employees pursuant to OMB Circular A-126 is contained in Office of the Solicitor memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

.5 Documentation. All uses of aircraft owned, leased, chartered or rented and operated by DOI must be documented and the documentation retained for at least two years.

A. The documentation required for all Government aircraft use is contained in 41 CFR 101-37.407, Appendix 4.

B. The documentation for Government aircraft used to support official travel must include Form OAS-110, or similar record, and be retained by the sponsoring bureau.

C. In addition to the documentation of Government aircraft use, semi-annual reporting is required for travel by Senior Federal Officials, Senior Executive Branch officials, members of families of such officials, and any non-Federal travelers. DOI bureaus shall submit a summary report for their bureau direct to GSA. The report requirement is defined in 41 CFR 101-37.408 **Reporting travel by senior Federal officials.** "Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Travel Management Policy Division (MTT), 1800 F Street NW, Room G-219, Washington DC 20405 (FAX 202-501-0349). Agencies shall submit report data using the GSA spreadsheet for Senior Federal Travel (Sample in Appendix 8). Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report (Appendix 9). Agencies are responsible for collecting and maintaining all the detailed data required by 41 CFR 101-37.4, but are only required to report on some of the data.

- (1) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:
 - (2)
 - a. The traveler's employing or sponsoring agency.
 - b. The first and last name of the traveler.
 - c. The total number of flights the traveler took during the reporting period.
 - d. The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.
- (3) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

- (4) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GSA or OMB but must be made available by the agency for review by properly cleared personnel. “

/s/ Michael A. Martin

Associate Director

May 22, 1992

Circular No. A-126

(Revised)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving the Management and Use of Government Aircraft

1. Purpose
 2. Authority
 3. Background
 4. Scope and Coverage
 5. Definitions
 6. Acquisition and Management
 7. Use of Government Aircraft
 8. Travel on Government Aircraft
 9. Reimbursement for Use of Government Aircraft
 10. Approving the Use of Government Aircraft
 11. Approving Travel on Government Aircraft
 12. Documenting the Use of Government Aircraft
 13. Responsibilities
 14. Accounting for Aircraft Costs
 15. Effective Date
 16. Information Contact
-
1. **Purpose.** This Circular is being issued to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by Executive Agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft.
 2. **Authority.** This Circular is issued under the authority of the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and 31 U.S.C. 1344.
 3. **Background.** The Office of Management and Budget has concluded that the government-wide policy guidance with respect to the use of government aircraft should be clarified to restrict the operation of government aircraft to defined official purposes; restrict travel on such aircraft; require special review of such travel on government aircraft by senior officials or non-Federal travelers in circumstances described hereafter; and codify policies for reimbursement for the use of government aircraft.
 4. **Scope and Coverage.** This Circular applies to all government-owned, leased, chartered and rental aircraft and related services operated by Executive Agencies except for aircraft while in use by or in support of the President or Vice President.

5. **Definitions.** For purposes of this Circular, the following definitions apply.
- a. **Government aircraft** means any aircraft owned, leased, chartered or rented and operated by an Executive Agency.
 - b. **Mission requirements** means activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport of troops and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attaché-controlled aircraft, aeronautical research and space and science applications, and other such activities. For purposes of this Circular, mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.
 - c. **Official travel** means (i) travel to meet mission requirements, (ii) required use travel, and (iii) other travel for the conduct of agency business.
 - d. **Required use** means use of a government aircraft for the travel of an Executive Agency officer or employee, where the use of the government aircraft is required because of bona fide communications or security needs of the agency or exceptional scheduling requirements.
 - e. **Senior Federal officials** are persons:
 - (i) employed at a rate of pay specified in or fixed according to subchapter II of chapter 53 of title 5 of the U.S. Code;
 - (ii) employed in a position in an Executive Agency, including any independent agency, at a rate of pay payable for level I of the Executive Schedule or employed in the Executive Office of the President at a rate of pay payable for level II of the Executive Schedule;
 - (iii) employed in a position in an Executive Agency that is not referred to in clause (i) (other than a position that is subject to pay adjustment under Section 1009 of Title 37 of the U.S. Code) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under section 5304 of title 5 of the U.S. Code (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of basic pay payable for the Senior Executive Service under Section 5382 of title 5 of the U.S. Code; or
 - (iv) appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 of the U.S. Code or by the Vice President to a position under section 106(a) (1) (A), (B), or (C) of title 3 of the U.S. Code.

Generally, these are persons employed by the White House and executive agencies, including independent agencies, at a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive

Service. Exempted from this definition, for purposes of this Circular, are active duty military officers.

- f. **Full coach fare** means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.
- g. **Actual cost** means all costs associated with the use and operation of an aircraft. (See Attachment A for detailed definition.)

6. Acquisition and Management.

- a. The number and size of aircraft acquired by an agency and the capacity of those aircraft to carry passengers and cargo shall not exceed the level necessary to meet the agency's mission requirements.
- b. Agencies must comply with OMB Circular No. A-76 before purchasing, leasing or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.
- c. Agencies shall review periodically the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with the requirements of OMB Circular No. A-76. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.
- d. Agencies shall use their aircraft in the most cost effective way to meet their requirements.

7. Use of Government Aircraft. Agencies shall operate government aircraft only for official purposes. Official purposes include the operation of government aircraft for (i) mission requirements, and (ii) other official travel.

8. Travel on Government Aircraft. Government aircraft shall only be used for (i) official travel; or (ii) on a space available basis subject to the following policies:

- a. Official travel that is not also required use travel or to meet mission requirements shall be authorized only when:
 - (i) no commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements within a 24 hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period) to fulfill effectively the agency requirement; or
 - (ii) the actual cost of using a government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service. When a

flight is being made to meet mission requirements or for required use travel (and is certified as such in writing by the agency which is conducting the mission as required in Section 10.b.), secondary use of the aircraft for other travel for the conduct of agency business may be presumed to result in cost savings (i.e., cost comparisons are not required).

b. Travelers may not use government aircraft on a "space available" basis unless:

(i) the aircraft is already scheduled for use for an official purpose;

(ii) such "space available" use does not require a larger aircraft than needed for the official purpose;

(iii) such "space available" use results only in minor additional cost to the government; and

(iv) reimbursement is provided as set forth in Section

9. **Reimbursement for Use of Government Aircraft.**

a. For travel that is not required use travel:

(i) Any incidental private activities (personal or political) of an employee undertaken on an employee's own time while on official travel shall not result in any increase in the actual costs to the government of operating the aircraft.

(ii) The government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as provided in subsection (d) below).

b. **For required use travel.** The government shall be reimbursed as follows (except as may otherwise be required by subsection (d)) for required use travel:

(i) For a wholly personal or political trip, the full coach fare for the trip;

(ii) For an official trip during which the employee engages in political activities, the appropriate share of the full coach fare for the entire trip;

(iii) For an official trip during which the employee flies to one or more locations for personal reasons, the excess of the full coach fare of all flights taken by the employee on the trip over the full coach fare of the flights that would have been taken by the employee had there been no personal activities on the trip.

c. **"Space available" travel.** For "space available" travel other than for the conduct of agency business, whether on mission or other flights, the government shall be reimbursed at the full coach fare except (i) as

authorized under 10 U.S.C. 4744 and regulations implementing the statute; and (ii) by civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

- d. In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 C.F.R. 106.3) if greater than the amount otherwise required by the foregoing reimbursement rules.

10. **Approving the Use of Government Aircraft.** The following policies apply to the procedures under which the use of government aircraft for official travel may be approved by the agency which owns or operates the aircraft:

- a. Only an agency head, or officials designated by the agency head, may approve the use of agency aircraft for official travel.
- b. Whenever a government aircraft used to fulfill a mission requirement is used also to transport senior Federal officials, members of their families or other non-Federal travelers on a "space available" basis (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), the agency that is conducting the mission shall certify in writing prior to the flight that the aircraft is scheduled to perform a bona fide mission activity, and that the minimum mission requirements have not been exceeded in order to transport such "space available" travelers. In special emergency situations, an after-the-fact written certification by an agency is permitted.
- c. Agencies that use government aircraft shall report semi-annually to GSA each use of such aircraft for non-mission travel by senior Federal officials, members of the families of such officials, and any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute). Such reports shall be in a format specified by GSA and shall list all such travel conducted during the preceding six month period. The report shall include: (i) the name of each such traveler, (ii) the official purpose of the trip, (iii) destination(s), and (iv) for travel to which Section 8.a.(ii) applies, the appropriate allocated share of the full operating cost of each trip and the corresponding commercial cost for the trip. In addition, agencies shall report a summary of these data to OMB semi-annually in a format specified by GSA. (Reports on classified trips shall not be reported to GSA but must be maintained by the agency using the aircraft and available for review as authorized.)

11. **Approving Travel on Government Aircraft.** The following policies apply to the procedures under which travel on government aircraft may be approved by the agency which sponsors the travel:

- a. **General approval requirements** - All travel on government aircraft must be authorized by the sponsoring agency in accordance with its travel policies and this Circular and, when applicable, documented on an official travel authorization. Where possible, such travel must be approved by at least one organizational level above the person(s) traveling. If review by a

higher organizational level is not possible, another appropriate approval is required.

- b. **Special approval requirements for required use travel** - Use of government aircraft for required use travel must be approved in advance and in writing. A Federal officer or employee must obtain written approval for all required use travel on a trip-by-trip basis from the agency's senior legal official or his/her principal deputy, unless (1) in the case of an officer or employee who is not an agency head, the agency head has determined that all travel by the officer or employee or travel in specified categories qualifies as required use travel, or (2) in the case of an agency head, the President has determined that all travel, or travel in specified categories, by the agency head qualifies as required use travel. Any determination by an agency head that travel by an officer or employee of that agency qualifies as required use travel must be in writing and set forth the basis for that determination. In special emergency situations, an after-the-fact written certification by an agency is permitted.

Any agency head opting to determine that travel by an officer or employee may be required use travel shall establish written standards for determining when required use travel is permitted. Such travel is not permitted unless in conformance with such written standards.

- c. **Special approval requirements for travel that is not to meet mission requirements or required use travel** - Use of government aircraft for such travel by the following categories of people must be authorized in advance and in writing:

- (i) senior Federal officials;
- (ii) members of families of such senior Federal officials; and
- (iii) non-Federal travelers.

Such authorizations must be approved on a trip-by-trip basis and be signed by the agency's senior legal official or his/her principal deputy; or be in conformance with an agency review and approval system that has been approved by OMB. In special emergency situations, an after-the-fact written certification by an agency is permitted.

Travel by such individuals that is deemed to be official travel shall be subject to the same rules and conditions as any other official travel. Travel by such individuals that is not official travel is subject to the reimbursement requirements in Section 9.c. for "space available" travel.

12. **Documenting the Use of Government Aircraft.** All uses of government aircraft must be documented and this documentation must be retained for at least two years. At a minimum, the documentation of each use of government aircraft must include:

- the tail number of the plane used
- the date(s) used
- the name(s) of the pilot(s) and flight crew
- the purpose(s) of the flight
- the route(s) flown
- the names of all passengers

When government aircraft are used to support official travel, the documentation must also include evidence that the applicable provisions of this Circular have been satisfied.

13. Responsibilities.

- a. All Executive Agency officials with statutory authority to procure aircraft will assure that:
 - (i) Their agency's internal policies and procedures for procuring aircraft and related services are consistent with the requirements of OMB Circular No. A-76.
 - (ii) Their agency's aircraft programs comply with the internal control requirements of OMB Circular No. A-123 and that they are included in the agency's Management Control Plan. Any material weaknesses in these programs are to be reported in the annual internal control reports to the President and the Congress.
 - (iii) Their agency cooperates with the General Services Administration in the development of aircraft management policies and standards and in the collection of aircraft information.
 - (iv) Their agency has an aircraft information system that conforms to the generic data and reporting standards developed by GSA. Agencies that do not already have systems that conform to these standards are required to implement such systems within one year from the issuance of the GSA standards.
- b. The Secretaries of Defense and "the uniformed services," the Secretary of State, and the Administrator of General Services shall incorporate the applicable policies in this Circular into the travel regulations which they promulgate for uniformed service, foreign service, and civilian employees, respectively. The necessary changes to these regulations should be issued no later than 180 days from the date of this Circular.
- c. The Administrator of General Services shall maintain a single coordinating office for agency aircraft management. The responsibilities of this office shall include, but not be limited to, the following:
 - (i) coordination of the development of effectiveness measures and standards, policy recommendations, and guidance for the procurement, operation, safety, and disposal of civilian agency aircraft;

- (ii) operation of a government-wide aircraft management information system;
- (iii) identification, for agencies and OMB, of opportunities: to share, transfer, or dispose of underutilized aircraft; to reduce excessive aircraft operations and maintenance costs; and to replace obsolete aircraft;
- (iv) development of generic aircraft information system standards and software;
- (v) other technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting the cost analyses required by this Circular;
- (vi) review of proposed agency internal aircraft policies for compliance with OMB guidance and notification to OMB of any discrepancies; and
- (vii) conduct of an annual study of the variable and fixed costs of operating the different categories of government aircraft and dissemination of the results for use in making the cost comparisons required in Section 8.a.(ii) and reporting the trip costs as required in Section 10.c.

In order to carry out these responsibilities, the Administrator of General Services shall maintain an interagency aviation policy working group to advise him in developing or changing aircraft policies and information requirements.

- d. Except for provisions of this Circular which specify their own implementation dates, each agency head shall issue internal agency directives to implement this Circular no later than 180 days from the date of the Circular. These internal agency directives must include all policies contained in this Circular, but may also contain additional policies unique to the agency. Responsibility for these policies shall be assigned to a senior management official who has the agency-wide authority and resources to implement them.
14. **Accounting for Aircraft Costs.** Agencies must maintain systems for their aircraft operations which will permit them to: (i) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (ii) recover the costs of operating government aircraft when appropriate; (iii) determine the cost effectiveness of various aspects of their aircraft programs; and (iv) conduct the cost comparisons required by OMB Circular A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. Although agency accounting systems do not have to be uniform in their design or operation to comply with this Circular, they must accumulate costs which can be summarized into the standard Aircraft Program Cost Elements defined in Attachment B. The use of these elements to account for aircraft costs is discussed in Attachment A.

15. **Effective Date.** This Circular is effective on publication.
16. **Information Contact.** All inquiries should be addressed to the General Management Division, Office of Management and Budget, telephone number (202) 395-5090.

Richard Darman
Director

Attachments

ACCOUNTING FOR AIRCRAFT COSTS

The costs associated with agency aircraft programs must be accumulated to: (1) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (2) recover the costs of operating government aircraft when appropriate; (3) determine the cost effectiveness of various aspects of agency aircraft programs; and (4) conduct the cost comparisons required by OMB Circular No. A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program costs into the Standard Aircraft Program Cost Elements defined in Attachment B. The remainder of this Attachment presents guidance for accomplishing each of these purposes.

Justify Use of Aircraft

The cost comparison to justify the use of a government aircraft for a proposed trip under Section 8.a.(ii) of this Circular should be made prior to authorizing the use of the aircraft for that trip. Agencies that propose to use their aircraft to support recurring travel between locations are encouraged to develop standard trip cost justification schedules. These schedules would summarize the projected costs of using one or more specific types of agency aircraft to travel between selected locations as compared to using commercial aircraft (including charter) or airline service between those locations. Comparative costs for varying passenger loads would also be shown. Agencies that chose to use this approach would be able to see at a glance the minimum number of official travelers needed to justify the use of a particular aircraft or aircraft type for a trip between locations on the schedule. Agencies that are not able to use such schedules are required to do a cost justification on a case by case basis.

To make the cost comparisons necessary to justify the use of a government aircraft, the agency must compare the actual cost of using a government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a government aircraft is either: (a) the amount that the agency will be charged by the organization that provides the aircraft, (b), if the agency operates its own aircraft, the variable cost of using the aircraft; or (c), if the agency is not charged for the use of an aircraft owned by another agency, the variable cost of using the aircraft as reported to it by the owning agency.

Agencies should develop a variable cost rate for each aircraft or aircraft type (i.e., make and model) in their inventories before the beginning of each fiscal year. These rates should be developed as follows:

1. Accumulate or allocate to the aircraft or aircraft type all historical costs (for the previous 12 months) grouped under the variable cost category defined in Attachment B. These costs should be obtained from the agency's accounting system.
2. Adjust the historical variable costs from Step 1 for inflation and for any known upcoming cost changes to project the new variable cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Divide the total projected variable costs of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the projected variable cost or usage rate (per flying hour).

To compute the variable cost of using an agency's own aircraft for a proposed trip, multiply the variable cost rate computed in Step 3 (above) by the estimated number of flying hours for the trip. The number of flying hours should include all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations, if no follow-on trip is scheduled. If a follow-on trip requires any repositioning time, it should be charged with that time. If one aircraft mission (i.e., a series of flights scheduled sequentially) supports multiple trips, the use of the aircraft for the total mission may be justified by comparing the actual cost of the entire mission to the commercial aircraft (including charter) or airline costs for all the component trips.

The cost of using commercial airline or aircraft services for the purpose of justifying the use of government aircraft must:

1. be the current government contract fare or price or the lowest fare or price known to be available for the trip(s) in question;
2. include, as appropriate, any differences in the costs of any additional ground or air travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the government, including benefits) between the two options; and
3. only include costs associated with passengers on official business. Costs associated with passengers traveling "space available" may not be used in the cost comparison.

Recover Cost of Operation

Under the Economy Act of 1932, as amended, (31 U.S.C.S. 1535), and various acts appropriating funds or establishing working funds to operate aircraft, agencies are required to recover the costs of operating their aircraft for use by other agencies, other governments (e.g., state, local, or foreign), or non-official travelers. Depending on the statutory authorities under which its aircraft were obtained or are operated, an agency may use either of two methods for establishing the rates charged for using its aircraft: (1) the full cost recovery rate or (2), the variable cost recovery rate.

The **full cost recovery rate** for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft or aircraft type is described under the previous paragraph "Justify Use of Aircraft." The fixed cost rate for an aircraft or aircraft type is computed as follows:

1. Accumulate from the agency's accounting system the fixed costs listed in Attachment B that are directly attributable to the aircraft or aircraft type (e.g. crew costs-fixed, maintenance costs-fixed, and aircraft lease-fixed).
2. Adjust the historical fixed costs from Step 1 for inflation and for any known

- upcoming cost changes to project the new fixed cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.
3. Add to the adjusted historical fixed costs amounts representing self insurance costs and the annual depreciation or replacement costs, as described in Attachment B.
 4. Allocate operations and administrative overhead costs to the aircraft or aircraft type based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.
 5. Compute a fixed cost recovery rate for the aircraft or aircraft type by dividing the sum of the projected directly attributable fixed costs (from Step 3) and the allocated fixed costs (from Step 4) by the annual flying hours projected for the aircraft or aircraft type.

To compute the full cost of using a government aircraft for a trip, add the variable cost rate for the aircraft or aircraft type to the corresponding fixed cost rate (computed in Step 5 above) and multiply the result by the estimated number of flying hours for the trip using the proposed aircraft.

The **variable cost recovery rate** for an aircraft or aircraft type is the same as the variable cost or usage rate described under the previous paragraph "Justify Use of Aircraft." If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft separately from the appropriation which supports the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly or flying hour basis.

Determine Aircraft Program Cost Effectiveness

Although cost data are not the only measures of the effectiveness of an agency's aircraft program, they can be very useful in identifying opportunities to reduce aircraft operational costs. These opportunities might include changing maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel efficient and have lower operations and maintenance costs.

The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile for certain types of aircraft costs. These measures may be developed using the Standard Aircraft Cost Elements and include, but are not limited to: maintenance costs/flying hour, fuel and other fluids cost/flying hour, accident repair costs/flying hour (or per aircraft), and variable cost/passenger mile.

The Administrator of General Services should coordinate the development of specific cost effectiveness measures with an interagency aircraft policy working group.

Justify In-House Operation

OMB Circular No. A-76, "Performance of Commercial Activities," requires Federal agencies to conduct cost comparisons of commercial activities they operate and, where

appropriate, to determine the most economical way to perform the work -- whether by private commercial source or using in-house government resources. The guidelines for conducting these cost comparisons are presented in the Supplement to the Circular

STANDARD AIRCRAFT PROGRAM COST ELEMENT DEFINITIONS

VARIABLE COSTS

The variable costs of operating aircraft are those costs that vary depending on how much the aircraft are used. The specific variable cost elements include:

Crew costs - variable - The crew costs which vary according to aircraft usage consist of travel expenses (particularly reimbursement of subsistence (i.e., per diem and miscellaneous expenses), overtime charges, and wages of crew members hired on an hourly or part-time basis.

Maintenance costs - variable - Unscheduled maintenance and maintenance scheduled on the basis of flying time vary with aircraft usage and, therefore, the associated costs are considered variable costs. In addition to the costs of normal maintenance activities, variable maintenance costs shall include aircraft refurbishment, such as painting and interior restoration, and costs of or allowances for performing overhauls and modifications required by service bulletins and airworthiness directives. If they wish, agencies may consider all of their maintenance costs as variable costs and account for them accordingly. Otherwise, certain maintenance costs will be considered fixed as described in a subsequent paragraph. Variable maintenance costs include the costs of:

Maintenance labor - variable - This includes all labor (i.e., salaries and wages, benefits, travel, and training) expended by mechanics, technicians, and inspectors, exclusive of labor for engine overhaul, aircraft refurbishment, and/or repair of major components.

Maintenance parts - variable - This includes cost of materials and parts consumed in aircraft maintenance and inspections, exclusive of materials and parts for engine overhaul, aircraft refurbishment, and/or repair of major components.

Maintenance contracts - variable - This includes all contracted costs for unscheduled maintenance and for maintenance scheduled on a flying hour basis or based on the condition of the part or component.

Engine overhaul, aircraft refurbishment, and major component repairs - These are the materials and labor costs of overhauling engines, refurbishing aircraft, and/or repairing major aircraft components.

NOTE 1: In general, the flight hour cost is computed by dividing the costs for a period by the projected hours flown during the period. However, when computing the flight hour cost factor for this cost category, divide the total estimated cost for the activities in this category (e.g., overhaul, refurbishment and major repairs) by the number of flight hours **between** these activities.

NOTE 2: Separate cost or reserve accounts for engine overhaul, aircraft refurbishment, major component repairs, and other maintenance cost elements,

may, at the agency's discretion, be identified and quantified separately for mission-pertinent information purposes. Reserve accounts are generally used when the aircraft program is funded through a working capital or revolving fund.

Fuel and other fluids - The costs of the aviation gasoline, jet fuel, and other fluids (eg. engine oil, hydraulic fluids and water-methanol) consumed by aircraft.

Lease costs - variable - When the cost of leasing an aircraft is based on flight hours , the associated lease or rental costs are considered variable costs.

Landing and tie down fees - Landing fees and tie down fees associated with aircraft usage are considered variable costs. Tie down fees for storing an aircraft at its base of operations should be considered part of operations overhead, a fixed cost.

FIXED COSTS

The fixed costs of operating aircraft are those that result from owning and support the aircraft and that do not vary according to aircraft usage. The specific fixed cost elements include:

Crew costs - fixed - The crew costs which do not vary according to aircraft usage consist of salaries, benefits, and training costs. This includes the salaries, benefits, and training costs of crew members who also perform minimal aircraft maintenance. Also included in fixed crew costs are the costs of their charts, personal protective equipment, uniforms, and other personal equipment.

Maintenance costs - fixed - This cost category includes certain maintenance and inspection activities which are scheduled on a calendar interval basis and take place regardless of whether or how much the aircraft are flown. Agencies are encouraged to simplify their accounting systems and account for all maintenance costs as variable costs. However, if they wish, agencies may account for the following costs as fixed costs:

Maintenance labor - fixed - This includes all projected labor expended by mechanics and inspectors associated with maintenance scheduled on a calendar interval basis. This does not include variable maintenance labor or work on items having a TBO or retirement life.

This category also includes costs associated with unallocated maintenance labor expenses, i.e., associated salaries, benefits, travel expenses and training costs. These costs should be evenly allocated over the number of the aircraft in the fleet.

Maintenance parts - fixed - This includes all parts and consumables used for maintenance scheduled on a calendar basis.

Maintenance contracts - fixed - This includes all contracted costs for maintenance or inspections scheduled on a calendar basis.

Lease costs - fixed - When the cost of leasing an aircraft is based on a length of time

(e.g., days, weeks, months, or years) and does not vary according to aircraft usage, the associated leased costs are considered fixed costs.

Operations overhead - These include all costs, not accounted for elsewhere, associated with direct management and support of the aircraft program. Examples of such costs include: personnel costs (salaries, benefits, travel, uniform allowances, training, etc.) for management and administrative personnel directly responsible for the aircraft program; building and ground maintenance; janitorial services; lease or rent costs for hangars and administrative buildings and office space; communications and utilities costs; office supplies and equipment; maintenance and depreciation of support equipment; tie down fees for aircraft located on base; and miscellaneous operational support costs.

Administrative overhead - These costs represent a pro-rated share of salaries, office supplies and other expenses of fiscal, accounting, personnel, management, and similar common services performed outside and the aircraft program but which support this program. For purposes of recovering the costs of operations, agencies should exercise their own judgment as to the extent to which aircraft users should bear the administrative overhead costs. Agencies may, for example, decide to charge non-agency users a higher proportion of administrative overhead than agency users. For purposes of A-76 cost comparisons, agencies should compute the actual administrative costs that would be avoided if a decision is made to contract out the operation under study.

Self-insurance costs - Aviation activity involves risks and potential casualty losses and liability claims. These risks are normally covered in the private sector by purchasing and insurance policy. The government is self insuring; the Treasury's General Fund is charged for casualty losses and/or liability claims resulting from accidents. For the purposes of analyses, government managers will recognize a cost for "self-insurance" by developing a cost based on rates published in OMB Circular No. A-76.

Depreciation - Depreciation represents the cost or value of ownership. Aircraft have a finite useful economic or service life. Depreciation is the method used to spread the cost of the purchase price, less residual value, over an asset's useful life. A-76 provides guidance on computing depreciation charges to be used in computing the fixed costs of an aircraft or aircraft program. Although these costs are not direct outlays in the sense of most other aircraft costs, it is important to recognize them for A-76 cost comparison purposes and when replenishing a working capital fund by recovering the full cost of aircraft operations. Depreciation costs depend on aircraft acquisition or replacement costs, useful life, and residual or salvage value. To calculate the cost of depreciation that shall be allocated to each year, subtract the residual value from the total of the acquisition cost plus any capital improvements and, then, divide by the estimated useful life of the asset.

OTHER COSTS

There are certain other costs of the aircraft program which should be recorded but are not appropriate for inclusion in either the variable or fixed cost categories for the purposes of justifying aircraft use or recovering the cost of aircraft operations. These

costs include:

Accident repair costs - These costs include all parts, materials, equipment and maintenance labor related to repairing accidental damage to airframes or aircraft equipment. Also included are all accident investigation costs.

Aircraft costs - This is the basic aircraft inventory or asset account used as the basis for determining aircraft depreciation charges. These costs include the cost of acquiring aircraft and accessories, including transportation and initial installation. Also included are all costs required to bring aircraft and capitalized accessories up to fleet standards.

Cost of Capital - The cost of capital is the cost to the Government of acquiring the funds necessary for capital investments. The agency shall use the borrowing rate announced by the Department of Treasury for bonds or notes whose maturities correspond to the useful life of the asset.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503
April 19, 1993

THE DIRECTOR

BULLETIN NO. 93-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Responsibility and Reducing Perquisites

1. Purpose. This Bulletin provides guidance and instructions to agencies concerning implementation of the February 10, 1993 Presidential memorandum on "Use of Government Vehicles," "Restricted Use of Government Aircraft," and "Government Fiscal Responsibility and Reducing Perquisites."
2. Background. On Friday February 10, 1993 the President signed three memoranda to Executive Departments instructing them to curtail use of Government vehicles, government aircraft, executive dining facilities and conferences. These memoranda instruct the Office of Management and Budget to issue any necessary directives and plans to implement the policies and to monitor compliance.
3. Coverage. This Bulletin applies to all Executive Departments and Agencies.
4. Policy. As American taxpayers are being asked to make a contribution to reducing the deficit it is imperative that we not spend their hard-earned tax dollars in ways that may appear to be improper. Specific policy guidance and definitions are attached to this bulletin covering the use of government vehicles and aircraft, executive dining facilities and conferences.
5. Action Requirements. It is the responsibility of every Department and agency to ensure compliance with the President's policies and attached guidance both in spirit and in fact.
6. Effective Date. The provisions of this Bulletin are effective upon issuance.
7. Information Contact: Inquiries should be directed to the person named in the attachments.

A handwritten signature in black ink, appearing to read "Leon E. Panetta".

Leon E. Panetta
Director

Use of Government Aircraft

Policy: The taxpayers should pay no more than necessary to transport Government officials. In general, government aircraft shall not be used for nongovernmental purposes. When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available.

Scope and Coverage: This guidance applies to Executive Departments and agencies.

Definitions: For purposes of this guidance, definitions for “government aircraft,” “full coach fare,” “reasonably available,” and “official travel” are the same as defined in OMB Circular a-126. In addition:

Aircraft configured for passenger use means fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the aircraft flight crew, whether or not the seats are normally installed in the aircraft. This designation is made based on capability, not on use. In the case of the Department of Defense and the Coast Guard, this designation means fixed-wing “Operational Support Aircraft” (OSA).

Senior Executive Branch Officials mean civilian officials appointed by the President with the advice and consent of the Senate and Civilian employees of the Executive Office of the President (EOP).

Actions:

- a. Agencies may authorize the use of government aircraft by Executive Branch officials and employees only for travel to meet mission requirements or other travel for the conduct of agency business and then only when commercial airline or aircraft (including charter) service is not reasonably available, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization shall be granted in accordance OMB Circular A-126.
- b. Agencies shall report all uses of government aircraft by Senior Executive Branch Officials, including for mission travel. In addition to information on non-mission travel by Senior Federal officials and others already reported under OMB Circular A-126, these reports must include the amount of reimbursement collected for travel by Senior Executive Branch Officials. As provided in the Presidents February 10 memorandum, documentation of use of government aircraft by Senior Executive Branch Officials must be “disclosed to the public upon request unless classified.”
- c. The Administrator of General Services shall modify the current guidance on agency reports on non-mission uses of government aircraft to incorporate the additional requirements in subparagraph b. above. The revised guidance should be issued no later than 60 days from the date of this Bulletin.
- d. The Administrator of General Services shall evaluate the reports on agencies’ continuing need for aircraft configured for passenger use in the context of the aircraft inventory data and other information maintained by GSA and shall provide OMB the results of such evaluation.

Exceptions:

- a. The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of the Central Intelligence may use government aircraft for travel other than (1) to meet mission requirements or (2) for the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.
- b. "Space Available" travel shall continue to be authorized consistent with the provisions of OMB Circular A-126.

Reporting: Not later than 45 days from the issuance of this guidance, agencies shall report on their continuing need for aircraft configured for passenger use. These reports will be provided in the format and according to instructions given in Exhibit 3A. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.

Contact: Jack Kelly, OMB, (202) 395-6106.

Attachments

Exhibit 3A
Exhibit 3B

Agency Report on the Continuing Need for Aircraft Configured for Passenger Use

The February 10, 1993 Presidential memorandum on “Restricted Use of Government Aircraft” requires agencies to report to OMB on their continuing need for aircraft configured for passenger use. For purposes of meeting this requirement such aircraft have been defined to be “fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the flight crew, whether or not the seats are normally installed in the aircraft.” To meet this requirement, agencies shall:

1. Submit a copy of the agency’s 1992 FAMIS inventory list (or the 1991 list if 1992 is not available) annotated as follows:
 - a. Mark the list to indicate all changes in location and mission that have occurred since the list was published as well as the “Del. Dt.” Column for aircraft removed from inventory. For aircraft removed from the inventory, note the type of disposal (e.g., transfer, sale, donation, etc.) and to whom title was transferred, in addition to the data deleted from the inventory.
 - b. Amend the FAMIS list to add any aircraft acquired since the FAMIS list was published or aircraft that are included in the agency’s property records that were not reported to FAMIS. Such aircraft might include aircraft that are in non-operational status, e.g., storage, and seized or forfeited aircraft that have been acquired subsequently for agency use. Do not list aircraft that are on loan to a state or local government or seized or forfeited aircraft which the agency has not acquired for use.
2. For each aircraft on the annotated FAMIS list that is configured for passenger use, mark “P” in the left margin next to the Aircraft Type.
3. For other aircraft, mark “NP” in the left margin next to the Aircraft Type.
4. List the Aircraft Type and FAA No. (i.e., “tail number”) for each aircraft marked “P” on the FAMIS report on the separate “Report on Aircraft Configured for Passenger Use,” the format for which is provided as Exhibit 3B, and provide the remaining information as follows:
 - a. Passenger Capacity, Designed and Normal – indicate in the appropriate columns the number of passenger seats that the aircraft is designed or capable of holding (including seats that are designed to be moved in on an as needed basis) and the number of seats the aircraft carries normally.
 - b. Annual Hours Flown – indicate the number of hours aircraft was flown in 1991, 1992, and thus far in 1993.
 - c. 1992 Operating Costs – indicate the total operating costs for the aircraft in FY 1992. These costs should include the total of both the variable and fixed cost elements defined in OMB Circular A-126.
5. For each aircraft listed on the “Report on Aircraft Configured for Passenger Use,” provide a paragraph justifying the use of the aircraft. Justifications are:

- (1) commercial aircraft or aircraft services are unable to meet the agency’s need; or
- (2) the agency can operate its aircraft at lower cost than it can acquire the comparable service from commercial sources.

Each of these justifications should be explained in sufficient detail and the agency should provide copies of any reports or other analyses that support them. If several aircraft are justified on the same grounds, they may be grouped together and justified in the same paragraph.

6. Submit the annotated FAMIS list, the "Report on Aircraft Configured for Passenger Use," and the justification paragraphs to OMB by April 12, 1993. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.



United States Department of the Interior
OFFICE OF THE SOLICITOR
Washington, D.C. 20240



December 23, 1999

Memorandum

To: Director, Office of Aircraft Services,
Policy, Management and Budget

From: Robert S. More, Associate Solicitor
Division of Administration

Subject: Use of Government-Owned and Operated Aircraft

Pursuant to OMB Circular A-126 and 41 C.F.R. Subpart 101-37.4, approval by the Solicitor or Deputy Solicitor is required for the use of government aircraft by senior Federal officials, members of their families, and non-Federal travelers. (The term "senior Federal officials" includes any departmental employee whose pay is equal to or greater than the minimum rate of basic pay for the Senior Executive Service.) This memorandum is a reminder of the procedures that Bureaus and Offices within the Department should use in requesting such approval. Please distribute this memorandum to all affected organizations.

Requests for approval of government aircraft travel should be submitted to this office (Office of the Solicitor, Division of Administration) using form OAS-110, or its equivalent. Detailed cost information should be provided for all applicable categories, including ground transportation costs, employee diem, hourly flights rates, and crew standby charges. If the cost comparison shows that the travel method chosen is not the most cost-effective of the options available, additional detailed information should be provided showing why a less cost-effective method was chosen. For example, if use of a commercial airline, although cheaper, would not allow the travelers to make their meeting schedule, a statement to that effect should be provided, along with an explanation as to why the meeting schedule could not be changed to take advantage of the cheaper travel method.

Completed requests for approval should be sent to this office by mail (MS 7456-MIB) or facsimile (202-219-6780) at least five work days prior to the scheduled travel. This will allow sufficient time for review, surnaming, and approval or disapproval of the request by the Solicitor or Deputy Solicitor. This office will notify the requesting organization promptly upon receipt of approval or disapproval from the Solicitor or Deputy Solicitor.

Questions concerning this memorandum maybe directed to Pat Taborn at 202-208-6538.

TITLE 41--PUBLIC CONTRACTS AND PROPERTY MANAGEMENT
CHAPTER 101--FEDERAL PROPERTY MANAGEMENT REGULATIONS
PART 101-37--GOVERNMENT AVIATION ADMINISTRATION AND COORDINATION

Sec.

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- 101-37.1400 General.
- 101-37.1401 GSA forms availability.

Authority: Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c); the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and OMB Circular No. A-126 (Revised May 22, 1992).

Source: 56 FR 5356, Feb. 11, 1991, unless otherwise noted.

Sec. 101-37.000 Scope of part.

(a) The provisions of this part prescribe policies and procedures and make recommendations for executive agencies governing the efficient and effective management and utilization of Government-owned, leased, chartered and rented aircraft and related support services.

(b) Agencies are responsible for establishing clear accountability for aircraft management at a senior management level.

[57 FR 48329, Oct. 23, 1992] Subpart 101-37.1--Definitions

Sec. 101-37.100 Definitions.

In part 101-37, the following definitions apply:

Acquisition date means the date the agency acquired the asset.

Acquisition value means the value initially recorded on agency property records and/or accounting records at the time of acquisition. If the aircraft is acquired through an interagency transfer, the acquisition value is the greater of the aircraft net book value plus the cost of returning the aircraft to an airworthy, mission ready condition or the commercial retail value of that aircraft in average condition. If it is a military aircraft without a commercial equivalent, the acquisition value is equal to the scrap value plus the cost of returning the aircraft to an airworthy, mission ready condition.

Actual cost means all costs associated with the use and operation of an aircraft as specified in Sec. 101-37.406(b).

Agency aircraft means an aircraft, excluding aircraft owned by the Armed Forces, which is: (1) owned and operated by any executive agency or entity thereof, or (2) exclusively leased, chartered, rented, bailed, contracted and operated by an executive agency.

Aircraft accident means 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 received substantial damage.

Aircraft part means any part, component, system, or assembly primarily designated for aircraft.

Bailed aircraft means any aircraft borrowed by a department or agency from the Department of Defense (DOD), State or local government, or other non-Federal entity.

Capital asset means any tangible property, including durable goods, equipment, buildings, facilities, installations, or land, which:

- (1) Is leased to the Federal Government for a term of 5 or more years; or
- (2) In the case of a new asset with an economic life of less than 5 years, is leased to the Federal Government for a term of 75 percent or more of the economic life of the asset; or
- (3) Is built for the express purpose of being leased to the Federal Government; or
- (4) Clearly has no alternative commercial use; e.g., special-purpose Government installation.

Charter aircraft means a one time procurement for aviation resources and associated services.

Civil aircraft means any aircraft other than a public aircraft.

Contract aircraft means aircraft procured for an agency's exclusive use for a specified period of time in accordance with the requirements of the Federal Acquisition Regulation (FAR) 48 CFR Chapter 1 or other applicable procurement regulations.

Criticality Code is the one-digit code assigned by Department of Defense to designate an aircraft part as a Flight Safety Critical Aircraft Part (FSCAP).

Deep cover aircraft means an agency aircraft that is utilized to gather information for law enforcement purposes. This aircraft does not display any agency markings. Although the registration filed with the Federal Aviation Administration (FAA) may indicate ownership by persons other than the owning or using agency, actual ownership will be maintained by the owning Federal agency.

Fatal injury means any injury which results in death within 30 days of the accident.

Fixed costs means the costs of operating aircraft that result from owning and supporting the aircraft and do not vary according to aircraft usage. For specific fixed aircraft program cost information, see Sec. 101-37.201(b).

Flight Safety Critical Aircraft Part (FSCAP) means any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shut-down resulting in an unsafe condition.

Forfeited aircraft means an aircraft acquired by the Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States.

Full coach fare means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.

Government aircraft means any aircraft owned, leased, chartered or rented and operated by an executive agency.

Head of executive agency means the head of a Department, agency, bureau, or independent establishment in the executive branch, including any wholly owned Government corporation, or an official designated in writing to act on his or her behalf.

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

Intelligence agencies refers to the following agencies or organizations within the intelligence community:

- (1) Central Intelligence Agency;
- (2) National Security Agency;
- (3) Defense Intelligence Agency;
- (4) Offices with the Department of Defense for the collection of specialized national foreign intelligence through reconnaissance programs;
- (5) The Bureau of Intelligence and Research of the Department of State;
- (6) Intelligence elements of the Army, Navy, Air Force, Marine Corps, Federal Bureau of Investigation, Drug Enforcement Administration, Department of the Treasury, and Department of Energy; and
- (7) The staff elements of the Director of Central Intelligence. Investigator-in-charge means the investigator who organizes, conducts, and controls the field phase of the investigation. This investigator shall assume responsibility for the supervision and coordination of all resources and of the activities of all personnel involved in the on-site investigation.

Lease purchase aircraft means a leased aircraft for which the Government holds an option to purchase.

Leased aircraft means an aircraft that the Government has a contractual right to use for a specific period of time.

Loaned aircraft means an aircraft owned by a Department or independent office which is on loan to a State, cooperator, or other entity.

Military surplus aircraft part is an aircraft part that has been released as surplus by the military, even if subsequently resold by manufacturers, owner/operators, repair facilities, or any other parts supplier.

Mission requirements mean activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport of troops and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attaché-controlled aircraft, aeronautical research and space and science applications, and other such activities. Mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits. Routine site visits are customary or regular travel to a location for official purposes.

Net book value means the acquisition value plus the cost of capital improvements minus accumulated depreciation.

Non-operational aircraft means an owned, leased, lease purchased, or bailed aircraft that cannot be flown or operated by the owning or using agency for an extended period (6 months or more).

Official travel means travel for the purpose of mission requirements, required use travel, and other travel for the conduct of agency business.

Operational aircraft means an owned, leased, lease purchased, or bailed aircraft that is flown and operated or capable of being flown and operated by the owning or using agency.

Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

Owned aircraft means aircraft registered to a Department or an independent agency in conformity with the regulations of the Federal Aviation Administration of the Department of Transportation (14 CFR Chapter 1, Part 47) or in conformity with appropriate military regulations.

Owning agency means any executive agency, including any wholly owned Government corporation, having accountability for owned aircraft. This term applies when an executive agency has authority to take possession of, assign, or reassign the aircraft regardless of which agency is the using agency.

Production approval holder is the holder of a Federal Aviation Administration Production Certificate (PC), Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) who controls the design and quality of a product or part thereof, in accordance with Part 21 of the Federal Aviation Regulations (14 CFR 21.305).

Reasonably available means commercial airline or aircraft (including charter) is able to meet the traveler's departure and/or arrival requirements within a 24-hour period (unless the traveler demonstrates that extraordinary circumstances require a shorter period of time).

Rental aircraft means aviation resources or services procured through a standing ordering agreement which is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and contractor that contains: (1) terms and clauses applying to future contracts (orders) between 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.

Replacement means the process of acquiring property specifically to be used in place of property which is still needed but will no longer adequately perform all the tasks for which it was used.

Required use means use of a Government aircraft for the travel of an executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements. An example of a bona fide communications requirement is having to maintain continuous 24-hour secure communications with the traveler. Bona fide security requirements include, but are not limited to, life threatening circumstances. Exceptional scheduling requirements include emergencies and other operational considerations which make commercial transportation unacceptable.

Residual value means the estimated value of an asset at the conclusion of its useful life, net of disposal costs. It is the dollar value below which the asset will not be depreciated. Residual value is established at the time of acquisition.

Seized aircraft means an aircraft that has been confiscated by the Federal Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States and whose care and custody will be the responsibility of the Federal Government until final ownership is determined by judicial process.

Senior executive branch official means civilian officials appointed by the President with the advice and consent of the Senate and civilian employees of the Executive Office of the President (EOP).

Senior Federal official means a person:

(1) Employed at a rate of pay specified in, or fixed according to, subchapter II of chapter 53 of title 5 of the United States Code;

(2) Employed in a position in an executive agency, including any independent agency, at a rate of pay payable for level I of the Executive Schedule or employed in the Executive Office of the President at a rate of pay payable for level II of the Executive Schedule;

(3) Employed in an executive agency position that is not referred to in paragraph (1) of this definition, (other than a position that is subject to pay adjustment under 37 U.S.C. 1009) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under 5 U.S.C. 5304 (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of the basic pay payable for the Senior Executive Service under 5 U.S.C. 5382; or

(4) Appointed by the President to a position under 3 U.S.C. 105(a)(2) (A), (B), or (C) or by the Vice President to a position under 3 U.S.C. 106(a)(1) (A), (B), or (C). Generally, a senior Federal official is employed by the White House or an executive agency, including an independent agency, at a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service. The term senior Federal official does not include an active duty military officer.

Serious injury means any injury which: Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; results in a fracture of any bone (except simple fractures of fingers, toes, or nose); causes severe hemorrhages, nerve, muscle, or tendon damage; involves any internal organ; or involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Space available means travel using aircraft capacity, that is already scheduled for use for an official purpose, that would otherwise be unutilized. For the purposes of this part, space available travel is travel other than for the conduct of agency business.

Substantial damage means 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 puncture 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."

Support service agreement means a pre-established agreement with a commercial vendor for specific aviation services.

Undercover aircraft means an owned, leased, lease purchased, or bailed aircraft that is utilized to gather information for law enforcement purposes. An undercover aircraft does not display agency markings but is registered with the FAA to the owning agency.

Unsalvageable aircraft part is an aircraft part which cannot be restored to an airworthy condition due to its age, physical condition, a non-repairable defect, insufficient documentation, or non-conformance with applicable specifications. For additional information on disposition of such parts refer to FAA Advisory Circular No. 21-38, or other current applicable guidelines.

Useful life means the service life, in years, of the aircraft as estimated by the manufacturer or evidenced by historical performance. The useful life is established at the time of acquisition.

Using agency means an executive agency using aircraft for which it does not maintain ownership. This term applies when an agency obtains aircraft from any other executive agency on a temporary basis.

Variable costs means the costs of operating aircraft that vary depending on how much the aircraft are used. For specific variable aircraft program cost information see Sec. 101-37.201(a).[60 FR 3548, Jan. 18, 1995, as amended at 62 FR 43472, Aug. 14, 1997]

Subpart 101-37.2--Accounting for Aircraft Costs

Source: 60 FR 3550, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.200 General.

The provisions of this subpart prescribe policies and procedures for accounting for aircraft costs. This subpart also prescribes provisions and procedures contained in OMB Circulars A-76 and A-126.

Sec. 101-37.201 Standard aircraft program cost elements.

The following cost elements will be used for the establishment of cost accounting systems and for reporting Government-owned and operated aircraft cost and utilization data to the Federal Aviation Management Information System (FAMIS) on GSA Form 3552.

(a) Variable costs. The variable costs of operating aircraft are those costs that vary depending on how much the aircraft are used. The specific variable cost elements include:

(1) Crew costs. The crew costs which vary according to aircraft usage consist of travel expenses, particularly reimbursement of subsistence (i.e., per diem and miscellaneous expenses), overtime charges, and wages of crew members hired on an hourly or part-time basis.

(2) Maintenance costs. Unscheduled maintenance and maintenance scheduled on the basis of flying time vary with aircraft usage and, therefore, the associated costs are considered variable costs. In addition to the costs of normal maintenance activities, variable maintenance costs shall include aircraft refurbishment, such as painting and interior restoration, and costs of or allowances for performing overhauls and modifications required by service bulletins and airworthiness directives. If they wish, agencies may consider all of their maintenance costs as variable costs and account for them accordingly. Otherwise, certain maintenance costs will be considered fixed as described in paragraph (b) of this section. Variable maintenance costs include the costs of:

(i) Maintenance labor. This includes all labor (i.e., salaries and wages, benefits, travel, and training) expended by mechanics, technicians, and inspectors, exclusive of labor for engine overhaul, aircraft refurbishment, and/or repair of major components.

(ii) Maintenance parts. This includes cost of materials and parts consumed in aircraft maintenance and inspections, exclusive of materials and parts for engine overhaul, aircraft refurbishment, and/or repair of major components.

(iii) Maintenance contracts. This includes all contracted costs for unscheduled maintenance and for maintenance scheduled on a flying hour basis or based on the condition of the part or component.

(iv) Engine overhaul, aircraft refurbishment, and major component repairs. These are the materials and labor costs of overhauling engines, refurbishing aircraft, and/or repairing major aircraft components.

(A) In general, the flight hour cost is computed by dividing the costs for a period by the projected hours flown during the period. However, when computing the flight hour cost factor for this cost category, divide the total estimated cost for the activities in this category (e.g., overhaul, refurbishment, and major repairs) by the number of flight hours between these activities.

(B) Cost or reserve accounts for engine overhaul, aircraft refurbishment, and major component repairs may, at the agency's discretion, be identified and quantified separately for mission-pertinent information purposes. Reserve accounts are generally used when the aircraft program is funded through a working capital or revolving fund.

(3) Fuel and other fluids. The costs of the aviation gasoline, jet fuel, and other fluids (e.g., engine oil, hydraulic fluids, and water-methanol) consumed by aircraft.

(4) Lease costs. When the cost of leasing an aircraft is based on flight hours, the associated lease or rental costs are considered variable costs.

(5) Landing and tie down fees. Landing fees and tie down fees associated with aircraft usage are considered variable costs. Tie down fees for storing an aircraft at its base of operations should be considered part of operations overhead, a fixed cost.

(b) Fixed costs. The fixed costs of operating aircraft are those that result from owning and supporting the aircraft and do not vary according to aircraft usage. The specific fixed cost elements include:

(1) Crew costs. The crew costs which do not vary according to aircraft usage consist of salaries, benefits, and training costs. This includes the salaries, benefits, and training costs of crew members who also perform minimal aircraft maintenance. Also included in fixed crew costs are the costs of their charts, personal protective equipment, uniforms, and other personal equipment when the agency is authorized to purchase such items.

(2) Maintenance costs. This cost category includes maintenance and inspection activities which are scheduled on a calendar interval basis and take place regardless of whether or how much an aircraft is flown. Agencies are encouraged to simplify their accounting systems and account for all maintenance costs as variable costs. However, if they wish, agencies may account for the following costs as fixed costs:

(i) Maintenance labor. This includes all projected labor expended by mechanics, technicians, and inspectors associated with maintenance scheduled on a calendar interval basis. This does not include variable maintenance labor or work on items having a retirement life or time between overhaul. This category also includes costs associated with nonallocated maintenance labor expenses; i.e., associated salaries, benefits, travel expenses, and training costs. These costs should be evenly allocated over the number of aircraft in the fleet.

(ii) Maintenance parts. This includes all parts and consumables used for maintenance scheduled on a calendar interval basis.

(iii) Maintenance contracts. This includes all contracted costs for maintenance or inspections scheduled on a calendar interval basis.

(3) Lease costs. When the cost of leasing an aircraft is based on a length of time (e.g., days, weeks, months, or years) and does not vary according to aircraft usage, the lease costs are considered fixed costs.

(4) Operations overhead. This includes all costs, not accounted for elsewhere, associated with direct management and support of the aircraft program. Examples of such costs include: personnel costs (salaries, benefits, travel, uniform allowances (when the agency is authorized to purchase such items), training, etc.) for management and administrative personnel directly responsible for the aircraft program; building and ground maintenance; janitorial services; lease or rent costs for hangars and administrative buildings and office space; communications and utilities costs; office supplies and equipment; maintenance and depreciation of support equipment; tie down fees for aircraft located on base; and miscellaneous operational support costs.

(5) Administrative overhead. These costs represent a prorated share of salaries, office supplies, and other expenses of fiscal, accounting, personnel, management, and similar common services performed outside the aircraft program but which support this program. For purposes of recovering the costs of operations, agencies should exercise their own judgment as to the extent to which aircraft users should bear the administrative overhead costs. Agencies may, for example, decide to charge non-agency users a higher proportion, not to exceed 100 percent of administrative overhead, than agency users if the agency has the authority to do so. If an aircraft is provided pursuant to an interagency agreement under the Economy Act of 1932 (31 U.S.C. 1535), the agency must charge based on the actual costs of the goods or services provided. For purposes of OMB Circular A-76 costs comparisons, agencies should compute the actual administrative costs that would be avoided if a decision is made to contract out the operation under study.

(6) Self-insurance costs. Aviation activity involves risks and potential casualty losses and liability claims. These risks are normally covered in the private sector by purchasing an insurance policy. The Government is self-insuring; the Treasury's General Fund is charged for casualty losses and/or liability claims resulting from accidents. For the purposes of analyses, Government managers will recognize a cost for "self-insurance" by developing a cost based on rates published by GSA's Aircraft Management Division.

(7) Depreciation. The cost or value of ownership. Aircraft have a finite useful economic or service life (useful life). Depreciation is the method used to spread the acquisition value, less residual value, over an asset's useful life. Although these costs are not direct outlays as is the case with most other aircraft costs, it is important to recognize them for analyses required by OMB and other cost comparison purposes and when replenishing a working capital fund by recovering the full cost of aircraft operations. Depreciation costs depend on aircraft acquisition or replacement costs, useful life, and residual or salvage value. To calculate the cost of depreciation that shall be allocated to each year, subtract the residual value from the total of the acquisition cost plus any capital improvements and, then, divide by the estimated useful life of the asset.

(c) Other costs. There are certain other costs of the aircraft program which should be recorded but are not appropriate for inclusion in either the variable or fixed cost categories for the purposes of justifying aircraft use or recovering the cost of aircraft operations. These costs include:

(1) Accident repair costs. These costs include all parts, materials, equipment, and maintenance labor related to repairing accidental damage to airframes or aircraft equipment. Also included are all accident investigation costs.

(2) Aircraft costs. This is the basic aircraft inventory or asset account used as the basis for determining aircraft depreciation charges. These costs include the cost of acquiring aircraft and accessories, including transportation and initial installation. Also included are all costs required to bring aircraft and capitalized accessories up to fleet standards.

(3) Cost of capital. The cost of capital is the cost to the Government of acquiring the funds necessary for capital investments. The agency shall use the borrowing rate announced by the Department of the Treasury for bonds or notes whose maturities correspond to the manufacturer's suggested useful life or the remaining useful life of the asset.

Sec. 101-37.202 Policy.

Agencies shall maintain cost systems for their aircraft operations which will permit them to justify the use of Government aircraft in lieu of commercially available aircraft, or the use of one Government aircraft in lieu of another; recover the costs of operating Government aircraft when appropriate; determine the cost effectiveness of various aspects of their aircraft program; and conduct the cost comparisons to justify in-house operation of Government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program cost into the standard aircraft program cost elements specified in Sec. 1010-37.201.

Sec. 101-37.203 [Reserved]

Sec. 101-37.204 Operations cost recovery methods.

Under 31 U.S.C. 1535, and various acts appropriating funds or establishing working funds to operate aircraft, agencies are generally required to recover the costs of operating all aircraft in support of other agencies and other governments. Depending on the statutory authorities under which its aircraft were obtained or are operated, agencies may use either of two methods for establishing the rates charged for using their aircraft; full cost recovery rate or the variable cost recovery rate.

(a) The full cost recovery rate for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft is described in Sec. 101-37.304. The fixed cost recovery rate for an aircraft or aircraft type is computed as follows:

(1) Accumulate the fixed costs listed in Sec. 101-37.201(b) that are directly attributable to the aircraft or aircraft type. These costs should be taken from the agency's accounting system.

(2) Adjust the total fixed cost for inflation and for any known upcoming cost changes to project the new fixed total costs. The inflation factor used should conform to the provisions of OMB Circular A-76.

(3) Allocate operations and administrative overhead costs to the aircraft based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.

(4) Compute a fixed cost recovery rate for the aircraft by dividing the sum of the projected directly attributable fixed costs, adjusted for inflation, from paragraph (a)(2) of this section and the allocated fixed costs from paragraph (a)(3) of this section by the annual flying hours projected for the aircraft.

(b) The variable cost recovery rate is the total variable cost rate of operating an aircraft described in Sec. 101-37.304. If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft from the appropriations which support the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly, or flying hour basis.

(c) To compute the full cost recovery rate of using a Government aircraft for a trip, add the variable cost recovery rate for the aircraft or aircraft type to the corresponding fixed cost recovery rate and multiply this sum by the estimated number of flying hours for the trip using the proposed aircraft.

Sec. 101-37.205 Aircraft program cost effectiveness.

Although cost data are not the only measures of the effectiveness of an agency's aircraft program, they can be useful in identifying opportunities to reduce aircraft operational costs. These opportunities include changing

maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel efficient and have lower operation and maintenance costs. The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile (one passenger flying one mile). These measures may be developed using the standard aircraft program cost elements (see Sec. 101-37.201) and include, but are not limited to: maintenance costs/flying hours, fuel and other fluids/flying hours, and variable cost/passenger mile. GSA will coordinate the development of other specific cost-effectiveness measures with the appropriate Interagency Committee for Aviation Policy subcommittees (ICAP).

(a) Maintenance costs per flying hour. Maintenance costs per flying hour identifies on an aggregate basis relative cost effectiveness of maintenance alternatives. This measure is among those necessary to identify and justify procurement of less costly aircraft.

(b) Fuel and other fluids cost per flying hour. Fuel per flying hour identifies the relative fuel efficiency of an individual aircraft. The measure identifies the requirement to replace inefficient engines or to eliminate fuel inefficient aircraft from the fleet.

(c) Crew costs-fixed per flying hour. When based on the total fixed crew costs and flying hours, can be used to determine the impact of crew utilization on overall operating costs; can also be used to compare crew utilization and salary levels among different agency or bureau aircraft programs.

(d) Operations overhead per flying hour. Operations overhead may be used on an aggregate basis (i.e., total operations overhead expenditures divided by hours flown) to compare the overhead activities in direct support of aircraft operations among agencies or bureaus. This factor can indicate excess overhead support costs.

(e) Administrative overhead per flying hour. Administrative overhead may be used on an aggregate basis (i.e., total administrative overhead divided by hours flown) to compare the level of administrative support to other agencies and bureaus.

Subpart 101-37.3--Cost Comparisons for Acquiring and Using Aircraft

Source: 60 FR 3552, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.300 General.

The provisions of this subpart prescribe policies and procedures for conducting cost comparisons for the acquisition, use, or lease of aircraft. This subpart incorporates selected provisions of OMB Circulars A-76 and A-126.

Sec. 101-37.301 Applicability.

This subpart applies to all agencies in the executive branch of the Federal Government. It does not apply to the United States Postal Service, to the Government of the District of Columbia, or to non-Federal organizations receiving Federal loans, contracts, or grants.

Secs. 101-37.302--101-37.303 [Reserved]

Sec. 101-37.304 Variable cost rate.

For the purpose of comparing costs (Government, commercial charter, and airline) associated with passenger transportation flights, as required by Sec. 101-37.406, the agency should develop a variable cost rate for each aircraft or aircraft type as follows:

(a) Accumulate or allocate to the aircraft or aircraft type all historical costs, for the previous 12 months, grouped under the variable cost category defined in Sec. 101-37.201. These costs should be obtained from the agency's accounting system.

(b) Adjust the historical variable costs for inflation and for any known upcoming cost changes to determine the projected variable cost. The inflation factor used should conform to the provisions of OMB Circular A-76.

(c) Divide the projected variable cost of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the variable cost rate (per flying hour).

(d) To compute the variable cost for a proposed trip, multiply the variable cost rate by the estimated number of flying hours for the trip. The number of flying hours should include:

(1) If no follow-up trip is scheduled, all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations.

(2) If a follow-on trip requires repositioning, the cost for repositioning should be charged to the associated follow-on trip.

(3) If an aircraft supports a multi-leg trip (a series of flights scheduled sequentially), the use of the aircraft for the total trip may be justified by comparing the total variable cost of the entire trip to the commercial aircraft cost (including charter) for all legs of the trip.

Sec. 101-37.305 Acquisition and management.

(a) The number and size of aircraft acquired by an agency and the capacity of those aircraft to carry passengers and cargo shall not exceed the level necessary to meet the agency's mission requirements.

(b) Agencies must comply with OMB Circular A-76 before purchasing, leasing, or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

(c) Agencies shall review on a 5-year cycle the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with OMB approved cost justification methodologies. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

(d) Agencies shall use their aircraft in the most cost effective way to meet their requirements.

Subpart 101-37.4--Use of Government-Owned and -Operated Aircraft

Source: 58 FR 53660, Oct. 18, 1993, unless otherwise noted.

Sec. 101-37.400 General.

The provisions of this subpart prescribe policies and procedures for the use of Government aircraft. This subpart incorporates certain provisions of OMB Circular A-126 and OMB Bulletin Number 93-11.

Sec. 101-37.401 [Reserved]

Sec. 101-37.402 Policy.

Government aircraft shall be used for official purposes only in accordance with applicable laws and regulations, including this subpart.

(a) Use of Government aircraft. Agencies shall operate Government aircraft only for official purposes. Official purposes include the operation of Government aircraft for:

- (1) Mission requirements, and
- (2) Other official travel.

(b) Use of Government aircraft for official travel or on space available travel is subject to paragraphs (b)(1) and (2) of this section.

(1) Use of a Government aircraft for official travel other than required use travel or mission requirement travel; i.e., for the conduct of agency business, shall be authorized only when:

(i) No commercial airline or aircraft service (including charter) is reasonably available to fulfill effectively the agency's requirement; or

(ii) The actual cost of using a Government aircraft is not more than the cost of commercial airline or aircraft service (including charter). When a flight is made for mission requirements or required use travel (and is certified as such in writing by the agency which is conducting the mission), it is presumed that secondary use of the aircraft for other travel for the conduct of agency business will result in cost savings.

(2) Use of a Government aircraft on a space available basis is authorized only when:

- (i) The aircraft is already scheduled for use for an official purpose;
- (ii) Space available travel does not require a larger aircraft than needed for the already scheduled official purpose;
- (iii) Space available use results in no, or only minor, additional cost to the Government; and
- (iv) Reimbursement is provided as set forth in Sec. 101-37.403 of this subpart.

(c) The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of Central Intelligence may use Government aircraft for travel other than:

- (1) To meet mission requirements, or
- (2) For the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

Sec. 101-37.403 Reimbursement for the use of Government aircraft.

A passenger transported by Government aircraft is required to reimburse the Government under the circumstances specified, and in the amount indicated, in paragraphs (a) through (d) of this section.

- (a) For travel that is not required use travel:
 - (1) Any incidental private activities (personal or political) of an employee undertaken on an employee's own time while on official travel shall not result in any increase in the actual costs to the Government of operating the aircraft, and
 - (2) The Government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as otherwise provided in paragraph (d) of this section).
- (b) For required use travel (except as otherwise provided in paragraph (d) of this section).
 - (1) For a wholly personal or political trip, the Government shall be reimbursed the full coach fare for the trip,
 - (2) For an official trip during which the employee engages in political activities, the Government shall be reimbursed the appropriate share of the full coach fare for the entire trip, and
 - (3) For an official trip during which the employee flies to one or more locations for personal reasons, the Government shall be reimbursed the excess of the full coach fare of all flights taken by the employee on the trip over the full coach fare of the flights that would have been taken by the employee had there been no personal activities on the trip.
- (c) For space available travel, whether on mission requirements or other flights, the Government shall be reimbursed at the full coach fare except:
 - (1) As authorized under 10 U.S.C. 4744 and regulations implementing that statute, and
 - (2) By civilian personnel and their dependents in remote locations not reasonably accessible to regularly scheduled commercial airline service.
- (d) In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 CFR 106.3) if greater than the amount otherwise required under paragraphs (a) through (c) of this section.

Sec. 101-37.404 Approving the use of Government aircraft for transportation of passengers.

- (a) Use of Government aircraft for official travel may be approved only by the agency head or official(s) designated by the agency head.
- (b) Whenever a Government aircraft used to fulfill a mission requirement is used also to transport senior Federal officials, members of their families or other non-Federal travelers on a space available basis (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), the agency that is conducting the mission shall certify in writing prior to the flight that the aircraft is scheduled to perform a bona fide mission activity, and that the minimum mission requirements have not been exceeded in order to transport such space available travelers. In emergency situations, an after-the-fact written certification by the agency is permitted.

[60 FR 3552, Jan. 18, 1995]

Sec. 101-37.405 Approving travel on Government aircraft.

Policy and practices under which travel on Government aircraft may be approved by the agency are specified in paragraphs (a) through (c) of this section.

- (a) All travel on Government aircraft must have advance authorization by the sponsoring agency in accordance with its travel policies, OMB Circular A-126 and, when applicable, documented on an official travel authorization. Where possible, such travel authorization must be approved by at least one organizational level above that of the person(s) traveling. If review by a higher organizational level is not possible, another appropriate approval is required.

(b) All required use travel must have written approval on a trip-by-trip basis from the agency's senior legal official or the principal deputy, unless:

(1) The President has determined that all travel or travel in specified categories by an agency head is qualified as required use travel, or

(2) The agency head has determined that all travel or travel in specified categories by an officer or employee other than the agency head, is qualified as required use travel.

(i) Any determination by an agency head that travel by an officer or employee of that agency qualifies as required use travel must be in writing and set forth the basis for that determination. In emergency situations an after-the-fact written certification by an agency is permitted.

(ii) An agency head opting to determine that travel by an officer or employee may be required use travel shall establish written standards for determining when required use travel is permitted. Such travel shall not be permitted unless the travel is in conformance with the written standards.

(c) All travel by senior Federal officials, family members of senior Federal officials, and non-Federal travelers that is not to meet mission requirements or required use travel must be authorized in advance and in writing.

(1) Such authorization must be approved on a trip-by-trip basis and must be signed by the agency's senior legal official or the principal deputy, or be in conformance with an agency review and approval system that has been approved by the Office of Management and Budget (OMB). In emergency situations, an after-the-fact written certification by an agency is permitted.

(2) In addition to the provisions of this subpart, Federal employees on official travel shall be subject to all other applicable travel rules and regulations. Travel by such individuals that is not official travel, for purposes of this subpart, is subject to the reimbursement requirements in Sec. 101-37.403(c) of this subpart for space available travel.

Sec. 101-37.406 Justification of the use of Government aircraft for transportation of passengers.

(a) The cost comparison justifying the use of a Government aircraft for a proposed trip as required by Sec. 101-37.402(b)(1)(ii) of this subpart should be made prior to authorizing the use of the aircraft for that trip. Standard trip cost justification schedules developed by agencies may be used for this purpose. Agencies that are not able to use such schedules are required to conduct a cost justification on a case-by-case basis.

(b) When conducting a cost comparison, the agency must compare the actual cost of using a Government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a Government aircraft is either:

(1) The amount that the agency will be charged by the organization that provides the aircraft,

(2) The variable cost of using the aircraft, if the agency operates its own aircraft, or

(3) The variable cost of using the aircraft as reported by the owning agency, if the agency is not charged for the use of an aircraft owned by another agency.

(c) The cost of using commercial airline or aircraft services for the purpose of justifying the use of Government aircraft:

(1) Must be the current Government contract fare or price, or the lowest fare or price available for the trip(s) in question,

(2) Must include, as appropriate, any differences in the cost of ground travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the Government, including benefits), between using Government aircraft and commercial aircraft services, and

(3) Must include only the costs associated with passengers on official business. Costs associated with passengers traveling on a space available basis may not be used in the cost comparison.

Sec. 101-37.407 Documentation.

All uses of Government aircraft must be documented, and this documentation must be retained for at least 2 years by the aircraft operations manager. The documentation of each use of Government aircraft must include the information specified in paragraphs (a) through (g) of this section:

(a) Aircraft registration number (the registration number assigned by the Federal Aviation Administration or military-designated tail number);

(b) Purpose of the flight (the mission the aircraft was dispatched to perform);

(c) Route(s) flown;

(d) Flight date(s) and times;

- (e) Name of each traveler;
- (f) Name(s) of the pilot(s) and aircrew;
- (g) When Government aircraft are used to support official travel, the documentation must also include evidence that Sec. 101-37.408 and other applicable provisions of this FPMR have been satisfied.

Sec. 101-37.408 Reporting travel by senior Federal officials.

Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Aircraft Management Division, Washington, DC 20406. A copy of each report shall also be submitted to the Deputy Director for Management, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503. Agencies shall submit report data using the Federal Aviation Management Information System structure and management codes for automated reporting or GSA Form 3641, Senior Federal Travel. Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report. These reports shall be disclosed to the public upon request unless classified.

(a) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal traveler (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:

- (1) The names of the travelers;
 - (2) The destinations;
 - (3) The corresponding commercial cost had the traveler used commercial airline or aircraft service (including charter);
 - (4) The appropriate allocated share of the full operating cost of each trip;
 - (5) The amount required to be reimbursed to the Government for the flight;
 - (6) The accounting data associated with the reimbursement; and
 - (7) The data required by Sec. 101-37.407 (a), (b), and (d) of this subpart.
- (b) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.
- (c) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GAS or OMB but must be made available by the agency for review by properly cleared personnel.

[60 FR 3553, Jan. 18, 1995]

Subpart 101-37.5--Management Information Systems (MIS)

Source: 60 FR 3553, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.500 General.

Executive agencies must maintain an aviation MIS. Agency systems will include computer applications appropriate to the complexity of the operation. Systems should be integrated among bureaus, agencies, and Departments as appropriate to maximize efficiency and effectiveness Government wide. MIS capabilities will include, but are not limited to, collecting, consolidating, and producing the reports and analyses required by: field-level organizations for day-to-day operations, agencies to justify the continuing use of aircraft or new acquisitions, GSA to develop Government wide aviation management guidance, and OMB and other oversight agencies to capitalize on opportunities to improve efficiency and effectiveness.

Sec. 101-37.501 [Reserved]

Sec. 101-37.502 GSA MIS responsibilities.

The Aircraft Management Division will operate the Government wide aircraft MIS (also known as the Federal Aviation Management Information System (FAMIS)), develop generic aircraft MIS standards and software, and provide technical assistance to agencies in establishing automated aircraft information and cost accounting systems

and conducting cost analyses required by OMB. The FAMIS will collect and maintain summary data including, but not limited to:

- (a) Aircraft and aviation related facilities inventories;
- (b) Cost and utilization for owned aircraft and aviation facilities;
- (c) Cost and utilization for chartered, rented, or contracted aircraft;
- (d) Inventories of support service agreements; and
- (e) Senior Federal official and special category travel data.

Sec. 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:

- (a) Owned aircraft. The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (b) Bailed aircraft. The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (c) Leased or lease/purchased aircraft. The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (d) Loaned aircraft. The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.
- (e) Contract, charter, and rental aircraft. The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.
- (f) Support services. The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.
- (g) Senior Federal official and special category travel. Each executive agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

Sec. 101-37.504 Reports.

Executive agencies will submit aviation management data using FAMIS structure format for automated reporting or appropriate forms. FAMIS data shall be submitted to the General Services Administration, Aircraft Management Division, Washington, DC 20406. Interagency report control number 0322-GSA-AN has been assigned to these reports. To the extent that information is protected from disclosure by statute, an agency is not required to furnish information otherwise required to be reported under this subpart.

- (a) Each executive agency will provide GSA with reports as changes occur for: (1) Facilities inventories. Additions, deletions, and changes shall be submitted using GSA Form 3549, Government-owned/leased Maintenance, Storage, Training, Refueling Facilities (per facility) or FAMIS file structures.
 - (2) Aircraft inventories. Additions, deletions, and changes shall be submitted using GSA Form 3550, Government Aircraft Inventory (per aircraft) or FAMIS file structures. Any aircraft operated or held in a non-operational status, must be reported to FAMIS regardless of its ownership category.
 - (3) Aviation support services cost data. This data will be submitted using GSA Form 3554, Aircraft Contract/Rental/Charter Support Services Cost Data Form or FAMIS file structures, as support service agreements become effective.
- (b) Each executive agency will provide GSA with reports annually on or before January 15 for the previous fiscal year ending September 30 for:
 - (1) Contract, rental, and charter aircraft cost and utilization data. Each form or FAMIS database record must contain only one aircraft for each type of mission performed. The data is submitted using GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization or FAMIS file structures.
 - (2) Government aircraft cost and utilization data. The cost and utilization information must be tracked by serial number and must reflect the actual use and expenditures incurred for each individual aircraft. These reports are to be submitted using GSA Form 3552, Government Aircraft Cost and Utilization or FAMIS file structures.
 - (c) Each executive agency will provide GSA with a report semiannually on or before May 31 for the period October 1 through March 30, and on or before November 30 for the period April 1 through September 30 for senior Federal official and special category travel. These reports are to be submitted using GSA Form 3641, Senior Federal

Travel or FAMIS file structures. Executive agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must submit a written response that acknowledges the reporting requirements and states that they have no travel to report. For detailed explanation see Sec. 101-37.408.

Sec. 101-37.505 Aircraft used for sensitive missions.

Inventory, cost, and utilization data submitted to GSA for agency aircraft dedicated to national defense, law enforcement, or interdiction missions will be safeguarded as specified in Sec. 101-37.506. GSA will not allow identification (registration number, serial number, etc.), location, or use patterns to be disclosed except as required under the Freedom of Information Act.

Sec. 101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Agencies using aircraft for law enforcement, national defense, or interdiction missions may use reporting provisions which provide for agency information protection as specified in paragraphs (a) and (b) of this section.

(a) Undercover aircraft. Agencies operating undercover aircraft as defined in Sec. 101-37.100, will report to GSA all FAMIS data in accordance with Sec. 101-37.504, to include the registration number and serial number as reported to the Federal Aviation Administration (FAA), Office of Aircraft Registry.

(b) Deep cover aircraft. Agencies operating deep cover aircraft as defined in Sec. 101-37.100, will report to GSA all FAMIS data in accordance with Sec. 101-37.504, except for that data requiring special handling by the FAA. Specific identifying data for those aircraft requiring special handling by the FAA will be reported as follows:

(1) Special number data. Initially, agencies will supply the actual aircraft serial number with a unique code number. The code number will be used for all future data submissions. GSA will maintain the actual serial number and associated code in a secured file independent from all other FAMIS data. The secured file containing aircraft serial number data will not be printed or distributed.

(2) Registration number data. Agencies will not submit registration number (FAA registration number) for deep cover aircraft.

(3) Location data. Agencies will not submit location data.

Subpart 101-37.6--Management, Use, and Disposal of Government Aircraft Parts

Source: 62 FR 43472, Aug. 14, 1997, unless otherwise noted.

Sec. 101-37.600 What does this subpart do?

This subpart prescribes special policies and procedures governing the management, use, and disposal of Government-owned aircraft parts.

Sec. 101-37.601 What responsibilities does the owning/operating agency have in the management and use of Government aircraft parts?

(a) The owning/operating agency is responsible for ensuring the continued airworthiness of an aircraft, including replacement parts. The owning/operating agency must ensure that replacement parts conform to an approved type design, have been maintained in accordance with applicable standards, and are in condition for safe operation.

(b) In evaluating the acceptability of a part, the owning/operating agency should review the appropriate log books and historical/maintenance records. The maintenance records must contain the data set forth in the latest version of Federal Aviation Administration (FAA) Advisory Circular 43-9. When the quality and origin of a part is questionable, the owning/operating agency should seek guidance from the local FAA Flight Standards District Office (FSDO) in establishing the part's airworthiness eligibility.

Sec. 101-37.602 Are there special requirements in the management, use, and disposal of military Flight Safety Critical Aircraft Parts (FSCAP)?

(a) Yes. Any aircraft part designated by the Department of Defense as a FSCAP must be identified with the appropriate FSCAP Criticality Code which must be perpetuated on all documentation pertaining to such parts.

(b) A military FSCAP may be installed on a FAA type-certificated aircraft holding either a restricted or standard airworthiness certificate, provided the part is inspected and approved for such installation in accordance with the applicable Federal Aviation Regulations.

(c) If a FSCAP has no maintenance or historical records with which to determine its airworthiness, it must be mutilated and scrapped in accordance with Sec. 101-37.609. However, FSCAP still in its original unopened package, and with sufficient documentation traceable to the Production Approval Holder (PAH), need not be mutilated. Undocumented FSCAP with no trace ability to either the original manufacturer or PAH must not be made available for transfer or donation. For assistance in the evaluation of FSCAP, contact the local FAA Flight Standards District Office (FSDO).

Sec. 101-37.603 What are the owning/operating agency's responsibilities in reporting excess Government aircraft parts?

(a) The owning/operating agency must report excess aircraft parts to GSA in accordance with the provisions set forth in part 101-43 of this chapter. The owning/operating agency must indicate on the reporting document if any of the parts are life-limited parts and/or military FSCAP, and ensure that tags and labels, applicable historical data and maintenance records accompany these aircraft parts.

(b) The owning/operating agency must identify excess aircraft parts which are unsalvageable according to FAA or DOD guidance, and ensure that such parts are mutilated in accordance with Sec. 101-37.609. The owning/operating agency should not report such parts to GSA.

Sec. 101-37.604 What are the procedures for transferring and donating excess and surplus Government aircraft parts?

(a) Transfer and donate excess and surplus aircraft parts in accordance with part 101-43, Utilization of Personal Property, and part 101-44, Donation of Personal Property.

(b) Unsalvageable aircraft parts must not be issued for transfer or donation; they must be mutilated in accordance with Sec. 101-37.609.

Sec. 101-37.605 What are the receiving agency's responsibilities in the transfer or donation of excess and surplus Government aircraft parts?

(a) The receiving agency must verify that all applicable labels and tags, and historical/modification records are furnished with the aircraft parts. The receiving agency must also ensure the continued airworthiness of these parts by following proper storage, protection and maintenance procedures, and by maintaining appropriate records throughout the life cycle of these parts.

(b) The receiving agency must perpetuate the DOD-assigned Criticality Code on all property records of acquired military FSCAP. The receiving agency must ensure that flight use of military FSCAP on civil aircraft meets all Federal Aviation Regulation requirements.

(c) The receiving agency must certify and ensure that when a transferred or donated part is no longer needed, and the part is determined to be unsalvageable, the part must be mutilated in accordance with Sec. 101-37.609 and properly disposed.

Sec. 101-37.606 What are the GSA approving official's responsibilities in transferring and donating excess and surplus Government aircraft parts?

(a) The GSA approving official must review transfer documents of excess and surplus aircraft parts for completeness and accuracy, and ensure that the certification required in Sec. 101-37.605(c) is included in the transfer document.

(b) The GSA approving official must also ensure the following statement is included on the SF123, Transfer Order Surplus Personal Property:

``Due to the critical nature of aircraft parts failure and the resulting potential safety threat, recipients of aircraft parts must ensure that any parts installed on a civil aircraft meet applicable Federal Aviation Administration Regulations, and that required certifications are obtained. The General Services Administration makes no representation as to a part's conformance with FAA requirements."`

Sec. 101-37.607 What are the State Agency's responsibilities in the donation of surplus Government aircraft parts?

(a) The State Agency must review donation transfer documents for completeness and accuracy, and ensure that the certification provisions set forth in Sec. 101-37.605(c) is included in the transfer documents.

(b) The State Agency must ensure that when a donated part is no longer needed, and the part is determined to be unsalvageable, the donee mutilates the part in accordance with Sec. 101-37.609.

Sec. 101-37.608 What are the responsibilities of the Federal agency conducting the sale of Government aircraft parts?

(a) The Federal agency must sell Government aircraft parts in accordance with the provisions set forth in Part 101-45, Sale, Abandonment, or Destruction of Personal Property of this chapter.

(b) The Federal agency must ensure that the documentation required pursuant to Sec. 101-37.603(a) accompanies the parts at the time of sale, and that sales offerings on aircraft parts contain the following statement:

``Purchasers are warned that the parts purchased herewith may not be in compliance with applicable Federal Aviation Administration requirements. Purchasers are not exempted from and must comply with applicable Federal Aviation Administration requirements. Purchasers are solely responsible for all FAA inspections and/or modifications necessary to bring the purchased items into compliance with 14 CFR (Code of Federal Regulations)."

(c) The Federal agency must ensure that the following certification is executed by the purchaser and received by the Government prior to releasing such parts to the purchaser:

``The purchaser agrees that the Government shall not be liable for personal injuries to, disabilities of, or death of the purchaser, the purchaser's employees, or to any other persons arising from or incident to the purchase of this item, its use, or disposition. The purchaser shall hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to purchase or resale of this item."

Sec. 101-37.609 What are the procedures for mutilating unsalvageable aircraft parts?

(a) Identify unsalvageable aircraft parts which require mutilation.

(b) Mutilate unsalvageable aircraft parts so they can no longer be utilized for aviation purposes. Mutilation includes destruction of the data plate, removing the serial/lot/part number, and cutting, crushing, grinding, melting, burning, or other means which will prevent the parts from being misidentified or used as serviceable aircraft parts. Obtain additional guidance on the mutilation of unsalvageable aircraft parts in FAA AC No. 21-38, Disposition of Unsalvageable Aircraft Parts and Materials.

(c) Ensure an authorized agency official witnesses and documents the mutilation, retain a signed certification and statement of mutilation.

(d) If unable to perform the mutilation, turn in the parts to a Federal or Federally-approved facility for mutilation and proper disposition. Ensure that contractor performance is in accordance with the provisions of this part.

(e) Ensure that mutilated aircraft parts are sold only as scrap.

Sec. 101-37.610 Are there special procedures for the exchange/sale of Government aircraft parts?

Yes. Executive agencies may exchange or sell aircraft parts as part of a transaction to acquire similar replacement parts in accordance with FPMR part 101-46. In addition to the requirements of this subpart, agencies must ensure that the exchange/sale transaction is accomplished in accordance with the methods and procedures contained in part 101-46 of this chapter, and comply with the restrictions and limitations under Sec. 101-46.202 of this chapter.

(a) Prior to the proposed exchange/sale, agencies should determine whether the parts identified for disposition are airworthy parts. For additional guidance refer to the applicable FAA Advisory Circular(s), or contact the local FAA FSDO.

(b) At the time of exchange or sale, agencies must ensure that applicable labels and tags, historical data and modification records accompany the aircraft parts prior to release. The records must contain the information and content as required by current DOD and FAA requirements for maintenance and inspections.

(c) Life limited parts that have reached or exceeded their life limits, or which have missing or incomplete documentation, must either be returned to the FAA production approval holder as part of an exchange transaction, or mutilated in accordance with Sec. 101-37.609.

(d) Unsalvageable aircraft parts, other than parts in paragraph (c) of this section, must not be used for exchange/sale purposes; they must be mutilated in accordance with Sec. 101-37.609.

Subparts 101-37.7--101-37.10 [Reserved]

Subpart 101-37.11--Aircraft Accident and Incident Reporting and Investigation

Source: 63 FR 43638, Aug. 14, 1998, unless otherwise noted.

Sec. 101-37.1100 What are my general responsibilities for aircraft accident and incident reporting and investigation?

You must:

- (a) Develop a Federal agency specific aircraft accident and incident response plan for your agency;
- (b) Be prepared to participate in National Transportation Safety Board (NTSB) investigations of Federal agency aircraft accident or incidents involving your agency;
- (c) Conduct a parallel investigation of an aviation accident/incident involving your agency aircraft as appropriate;
- (d) Report any condition, act, maintenance problem, or circumstance which has potential to cause an aviation related mishap;
- (e) Provide training to your agency personnel who may be asked to participate in an NTSB investigation;
- (f) Assure that your reporting requirements are in compliance with the NTSB definitions contained in 49 CFR 830.2; and
- (g) Refer to 49 CFR part 830 for further details when required to report an aircraft accident, incident, or overdue aircraft to the NTSB.

Sec. 101-37.1101 What aircraft accident and incident response planning must I do?

You must develop an agency specific aircraft accident and incident response plan which include the following:

- (a) Reporting aircraft accidents, incidents, and overdue or missing aircraft,
- (b) Wreckage site safety,
- (c) Wreckage security,
- (d) Evidence preservation, and
- (e) A point of contact list with current telephone numbers for fire, crash rescue, medical, and law enforcement support personnel and trained agency accident investigators.

Sec. 101-37.1102 When must I give initial notification of an aircraft accident, incident, or overdue aircraft?

You must assure that the operator of any aircraft that is owned, leased, or under your exclusive use and operational control for more than 180 days immediately notifies the nearest NTSB field office when an accident or incident occurs.

Sec. 101-37.1103 What information must I give in an initial notification of an aircraft accident, incident, or overdue aircraft?

You must assure that the notification contains the following information, if available:

- (a) Type and registration of the aircraft;
- (b) Name of the owning agency;
- (c) Name of the pilot-in-command;
- (d) Date and time of the accident;
- (e) Last point of departure and the point of intended landing;
- (f) Position of the aircraft with reference to a geographical point;
- (g) Number of persons aboard, number fatally injured, and number seriously injured;
- (h) Nature of the accident, extent of damage, and the weather; and
- (i) A description of any explosives, radioactive materials, or any other dangerous substances carried on the aircraft.

Sec. 101-37.1104 What are my responsibilities for preserving aircraft wreckage, cargo, mail, and records resulting from aircraft accidents and incidents?

You must assure that the operator of your aircraft is responsible for preserving to the extent possible any wreckage, cargo, and mail carried aboard the aircraft that was involved in an accident or incident. All records such as history data recordings of flight and maintenance information and voice recordings pertaining to the flight and all records pertaining to the operation and maintenance of the aircraft and to the airmen must be preserved until the NTSB takes custody. If items must be moved from the aircraft or the scene of the accident/incident for safety or health reasons, sketches, descriptive notes, or photographs should be made if possible of the original positions and conditions of items moved. If classified material is involved in an accident or incident, you must coordinate its protection and recovery with the National Transportation Safety Board as required by 49 CFR 830.10 and 831.12.

Sec. 101-37.1105 What must I report regarding an aircraft accident, incident, or overdue aircraft?

You must assure that the operator of your aircraft files a report on NTSB Form 6120.1 or 7120.2 within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report involving a reportable incident shall be filed only if requested by the NTSB.

Sec. 101-37.1106 What must I do when the NTSB investigates an accident or incident involving my aircraft?

You should request designation as "party" to the investigation in accordance with 49 CFR 831.11 and assist the NTSB to the maximum extent possible. The NTSB shall allow you to participate in any investigation, except that you may not participate in the NTSB's determination of the probable cause of the accident. You may conduct your own parallel investigation. You and the NTSB must exchange appropriate information obtained or developed in the course of the investigation(s) in a timely manner.

Sec. 101-37.1107 What must I do if I observe a condition, act, maintenance problem, or circumstance that has the potential to cause an aviation related mishap?

You must report such observations to a senior aviation safety manager of your agency.

Sec. 101-37.1108 Why is it important that I be provided aircraft accident/incident related guidance in the form of this subpart, in addition to that found in 49 CFR parts 830 and 831?

You may be excluded from some civil standards because of your unique operational and/or airworthiness requirements. Therefore, in addition to meeting the requirements found in 49 CFR parts 830 and 831, you must do the following: Make personnel who are knowledgeable about your missions and trained as aircraft accident investigators available to work with the NTSB. Develop accident and incident response plans. And understand that a parallel investigation may be conducted. Such teamwork will enhance both NTSB's and your aircraft accident investigation and prevention efforts.

Sec. 101-37.1109 What training must I have to participate in an NTSB investigation?

You must be trained in aircraft accident investigation, reconstruction, and analysis. You must also receive aircraft accident investigation recurrency training and be familiar with NTSB accident investigation procedures.

Subpart 101-37.12--Federal Agency Aviation Safety Program

Source: 59 FR 27486, May 27, 1994, unless otherwise noted.

Sec. 101-37.1200 General.

(a) This subpart sets forth guidance to agencies for establishing aviation safety programs in accordance with the direction given to GSA in OMB Circular A-126, but the subpart is not binding on other agencies.

(b) The aviation safety program objective is the safe accomplishment of the agency mission, and is a direct result of effective management which should include attention to detail sufficient to preclude the occurrence of an accident. Each agency should establish appropriate key management positions and define their responsibilities and qualifications. Agencies should ensure these positions are staffed with properly qualified personnel.

Sec. 101-37.1201 Applicability.

As prescribed in this subpart 101-37.12, the requirement to develop and operate an aviation safety program which addresses all program facets including, but not limited to, flight, ground, and weapons environments, is applicable to all Federal aviation programs.

Sec. 101-37.1202 Agency aviation safety responsibilities.

Agencies operating aviation programs are responsible for establishing and conducting a comprehensive aviation safety program. Agencies should appoint qualified aviation safety managers at both the national and operational program level.

Sec. 101-37.1203 Aviation safety manager qualifications.

(a) Aviation safety manager positions may be full time or additional duty, based on program mission requirements. In general, an aviation safety manager should, regardless of management level:

- (1) Be knowledgeable in agency aviation program activities within his/her purview;
- (2) Have experience as a pilot, crew member, or in aviation operations management; and
- (3) Be a graduate of a recognized aviation safety officer or accident prevention course, or qualified within 1 year through attendance at formal courses(s) of instruction.

(b) These standards should be used as a guide to ensure that qualified personnel are selected as safety managers. However, they do not supersede those job classifications prescribed by the Office of Personnel Management or other appropriate authority.

Sec. 101-37.1204 Program responsibilities.

Agencies will ensure that policies, objectives, and standards are established and clearly defined to support an effective aviation accident prevention effort. The aviation safety manager should develop and implement an agency aviation safety program which integrates agency safety policy into aviation related activities.

Sec. 101-37.1205 Program elements.

As a recommendation, aviation safety program elements should include, but not be limited to, the following:

- (a) Aviation safety council;
- (b) Inspections and evaluations;
- (c) Hazard reporting;
- (d) Aircraft accident and incident investigation;
- (e) Education and training;
- (f) Aviation protective equipment;
- (g) Aviation qualification and certification; and
- (h) Awards program.

Sec. 101-37.1206 Aviation safety council.

(a) Each agency should establish aviation safety councils at the appropriate aircraft operations level. The purpose of the council is to promote safety by exchanging ideas, reviewing, and discussing hazard reports and accident and incident reports, and assessing the threat to safe operation inherent in mission operations plans. The council should function to recommend changes to agency policies, rules, regulations, procedures, and operations based upon such discussions, reviews, and assessments. The council should meet regularly and should consist, at a minimum, of those individuals within the organization responsible for the following areas:

- (1) Operations/mission planning;

- (2) Safety;
- (3) Aircrew training;
- (4) Maintenance; and
- (5) Aircrew scheduling.

(b) Safety meetings for operations and maintenance personnel are used to increase the education and awareness of agency personnel regarding the hazards associated with aviation and to discuss mishap prevention. Meetings should be scheduled and conducted on a regular basis.

Sec. 101-37.1207 Inspections and evaluations.

The purpose of any inspection or evaluation is to prevent aviation accidents and to foster aviation safety.

(a) Each agency should establish and maintain an inspection and evaluation program for all aviation activities. All operational elements of the aviation activity should be regularly inspected and evaluated based on standardized criteria established by the agency. The purpose of this program is to ensure that the agency mission is being carried out in accordance with Federal and agency safety regulations and directives.

(b) Records should be kept and will identify the function or work area involved, date(s), hazard(s) identified, and recommended corrective action(s). All agencies will ensure appropriate resolution and close-out.

Sec. 101-37.1208 Hazard reporting.

Each agency safety program should include an aviation hazard reporting and resolution tracking system. Hazards are identified as conditions, practices, or procedures that constitute an immediate or potential threat to the safe conduct of aviation operations and may be reported by any person. Reports may be submitted on any event, procedure, practice, or condition that adversely affects safety of aviation operations. Prompt resolution of hazards, by safety threat priority, should be the goal of the agency.

Sec. 101-37.1209 Aircraft accident and incident investigation and reporting.

Each agency aviation safety program should have an aircraft accident and incident investigation and reporting capability (see subpart 101-37.11).

Sec. 101-37.1210 Education and training.

Each aviation operations program should develop and conduct aviation safety training within applicable OPM guidelines. Identification, development, and presentation of training needs that are unique to respective programs should be accomplished as required. Training frequency, duration, and currency requirements should be developed for each safety discipline, and should consist of initial and recurring training.

Sec. 101-37.1211 Aviation protective equipment.

Each agency should establish an aviation protective equipment program. Such a program should ensure that all personnel flying aboard agency aircraft are equipped with, or have at their disposal, appropriate aviation life support equipment.

Sec. 101-37.1212 Aircrew qualification and certification.

Minimum standards for aircraft operations are established by OPM Position Classification Series GS-2181. Agencies should periodically review operational requirements to establish or revise aircrew standards. Such standards should ensure that aircrew members meet the minimum qualification and certification necessary for the continued safe operation of aircraft.

Sec. 101-37.1213 Aircraft accident and incident database.

Each agency should establish an aircraft accident and incident data collection system to support an effective aviation safety and accident prevention program. The database should include:

- (a) Owner and operator of the aircraft;

- (b) Federal Aviation Administration registration number or assigned tail number;
- (c) Aircraft make, model, and serial number;
- (d) Location of occurrence;
- (e) Date of mishap (month/day/year);
- (f) Type of mishap, accident, or incident (see Sec. 101-37.1101, Definitions);
- (g) Estimated damage to the aircraft;
- (h) Type of injury; no injury, serious injury, or fatal injury (see Sec. 101-37.1101, Definitions);
- (i) Brief description of the circumstances; and
- (j) Name of the investigator as it appears on the factual report (see Sec. 101-37.1108).

Sec. 101-37.1214 Aviation safety awards program.

Each agency should establish an aviation safety awards program to recognize individuals and organizations for exceptional acts or service in support of the organizational aviation safety program. Such a program should provide for awards in flight, ground, and weapons safety, if applicable.

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms

Sec. 101-37.1400 General.

This subpart provides the necessary information to obtain forms prescribed or available for use in connection with the subject matter covered in part 101-37. These forms are designed to provide a uniform method of requesting and transmitting aviation management information and uniform documentation of transactions among Government agencies.

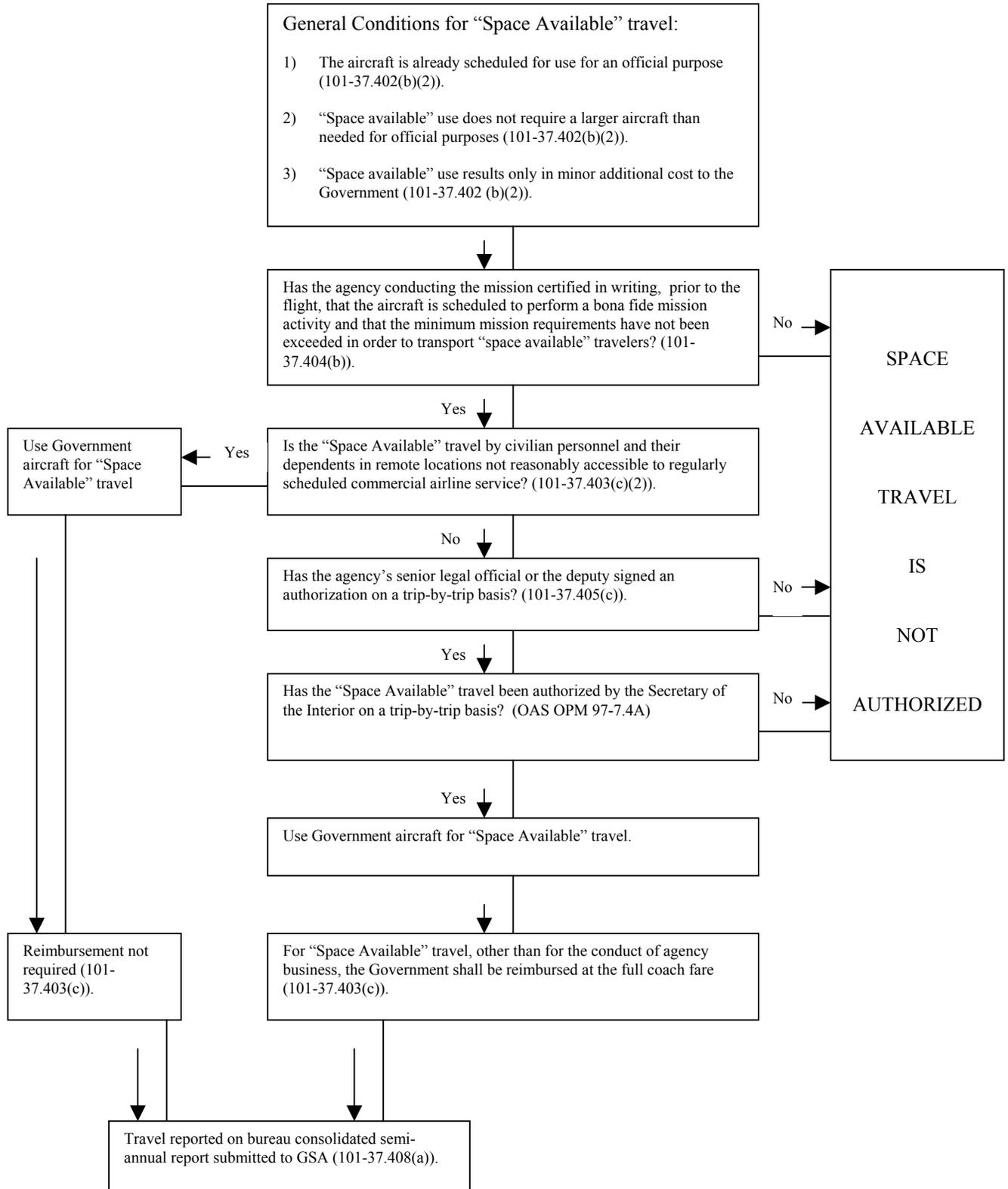
Sec. 101-37.1401 GSA forms availability.

Copies of the forms identified in paragraphs (a) through (e) of this section may be obtained from the General Services Administration (FBX), Washington, DC 20406.

- (a) GSA Form 3549, Government-owned/Leased Maintenance, Storage, Training, Refueling Facilities (Per Facility).
- (b) GSA Form 3550, Government Aircraft Inventory (Per Aircraft).
- (c) GSA Form 3551, Contract/Rental/Charter Aircraft Cost and Utilization.
- (d) GSA Form 3552, Government Aircraft Cost and Utilization (Per Aircraft).
- (e) GSA Form 3554, Aircraft Contract, Rental/Charter and Support Services Cost Data Form.

FLOW CHART AND DECISION PROCESS

Use of Government Aircraft for “Space Available” Travel Implementation of 41 CFR 101-37 (FPMR Amendment G-101)



TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

A. BASIC DATA:

Dates and time of required times(s) at Temporary Duty Station(s) (TDS):

Location _____	Date _____	Hours Required to be on site _____ to _____
Location _____	Date _____	Hours Required to be on site _____ to _____
Location _____	Date _____	Hours Required to be on site _____ to _____

Manifest (only persons required to at TDS):

<u>Name</u>	<u>Hourly Salary</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____

Annual Salary + 2087 x 1.20 =
Hourly Salary Rate

Note: 1.20 covers average Fringe Benefits. Retirement. Health & Life Insurance. Medicare. Other Fringes. The 1.20 does not include COLA: for Alaska-based employees. Add an additional .25.

TOTAL Hours Cost of All Required Travelers \$ _____

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. **Commercial Airline Costs to meet the required TDS locations and times.** \$ _____
Individual ticket cost x # of required travelers.

- Cost of total duty hours away from office or regular duty station to meet commercial airline schedule. _____
- Cost of required per diem and ground transportation. _____

TOTAL Cost by commercial transportation \$ _____

2. **Leased, Contract, or Rental Aircraft.**

1. Flight Hours x flight hour costs \$ _____
2. Cost of total duty hours away from office or regular duty station. _____
3. Cost of required per diem and ground transportation. _____
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tie down fees, overnight parking, extra Crew, etc. _____

TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ _____

3. **DOI Operated Aircraft** – identify specific aircraft: _____ \$ _____

- Flight hours required x variable flight hour cost. _____
- Cost of total duty hours away from office or regular duty station. _____
- Cost of required per diem and ground transportation. _____
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126. Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
- Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____

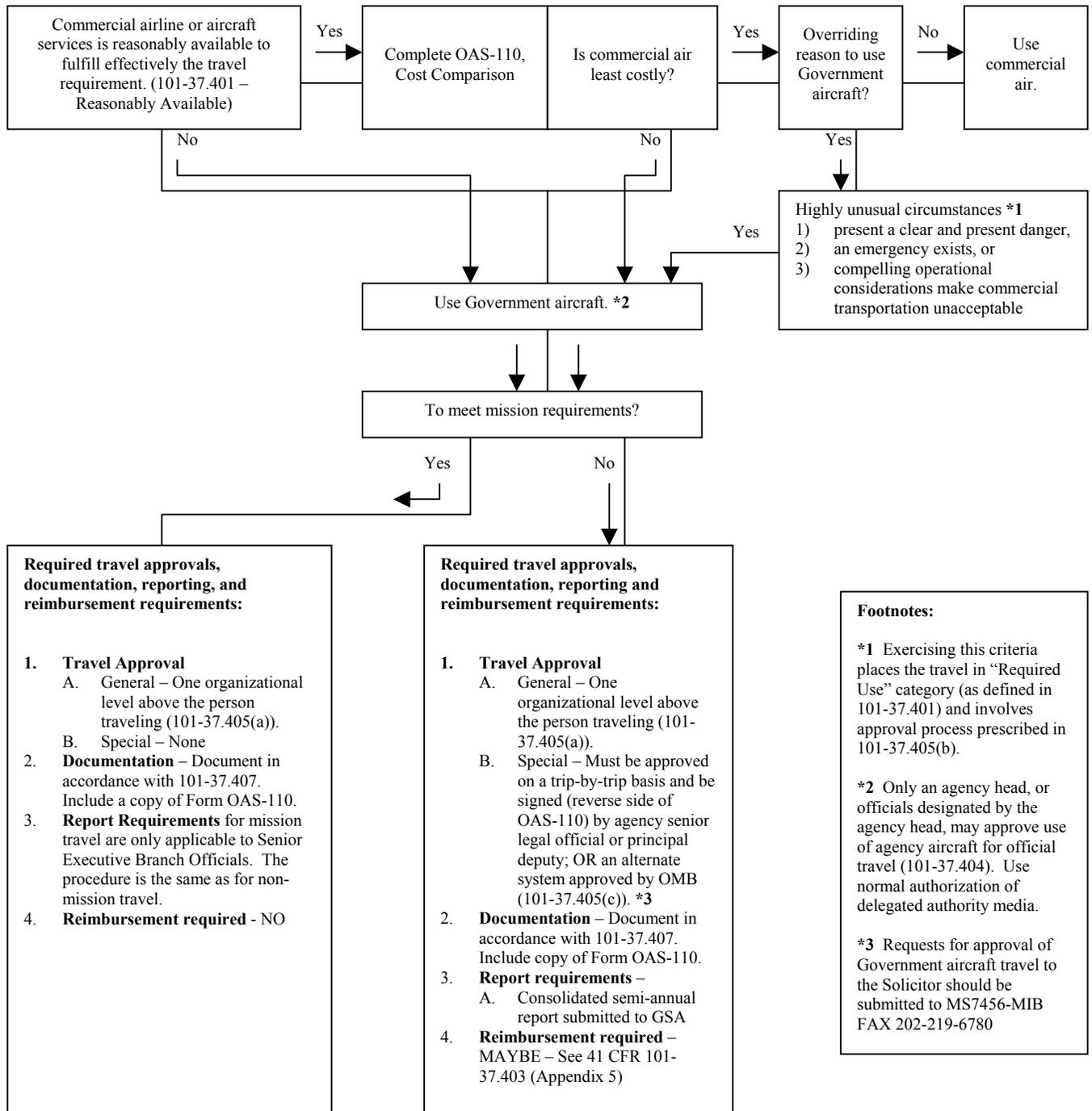
TOTAL Cost by DOI Fleet Aircraft. \$ _____

FLOW CHART AND DECISION PROCESS

Use of Government Aircraft for Travel by Senior Federal Officials & Senior Executive Branch Officials Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

DEFINITIONS:

Government Aircraft – Any aircraft owned, leased, chartered, or rented and operated by an Executive Agency
Official Travel – (a) Travel for the conduct of agency business; (b) Travel to meet mission requirements; (c) Required use travel
Mission Requirements – See 101-37.401. Mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.



Footnotes:

*1 Exercising this criteria places the travel in “Required Use” category (as defined in 101-37.401) and involves approval process prescribed in 101-37.405(b).

*2 Only an agency head, or officials designated by the agency head, may approve use of agency aircraft for official travel (101-37.404). Use normal authorization of delegated authority media.

*3 Requests for approval of Government aircraft travel to the Solicitor should be submitted to MS7456-MIB FAX 202-219-6780

INSTRUCTIONS FOR SFTR SPREADSHEET

Traveler's Agency – The traveler's employing or sponsoring agency.

Traveler's Name – The first and last name of the traveler.

No. of Flights – The total number of flights the traveler took during the reporting period.

Traveler's Status – The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.

NEGATIVE REPORT OF SENIOR FEDERAL TRAVEL
FOR THE PERIOD

FOR THE REPORTING PERIOD OF _____

TO: General Services Administration
Travel Management Policy Division (MTT)
1800 F Street, NW, Room G-219
Washington, DC 20405
(202) 501-0349 (FAX)

FROM: YOUR AGENCY

For the above period this department/agency had no travel to report pursuant to FPMR 101-37.4. Travel considered includes (i) all non-mission travel on Government aircraft by senior Federal officials (including those acting in an aircrew capacity when they are also aboard the flight for transportation), family members of such officials and non-Federal travelers including persons from other departments or agencies, and (ii) all mission and non-mission travel on Government aircraft for senior executive branch officials from this or other agencies. Government aircraft include all aircraft owned, leased, chartered or rented by this agency.

Signature

Name (Please print or type)

Title

Date

**ELECTRONIC MAIL ADDRESSES TO TRANSMIT INFORMATION
FOR THE SENIOR FEDERAL TRAVEL TO OAS**

- | | | |
|-------------|---|--------------------|
| 1. NOTES | = | Rick Mills |
| 2. Internet | = | rick_mills@oas.gov |



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. 04-09

Subject: Fuel Procurement Procedures

Effective Date: January 1, 2004

Supersedes: OPM 03-09 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes the Department of the Interior, Aviation Management (DOI AM) procurement service procedures for the acquisition of aviation fuel and other related services.

.2 General. Upon request, DOI AM will furnish fuel procurement, billing, payment and other services to all Interior bureaus, to the extent described below. DOI AM will be responsible for procurement, billing, payment, for aviation fuels only. Receipt, inspection (quality and quantity), and accounting for fuel at bureau locations are the responsibility of the requesting bureau. DOI AM can provide advice and assistance for development of programs to meet their responsibilities. DOI AM will furnish previously listed services to non-DOI agencies when requested. All costs will be fully reimbursed in accordance with OPM-6.

.3 Bulk Fuel and Oil. DOI AM will procure bulk fuels and oil required by DOI bureaus to support activity needs. Bureaus desiring this service shall follow the procedures outlined below.

A. Establish a special reimbursable service agreement for fuel/oil procurement through DOI AM. Submit requisitions to DOI AM identifying following requirements: product type(s), estimated quantities, type of delivery (e.g., bulk, drums, into-plane), delivery location, frequency or delivery dates, names of individual(s) authorized to order, ordering method (verbal or written), and bureau accounts to be charged. Requisitions may initiate one-time purchases or Blanket Ordering Agreements to cover a specific period of time at one location.

B. Requesting bureaus will be billed for all bulk fuel and oil in one of two ways:

1. Payment upon delivery and receipt: Is required for bulk delivery ordered through DOI AM on a one-time or infrequent basis. A bureau representative shall sign for product(s) delivered and forward the signed receipt to DOI AM. DOI AM will pay the vendor and bill the bureau for the cost of product. Deposits charged by a vendor for returnable barrels will be credited to the user bureau when the barrels are returned and the vendor passes the credit back to DOI AM.

2. Payment upon issue and use: Is required for bulk delivery ordered through DOI AM on a recurrent basis for bureau managed fuel sites. Fuel is charged to customers as it is issued through the use of Form OAS-AR-59, *Fuel and Oil Issue Record*. The direct cost of fuel will be billed to the agency for fuel issued. It is the managing bureau's responsibility to assure that fuel receipt delivery tickets vendor invoices and OAS-59s are mailed promptly to DOI AM. Issue and receipt documents are due at DOI AM on the 10th and 25th of each month. Rates are based on fuel cost, transportation costs, taxes, etc. Rates are subject to change due to cost fluctuations during the year. Rates will be adjusted as needed, but not more than once each month. Only DOI AM purchased fuel will be stored in these facilities. DOI AM retains ownership until fuel is issued.

Note: Bureau management must maintain an accounting ledger of all fuel activity, to include beginning inventory, receipts, and issues. The accounting ledger balance must agree within 1% of the actual physical inventory, determined by gauging or other acceptable measurement. Variances greater than 1% shall be investigated. DOI AM shall be reimbursed for unexplained losses.

a. The bureau is responsible for fuel receipt activity and acceptance inspection (quality and quantity). Bureaus are also responsible for maintaining fuel sites according to established safety and EPA standards. All fuel issues shall be recorded on OAS-AR-59 in whole gallons. Joint bureau/DOI AM physical inventories shall be accomplished at the beginning and end of the use period for seasonal sites. For year-round sites, joint physical inventories are required on the last workday of March and September. The amount of fuel on hand shall be recorded on the OAS-59. A line entry shall be made stating "physical inventory amount," date taken, and names of individuals accomplishing the physical inventory. The OAS-59 is dated and submitted to the DOI AM with gallons on hand entered as the last entry.

b. A beginning fuel balance will be established and adjusted by quantities delivered and issued throughout the reporting period. The DOI AM will bill the bureau for the quantity not accounted for after reconciliation at the end of the reporting period.

D. Present fuel locations with type of fuel available are:

<u>Office</u>	<u>Location</u>	<u>Type of Fuel</u>
114	Ft. Wainwright	AVGS/JETF
116	Galena	AVGS/JETF
134	Fort Wainwright (AFS) Fuel Trucks	AVGS/JETF
138	NPS, Big Bend, TX	AVGS
500	Park Police, Washington D.C.	JETF

Offices 114-Ft. Wainwright and 116-Galena are supported by the DOI AM contracted fueler. All

others are staffed by Bureau of Land Management-Alaska Fire Service (BLM-AFS) personnel. Those locations staffed by BLM-AFS personnel are operated during the fire season only and are primarily for BLM-AFS use.

Bureaus desiring to draw fuel from these locations must have a DOI AM billee code or BLM reimbursable agreement and coordinate their requirements with the BLM-AFS Logistics Coordinator at 907-356-5680. The Washington, DC, stores site is operated by the U.S. Park Police solely for their helicopters. The Big Bend, TX stores site is operated by NPS solely for their aircraft.

.4 Government Credit Cards. Upon written request by bureaus, DOI AM will arrange for the issue of the Government charge cards for fuel acquisition. DOI AM will pay charges incurred and, in turn, bill the user bureau for costs, or through the aircraft use rate (Lower-48 states).

The customer copy of the charge card transaction must be submitted promptly to DOI AM. Following are charge cards authorized for fuel procurement listed in descending order of preference:

A. Department of Defense Jet Fuel Ident-A-Plate (DD Form 1896) or U.S. Air Force AVGAS Ident-A-Plate (AF Form 1245). The Ident-A-Plate allows the bearer to charge fuel from military installations. These cards are issued at bureau request and assigned to a specific fleet aircraft, by FAA registration number. Ident-A-Plates may only be used for acquiring fuel for the aircraft to which the card is assigned. The card remains with the aircraft, however the assigned pilot and the Bureau to which the aircraft and card are assigned are responsible for proper use and security. Requests for card issuance must include the number of cards required, the FAA registration number of the aircraft to which it will be assigned. In Alaska, the request must also include an appropriate four-digit billee code, to be embossed on the card, for charging back to the bureau. DOD is phasing out Ident-A-Plates. When all military installations are equipped with electronic card readers, the Ident-A-Plate cards will be replaced with the contracted AirCard.

B. Air Card (Gold). This is a commercial fuel card for use at commercial sites. This card can be presented at any Defense Energy Support Center (DESC) contracted Commercial Fixed Base Operator location in lieu of the old Ident-A-Plate cards. This card is available for purchase of overwing fuel, oil, tie downs, or landing fees for fleet aircraft operated by a Government pilot, or for bulk fuel purchases from a major oil company only. Users should assure, in advance, that the vendor would accept it.

User bureaus should submit requests to the DOI AM, indicating quantities desired and appropriate four-digit billee code (FAA identifier in lower-48 states) to be embossed on the cards.

C. Bank of America MasterCard. The MasterCard issued by Bank of America may be used to procure aviation fuel if the vendor will not accept the DOD or Air Card. MasterCards are assigned to individual bureau employees who are responsible for their proper use. Requests for issuance of this charge card must include the name of the bureau employee and work address and must be submitted by the employee's immediate supervisor or Bureau Aviation Officer. Monthly statements must be reconciled, signed by the individual using it, and forwarded promptly to the DOI AM Approving Official. The transmittal to the DOI AM must include the statement, receipt copies of the charge slips, billee code and bureau account data, and cardholder signature certifying that all charges are only for official government business.

D. Lost, stolen or misplaced charge cards. Bureaus are responsible for prompt

reporting to the DOI AM (unless otherwise instructed) of any loss or theft of charge cards. The Bureau remains responsible for charges made against the card until such time the DOI AM is notified. When so notified, the DOI AM will report the loss or theft to the card issuer.

.5 Fuel Purchases by Aircraft Contractors in Alaska and Hawaii. Many contract and rental aircraft are provided to the Government under dry rates, with the Government either providing fuel and oil or reimbursing the contractor for fuel and oil purchases necessary for Government missions. When necessary for contract or rental operations, the following procedures will apply:

A. The Contracting Officer's Administrative Representative (COAR) or the Government representative responsible for the flight shall confirm that Government provided fuel is authorized by the Contract/Agreement. The COAR may then authorize the contractor to procure (and pay for) commercial fuel directly, and seek reimbursement from the DOI AM on the OAS-23 Aircraft Use Report, or DOI AM will arrange for the issue of the Government charge cards for fuel acquisition.

B. When purchased by the contractor, fuel quantity and costs shall be recorded as a line entry and summarized under "Other Charges/Credits" on the Aircraft Use Report (Form OAS-23) and shall be supported by paid itemized invoices from the supplier. Certified true copies may be submitted in lieu of the original invoice.

C. Due to the fluctuation of aviation fuel taxes and inconsistent amounts billed to DOI AM by various DOD fuel stations, costs of procuring fuel cannot be billed to various agencies until such time that the DOI AM processes payment to DOD. The billing process will take into consideration direct DOD costs, all aviation fuel taxes and any additional charges per OPM-6.

.6 Technical Fuel Services Available in Alaska and Hawaii. The DOI AM/Alaska Regional Office will provide on request the following fuel management services. Assistance in developing specific fuel site operation and maintenance procedures, fuel quality control procedures, fuel system specification development, equipment design, new fuel system installation, and assistance in retrofitting existing systems. Services also include the periodic inspection of existing systems to ensure operation as designed, as well as ensuring compliance with existing national codes and safety regulations. The DOI AM also provides training sessions for fuel quality control, the proper operation of fuel systems and for tests and quality control measures that can be performed on-site.

/s/ Michael A. Martin
Associate Director



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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-10

Subject: Helicopter Rappel and Short-Haul Operations

Effective Date: January 1, 2004

Supersedes: OPM 03-10 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 General. This OPM establishes standards for Department of the Interior's (DOI) helicopter rappel program. The Helicopter Short-Haul Handbook establishes the standards for the DOI short-haul program.

.2 Definitions.

A. Helicopter Rappel - The deployment of qualified personnel from a hovering helicopter to the ground by means of an approved rope, descent device and technical equipment.

B. Helicopter Short-Haul - The transportation of personnel suspended under a helicopter on a fixed line to or from the closest available landing site from which a helicopter can safely operate.

C. Interagency Helicopter Rappel Guide (IHRG) - This guide is produced as a joint project by the Department of the Interior and the Department of Agriculture, U.S. Forest Service. The information has been developed for the guidance of their employees, their contractors, and cooperating Federal agencies utilizing helicopter rappel. The IHRG covers qualifications, proficiency, equipment, operations and emergency procedures involved in these operations.

D. Helicopter Short-Haul Handbook - This handbook sets forth policies and procedures regarding training, qualifications, and equipment for helicopter short-haul operations. Copies of this handbook are available upon request from the Department of the Interior, Aviation Management Headquarters, Branch of Training.

.3 Approval.

A. Bureau Approval. Helicopter rappel/short-haul operations shall be approved by the appropriate bureau national headquarters.

B. Requests. Training and qualification requests for helicopter rappel/short-haul operations shall be forwarded to the Associate Director, Department of the Interior, Aviation Management (DOI AM). This request shall include a copy of the bureau's headquarters approval and proposed operational plan indicating when and how helicopter rappel/short-haul will be utilized.

.4 Personnel Requirements - Rappel Operations.

A. Pilot Qualifications. Pilots shall meet all the following requirements:

(1) Meet the appropriate requirements of the Departmental Manual or the procurement document.

(2) 50 hours -- Total hours in make, model and series offered.

(3) 100 hours -- Hours in weight class during last 12 months.

(4) 25 hours -- Rappel, short-haul or external load (sling) experience (long line requiring precision placement), last 12 months.

(5) Attend rappel training (optional to participate on rappel or short-haul simulator). This training shall be conducted and documented by a qualified spotter, and include the following:

(a) Briefing and familiarization on rappel bracket and hard points for the specific model.

(b) Seating arrangement for rappellers and/or spotters.

(c) Rappel cargo placement/location and deployment sequence and method.

(d) Exit procedures and sequences.

(e) Perform a minimum of six ground mockups in the aircraft model to be used, including:

(i) Rigging aircraft for rappel mission.

(ii) Deploying cargo.

(iii) Deploying rappellers.

(f) Briefing on any peculiarities of the specific model.

(6) Demonstrate ability to operate helicopter during a series of simulated rappels/cargo letdown/short-haul.

(7) Demonstrate ability to coordinate with the rappel spotter.

(8) Upon meeting the above requirements, the pilot may be approved for helicopter rappel operations or short-haul operations, as appropriate by an DOI AM or USFS Helicopter Inspector Pilot.

B. Pilot Proficiency. The pilot shall maintain currency in helicopter rappel flying at the same frequency required of the rappel spotter (every 14 days). If this cannot be accomplished every 14 days, a proficiency rappel flight must be completed prior to any actual operational mission.

C. Rappel/Short-Haul Training.

(1) Initial rappel/short-haul training shall be conducted by DOI AM Training Specialists to the guidelines established in the IHRG, *Short-Haul Handbook*, and lesson plans. The IHRG and the *Short-Haul Handbook* specifies operational guidelines, training and proficiency requirements for rappellers, spotters, check spotters, and short-haul personnel.

(2) Subsequent training may be conducted by a DOI AM -approved check spotter.

(3) Check spotter approval will be reviewed and renewed every three (3) years by a DOI AM Training Specialist to maintain currency with DOI and Interagency guidelines.

(4) Training and approval of rappellers, short-haulers, spotters, and check spotters will be documented by the user bureau.

.5 Helicopter Requirements. The helicopter must meet the requirements of the Departmental Manual and the procurement document, as appropriate.

.6 Personal Equipment. All rappel equipment including, but not limited to, harness, rope, descent device, karabiners, let-down equipment, helmet, and gloves will be approved by DOI AM in accordance with the requirements outlined in the IHRG and the DOI *Short-Haul Handbook*.

/s/ Michael A. Martin

Associate Director



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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-21

Subject: Interagency Fire Helicopter Standards

Effective Date: March 30, 2004

Supersedes: OPM 03-21 dated January 1, 2004

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. Appendix 1 of this OPM establishes policies and standards covering the present and future determination of equipment that constitutes an aircraft eligible for approval as an interagency fire helicopter; eligibility of pilots for approval as interagency fire helicopter pilots; and procedures for the conduct of interagency fire helicopter operations. Appendix 2 provides two (2) changes to the Interagency Helicopter Operations Guide (IHOG), which affects the length of long lines if used while conducting water bucket operations and establishes the requirement for pilots to be approved for vertical reference operations if long lines are used. Appendix 2 will be incorporated into the IHOG during the next publication of the entire manual. Appendix 3 establishes policy for the management of Type III helicopters operating on interagency fire missions. The Interagency Helicopter Operational Steering Committee will review these operations for inclusion in the 2005 revision to the *Interagency Helicopter Operations Guide*. Additional information regarding Interagency Fire Use of National Guard Helicopters is contained in OPM 41.

.2 Authority. Memorandum of Understanding between the United States Department of the Interior and the United States Department of Agriculture dated January 28, 1943, the Interagency Agreement dated November 25, 1985, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. This policy has been established pursuant to the "Interagency Fire Helicopter Standards" signed and dated by the Acting Director, Office of Aircraft Services, DOI and the Assistant Director, Fire & Aviation Management, U.S.D.A. Forest Service, on May 16, 2002. A copy of the standards is attached as Appendix 1.

/s/ Michael A. Martin

Associate Director

AVIATION MANAGEMENT COUNCIL
INTERAGENCY FIRE HELICOPTER STANDARDS

I. PURPOSE

To establish and document standards covering the present and future determination of:

1. Equipment that constitutes an aircraft eligible for approval as an Interagency Fire Helicopter.
2. Pilots that are eligible for approval as Interagency Fire Helicopter Pilots.
3. How Interagency Fire Helicopter operations will be conducted.

II. AUTHORITY

MEMORANDUM OF UNDERSTANDING between the United States Department of the Interior and the United States Department of Agriculture, dated January 28, 1943 and INTERAGENCY AGREEMENT dated November 25, 1985.

III. HELICOPTER EQUIPMENT

A. Basic Aircraft Equipment

1. Hobbs/Flight Hour Meter observable from the cockpit
2. Free air temperature gauge
3. Seat belts for all seats
4. Double strap shoulder harness, single point release in all front seats
5. FAA approved fire extinguisher, 1.5 pounds minimum capacity
6. Dual controls (for flight checks only)
7. Lighting for night flight
8. White or red and white strobe light (white strobe may be in addition to other required anti-collision lighting)
9. High visibility marked rotor blades
10. High skid gear, if available
11. Convex mirror (not required for aircraft equipment for vertical reference operations)
12. Cargo hook
13. Personnel access step for aircraft with a floor height greater than 18 inches
14. Water/retardant bucket or tank
15. Collective mounted bucket/tank switch
16. Baggage compartment or cargo racks
17. Baggage compartment adequate for long handled tools
18. First aid kit
19. Survival kit
20. Standard three-pin connector for hand held IR or other equipment
21. Standard nine-pin connector for bucket/helitorch/remote hook

B. Avionics Equipment

1. Minimum, 720-channel VHF transceiver (760-channel effective 01/01/2005)
2. VHF-FM transceiver (wideband + narrowband, 10 watts, 32 CTCSS tones, 168.625 Mhz Guard)
3. Auxiliary FM provisions (10-pin connection to audio system, antenna w/BNC connector)
4. Dual audio systems for pilot and observer
5. 4-place ICS for pilot, observer/co-pilot, and two aft cabin exits
6. Hot Mic for pilot and observer/co-pilot
7. Push-to-talk (PTT) for radio + ICS for pilot (on cyclic) and observer/co-pilot (footswitch or cord-mounted), and ICS PTT (cord-mounted) for two aft exits
8. GPS (panel-mounted with external A/C antenna, hand held units prohibited)
9. ELT meeting 14 CFR 91.207, less section f. (TSO-C91a or TSO-C126 effective 01/01/2005)
10. U-92A/U audio connector jacks at all required positions
11. ATC transponder with altitude encoder

12. Pitot/static/altimeter and transponder/encoder maintained to IFR spec's

C. Fuel Service Vehicle (not required in Alaska)

1. Minimum capacity, eight hours fuel for assigned helicopter
2. 2 fire extinguishers each with a 20-B,C rating; one on each side of vehicle
3. Metered fuel dispensing
4. Placards in accordance with 49 CFR 172
5. Marked with fuel type
6. Sump with drain
7. Nozzle screen (splash refueling), nozzle dust protective device, nozzle bonding device
8. Bonding device, aircraft to fuel service vehicle
9. Fuel filtering system marked with filter change date
10. Spare filter
11. No smoking signs
12. Record for recording daily sump draining results as per procurement document
13. Spill containment material
14. Hoses compatible with aviation fuel being dispensed

IV. PILOT STANDARDS

A. Certification Standards

1. Commercial or Airline Transport Pilot Certificate with Rotorcraft/Helicopter rating
2. Class I or II FAA Medical Certificate
3. Contract/vendor pilots shall have a current FAA Form 8410-3 for passenger and internal cargo transport
4. Written evidence of authority to transport external loads

B. Experience Standards

- | | |
|---|------------|
| 1. Pilot in command, helicopters | 1500 hours |
| 2. Helicopter, preceding 12 months | 100 hours |
| 3. Weight Class | 100 hours |
| 4. Turbine engine for turbine aircraft operations | 100 hours |
| 5. Reciprocating engine for reciprocating engine operations | 200 hours |
| 6. Make and model | 50 hours |
| 7. Make, model and series, preceding 12 months | 10 hours |
| 8. Helicopter, last 60 days | 10 hours |
| 9. Mountainous terrain, for mountainous terrain operations | 200 hours |
| 10. Mountainous terrain make and model | 10 hours |

C. Personal Protective Equipment

1. Aviator's protective helmet
2. Fire-resistant clothing
3. Personal floatation device
4. Leather boots
5. Fire-resistant gloves

Subject: Helicopter Water Bucket Operations

.1 Purpose. This appendix provides three (3) changes to the Interagency Helicopter Operations Guide (IHOG). These changes are; the length of long lines if used while conducting water bucket operations, if long lines are utilized then pilots must be approved for vertical reference operations, and an indicated airspeed limit during water bucket operations.

.2 Authority. The Memorandum of Understanding between the U.S. Department of the Interior (DOI) and the U.S. Department of Agriculture (USDA) dated January 28, 1943, and the Interagency Agreement dated November 25, 1985.

.3 Policy. This policy is established pursuant to the "Interagency Fire Helicopter Standards" signed and dated by the Acting Director, Office of Aircraft Services, DOI and the Assistant Director, Fire & Aviation Management, U.S.D.A. Forest Service, on May 16, 2002. Specifically, paragraph V. D. Operations of those standards states that Interagency Fire Helicopter operations will be conducted in accordance with the standards published in the IHOG. With the incorporation of these modifications, Interagency Fire Helicopter operations will continue to be conducted in accordance with the IHOG as amended by the following three (3) policy changes:

Contract helicopter operations utilizing varying lengths of extension lead lines attached to buckets have resulted in tail boom and/or tail rotor damage in recent aviation mishaps. This policy is being issued to mitigate known risks associated with water bucket operations using short extension and long lines.

Effective immediately:

A. If extension lines are utilized for water bucket operations then the lines shall be a minimum of 50 feet in length to reduce the risk of bucket or long line entanglement with the tail rotor or tail boom.

B. Pilots utilizing long lines with water buckets must be approved for vertical reference operations.

C. For other than tandem rotor helicopters, while conducting water bucket operations, airspeed shall be limited to 80 KIAS or the airspeed limitation established by the Rotorcraft Flight Manual whichever is less.

This policy change will bring our helicopter water bucket operations in line with some manufacturers' recommended practices and safety warnings, without seriously degrading operational capability.

Each operator, pilot and helicopter manager shall review the manufacturers' bucket operator's manual and limitations for the applicable bucket prior to use.

The effect of this policy is that airspeed during water bucket operations is limited to 80 KIAS or below (for other than tandem rotor helicopters), "tag lines" of less than 50 feet are no longer authorized, and pilots that are not approved for vertical reference operations must attach the bucket directly to the belly hook during water bucket operations.

helicopter

Operations Guide and with the USDA/ Forest Service.

Subject: Interagency Fire Helicopter Type III Staffing Requirements

.1 Purpose. This appendix establishes policy for the management of Type III helicopters operating on interagency fire missions.

.2 General. The shortages of helicopter managers and crew personnel during the last several fire seasons have precipitated an on-going review of aviation policy. In order to not jeopardize safety, helicopter operational policies are continually examined and evaluated with risk management, efficiency, and costs taken into consideration.

Before considering any changes to helicopter management policies, Interagency and Forest Service helicopter experts are consulted. Based on their input and operational experience with current helicopter management policies, the following ~~interim~~ interim helicopter management policy changes are to be implemented Department-wide for interagency fire operations. Bureaus have the option to disapprove requests made under these interim changes.

The Interagency Helicopter Operational Steering Committee will review these operations for inclusion in the 2005 revision to the *Interagency Helicopter Operations Guide*.

.3 Policy. The following ~~interim~~ interim changes apply to the management of Type III helicopters on interagency fire operations:

- A. Allow standard category Type III helicopters to be temporarily designated and used as "limited use", thus negating the requirement for a helicopter module, and requiring only a Helicopter Manager; assuming compliance to the following operational restriction listed below:
 - The appropriate agency Aviation Manager at the State, Area, or Regional level must grant approval on a case-by-case basis.
- B. Allow Type III helicopters performing air attack, helicopter coordinator, plastic sphere dispenser, infrared and aerial mapping missions to be managed by a Helicopter Manager only, thus negating the requirement for a helicopter module, assuming compliance to the following operational restriction listed below.
 - The appropriate Aviation Manager at the State, Area, or Regional level must grant approval on a case-by-case basis.



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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

Expiration Date: December 31, 2004

.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	
a	Accredited college aviation course	15
b	Dunker training	5
c	Cool school or wet weather school	10
d	Aviation Conference and Education	10
9	Flight hours	
a	Receiving training from a CFI (credits per flight hour)	5
b	Giving training to a DOI pilot (credit per flight hour)	1
10	IFR training	
a	Formal simulator class (not PC-based)	30
b	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.



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-23

Subject: DOI Like Make and Models

Effective Date: January 1, 2004

Supersedes: OPM 03-23 dated January 1, 2003

Expiration Date: December 31, 2004

.1 Purpose. This OPM transmits a listing of Like Make and Models of both helicopter and fixed wing aircraft.

.2 General. Groupings of like makes and models of aircraft allow determination of pilot authority. Differences training must be completed for each of the make/models in a grouping. Make/model currency is met with time flown in any aircraft in grouping.

.3 Procedures. When make/model/series currency is specified in the procurement document, only that specific make/model/series may be used to determine currency.

/s/ Michael A. Martin

Associate Director

LIKE MAKE AND MODELS-Fixed Wing

RECIPROCATING ENGINE AIRCRAFT

<u>Make</u>	<u>Model</u>
Cessna	172, 175, 177, 182
Cessna	172RG, 177RG, 182RG, 210
Cessna	170, 180, 185, L-19
Cessna	205, 206, 207
Cessna	336, 337
Cessna	303, 310, 320, 340, 400 series
Piper	PA-10, 11, 12, 14, 16, 18, 20
Piper	PA-24, 28R, 32R
Piper	PA-23, 30, 39, 40, 31, 34
Piper	PA-32, 22, 28 (fixed gears)
Beech	33, 35, 36
Beech	50, 55, 56, 58, 60, 65, 80, 70, 95
Beech	18
Helio	250, 295, 400, 700, 800
Maule	M-4, 5, 6, 7
Rockwell-Commander	500, 560, 680, 720
Douglas	DC-6, DC-7

TURPOPROP AIRPLANES

<u>Make</u>	<u>Model</u>
Lockheed	L-188, P-3
Cessna	206, 207 "Soloy Turbine"
Cessna	208 "Caravans"
Cessna	425, 441 "Conquest I & II"
Convair	540, 580, 600, 640
Piper	PA-31T "Cheyenne I & II" & PA-42 "Cheyenne III & IV"
Beech	"King Air" series 90, 100, 200, 300
Beech	18 turbine series - ("Volpar" and etc.)
Rockwell-Commander	680 T.V.W.; 681, 690, 840, 900, 980, 1000
Fokker	F-27, F-227
Mitsubishi	MU-2 series
DeHavilland	DHC-6 Twin Otter series
Shorts	SD3-30, SD3-60, C-23 (Sherpa)
Swearingen	Merlin/Metro series
Embraer	Bandeirante 110, 120

JET AIRPLANES

<u>Make</u>	<u>Model</u>
Lear Jet	20 through 36 series
Lear Jet	45, 54, 55, 56, 60
Grumman	G-II, III, IV
Cessna	"Citation" series
Falcon	10, 20 series
Falcon	50
Rockwell	"Saberliner"
Israel	"Westwind" 1121-1124
Israel	"Astra" 1125
Canadair	"Challenger" series
Beech	HS 125, 800
Beech	BE-400, MU-300 Diamond Jet

LIKE MAKE AND MODELS-Helicopter

<u>Make</u>	<u>Helicopter Model</u>
Agusta	109
Bell	47 Series (All Recips)
Bell	47 Series Soloy
Bell	206A, 206B, 206BIII
Bell	206L, 206L-1, 206L-3, 206L-4
Bell	407
Bell	204, 205, UH-1, All Series
Bell	212, 412
Bell	214
Boeing	BV 107, BK 107
Boeing	BV 234, CH 47 Series
Boeing	369 (500) Series
Boeing	MD-600N
Boeing	MD-900, 902
Enstrom	28 Series
Eurocopter	SA 315, SA 316, SA 319 (Alouette/Lama)
Eurocopter	SA 318
Eurocopter	AS 350 Series (Astar)
Eurocopter	AS 355 Series (Twin Star)
Eurocopter	SA 341 (Gazelle)
Eurocopter	SA 360
Eurocopter	SA 365 (Dauphin)
Eurocopter	AS 330, 332 (Puma)
Eurocopter	MBB 105 Series
Eurocopter	BK 117 Series
Eurocopter	EC-135
Eurocopter	EC-120
Hiller	12 Series (Recips)
Hiller	12 Series (Soloy)

Hiller	FH 1100
Hughes/Schweizer Schwietzer	269 (300) Series (Recips) 330
Kaman Kaman	H 43 Series K1200
Sikorsky	S-55, H19 (Recip), S-55T
Sikorsky	S-58, H34 Series (Recip), S-58T Series
Sikorsky	S-62
Sikorsky	S-61, Series
Sikorsky	S-64
Sikorsky	S-76, Series
Sikorsky	S-70, UH-60 Series



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-24

Subject: Pilot Review Board

Effective Date: February 26, 2004

Supersedes: OPM 04-24 dated January 1, 2004

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. The Pilot Review Board (PRB) is an administrative, fact-finding proceeding, convened to assist the Associate Director, Aviation Management (AM), relevant to the continued qualification, disqualification or reinstatement of any Department of the Interior contract, or other pilot carded to provide aviation services to the Department of the Interior. The PRB may consider any aspect of pilot performance. The PRB may recommend to the Associate Director appropriate remedial measures to prevent future aircraft incidents or mishaps. All recommendations of the PRB are advisory and not binding.

.2 Convening. The PRB is convened with the approval of the Associate Director, AM, and in coordination with the Bureau aviation manager.

.3 Membership. The Associate Director, AM is responsible for selection of the Board members.

The Board will consist of three members, each having one vote. At least two Board members must be DOI-qualified pilots. If the respondent pilot is a government employee, at least one of the Board members must be from the pilot's bureau. The Associate Director, AM, shall choose one of these members to act as chair. Advisors shall be appointed, as needed, to provide technical assistance and advice.

.4 Pilot Notification. The pilot will be notified via letter to appear before the PRB. The letter will include information concerning when, and where the Board will meet and list the specific allegations being examined. A copy will be provided to the national aviation manager of the respective bureau. Pilots may be represented by counsel or any other individual of their choosing. In the case of a DOI pilot, the representative may be a fellow DOI employee, so long as supervisory approval is obtained and there is no conflict with the representative's job.

.5 Findings. The Board shall examine the facts, such as aircraft mishap and incident history, flying skills, pilot judgment and other information deemed appropriate by the Board relevant to the continued qualification, disqualification or reinstatement issue being considered. The respondent pilot may present additional evidence to be considered by the PRB. The Board will make proper recognition of any possible extenuating circumstances regarding the pilot's control over the factors involved.

Findings must be supported by evidence of record. For example, findings that state that a pilot cannot satisfactorily perform pilot duties must include the specific instances in the pilot's past performance to support this conclusion, with sufficient supporting testimony and evidence of unsatisfactory past performance to support an inference of unsatisfactory future performance. Board findings must be supported by a greater weight of evidence than supports a contrary conclusion. The weight of evidence is not determined by the number of witnesses or volume of exhibits, but by considering all the evidence and evaluating such factors as the witness' demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of veracity.

.6 Report/Recommendations. A complete and accurate report of the proceedings of the PRB will be completed and forwarded to the Associate Director, AM, within 30 days after completing the hearing. A verbatim transcript of the proceeding taken by a court reporter is required. The report will also include the Board's recommendations, findings and supporting evidence. The recommendations of the PRB must be consistent with the findings (e.g., qualified, disqualified, or requires additional training). The findings and recommendations of the PRB may be adopted or rejected, in whole or in part, by the Director.

A minority report is appropriate if there is a disagreement among members of the PRB. A minority report can be submitted on the findings, recommendations, or both.

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-26

Subject: Rapid Refueling of Turbine Powered Helicopters

Effective Date: January 1, 2004

Supersedes: OPM 03-26 dated January 1, 2003

Distribution: A, B & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policies and procedures for the rapid refueling of turbine powered helicopters.

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

.3 Definitions. Rapid Refueling is the introduction of fuel into the helicopter while the engine is running. This procedure is sometimes referred to as "Hot Refueling".

.4 Policy.

A. Rapid refueling is permitted when a closed circuit system is present on both the pumping and receiving equipment, or

B. Rapid refueling is permitted in accordance with the provisions of NFPA 407 5-21 when requested by the bureau and approved by DOI AM. Notwithstanding NFPA 407 3-21.2(b)*, no personnel, other than the pilot, may be on board during refueling operations.

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04- 28

Subject: Operations in Restricted Category and Uncertificated Aircraft

Effective Date: January 1, 2004

Supersedes: OPM 03-28 dated January 1, 2003

Distribution: A, B, and C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for operations in restricted category or uncertificated aircraft. Public Law 103-411 mandates this change.

.2 Authority. This policy is established by the Associate Director, Department of the Interior, Aviation Management (DOI AM), in accordance with the provisions of Departmental Manual 350 DM 1, Public Law 103-411, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy.

A. Delete 351 DM 1.1I and replace with the following:

I. Operations in Restricted Category and Uncertificated Aircraft.

(1) Operation of aircraft certificated in the Restricted Category shall be limited to the special purpose operations authorized by that certificate. All operations shall be in accordance with 14 CFR 91.313 and the aircraft operating limitations of the Restricted Certificate. For aircraft with multiple Airworthiness Certificates, the operating rules of the Certificate being used shall apply.

(2) Operations of Uncertificated Aircraft shall be limited to transportation of persons (e.g. fire fighters) and property directly associated with the mission as authorized by Public Law 103-411. However, the aircraft must be maintained in accordance with a maintenance and inspection program accepted by the Associate Director, DOI AM. This authorization does not include transportation of passengers not directly associated with the performance of the mission. Operations involving persons who need to be moved from one location to another require the aircraft to have a Standard Airworthiness Certificate and to be operated and maintained as civil aircraft in accordance with 14 CFR 91.

B. Delete 351 DM 4.1B(3) and replace with the following:

(3) Operations in Restricted Category and Uncertificated Aircraft.

(a) Operation of aircraft certificated in the Restricted Category shall be limited to the special purpose operations authorized by that certificate. All operations shall be in accordance with 14 CFR 91.313 and the aircraft operating limitations of the Restricted Certificate. For aircraft with multiple Airworthiness Certificates, the operating rules of the Certificate being used shall apply.

(b) Operations of Uncertificated Aircraft shall be limited to transportation of persons (e.g. fire fighters) and property directly associated with the mission as authorized by Public Law 103-411. However, the aircraft must be maintained in accordance with a maintenance and inspection program accepted by the Associate Director, DOI AM. This authorization does not include transportation of passengers not directly associated with the performance of the mission. Operations involving persons who need to be moved from one location to another require the aircraft to have a Standard Airworthiness Certificate and to be operated and maintained as civil aircraft in accordance with 14 CFR 91.

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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-29

Subject: Special Use Activities and Revised Standards for Technical Oversight

Effective Date: February 3, 2004

Supersedes: OPM 04-29 dated January 1, 2004

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM establishes policies and procedures regarding: (a) special use activities, and (b) inspection and technical oversight of vendor pilots and aircraft flying for the Department of the Interior (DOI). It was written to preclude duplication of effort between DOI and the Federal Aviation Administration (FAA) while recognizing that DOI has Departmental oversight responsibilities that must be performed.

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

.3 Definitions.

A. Point-to-Point Transportation. Flights between airports (excluding operations defined in paragraph .3C below and in 351 DM 1.7 as "special use") where the route of flight is determined by the pilots, based upon navigational requirements.

B. 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 VSO (airplane landing configuration stall speed), or climbs/turns/descents greater than the standard rate. This does not include any type of precise maneuvering or specialized equipment.

C. 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 control measures due to their inherently higher risk. This may require deviation from normal operating practices where authorized by DOI AM. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to minimize risk to personnel and property. These activities include:

Low level flight (within 500' of the surface)
Mountain flying (helicopter)
Resource reconnaissance
Fire reconnaissance
Air tactical group supervision
Toe-in, single-skid, and step-out landing (helicopter)

Cargo letdown
External load - short line $\leq 50'$ (helicopter)
External load - longline $> 50'$ (helicopter)
Rappel
Short-haul

Offshore platform landings (helicopter)
Vessel landings
Water landings - floats or hull (helicopter)
Wheel operations on unprepared landing areas (airplane)

Animal darting, paint ball
Animal eradication
Animal gathering and capture
Airframe mounted net gun (helicopter)
Handheld net gun

Aerial ignition
Night vision goggles
Smoke jumping/paracargo
Water/retardant application

Note: Future flight activities may be developed which should also be identified as special use. If a question exists, the applicable DOI AM regional/area office should be consulted.

D. Precision Reconnaissance. 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 that require special consideration. Precision reconnaissance is divided into three subcategories: resource reconnaissance, fire reconnaissance, and air tactical group supervision. These special use activities do not require the use of PPE, survival kits, or first aid kits because they are conducted exclusively above 500' AGL and are considered low risk.

E. Administrative Approval Document. A written notice, issued by DOI AM and carried aboard the aircraft, from which the user can verify that the vendor has a current and approved aircraft rental agreement for that specific aircraft. **Note: This document DOES NOT denote a DOI technical inspection or approval.**

.4 Policy. All vendor pilots flying for DOI shall conform to the standards contained in 351 DM 3 and all vendor aircraft flying for DOI shall conform to the standards contained in 351 DM 2. Vendor pilots and aircraft flying only point-to-point transportation and high reconnaissance shall comply with 14 CFR 135 and applicable state regulations for operations, maintenance, and equipment. Personal protective equipment (PPE) requirements will be as specified in the *ALSE Handbook* as amended by this OPM.

.5 Procedures.

A. Vendor Pilots.

1) Pilots shall document their experience on the OAS-64, Interagency Pilot Qualifications and Approval Record, and submit this form to DOI AM.

2) DOI AM will complete an administrative pilot review of flight experience, medical currency, 14 CFR 135 checkride currency, accident/violation history, and DOI Aviation Mishap Information System (AMIS) history and as documented on the OAS-64.

3) After it has been determined that a pilot meets the experience requirements and a satisfactory administrative review has been completed, point-to-point transportation and high reconnaissance pilot qualifications may be issued for a two-year cycle period (not to exceed 26 months).

4) Pilot approval for special use activities will be in accordance with 351 DM 3 and the following flight evaluation intervals:

a) An initial flight evaluation will be conducted for each special use activity to be flown regardless of whether or not periodic evaluations are required.

b) The following special use activities require only an initial evaluation:

- Aerial ignition
- Airframe mounted net gun (helicopter)
- External load - short line ≤50'(helicopter)
- Low-level flight (helicopter)
- Mountain flying (helicopter)
- Offshore platform landings (helicopter)
- Resource reconnaissance
- Fire reconnaissance
- Air tactical group supervision
- Water landings/floats or hull (helicopter)
- Single engine airplane water/retardant application

c) The following special use activities require periodic flight evaluations. A pilot must have completed a satisfactory flight evaluation within the preceding three-year cycle period (not to exceed 38 months) before performing the following activities:

- Animal darting, paint ball
- Animal eradication
- Animal gathering and capture
- Cargo letdown

External load - longline >50' (helicopter)
Handheld net gun
Low-level flight (airplane)
Toe-in, single-skid, and step-out landing (helicopter)
Vessel landings
Water/retardant application (except single-engine airplanes)
Wheel operations on unprepared landing areas (airplane)

d) The following special use activities require annual flight evaluations. A pilot must have completed a satisfactory flight evaluation within the preceding 14 months before performing the following activities:

Night vision goggles
Rappel
Short haul
Smoke jumping/paracargo

e) Confirmation of 14 CFR compliance may be accomplished via a quality assurance program of random sampling of the OAS-23, Aircraft Use Report, and verification of periodic flight evaluations and medical certifications.

f) Pilot qualification removal/suspension will be in accordance with current revocation procedures found in 351 DM 3, appendix 1.

B. Vendor Aircraft.

1) The bureau shall submit an OAS-20, Request for Rental Services, through its national aviation manager to the DOI AM Flight Coordination Center identifying the bureau's point-to-point aircraft requirements.

2) For new vendors, a business meeting shall be scheduled to discuss administrative procedures, safety expectations, and problem resolution processes with suggested attendance by the requesting bureau(s), interagency partners, vendor senior management, and the servicing DOI AM field office representative. This meeting is administrative in nature and is not for technical inspection purposes.

3) Aircraft meeting all administrative requirements will be issued an administrative approval document for a two-year period (not to exceed 26 months) which shall be carried in the aircraft and made available for review upon request.

C. Aviation Life Support Equipment.

1) The *Aviation Life Support Equipment (ALSE) Handbook* does not apply to vendor aircraft procured under an aircraft rental agreement (ARA) when conducting point-to-point (non-special use) activities and low risk special use activities, which are resource reconnaissance, fire reconnaissance, and air tactical group supervision.

2) For all other special use activities, the PPE requirements of the *ALSE Handbook* apply.

- 3) Aircraft used in offshore missions, such as Minerals Management Service aircraft, are not required to comply with the survival kit requirements of appendix 1 to the *ALSE Handbook*. These aircraft are required to meet the survival kit requirements of 14 CFR 135.167.

D. Quality Control.

1) Technical oversight and inspection is the responsibility of the FAA and is supported by quality control input from DOI users.

a) Incidents, hazards, and maintenance deficiencies shall be reported via the SAFECOM Incident Reporting System (www.safecom.gov) or telephonically to the servicing DOI AM field office for matters of urgency.

b) DOI AM will consolidate the information and, as appropriate, communicate it to the FAA office having responsibility for the vendor.

c) DOI AM may visit point-to-point vendors occasionally for quality control purposes.

2) Removal of vendors will be in accordance with current revocation procedures found in 351 DM 3, appendix 1.

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DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-30

Subject: Terms and Definitions for Aircraft Rental Agreements and Incidental Pilots

Effective Date: January 1, 2004

Supersedes: OPM 03-30 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM deletes, replaces or modifies specific Departmental Manual definitions.

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

.3 Background and Changes.

A. **Background:** The DOI AM replaced all Basic Ordering Agreements (BOAs) with a new Aircraft Rental Agreement (ARA). The new document incorporates Part 12, commercial item provisions, from the Federal Acquisition Regulations simplifying contract provisions. These provisions are tailored to meet the unique requirements of DOI aviation contracts similar to the provisions that have proven to work well under formal contracts. Existing procedures requiring all ARA (formally BOA) requests to be reviewed, approved and signed by bureau National Aviation Managers remain in effect. Ordering procedures (i.e., making the best value selection from the Source List) remain the same and will be greatly improved when the electronic Source List, presently under construction on the DOI AM home page, is fully developed. Inspection procedures and the importance of checking Pilot Qualification Cards and Aircraft Data Cards prior to use remain the same.

Changes:

Replace the term "Basic Ordering Agreement (BOA)", with "Aircraft Rental Agreement (ARA)" wherever it appears in the Departmental Manual.

A word search reveals the following paragraphs are affected:

350 DM 1, Appendix 4, (#18); 350 DM 1, Appendix 5: (#3 & #12)

351 DM 3.5D

352 DM 6.4

353 DM 2.4A; 353 DM 2.4B (3)

B. Background: 350 DM 1, Appendix 5 defines commonly used aviation management terms. The example cited within the parenthesis under definition #35, "Incidental Pilot," has caused questions and confusion. The practical definition of the term has not changed.

Changes:

350 DM 1, Appendix 5: Delete the example cited in #35, Incidental Pilot "(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)."

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-31

Subject: Experience Requirements for DOI Seaplane Pilots

Effective Date: January 1, 2004

Supersedes: OPM 03-31 dated January 1, 2003

Distribution: A, B, and C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes experience requirements for DOI employees who act as pilot-in-command of seaplanes. It recognizes the experience that can be gained while enrolled in a quality course of instruction.

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

.3 Policy. An incidental, dual-function, or GS-2181 pilot acting as pilot-in-command of a seaplane (single or multiengine) shall have 25 hours pilot-in-command in seaplanes before flying operational missions for the Department. Seaplane hours obtained while participating in a formal course of instruction approved by the DOI AM may be counted toward the 25 hours pilot-in command time. The following policy will be used:

- 351 DM 3.2A(10) GS-2181 Pilots: Seaplane Operations – 25 hours PIC of airplane single or multiengine seaplane experience, as appropriate. Seaplane hours obtained while participating in a formal course of instruction approved by the DOI AM may be counted toward the 25 hours pilot-in-command time.
- 351 DM 3.2B(4)(f) Incidental/Dual Function Pilots: Seaplane Operations – 25 hours PIC of airplane single or multiengine seaplane experience, as appropriate. Seaplane hours obtained while participating in a formal course of instruction approved by the DOI AM may be counted toward the 25 hours pilot-in-command time.

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04-32

Subject: ACETA Helicopter Performance

Effective Date: January 1, 2004

Supersedes: OPM 03-32 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM modifies Interior aviation policy (351 DM 2, 351 DM 3) regarding the *Aerial Capture, Eradication, and Tagging of Animals (ACETA) Handbook* helicopter performance standards.

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

.3 General. The *ACETA Handbook* language no longer meets departmental needs. This language was written several years ago when we were using a small number of aircraft for a limited resource program. In recent years, these programs have grown and the types of aircraft available are numerous. Several of these aircraft have the performance necessary to meet program needs but do not qualify under the current policy, which is based on engine horsepower.

.4 Policy.

A. Delete the current *ACETA Handbook* Chapter 4.5 language which reads:

4.5 Helicopter Performance. Helicopters provided for any ACETA operation will have the following minimum engine configurations:

- A. **Sea Level to 4,000 Feet Density Altitude (DA). Minimum performance for a reciprocating engine will be 205 horsepower, for nonturbocharged.**
- B. **Above 4,000 to 7,000 Feet (DA). Minimum performance for a reciprocating 305 horsepower nonturbocharged, or 220 horsepower turbocharged, or turbine engine of at least 317 shaft horsepower.**

- C. **Above 7,000 Feet (DA)**. Minimum performance for a reciprocating engine will be 270 horsepower with turbocharger or turbine engine of at least 400 shaft horsepower.

NOTE: Special OAS approval for aircraft other than above may be requested where justified and warranted.

B. Add the revised *ACETA Handbook* Chapter 4.5 language which reads:

4.5 Helicopter Performance. Helicopters provided will meet the minimum performance in at least one of the following categories:

- A. **Sea Level to 4,000 Feet Density Altitude (DA)**. Hover Out of Ground Effect (OGE) at 4000 feet DA.
- B. **Above 4,000 to 7,000 Feet (DA)**. Hover Out of Ground Effect (OGE) at 7000 feet DA.
- C. **Above 7,000 to 9000 Feet (DA)**. Hover Out of Ground Effect (OGE) at 9000 feet DA.
- D. **Above 9000 Feet (DA)**. The aircraft must meet Hover Out of Ground Effect performance for the highest anticipated DA.

Minimum aircraft requirement: Three seats, one pilot and two passenger seats and 180 horsepower output.

NOTE: Special DOI AM approval for aircraft other than above may be requested where justified and warranted.

In order to safely and successfully complete the mission, the helicopter must be capable of meeting the performance required. Payload, hover ceiling, airspeed, and fuel requirements need to be considered in selecting the proper aircraft. Use actual aircraft, pilot, passenger, cargo weights, and required fuel to determine if the aircraft meets the hover OGE performance.

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-33

Subject: Aviation Program Evaluation

Effective Date: January 1, 2004

Supersedes: OPM 03-33 dated January 1, 2003

Distribution: A, B & C

Expiration Date: December 31, 2004

1. Purpose. This OPM establishes policy and procedures for the oversight, conduct, tracking and associated management of aviation program evaluations.

2. Authority. The Associate Director, Department of the Interior, Aviation Management (DOI AM), establishes this policy in accordance with provisions of Department Manual 352 DM 1 *Aviation Safety Program*, and Secretarial Order 3250 dated September 30, 2003.

The Federal Managers Financial Integrity Act (P.L. 97-255) establishes specific requirements for agency heads to establish management controls safeguarding against waste, fraud and mismanagement. Office of Management and Budget Circular A-123 prescribes appropriate management controls as an integral part of the cycle of planning, budget, management and auditing. Federal Property Management Regulation (41-CFR 101.37) establishes Federal aviation management practices including evaluation, review and reporting on aspects of aviation programs. The Interagency Committee for Aviation Policy (ICAP) agreement of January 2000 establishes common aviation safety standards and guidelines that prescribe program evaluations for all federal executive department agencies.

3. Introduction. Program evaluation is a systematic process for analyzing and reporting information with regard to the aviation programs at all levels of the Department of the Interior. It is an essential means of providing feedback about the operations, process, and outcomes with a focus on program enhancement. This quality assurance system assesses the safety of aviation services provided, assures efficiency in management of complex resources, and provides a means for sharing best practices.

4. Policy. Bureau managers are responsible for aviation program performance and are responsible for established standards. Programs will be evaluated to assess processes commensurate with controlling costs, with mitigating adverse aspects of aviation operations, and to evaluate their outcomes. Follow-up contacts will occur on one-year intervals following the evaluation to document program enhancements.

Interior's aviation program evaluations will be conducted in each of the Bureau's geographic units (region, state, area, etc.) that use aviation resources. Evaluations should occur on an interval of approximately every five years.

Goals- Department level Aviation Program Evaluation goals are that:

- Evaluations will be conducted in a manner that is objective and independent of internal Bureau inspections, audits, and controls while minimizing the duplication of efforts.
- Reliable and timely information is obtained, maintained, reported, and used for decision-making.
- Management and program deficiencies are recognized and corrective actions are promptly recommended.
- Findings and recommendations are monitored for corrective action and Bureaus are encouraged to pursue program enhancements.
- Best practices are identified and shared with all aviation programs through the evaluation/oversight process.

5. Responsibility.

A. Department of the Interior, Aviation Management (DOI AM). The Associate Director, DOI AM, shall establish evaluation criteria for and provide leadership in the conduct of aviation program management and aviation safety program evaluations within the Department (352 DM 1.6A). It is the responsibility of the Aviation Program Evaluation Manager (EM) to develop and maintain an independent assessment program commensurate with Departmental policy, goals and objectives. The DOI AM Chief, Division of Financial Management is responsible for financial audits and fiscal controls that are separate from program evaluations.

B. Bureau. Bureau Aviation Managers (BAM) are responsible for coordination with the DOI AM for the conduct of timely program evaluations, facilitating program enhancements, and follow-up.

C. Managers. Managers at all levels in the DOI AM and in the Bureaus have the responsibility for implementing prescribed management controls, participating in and/or supporting evaluations of their program, and for leading efforts toward aviation program enhancement.

6. Evaluation Process.

A. Planning. Internal or external sources may be used to evaluate Department programs, or as resources for gathering and analyzing information. External sources may include the Inspector General (IG) office, Government Accounting Office (GAO), the Interagency Committee for Aviation Policy Aviation Resources Management Survey (ICAP-ARMS), other Federal agencies, or contract resources. Internal sources of information may include readiness evaluations, site surveys, and Bureau program reviews.

B. General. The following procedure will be followed in planning, conducting, reporting, and monitoring phases of the program evaluation system.

The EM will coordinate with the BAM and the DOI AM Area Director (AD) on team membership and itinerary. The EM will maintain the final decision on team composition.

Internal team composition should include at a minimum, the EM (lead), the BAM, and the AD, or their respective designated alternate. The EM will coordinate external team composition and/or support services.

DOI AM may fund the team's transportation while in the field. The Bureau is responsible for coordinating transportation requirements with the EM. Team members/advisors are responsible for the cost of their transportation from their home office to the site of the management briefing and return home.

Official correspondence and reports will be originated by the EM and routed from the DOI AM Associate Director, through the Bureau Director.

C. Program Scope and Outcomes. The EM will collect data representing the last 5 years accident/incident occurrence, SAFECOM participation, aircraft use in hours and dollars, and other data found to be relevant to program performance and outcomes.

The BAM is responsible for dissemination of questionnaires to each unit being visited by the team. The Bureau is responsible for the written response to the background survey for the official report.

The Bureau should provide copies of reports from internal evaluations or similar studies for the team to review prior to its field visit. The team may review field unit aviation plans and/or safety plans when available.

D. Conduct. Bureau line managers (and staff) may be briefed at their discretion, in person or by telephone, prior to start and/or after completion of the field evaluation. The EM will brief the DOI AM Associate Director in closing.

The team should visit aviation support facilities (helibase, airport, retardant base, dispatch center) as time permits. This may include cooperating or interagency facilities. General areas of assessment will include the following:

(1) Administration. Quality controls and outcomes may be assessed in the following categories;

- **Management and Organization:** Evaluate the effectiveness of management practices, internal guidance processes, controls, and organization structure.
- **Needs Assessment:** Address aviation resources being used, or immediately available to a program to assess efficiency and effectiveness.
- **Economic Evaluation:** Questions the costs and outcomes of program expenditures. This may consider cost comparisons among the available procurement alternatives (in-house, contract, rental, relative to the A-76).

- **Customer Satisfaction:** Provide feedback about the extent to which the services rendered have met expectations.

(2) **Operations.** Assess whether operations are functioning as intended by the managing discipline. Evaluate procedures used for compliance with FAR's and DM's. This may be conducted as a short-term response to safety concerns, as an operational risk assessment, or to review procedural issues of immediate concern.

(3) **Safety.** Analyze Bureau accident prevention activities, accident history, and participation in the DOI Aviation Mishap Information System. Identify trends in the program that may precipitate mishaps.

(4) **Training.** Determine the level of participation in aviation management and safety training for initial competency and for maintenance of skills.

E. **Findings and Recommendations.** Findings will be accompanied by recommendations for enhancement with suggested assignments to Bureau or DOI AM offices. The Bureau office is responsible for facilitating personnel assignments and specific due dates for corrective actions.

Team findings and recommendations will be provided in writing. The final report will include worksheets to be completed at the appropriate Bureau/DOI AM level for workload assignments and due dates.

The EM will coordinate with the BAM to track recommendations and target dates for follow-up in each geographic area evaluation process. The EM will document enhancements that are accomplished in the Department programs.

7. Recognizing and Reporting Deficiencies. Commensurate with the requirement of OMB Circular A-123 the Department is required to report material weaknesses in management controls. The DOI Management Control Program prescribes a system for Bureaus to identify and report material weaknesses found in management controls. The DOI AM and Bureaus will facilitate the reporting of material weaknesses in aviation management practices, commensurate with the direction established in the referenced program.

A. **Definitions.**

1) **Program Deficiency** is an issue that may identify any concern related to the safe, effective, and efficient operation of an aviation program such as:

a) An item which is contrary to the appropriate established requirements of the Departmental Manual (DM), Operational Procedures Memorandums (OPMs), Federal Aviation Regulations (FARs) or interagency agreements:

b) An item that compromises safety, risk management or accident prevention:

c) An item that unnecessarily hampers or delays the accomplishment of the assigned mission or causes an unjustified increased cost to the Government:

d) An item contributing to the waste, fraud, or mismanagement of aviation funds, programs, or resources.

2) Material Weakness is an unresolved program deficiency that:

(a) Has been reviewed by the Aviation Board of Directors:

(b) Is substantially and/or essentially below the standard established by the Department or in the Code of Federal Regulations (CFR):

(c) Has not been corrected within a reasonable amount of time and effort:

- AND -

(d) Is subsequently designated by the DOI AM Associate Director as a problem significant enough to report outside the agency.

The designation of material weakness requires a judgment by senior management as to the relative risk and significance of deficiencies to the Department. Reporting outside the agency is only recommended after a reasonable period of time has elapsed and all available resources have been exhausted in the attempt to correct the deficiency.

B. Reporting Deficiencies. Bureau managers and employees should identify deficiencies and enhancements as a result of their operational management controls. Safety deficiencies may also be reported to the Aviation Mishap Information System via a safety communiqué (SAFECOM). A program deficiency observed during the course of an aviation program evaluation will generally be reported if it is, or should be, of interest to the next level of management. Less significant and site specific operational concerns may also be reported for the Bureau's internal use, but will not require further reporting or tracking.

8. Program Enhancements. Bureau managers are responsible for taking timely and effective action to implement recommended enhancements. One year from the time of notification is considered sufficient time to resolve issues that do not require "out-year" fiscal planning and approval. In comparison, management must make a decision regarding IG audit recommendations within a six-month period and implementation of IG recommendations should be completed within one year to the extent practicable.

A determination should be made when sufficient corrective actions have been taken and desired results have been achieved. The DOI AM Aviation Program Evaluation Manager should be notified when a program enhancement effort comes to closure.

/s/ Michael A. Martin

Associate Director



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04- 34

Subject: Volunteer Pilots

Effective Date: January 1, 2004

Supersedes: OPM 03-34 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for DOI use of volunteer pilots.

.2 Authority. This policy is established by the Associate Director, Department of the Interior, Aviation Management (DOI AM), in accordance with the provisions of Departmental Manual 350 DM 1.1, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. Some bureaus within the Department of the Interior have authority to use volunteers to assist with the accomplishment of certain bureau functions. This policy is to augment the existing bureau authority regarding the use of volunteers as pilots.

If a bureau has authority to use volunteers and wishes to use them as pilots, they must meet the following requirements:

A. Meet the requirements of 351 DM 3.2.A for DOI pilots at the GS-2181-11 level for entry into the program.

B. A volunteer pilot must have a Letter of Authorization that includes a description of pilot duties and restrictions to include any special-use requirements issued by at least the volunteer's regional/state office in coordination with the bureau's national aviation manager. Bureaus may further limit a volunteer pilot's authorized operations. Organizations acquiring volunteer pilots shall check the FAA database, in cooperation with DOI AM, for accident/violation history prior to commitment.

C. Comply with all of the requirements of 351 DM 3.1, 351 DM 3.2A for a GS-2181-11, 351 DM 3.4, 351 DM 3.5, and any other portions of the *Departmental Manual* that are applicable to DOI pilots to include pilot carding with authorized missions.

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04- 35

Subject: Identification of End Product/Service and Flight Service Procurement

Effective Date: January 1, 2004

Supersedes: OPM 03-35 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

1. **Purpose.** This OPM establishes policy and procedures for the identification of projects for end product/service or flight service contracting.

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

3. **Definitions.** This OPM has adopted the definition as stated in 49 CFR 175.5.

A. **Operational Control.** An aircraft is under the exclusive direction and control of a government when the government exercises responsibility for:

(i) Approving crewmembers and determining that they are qualified to operate the aircraft;

(ii) Determine the airworthiness and directing maintenance of the aircraft; and

(iii) Dispatching the aircraft, including the times of departure, airports to be used, and type and amount of cargo to be carried.

B. **Civil Aircraft.** See 14 CFR 1.1.

C. **Public Aircraft.** See 14 CFR 1.1.

D. **Dispatch.** To assume operational control through the use of specific times of departure, airports to be used, amounts of people and cargo to be moved, intended time of arrival and/or flight following. Dispatching does not include the specification of windows of opportunity for maximum effect for seeding, spraying, animal capture, or aerial photography.

4. Policy.

A. As stated in 353 DM 1.2A, all “flight services” shall be acquired through DOI AM with exceptions listed. Transactions to acquire an “end product “or “service” other than “flight services” shall meet all of the criteria listed in 353 DM 1.2A(3). Examples:

1) Seeding project. The using bureau requires the contractor to wear PPE (operational control, flight service). The same project is completed with no government involvement other than verifying the spread rate of the seed (end product contract).

2) Horse gather. The bureau has a helibase manager on site to manage the heliport (operational control, flight service). Same project with the contractor delivering horses to a bureau-designated location and no government personnel involved other than the inspection of the horses (end product contract).

3) Wolf capture, net gun. The bureau has a biologist on board the aircraft (DOI personnel on board, flight service). Same project with all contract personnel and animals delivered to a bureau-designated location (end product contract).

B. The following table provides some guidance to identify end product/service or flight service procurement. If the answer is **YES** in any block under a project, you have a flight service that must be procured through DOI AM.

PROJECT							
	Aerial photo remote sensing	Aerial application (spray/seed)	Aerial ignition	Animal inventory	Animal capture (net gun, dart, paintball, etc.)	Animal herding/gathering	Your project
Set pilot standards							
Direct aircraft maintenance							
Dispatch aircraft							
Helibase manager							
Aircraft manager							
Use of PPE							
DOI personnel on board							
Public aircraft							
Other aircraft and pilot requirements							

/s/ Michael A. Martin

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04- 36

Subject: Interagency Fire Standards for DOI Pilots

Effective Date: January 1, 2004

Supersedes: OPM 03-36 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for the use of DOI pilots on Interagency Fire incidents.

.2 Authority. This policy is established by the Associate Director, Department of the Interior, Aviation Management (DOI AM), in accordance with the provisions of Departmental Manual 350 DM 1.1, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. DOI pilots supporting interagency fire incidents shall:

- A. Be authorized by their respective bureau to provide such support.
- B. Meet the pilot qualification requirements of 351 DM 3.3 - Vendor Pilot Qualifications.
- C. Incidental Pilots must also have a Letter of Authorization (see 351 DM 3.2B) issued by at least the regional/state office in coordination with the bureau's national aviation manager. The letter must include a description of pilot duties and restrictions to include any special-use requirements.
- D. Comply with all requirements of 351 DM 3.1, 351 DM 3.4, 351 DM 3.5 and any other portions of the *Departmental Manual* applicable to DOI pilots, including pilot carding for authorized missions.

/s/ Michael A. Martin

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DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-38

Subject: Reporting of Flight Time

Effective Date: January 1, 2004

Supersedes: OPM 03-38 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM clarifies the reporting of flight time for cooperator aircraft.

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

.3 Background and Changes.

A. Background: The DOI AM is responsible for the calculation of the Department of the Interior aircraft accident rate. An accurate accident rate requires an accurate reporting of all flight time accumulated by aircraft that are under the operational control of the Department. This includes flights that may be of no cost to the Department. However, there are times when Interior employees fly on aircraft that are not under the operational control of the Department. If an accident occurred during one of these flights, it would not be chargeable to the Department. Flight time from flights that are not under the operational control of the Department should not be reported.

B. Changes: Replace 351 DM 4.1.C.(1) with the following language:

Reporting Requirements. All use of aircraft under the operational control of the Department shall be reported by the using bureau, utilizing an Aircraft Use Report (Form OAS-23). Refer to 350 DM 1, appendix 5 for the definition of "operational control." 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.

/s/ Michael A. Martin
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DOLAM OPERATIONAL PROCEDURES MEMORANDUM (OPM) 04- 39

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: January 1, 2004

Supersedes: OPM 03-39 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy pertaining to the use of U.S. Forest Service (FS) procured exclusive-use and Call-When-Needed (CWN) flight services by Department of the Interior (DOI) bureaus as prescribed herein.

.2 Authority. The Associate Director, Aviation Management (DOI AM), establishes policy in accordance with the provisions of Departmental Manual 112DM12.2E, G and J, and Secretarial Order 3250 dated September 30, 2003. Procedures established herein are in accordance with the OAS/FS Memorandum of Understanding (MOU) dated 3/1/96 (DOI).

.3 Policy. Departmental Manual 353DM1.2A and 353DM2.2A specify all commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353DM1.2A) shall be acquired through the procurement process of the Department's National Business Center (NBC).

These policies notwithstanding, this OPM authorizes DOI bureaus, on a case-by-case basis, to use aircraft flight services using a FS procurement process under the following conditions:

A. There is a proper and formal FS procurement document in place prior to the use of aircraft flight services by the DOI bureau.

B. The cognizant FS Contracting Officer concurs in the DOI use of the FS contract.

C. There is no NBC procurement document (contract/Aircraft Rental Agreement (ARA) in place or available for the requested vendor/contractor.

D. The DOI bureau has determined and documented that it is advantageous, considering cost and other factors, to use a FS procurement document in lieu of an NBC procurement document.

.4 Limitations. This OPM is not intended to amend or supersede current, on-going, or future DOI flight service requirements that bureaus have or intend to have that are procured by NBC

as prescribed by DM policy. This OPM will not affect DOI/FS shared flight services of the same vendor/contractor that both agencies utilize under respective NBC/FS procurement documents (i.e., CWN, medium and heavy helicopters.)

.5 Procedures

A. The ordering bureau documents the basis for their decision under 3.D above to use FS procurement to acquire aviation services in lieu of NBC contract or an ARA.

B. Bureau employee placing the order must have Bureau authority to order aviation services.

C. With the exception of a bona fide emergency, the ordering bureau shall obtain approval from the FS procurement office prior to any use of the FS aviation services to include:

(1) Confirmation of the method of payment by the bureau to the FS. FS will make payment to the vendor/contractor for the services received in accordance with the FS procurement document.

(2) Special Use Missions. Confirmation with the FS that the aircraft and pilot have been inspected and subsequently approved for the intended special use mission/operation. If not approved for the intended special use mission, the bureau shall contact the NBC Regional or Area Office for further consideration of the vendor/contractor.

D. Disputes between the aviation vendor/contractor and the DOI bureau will be adjudicated by the FS Contracting Officer and the DOI bureau will be responsible for any resultant financial obligation of the Government.

.6 Bureau Responsibilities.

A. Prior to Flight:

(1) Complete and retain the documentation identified in .5A and B, above.

(2) Immediately, prior to any flight, the DOI bureau user(s) shall verify that the FS approved pilot and aircraft have a current interagency qualification card in their possession identifying approval for the specific mission/operation.

B. After the Flight:

(1) Verify services received by completing an original FS6500-122 form and return to the vendor/contractor pilot or on-site representative. Retain a copy of the form for inclusion with the documentation data listed above.

(2) Report use to the NBC Finance Office, Boise, Idaho, via a copy of the FS6500-122 document noting "Not for Payment Purposes." (Completion of an OAS-23, Aircraft Use Report form may be used in lieu of the FS6500-122 form.)

(3) Attach a copy of the Process Checklist with the report submitted to NBC Finance Office.

.7 General

A. To assist in the process, completion of Appendix 1, Process Checklist, will ensure that all required elements have been completed.

B. Bureau aviation users are encouraged to seek advice and assistance from NBC Regional/Area Offices when the authority in this OPM is being considered.

/s/ Michael A. Martin
Associate Director



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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



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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04- 41

Subject: Interagency Fire Use of National Guard Helicopters

Effective Date: January 1, 2004

Supersedes: OPM 03-41 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM identifies specific missions for which civilian Helicopter Managers are not required for National Guard helicopters supporting interagency fire operations.

.2 Authority. Memorandum of Understanding between the United States Department of the Interior and the United States Department of Agriculture dated January 28, 1943, and the Interagency Agreement dated November 25, 1985. Additional authority can be found through Secretarial Order 3250 dated September 30, 2003.

.3 Policy. This policy has been coordinated with the U.S. Forest Service and has been established pursuant to the "Interagency Fire Helicopter Standards" signed and dated by the Acting Director, Office of Aircraft Services, DOI, and the Acting Assistant Director, Fire & Aviation Management, U.S.D.A. Forest Service, on June 4, 2001.

The intent of this policy change is to enable National Guard helicopters to perform specified missions without the utilization of a civilian Helicopter Manager. This change will be accomplished by modifying *Chapter 2: Personnel, Section III, Helicopter Management*, on page 2-9 of the Interagency Helicopter Operations Guide (*IHOG*), by inserting the following information as the third paragraph in that section:

Civilian Helicopter Managers will not be required for National Guard helicopters **carrying National Guard personnel** with the following mission profiles:

1. Transport of military personnel or transport of internal or external cargo in support of the military operation. Note: Civilian agencies should provide the National Guard with appropriate military liaison assistance (type of assistance to be coordinated with the Guard unit) when personnel and cargo are transported.
2. Water bucket operations. Note: In order to perform water bucket operations, civilian agency helicopter inspector pilots must approve the military pilot, and appropriate aerial supervision must be provided (i.e. radio contact with incident personnel, air attack, lead plane, HLCO, etc.)

/s/ Michael A. Martin
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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04- 42

Subject: Airwards

Effective Date: January 1, 2004

Supersedes: OPM 03-42 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM modifies 352 DM7, *Aviation Safety Awards Program* by adding procedures for an Airwards Program.

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

.3 Policy. Airwards. This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting Interior aviation safety such as correcting a hazardous situation, submitting a good idea, or just making a difference.

A. Standard. Any individual having sufficient knowledge of the individual's action may submit a nomination.

B. Criteria. The circumstances surrounding the event should be clearly documented, using a Safecom form (AM-34).

C. Award. The recipient will receive an Airward Certificate along with an embroidered baseball cap.

D. Procedures. In addition to submitting a Safecom, a photograph of the recipient and a short paragraph, suitable for publication in the *Airward Newsletter*, should be submitted to the Bureau Aviation Safety Manager or the Aviation Management, Aviation Safety Office. The Bureau Aviation Safety Manager or designee will review the award and is encouraged to provide additional correspondence, such as a letter of appreciation, to accompany the Airward Certificate. The AM, Aviation Safety Manager will determine if the nomination meets the criteria of the airwards program. If the nomination is valid, the individual's Airward Certificate will be forwarded to the recipient's Aviation Safety Manager or supervisor for formal presentation. The AM, Aviation Safety Office will promote and publicize the awards and maintain a record of all Airward recipients.

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04- 44

Subject: Flight Crew Duty Limitations

Effective Date: January 1, 2004

Supersedes: OPM 03-44 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for flight crew duty limitations for type I helicopters.

.2 Authority. This policy is established by the Associate Director, Department of the Interior, Aviation Management (DOI AM), in accordance with the provisions of Departmental Manual 112 DM 12; 350 DM 1; and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. Type I helicopter companies have requested that they be allowed to use the same crew rotation schedule that they use for all of their other customers. Their crews normally work 14 consecutive days with 7 days off between each period. A safety analysis indicates that this is an equivalent level of safety and provides more rest for the crew than 2 days off out of 14 days. Therefore, 351 DM 3.5.A(2)(a) is changed to read as follows:

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 2 calendar days off duty. Type I helicopter flight crewmembers may work 14 consecutive days provided they take 7 calendar days off duty before beginning a new 14-day period. This 14/7 schedule will replace the two 24-hour periods off duty in the first sentence for type I helicopter flight crewmembers when the procurement document specifies.

/s/ Michael A. Martin
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DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04- 45

Subject: DOI Use of Interagency Committee for Aviation Policy Inspection Planning Guides

Effective Date: January 1, 2004

Supersedes: OPM 03-45 dated January 1, 2003

Distribution: A, B, & C

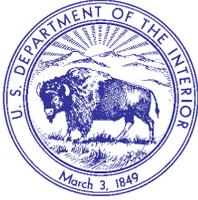
Expiration: December 31, 2004

.1 Purpose. This OPM establishes policy for the use of excess military aircraft owned and operated by a government agency and maintained to the Interagency Committee for Aviation Policy (ICAP) Inspection Planning Guide (IPG) standards/criteria.

.2 Policy. The Department of the Interior, Aviation Management (DOI AM) may approve government-operated UH-1 and OH-58 excess military helicopters when it can be verified that the aircraft are being maintained under an DOI AM-approved ICAP IPG standard. Currently, the only DOI AM-approved ICAP IPGs are (1) UH-1 series and (2) OH-58 A, A+, and C helicopters. These are the only aircraft that may be approved under the two ICAP programs. A letter from the Associate Director, DOI AM, may approve future ICAP IPGs for other model aircraft when requested in writing by the intended Interior user. Interior employees may be transported on helicopters approved by the Forest Service when maintained to the ICAP IPG standards for the models listed.

.3 Procedures. To be approved by DOI AM for the transport of Interior personnel.

A. The government agency offering transportation to Interior personnel shall provide the requesting DOI AM Area/Regional office with a letter on official government letterhead, signed by an appropriate official, stating that the agency has adopted the ICAP IPG as the basis for their maintenance program for the specific aircraft in question and is maintaining the aircraft to the IPG standard. The agency should include in the letter the make, model, and series of the aircraft, the current FAA registration number, and a copy of an airworthiness certificate, should one exist.



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DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04- 46

Subject: Accepted Procedures for the Mixing and Loading of Retardant into SEAT Aircraft

Effective Date: January 1, 2004

Supersedes: OPM 03-46 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM establishes policy for the mixing and loading of retardant into Single Engine Air Tanker (SEAT) aircraft.

.2 General. There have been several recent aircraft incidents that involved the overloading of SEAT aircraft with liquid concentrate (LC) retardant as a result of mixing or loading procedures. These procedures included loading LC directly into aircraft from bulk storage tanks while utilizing various types of hardware devices that were intended to blend retardant being pumped directly from the bulk tanks to the aircraft. These hardware devices have included Canadian Y Blenders, "SEAT" Y Blenders, pre-calibration tanks and other locally fabricated hardware. However, serious overloading can occur when pure LC is loaded into an aircraft without being mixed with the appropriate ratio of water.

.3 Policy. In an effort to eliminate the possibility of overloading an aircraft with an incorrect mix of retardant, the following procedures apply immediately:

Both powdered and liquid bulk materials will be blended in a mixing container prior to being introduced into the aircraft. In order to maintain quality control and safe flight operations, no bulk material will be loaded into an aircraft prior to being mixed to the proper ratio and checked by refractometer or other accepted method. The practice of loading an aircraft with bulk material and then adding water is not an acceptable method of mixing retardant.

All personnel engaged in the loading of retardant aboard SEAT aircraft must be knowledgeable of, and fully trained on, the use of retardant loading systems for SEAT aircraft.

Additionally, this policy has been coordinated with all DOI bureaus that utilize SEAT aircraft and with the USDA/Forest Service.

/s/ Michael A. Martin
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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04- 47

Subject: DOI Aviation Handbooks and Guides

Effective Date: February 3, 2004

Supersedes: OPM 04-47 dated January 1, 2004

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM lists the handbooks and guides established in 350 DM 2 and referred to in Departmental Manual Parts 350 to 353 and Operational Procedures Memorandums named below.

.2 Handbooks.

<i>Title</i>	<i>Date</i>	<i>Reference</i>
Airfreight/Paracargo Handbook	May 1991	
Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook	February 1997	OPM-32
Aviation Fuel Handling Handbook	January 1994	
Aviation Life Support Equipment (ALSE) Handbook	June 1998	OPM-29
Aviation Mishap Notification, Investigation, and Reporting Handbook	May 1991	
Interagency Aviation Transport of Hazardous Materials DOI Handbook/USDA Forest Service Guide	January 1999	OPM-37
Heliport Installation Handbook	May 1991	
Helicopter Short-Haul Handbook	May 1994	OPM-10
Safety and Health Management Handbook		485 DM 1; OPM-4

.3 Guides.

<i>Title</i>	<i>Date</i>	<i>Reference</i>
Field Reference Guide for Aviation Users	May 2000	
Interagency Aerial Ignition Guide	April 2001	
Low Level Flight Operations Guide	May 1991	
Aviation Pocket Users Guide	April 1997	OPM-4
Interagency Helicopter Training Guide		OPM-4
Interagency Helicopter Rappel Guide		OPM-10
Interagency Helicopter Operations Guide		OPM-21; OPM-41; 350 DM 1

/s/ Michael A. Martin
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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-48

Subject: Helicopter Emergency Seating Positions

Effective Date: January 1, 2004

Supersedes: OPM 03-48 dated June 6, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM amends the “Helicopter Emergency Seating Positions” contained in the *Interagency Helicopter Operations Guide (IHOG)*.

.2 General. The “Helicopter Emergency Seating Positions” contained in the IHOG are incorrect.

.3 Policy.

A. Discontinue using the emergency seating positions described in the IHOG, Chapter 10, Exhibit 10-2, page 10-9.

B. Passengers shall use the following emergency seating positions:

Passengers without shoulder harnesses: bend forward at the waist as far as possible and grasp arms under legs, regardless of seating configuration.

Passengers with shoulder harness: sit in full upright position with head and back against seat and use arms to brace in position, regardless of seating configuration.

C. These new procedures will be reflected in the next revision of the IHOG as well as all other affected guides, documents and training packages.

/s/ Michael A. Martin

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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-49

Subject: Standards for Fire Use of National Guard Helicopters

Effective Date: January 1, 2004

Supersedes: Initial Release

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for the approval of National Guard helicopter flight crews in the fire suppression mission.

.2 General. Each year Aviation Management (DOI AM) receives requests to enter into interagency agreements with the National Guard to augment the fire suppression abilities of the bureaus. The Forest Service regions have agreements with many of the National Guard State headquarters. This policy is for procuring National Guard helicopters for emergency fire suppression and are exempt from the requirements of 351 DM 4.3.

.3 Policy. Chapter 70, section 70.5, of the *Military Use Handbook* will be used as the standard for pilot training and qualification for the use of National Guard helicopters in the fire suppression mission. Any National Guard flight crew meeting these pilot training and qualification standards may be used by Interior bureaus in fire suppression activities provided that the appropriate interagency agreements between Aviation Management and the respective National Guard State is in place.

.4 Procedures. Approval requests for use of National Guard helicopters in fire suppression missions should be initiated prior to the start of fire season and should be routed through the bureau National Aviation Manager to the servicing Aviation Management office. Request should allow adequate time for Aviation Management to coordinate and conduct interagency training. Aviation Management will issue letters of approval for aircraft and pilots qualified for interagency fire missions. Questions should be directed to the appropriate Aviation Management Office.

/s/ Michael A. Martin

Associate Director



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM NO. 04-50

Subject: Special MTGW Authority for Certain DMBM Cessna 206 Amphibious Aircraft

Effective Date: June 9, 2004

Supersedes: March 4, 2004

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM outlines special conditions and authority for the operation of certain U.S. Fish and Wildlife Service (FWS) Cessna 206 amphibious aircraft assigned to Region 9 Division of Migratory Bird Management (DMBM) and Region 7.

.2 Authority. This policy is established by the Associate Director, Aviation Management (DOI AM), National Business Center under authority of 112 DM 12, 350 DM 1 and Secretarial Order 3250 dated September 30, 2003.

.3 Background. The FWS needs to occasionally operate DMBM-assigned aircraft at Maximum Takeoff Gross Weight (MTGW) in excess of that recommended by the manufacturer and certificated by the Federal Aviation Administration (FAA). Additional fuel is required to conduct waterfowl surveys in remote areas due to the lack of available refueling facilities. Failure to conduct these waterfowl surveys would adversely impact critical elements of the FWS mission.

.4 Management. The following actions have been taken to mitigate risks associated with exceeding FAA certificated MTGW:

A. Aircraft inspections - Non-Destructive Inspection (NDI) testing was completed in 2003 on each aircraft listed in Appendix 1, in accordance with the recommendations outlined in the Cessna Continued Airworthiness Program. No indication of excess wear was found.

B. Installation of data-collecting instruments – Continuous electronic accelerometer measuring equipment has been installed in several aircraft to monitor airframe stress in survey flight profiles.

C. Aircraft teardown – A complete disassembly of one airframe has been completed that included non-destructive inspection (NDI) and other specialized testing of critical airframe parts for determination of aircraft structural and operational condition. No indication of excess wear was found.

D. Wing reconfiguration – The Flint wing-tip extension fuel tanks have been removed and replaced with internal Sierra wing tanks on all aircraft listed in Appendix 1. This eliminates concern as identified by an independent engineering firm, for wing spar fatigue resulting from extended wing lengths resulting from the installation of Flint wing-tip fuel tank installation.

E. Installation of lighter floats – Wipline 3450 floats have been installed on all aircraft listed in Appendix 1 in an effort to reduce aircraft weight.

F. Removal of unnecessary aircraft equipment – Unnecessary aircraft equipment has been removed from all aircraft listed in Appendix 1 in an effort to further reduce aircraft weight.

G. Maximum Take-Off Gross Weight (MTGW) – The DOI-approved MTGW for each aircraft has been computed based on the weight reductions above and shown in Appendix 1.

H. Funding - Aircraft changes/modifications and inspections listed above have been funded by the FWS through a reimbursable agreement with the DOI AM.

.5 Policy. DOI authority is granted to operate Cessna amphibious aircraft listed in Appendix 1 at DOI-approved MTGW when the following conditions are met:

A. Operations shall be limited to specific aircraft and DOI-approved MTGW as identified in Attachment 1.

B. This authorization pertains only to actual DMBM mission (“Public Use Operations”) flights and does not include aircraft repositioning flights. Operations above the FAA certificated MTGW may be conducted in, Alaska and CONUS, at the discretion of the pilot-in-command, when appropriate aviation fuel is not reasonably available.

C. Law does not permit “Public Use Operations” outside the territory or possession of the United States. Therefore, if the use of this MGTW authority is anticipated outside the United States, the appropriate foreign government (e.g., Canada, Mexico and/or Central America) shall be notified prior to conducting operations.

D. A recording accelerometer (G-meter) must be installed and operational in each aircraft operating under this OPM. This panel-mounted gmeter is in addition to any continuous recording equipment installed for data accumulation purposes.

E. A record of all operations at or above the FAA certificated MGTW will be forwarded to the DOI AM Fleet Maintenance Specialist (Headquarters or Alaska Region as appropriate) with (or recorded on) the OAS-2, *Aircraft Flight Use Report*. This record shall contain the takeoff and landing weight, the duration of the flight, and the maximum positive and negative loads recorded on the G-meter.

F. The pilot shall become familiar with the intricacies of the particular aircraft. An external detailed visual inspection of the landing gear, fuselage, empennage and wings will be performed by the pilot after any landing above the FAA certificated MGTW; any over weight operation on rough water or land areas; or any time the recording G-meter records a reading greater than +2.5 or -.5 G. Any abnormal indications observed shall be further inspected and the aircrafts airworthiness determined by a certified mechanic prior to further flight.

G. A thorough visual inspection of the wing spars and strut attachment, stabilator spars, float strut attach structure and landing gear will be emphasized at each 100-hour inspection.

H. Operational procedures for pilots using this overweight authorization must include the following items, and must be made part of the *Pilot Operating Handbook (POH)*: A review of the engineering report from Turbo Air Inc. shall be made by FWS and DOI AM in order to revise the below listed manuals to reflect operating restrictions, training requirements, and maintenance pre- and post-flight guidelines. This review should consider an acceptable level of risk management for survey operations.

(1) U.S. Fish and Wildlife Service *Cessna 206 Amphibian Increased Weight Operating Manual* dated April 27, 2004. This manual may not be modified without DOI AM approval.

(2) Survey Flight Manual, *POH Supplement, Fish and Wildlife Service (FWS) Survey Operations* dated April 23, 2004.

I. A complete copy of this authorization must be given to each pilot operating under the overweight authorization, and must be carried aboard each aircraft listed in Attachment 1.

J. DOI AM and FWS officials will continue to monitor engineering evaluations and ongoing field season operations for developments that may require modification of this OPM.

K. Continued overgross weight operations will be contingent upon satisfactory written analysis and recommendation from an aeronautical engineer.

FWS and DOI AM have agreed that the long-term goal is to obtain aircraft capable of performing the mission without the need to exceed FAA certificated MTGW.

/s/ Michael A. Martin
Associate Director

May 18, 2004

MTGW by Individual Aircraft

<u>Aircraft Tail Number</u>	<u>FAA Certificated MTGW</u>	<u>DOI-Approved MTGW</u>
N758	3800 Pounds*	4060 Pounds**
N723	3792 Pounds*	4049 Pounds**
N729	3792 Pounds*	4085 Pounds**
N783	3792 Pounds*	4066 Pounds**
N61599	3800 Pounds*	4021 Pounds**
N9798Z	3792 Pounds*	4077 Pounds**
N234JB	3800 Pounds*	4056 Pounds**

*Aircraft standard gross weight is 3600 pounds. The installation of the Wipaire model 3450 amphibian floats in conjunction with other pertinent STC's increases the certificated weight to 3800 pound on aircraft serial numbers U20601701 through U20604649 and to 3792 pounds for aircraft serial numbers U20604650 and above.

**The above weights are the result of the weight reduction efforts completed on the respective aircraft as indicated.



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04-51

Subject: Flight Checks-Post Aircraft Accident or Incident with Potential

Effective Date: March 4, 2004

Supersedes: 351 DM 3.4E

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy for post aircraft accident or incident with potential flight checks for the holder of a DOI Pilot Qualification Card. It replaces policy stated in Departmental Manual 351 DM 3.4E. This policy change authorizes Department of the Interior Aviation Management Directorate (DOI AM) Regional/Area Directors to authorize the use of DOI AM approved and accepted inspector pilots as appropriate. Approved inspectors will operate within the procedures outlined in Aviation Management Instruction 730-1.

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

.3 Policy. Paragraph 351 DM 3.4E is changed to read:

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 DOI AM Associate Director.

/s/ Michael A. Martin

Associate Director



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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-52

Subject: Aircraft Mishap Notification, Investigation and Reporting

Effective Date: August 16, 2004

Supersedes: 352 DM 6 & the *Aviation Mishap Notification, Investigation and Reporting Handbook*

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM establishes policy for aircraft mishap notification, investigation and reporting. It replaces policy stated in the current Departmental Manual 352 DM 6 and the *Aviation Mishap Notification, Investigation and Reporting Handbook* until such time the new DM chapter is approved.

.2 Authority. This policy is established by the Associate Director, Aviation Management (DOI AM), National Business Center under authority of 112 DM 12, 350 DM 1 and Secretarial Order 3250 dated September 30, 2003.

.3 Policy.

- A.** Replace 352 DM 6 temporarily with this guidance until the revised DM chapter is approved and released.
- B.** Insert Appendix 1 of this OPM as new policy for aircraft mishap notification, investigation and reporting.
- C.** This guidance also supersedes the *Aviation Mishap Notification, Investigation And Reporting Handbook*.

/s/ Michael A. Martin

Associate Director

Aircraft Mishap Notification, Investigation and Reporting

6.1 Purpose. This chapter establishes procedures for the notification and reporting of aircraft accidents and incidents occurring during Interior aviation activities.

6.2 Authority. Title 49 USC, Chapter 11 National Transportation Safety Board (NTSB) establishes the authority for the NTSB and the conduct of aviation accident investigations. 49 CFR 830 establishes the notification and reporting procedures for all civil and public aircraft accidents and incidents. 41 CFR Part 102-33 Management of Government Aircraft establishes policy for the management of all federally funded aviation activities of executive agencies of the U.S. Government. 41 CFR Part 102-33, sections 102-33.180 and 102-33.185 address standards that must be established or required for flight program safety and standards for responding to aircraft accidents and incidents. Departmental Manual 112 DM 12 delegates to the Department of the Interior, Aviation Management (DOI AM) the responsibility to establish and manage a Department-wide accident/incident and aviation hazard reporting system, to investigate all aircraft mishaps occurring in Departmental aviation operations in cooperation with the National Transportation Safety Board, and to represent the Department on all aircraft accident investigations where Interior has involvement, as specified by the DOI AM Associate Director.

6.3 Responsibility. In an effort to prevent future aircraft mishaps, it is the responsibility of all Interior employees to report known aircraft accidents, aviation hazards, and maintenance deficiencies. It is the Department of the Interior's responsibility to investigate Interior aircraft mishaps using one of the following investigation procedures.

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

B. Limited investigations will be conducted for selected incidents with potential. A limited investigation will not normally include a visit to the incident 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 operational control of the Department of the Interior. Included are those aircraft contracted, leased, or operated under the provisions of an Aircraft Rental Agreement (ARA), 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 (Tort Claims Against the United States) and 485 DM 5 (Program Evaluations).

6.5 Aircraft Mishap Notification. Mishaps involving aircraft under the operational control of the Department of the Interior that result in an accident, incident involving damage or injury, or overdue aircraft suspected of having an accident shall be reported to the DOI AM Aviation Safety Office immediately by the most expeditious means available. For notification after office hours a 24-hour aircraft accident reporting hotline is available at 1-888-464-7427. Individuals making the initial notification may use the "Aircraft Accident Checklist" published in the Interagency Aviation Mishap Response Guide and Checklist (Appendix 1) as a guide.

Upon receipt of notification of an accident, incident involving damage or injury, or overdue aircraft suspected of having an accident, DOI AM Aviation Safety will immediately notify the respective Bureau Aviation Program Manager or Bureau Aviation Safety Manager and the appropriate Regional Office of the NTSB and provide all accident information available at that time.

The SafeCom form (OAS-34/FS 5700-14), Appendix 2, should be used to report other safety-related circumstances having the potential to cause an aircraft accident or incident such as hazards, maintenance problems, or airspace conflicts. Safecom's may also be submitted electronically to the Safecom website at: <http://www.safecom.gov>.

6.6 Mishap Response Plan. Response to an aircraft mishap requires preplanned actions. Time is an extremely critical factor in responding to emergency situations. Unnecessary delays in responding to a mishap may adversely affect the survival of the crewmembers and passengers. All Interior entities utilizing aviation resources (other than scheduled air carriers) will prepare a mishap response plan for its flight operations that includes guidance in the following areas: rescue operations, site safety precautions, wreckage security, news releases, evidence preservation, and other actions necessary to support an investigation. The purpose of the plan is to provide direction and reduce confusion when responding to an aircraft mishap. The Interagency Aviation Mishap Response Guide and Checklist (NFES 2659) is available as a resource to assist in the development of a mishap response plan.

A. Rescue Operations. Rescue personnel should do whatever is necessary to preserve life and property. Whenever possible, document and/or photograph the location of wreckage that must be disturbed in order to carry out rescue and fire suppression activities.

B. Site Safety. Aircraft mishap sites can be hazardous for many reasons. Personnel involved in the initial rescue and recovery may be exposed to adverse terrain or climatic conditions, hazardous materials (HAZMAT), sharp or heavy objects, and disease. It is important to exercise good judgment, utilize protective equipment and clothing, and exercise extreme caution when working at the mishap site.

C. Site Security. Treat the mishap area like a crime scene and arrange for 24-hour security. Wreckage and cargo should not be disturbed except to remove injured persons, prevent further damage, or protect the public. When it is necessary to move the wreckage, mail, or cargo, prepare and/or take sketches, descriptive notes, photographs, or video footage. Determine if there are hazardous materials on the aircraft and if a spill has occurred request a HAZMAT Response Team. De-activate the emergency locator transmitter (ELT) if installed.

D. Evidence Preservation. Perishable evidence (e.g. evidence that may melt, evaporate, or blow away) should be documented and secured. Witnesses should be identified as soon as possible.

E. Witnesses. Anyone who may have witnessed the incident or accident should be identified and located as quickly as possible. Information such as the witnesses name, address, telephone number, e-mail address or organization assigned to will be extremely helpful during the investigation phase of the event. Additionally, a written statement from each individual involved should be completed as quickly as possible commensurate with injuries or the condition of the witness. If possible, witnesses should be separated and all efforts should be made to prevent discussion between the witnesses until after their signed written statements have been completed.

F. Emergency Contact List. Telephone numbers or radio contacts must be available for responders to notify fire and rescue, medical, law enforcement, flight following, and the DOI AM Aviation Safety Manager.

G. News Releases. Requests from the news media regarding the mishap should be directed to the National Transportation Safety Board's Office of Public Affairs at (202) 314-6100. Additionally, the NTSB also has a web site available to assist journalists at <http://www.nts.gov/Events/journalist/default.htm>. Interior employees should not make statements to the news media regarding contributing factors or probable cause.

6.7 Aircraft Mishap On-Site Investigations. Interior 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 DOI AM Aviation Safety Manager will be responsible for coordinating DOI investigations with the NTSB and will serve as the DOI point of contact for NTSB aircraft mishap investigations. Interior aircraft mishaps will be investigated in accordance with DOI AM Instruction 220-1. National Transportation Safety Board investigations are subject to the rules and regulations of the NTSB.

A. Investigator-In-Charge (IIC). The DOI AM Aviation Safety Manager will designate a DOI Air Safety Investigator (ASI) as the Interior Investigator-In-Charge (IIC). The DOI IIC organizes, conducts, and controls the Interior investigation. The DOI IIC shall assume responsibility for the supervision and coordination of all resources and the activities of all Interior personnel involved in the investigation. When the National Transportation Safety Board IIC is conducting the investigation, the DOI IIC will serve as a party to the NTSB investigation, assisting the NTSB IIC and representing Interior.

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

C. Bureau Responsibilities. The Bureau representative shall participate in the conduct of the mishap investigation as well as provide support to the Investigation Team. The DOI AM IIC, in coordination with the DOI AM Aviation Safety Manager, may request additional Bureau members to conduct the on-site investigation. Each team member's travel and per diem costs shall be borne by their respective Bureau/Office/Service. Each team member shall be under the direction and control of the DOI AM IIC during the field phase of the investigation.

D. Vendor Responsibilities. The vendor of an aircraft involved in a mishap or incident with potential occurring in support of Interior aviation activities shall secure and then subsequently provide the investigation team with 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 Aircraft Rental Agreement (ARA) or other contractual agreements as appropriate.

E. Other Government Agency Investigations.

Public Law 103-411 and subsequent modifications assigns responsibility to the National Transportation Safety Board for investigating or causing to be investigated all public aircraft accidents. Interior will fully cooperate and assist the NTSB. Additionally, the DOI AM Associate Director will ensure an Interior investigation is conducted for the purpose of accident prevention. The Interior investigation will supplement the NTSB investigation to the extent necessary to prevent future mishaps.

Where other Government agencies have operational control or jurisdiction over the investigation of an aircraft mishap or incident with potential where Interior personnel or interests are involved, the DOI AM Associate Director will designate an ASI or other qualified investigator to represent the Department of the Interior. Other bureau personnel may attend non-DOI investigations as bureau liaison but shall not serve as a “party” to the investigation. This responsibility rests solely with the DOI AM Associate Director. Note, that the NTSB defines the term “party” as “...those persons, government agencies, companies, and associations whose employees, functions, activities, or products were involved in the accident or incident and who can provide suitable qualified technical personnel actively to assist in the investigation.”

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. Military forces have authority and control over their aircraft in the event of an accident. Close coordination between the DOI AM, the National Transportation Safety Board, and the military authority involved is essential when a joint investigation is required. All correspondence relating to Interior’s involvement in the accident shall be addressed to the DOI AM Associate Director.

6.8 Aircraft Mishap Initial Alert, Preliminary and Interim Report, and Mishap File.

A. Aircraft Mishap Initial Alert. The DOI AM Aviation Safety Office will make every effort to issue an Aircraft Mishap Initial Alert via e-mail within 24 hours of notification of a known or suspected aircraft accident. In some cases, aircraft mishap initial alerts may be delayed due to remote locations and inadequate communication capabilities.

B. Preliminary Report. The NTSB IIC will generally post a preliminary aircraft accident report to their web site within 5 to 7 days following an accident. The NTSB’s aviation accident database contains information from 1962 and later about civil aviation accidents and selected incidents within the United States, its territories and possessions, and in international waters. The Accident Database & Synopses web page is located at <http://www2.nts.gov/ntsb/query.asp>.

C. Interim Report. A written interim accident report, that may contain new information that has not yet been disseminated via previous alerts or the NTSB’s preliminary report, will be released within 90 days of an aircraft accident with the concurrence of the NTSB IIC.

D. Mishap File. An aircraft mishap file will be created for all Interior on-site and limited investigations by the DOI AM Aviation Safety Office. The aircraft mishap file will include information of interest to Interior that may not be addressed in the National Transportation Safety Board’s accident investigation report. Following receipt of the NTSB’s accident investigation report, the DOI AM Associate Director will forward the NTSB report and the DOI aircraft mishap file to the Director of the bureau experiencing the mishap.

E. Release of Information. ASIs or other investigators, including all parties to the investigation, shall not make public their own opinions, conclusions, or recommendations in their capacity as a member of the investigation team. Information received as a result of participation in a National Transportation Safety Board investigation shall be handled in accordance with NTSB instruction 830.13, *Flow and Dissemination of Accident or Incident Information*. Specifically, items such as photographs, factual data, or any documentation directly related to the investigation shall not be released until the DOI AM IIC complies with NTSB 830.13.

6.9 Use of Aircraft Mishap Files and SafeCom Information.

A. General. When requested by the head of a parallel Interior investigation group, the DOI AM Aviation Safety Manager may release facts relating to the mishap, after coordination with the National Transportation Safety Board. 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.

B. Prohibited Use. Aircraft mishap file and SafeCom information is not intended to fix blame or to be utilized in disciplinary action against any employee. Its sole purpose is for mishap prevention. Use of this information for any other purpose is prohibited. The aircraft mishap file and SafeCom information shall not be used:

(1) As evidence in determining misconduct, which may result in disciplinary action against agency personnel.

(2) As evidence to assert claims on behalf of the Government.

(3) As evidence to determine the liability of the Government for property damage, injuries, or death.

(4) In any other punitive or administrative action, including airman or maintenance certification enforcement proceedings, taken by other agencies of the United States Government.

C. Authorized Use. Aircraft mishap files and SafeCom information may be used in accordance with 351 DM 3.5E, *Suspension/Revocation of a DOI Qualification Card*, and in conjunction with Pilot Review Boards.

6.10 Information Disclosure. The DOI AM Aviation Safety Office is the Custodian of Record for Interior mishap information. Release of information regarding Interior accidents and incidents 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 the DOI AM aircraft mishap files shall be referred to the DOI AM Freedom of Information Act Officer for action. Requests for copies of the National Transportation Safety Board's accident investigation reports shall be referred to Public Inquiries, National Transportation Safety Board, 409 L'Enfant Plaza East, SW, Washington, DC 20594-0003.

6.11 Interior Aircraft Mishap Review Board. An Interior Aircraft Mishap Review Board (AMRB) is responsible for developing mishap prevention recommendation for all Interior accidents and selected incidents with potential. Specific responsibilities, functions and procedures to be followed are in accordance with DOI AM Instruction 220-1.

Aircraft Accident Checklist

DOI-AM/USFS 1-888-4MISHAP

(Do not delay initial report by trying to fill in all the blanks)

1. Point of Contact Information			
a. Name		c. Duty Position:	
b. Phone Numbers		d. Address:	
Work:	Cell:		
Fax:	Home:	e. E-mail:	
2. Accident Information			
a. Aircraft Registration/Tail Number	Type of Aircraft	Color	
b. Date and Time of Accident			
c. Location of Aircraft (Grid, Lat/Log, Reference to Known Point)			
d. Hazardous Materials Involved? (Explosives, Radioactive Materials, etc.)			
e. Witnesses identified and statements requested?			
f. Accident Site Secured?		Photos Taken?	
g. Flight Data Recorder Secured? (If applicable)		ELT Deactivated?	
h. Total Number of Personnel Involved			
Number of Fatalities		Number of Injuries	
3. Accident Description (type of mission, what happened, weather, extent of damage, etc.)			
4. Admin Information			
a. Aircraft Owner		b. Operator	
c. Pilot in Command			
d. Point of Last Departure		e. Destination	
f. Route of Flight		g. Fuel on Board	
h. Nearest Commercial Airport		i. Suitable Helicopter Landing Site	
j. Other			

Aircraft Accident Checklist

Safety Communiqué Form OAS-34 / FS

	REPORTED BY: (optional)
	Name: E-Mail: Phone: Cell Phone: Pager: Organization: Organization Other: Date Submitted: mm/dd/yyyy

EVENT

Date: mm/dd/yyyy	Local Time: hhmm	Injuries: Y/N	Damage: Y/N
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State:	Location: (Airport, City. Lat/Long or Fire Name)
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Operational Control:
Agency:
Region:
Unit:

MISSION (* see look-up tables)

Type: *	Other:	
Procurement: *	Other:	
Persons Onboard:	Special Use: Y/N	Hazardous Materials: Y/N
Departure Point:	Destination	

AIRCRAFT (* see look-up tables)

Type: *	Tail #	Manufacturer: *	Model:
Owner/Operator:	Pilot:		

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)



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DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04-53

Subject: Approval and Use of Cooperators – Other Government Agency Supporting Department of the Interior (DOI) Wildland Firefighting

Effective Date: August 13, 2004

Supersedes: Portions of 351 DM 4

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM establishes policy and procedures for the approval and use of Cooperators – Other Government Agency (Cooperators) by DOI Bureaus in support of wildland firefighting activities. Refer to 350 DM 1, Appendix 5 for definition of “Other Government Agency Aircraft.”

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

.3 General. A variety of factors drive the necessity for increased coordination and cooperation among government agencies at various levels. This is particularly true for those organizations involved in the suppression of wildfires; particularly those incidents that may potentially threaten lives or structures. This OPM establishes DOI policy specific only to Cooperators involved in wildland firefighting.

.4 Policy. DOI AM is responsible for determining if Cooperator aircraft, pilots, and support equipment meet applicable DOI technical and safety standards. DOI bureaus are responsible for determining if approved Cooperator aircraft can meet mission objectives and desired levels of operational efficiency.

Flight operations standards, procedures, and references found in 351 DM 4.1, 351 DM 4.4, and OPMs or portions of OPMs dealing with aircraft, flight crewmembers, and related equipment engaged in interagency firefighting are applicable.

Any reimbursement of Cooperators must be in accordance with Public Law 106-181 including sections dealing with the ordering and replacement of uncertificated aircraft and retention of associated records, as appropriate.

.5 Responsibilities. The identification, approval, use, and oversight of Cooperators requires an effective, collaborative working relationship between DOI AM and the bureaus.

A. Bureau Responsibilities.

Field Offices:

- (1) Meet with prospective Cooperators to explain approval and use procedures. Gather information identified in number three below.
- (2) Send a request for Cooperator inspection and use to the bureau National Aviation Manager for approval.
- (3) Included with the request should be the following information:
 - (a) Name of Cooperator agency and point of contact to include phone numbers and e-mail address.
 - (b) Requested aircraft, pilot(s), and support equipment.
 - (c) Intended use.
 - (d) If reimbursement through AMD is contemplated, a copy of the document(s) authorizing the working relationship (i.e. multi agency agreement).
 - (e) The requesting bureau point of contact to include phone numbers and e- mail address.
 - (f) Period of need – single year/repetitive multiyear.

National Office:

- (1) Consider field request and determine if aircraft can meet mission objectives and desired levels of operational efficiency.
- (2) Assure the controlling bureau unit understands and can properly manage the use of the cooperator resource within applicable public law.
- (3) Forward approved field requests and supporting information to the DOI AM servicing field office.

B. DOI Aviation Management Responsibilities.

DOI Aviation Management Area/Regional Offices:

- (1) Receive and review bureau request for required information and bureau National Office concurrence.
- (2) Establish contact with requested Cooperator to discuss scope of work and associated timeframes.
- (3) Acknowledge receipt of request and discuss scope of work and estimated timeframes with requesting bureau office.
- (4) Coordinate with other DOI AM offices as appropriate.
- (5) Draft and establish MOUs /MOAs as required for activity in a single DOI AM geographic region. If activity involves multiple DOI AM Regions, forward to DOI AM Headquarters for processing.
- (6) Issue letters of approval for aircraft, pilots, and support equipment meeting applicable DOI technical and safety standards.

- (7) Provide ongoing support to bureau/Cooperator field activities when requested.

DOI Aviation Management Headquarters:

Coordinate the Cooperator approval process for requests encompassing more than one DOI AM geographic region and sign supporting Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA) as required.

/s/ Michael A. Martin

Associate Director