

Department of the Interior Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 350: General Program Requirements
Chapter 1: General Administration

Originating Office: National Business Center

350 DM 1

1.1 **Purpose.** This chapter provides a general overview of the aviation program requirements. Parts 350 through 354 of the Departmental Manual (DM) provide management responsibilities, policies, and procedures for utilizing and operating aircraft within the Department of the Interior (DOI).

1.2 **Scope.**

A. The provisions set forth in Parts 350 – 354 of the DM are applicable to all DOI bureaus that utilize or operate aircraft. Because DOI is responsible for all personnel onboard aircraft under its operational control, the provisions in the DM, National Business Center Aviation Management Directorate (NBC AMD) Operational Procedures Memoranda (OPMs), and appropriate handbooks are applicable to all Interior employees, individuals, or groups providing volunteer services without compensation, or any other persons supervised by Departmental employees.

B. Persons employed by or whose work is directed solely by cooperators or contractors are exempt from provisions of these documents EXCEPT when their duties include use of flight services, which are under operational control of the Department or present a serious safety hazard to personnel or property.

C. Parts 350 - 354 of the DM do not apply to international DOI operations (except for fleet operations). However, DOI employees should attempt to follow DOI aviation policies to the extent practical.

1.3 **Policy.**

A. DOI aviation activities include both "civil" and "public" operations. Civil aircraft operations shall comply with applicable sections of 14 CFR as well as the Departmental Manual. Public aircraft operations shall comply with applicable sections of 14 CFR (control of air traffic, use of airspace, and aircraft registration) as well as the contents of this manual, unless the AMD Associate Director approves an exception.

B. Life-threatening emergencies may require deviation from polices in the 350-354 series. For in-flight emergencies, the pilot shall take appropriate action to ensure safety of flight. These situations shall be reported by the pilot to the chief pilot or supervisor and documented on Form AMD-34, SAFECOM (www.safecom.gov).

1.4 **Abbreviations.** Abbreviations used in Parts 350-354 of the DM are listed in Appendix 1 to this chapter.

1.5 **Definitions.** Definitions for terms used in Parts 350 through 354 of the DM are provided in Appendix 2. The definitions are in addition to those found in 14 CFR 1.

1.6 **Responsibilities.**

A. Assistant Secretary - Policy, Management and Budget (A/S-PMB). The A/S-PMB has broad oversight responsibility for DOI aviation management policy.

B. Director, National Business Center (NBC). The Director, NBC, is responsible for the development and oversight of aviation policy

C. Associate Director, Aviation Management Directorate (AMD). The Associate Director, AMD, is responsible for Department-wide aviation policies and procedures in consultation and cooperation with the Aviation Board of Directors. An overview of the general aviation functions and responsibilities are provided in Appendix 3.

D. Aviation Board of Directors. The Aviation Board of Directors (ABOD) is responsible for providing executive level bureau involvement in the formulation of aviation policy and the management aspects of aviation activities in the Department in accordance with the ABOD Charter.

E. Aviation Board of Director's Working Group (ABOD/WG). The ABOD/WG assists the ABOD in the technical aspects of aviation management. The members address Departmental issues, initiate improvements, analyze issues, and make recommendations to the ABOD.

F. Bureau Responsibilities. Bureaus are responsible for implementing and executing Departmental and bureau-specific aviation policies and operations. Appendix 4 is a compilation of bureau aviation management responsibilities. Adjustments must be made with the mutual consent of appropriate bureau officials and the NBC AMD Associate Director. NBC AMD will record functional adjustments in one of the following ways:

(1) Memorandum of Understanding (MOU). An MOU or similar agreement (Interagency Agreement (IAA)) to cover continuing operational situations.

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

1.7 **Certification.** Vendors will be Air Carrier/Commercial Operators certificated under Federal Aviation Administration (FAA) Regulations (FARs) 14 CFR Parts 121, 125, 127, 133, 135, or 137. All aircraft owned by the Department must be registered with the FAA in the name of the U.S. Department of the Interior, (except for selected law enforcement aircraft) and maintained on AMD property accountability records. The Certificate of Registration must be displayed in the aircraft in accordance with FAA requirements. Aircraft shall be certified, maintained, and operated in accordance with 14 CFR unless an exception to this policy is approved by the Associate Director, NBC AMD. Operation of an uncertificated aircraft also requires approval of the Associate Director NBC AMD.

1.8 **Transportation of Passengers.** Travel on Government aircraft or privately owned aircraft (as defined in 350 DM 1, Appendix 4) 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, Office of Management and Budget (OMB), Circular A-126; and NBC AMD Operational Procedures Memorandum "Improving the Management and Use of Government Aircraft."

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

- (1) Officers and employees of the Federal Government traveling on official business.
- (2) Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs.
- (3) Non-Federal passengers when engaged in missions which enhance accomplishment of Departmental programs such as personnel of cooperating State, county, or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies; and private citizens.
- (4) Space-available passengers authorized and approved in accordance with OMB Circular A-126.
- (5) Space-available travelers approved by the Secretary of the Interior on a trip-by-trip basis.

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

C. Privately Owned Aircraft. A DOI employee, holding an FAA issued Pilot Certificate and current, appropriate Medical Certificate, properly authorized to exercise the privileges of their certificate, may utilize their privately owned aircraft for official travel and receive reimbursement, if the mode of travel is approved by their supervisor. The total allowable reimbursement shall be limited to total constructive cost of the appropriate common carrier transportation including

constructive per diem by that method in accordance with Federal Travel Regulations. However, the transportation of passengers on a privately owned aircraft is prohibited unless the aircraft and pilot are properly carded for DOI operations.

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

- A. DOI fleet aircraft – form AMD-2 (www.nbc.gov/amd).
- B. Contracted aircraft from commercial sources - form AMD-23 (www.nbc.gov/amd).
- C. Cooperator aircraft under the operational control of DOI as prescribed by the AD, AMD.
- D. Privately owned aircraft used on official business - form AMD-2.

1.10 Exceptions.

A. The NBC AMD Associate Director may issue written authorization for exceptions to prescribed policy providing:

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

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

1.11 Interagency Boards and Committees. Through cooperative agreements with other agencies, the Associate Director, NBC AMD, or his/her designated representative, may participate on boards and committees to develop and standardize policies, procedures, systems application, and operational criteria for the use of aviation resources.

Aviation Management Abbreviations

| | |
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| 1. A&P | Airframe & Powerplant (Mechanic) |
| 2. A/S-PMB | Assistant Secretary, Policy, Management and Budget |
| 3. AAF | Field Reference Guide for Aviation Security for Airport or other Aviation Facilities |
| 4. ABOD | Aviation Board of Directors |
| 5. ACCO | Air Carrier/Commercial Operator |
| 6. ACE | Aviation Centered Education |
| 7. ACETA | Aerial Capture, Eradication, and Tagging of Animals |
| 8. AD | Airworthiness Directive |
| 9. AGL | Above Ground Level |
| 10. AIM | Airman's Information Manual |
| 11. ALSE | Aviation Life Support Equipment |
| 12. AMD AD | Aviation Management Directorate, Associate Director |
| 13. AMD RD | Aviation Management Directorate, Regional Director |
| 14. AMD | Aviation Management Directorate |
| 15. AMIS | Aviation Mishap Information System |
| 16. AMRB | Aviation Mishap Review Board |
| 17. AMTS | Aviation Management Training for Supervisors |
| 18. AMWG | Aviation Management Working Group |
| 19. AOA | Air Operations Area |
| 20. APE | Aviation Program Evaluation |
| 21. APO | Aviation Program Overview |
| 22. ARA | Aircraft Rental Agreement |
| 23. ASI | Aircraft Safety Investigator |
| 24. ASM | Aviation Safety Manager |
| 25. ATC | Air Traffic Controller |
| 26. BIA | Bureau of Indian Affairs |
| 27. CFI | Certificated Flight Instructor |
| 28. CFR | Code of Federal Regulations |
| 29. CG | Center of Gravity |
| 30. CO | Contracting Officer |
| 31. COR | Contracting Officer's Representative |
| 32. COTR | Contracting Officer's Technical Representative |

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| 33. CWN | Call When Needed Program |
| 34. DASHO | Designated Agency Safety and Health Official |
| 35. DIAR | Department of the Interior Acquisition Regulation |
| 36. DM | Departmental Manual |
| 37. DOD | Department of Defense |
| 38. DOI | Department of the Interior |
| 39. ELT | Emergency Locator Transmitter |
| 40. ETA | Estimated Time of Arrival |
| 41. FAA | Federal Aviation Administration |
| 42. FAR | Federal Aviation Regulations |
| 43. FCC | Flight Coordination Center |
| 44. FMR | Federal Management Regulations |
| 45. FOIA | Freedom of Information Act |
| 46. FSDO | Flight Standards District Office |
| 47. FSS | Flight Service Station |
| 48. GBL | Government Bill of Lading |
| 49. GSA | General Services Administration |
| 50. GTR | Government Transportation Request |
| 51. IAA | Interagency Agreement |
| 52. IAT | Interagency Aviation Trainer |
| 53. IB | Information Bulletin |
| 54. ICA | Intergovernmental Cooperation Act of 1968 |
| 55. ICAP | Interagency Committee for Aviation Policy |
| 56. IFR | Instrument Flight Rules |
| 57. IG | Inspector General |
| 58. IHOG | Interagency Helicopter Operations Guide |
| 59. IIC | Aircraft Accident Investigator-In-Charge |
| 60. IMC | Instrument Meteorological Conditions |
| 61. IPAC | Intra-Governmental Payment and Collection |
| 62. IPG | Inspection Planning Guideline (of ICAP) |
| 63. IWP | Incident With Potential |
| 64. MAP | Mishap Action Plan (replaces Aircraft Pre-Accident Plan) |
| 65. MDA | Minimum Descent Altitude |
| 66. MEA | Minimum En Route Altitude |
| 67. MOA | Memorandum of Agreement |
| 68. MOU | Memorandum of Understanding |
| 69. NBC | National Business Center |
| 70. NFES | National Fire Equipment System |
| 71. NFPA | National Fire Protection Association |
| 72. NTSB | National Transportation Safety Board |

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| 73. NVG | Night Vision Goggles |
| 74. OG | Operation Guide |
| 75. OMB | Office of Management and Budget |
| 76. OPAC | Online Payment and Collection |
| 77. OPM | Office of Personnel Management |
| 78. OPM | Operational Procedures Memorandum (AMD) |
| 79. PIC | Pilot-In-Command |
| 80. PPE | Personal Protective Equipment |
| 81. PRB | Pilot Review Board |
| 82. PTS | Practical Test Standard |
| 83. RVR | Runway Visual Range |
| 84. SBA | Small Business Administration |
| 85. SDBU | Small and Disadvantaged Business Utilization |
| 86. SIC | Second-In-Command |
| 87. STC | Supplemental Type Certificate |
| 88. STEP | Single-skid, Toe-in and hover Exit/entry Procedures |
| 89. TBO | Time Between Overhaul |
| 90. TFR | Temporary Flight Restriction |
| 91. U.S.C. | United States Code |
| 92. USCG | United States Coast Guard |
| 93 VFR | Visual Flight Rules |
| 94. VMC | Visual Meteorological Conditions |

Aviation Management Definitions

1. **Active Military Maintenance and Inspection Program.** This is a program whereby the active or reserve components of the U.S. Armed Forces, including the U.S. Coast Guard, maintain a viable maintenance program for the make/model/series aircraft operated within those components. This system provides for a type malfunction/defect report gathering, analysis, and distribution of essential safety-of-flight information. In addition, it supports the resource user with current maintenance publications/procedures and timely changes similar to a civil manufacturer's program. It also provides an up-to-date parts inventory and a repair and replacement system.
2. **Affiliated Aircraft.** Civil aircraft operated in accordance with 14 CFR 91, 121, 133, 137, or 135 for the mutual benefit of DOI and the affiliated party at no cost to DOI.
3. **Agreement Aircraft.** An aircraft, approved by AMD for flight services, available for intermittent, short-term use under a simplified acquisition procedure (SAP).
4. **Aircraft.** The term "aircraft" is used to refer to airplanes and helicopters.
5. **Aircraft Accident.** An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
6. **Aircraft Acquisition.** Obtaining an aircraft through either purchase or transfer (excess), or through lease or loan. Any aircraft secured on a fully vendor-operated basis is specifically excluded from this definition.
7. **Air Crewmember - Essential for the Mission.** Crewmembers, other than flight crewmembers, required to be on board the aircraft to ensure the successful outcome of the mission. (Example: loadmaster accompanying bulk fuel.)
8. **Airspace Conflict.** A near mid-air collision, intrusion, or violation of airspace rules.
9. **Airtanker.** An aircraft used for the dispensing of a substance (normally fire retardant or other suppressant) on a wildfire.
10. **AMD-Designated Routes.** Flight routes designated by AMD, which are bureau requested and over mountainous terrain.
11. **Approval Authority.** Those individuals that hold oversight and final decision authority over flight crewmember approval or the removal actions as outlined in the Suspension/Revocation Process – Pilot defined in 351 DM 3.

12. **Aviation Board of Directors.** Representative bureau senior management officials providing executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department.
13. **Bailed Aircraft.** Aircraft on loan from the Department of Defense (DOD).
14. **Bureau.** A level of Government defined by bureaus, services, surveys, and offices within the Department
15. **Complex Airplane.** A complex airplane is an airplane that has a retractable landing gear, flaps, and a controllable pitch propeller or, in the case of a seaplane, flaps and a controllable pitch propeller.
16. **Contract Aircraft.** An AMD-approved aircraft that is available for use in accordance with the terms of the contract.
17. **Cooperator Aircraft.** An affiliated, military, or other Government agency aircraft.
18. **Call When Needed Program.** A program that includes the ARA System and all on-call contracts.
19. **DOI 2181 Pilot.** A pilot meeting OPM classification 2181 standards.
20. **Dual-Function Pilot.** Any person who acts as pilot-in-command of an aircraft while on official Government business and is not a 2181 professional pilot (Office of Personnel Management classification 2181), but whose job description does include pilot duties.
21. **Emergency.**
 - a. Life Threatening. A situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action to prevent loss of life.
 - b. Operational. An unforeseen combination of circumstances that calls for immediate action, but not life threatening.
22. **Excess/Surplus Military Aircraft.** Aircraft whose ownership has been transferred to a Government agency by the U.S. Armed Forces.
23. **Fatal Injury.** Any injury, which results in death within 30 days of the accident.
24. **Federal Aviation Regulations.** Rules and regulations contained in Title 14 of the Code of Federal Regulations.
25. **First Aid.** Any medical attention that involves no medical bill. If a physician prescribes medical treatment for less than a serious injury and makes a charge for this service, that injury becomes “medical attention.”
26. **Fleet Aircraft.** Aircraft bailed by DOI, owned by DOI, or leased by DOI with intent to purchase.

27. **Flight Crewmember.** A pilot, flight engineer, or flight navigator assigned to duty in an aircraft during flight time that holds a valid Federal Aviation Administration (FAA) Airman's Certificate and flight physical.
28. **Forced Landing.** A landing necessitated by failure of engines, systems, components, or incapacitation of a crewmember, which makes continued flight impossible and which may or may not result in damage.
29. **Ground Mishap - Aircraft Ground Mishap.** An aircraft mishap in which there is no intent to fly; however, the power plants and/or rotors are in operation and damage incurred requiring replacement or repair of rotors, propellers, wheels, tires, wing tips, flaps, etc., or an injury is incurred requiring first aid or medical attention.
30. **Hazard - Aviation Hazard.** Any condition, act, or set of circumstances that exposes an individual to unnecessary risk or harm during aviation operations.
31. **High Performance Airplane.** A high performance airplane is an airplane with an engine of more than 200 horsepower.
32. **High Reconnaissance.** A route of flight, which includes reconnaissance and is conducted above 500' above ground level (AGL). This reconnaissance does not include any aircraft maneuvers, which are in excess of commercial pilot skills, maneuvering below $1.4 V_{so}$, or climbs/turns/descents greater than standard rate. This does not include any type of precise maneuvering or specialized equipment.
33. **Hover Landings.** Hover landings are landings where the helicopter remains in a hover above the surface of the terrain with wheel/skid-to-ground clearance of no more than 24 inches. Hover landings do not meet the definition of toe-in or single skid. These landings are characterized by the necessity to maintain a substantial amount of hover power while the landing gear is in contact with the surface. This is normally due to the nature of the surfaces such as swampy ground, tundra/muskeg, snow, lava rock, etc. During these landings, the potential CG shifts are not as hazardous as in toe-in, one-skid landings; however, the pilot remains alert and on the controls as opposed to a flat surface/flat pitch landing stability.
34. **Incident.** An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
35. **Incident with Potential.** An incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The AMD Aviation Safety Manager will determine final classification.
36. **Incidental Passenger Use of Military Aircraft.** The condition that exists when a DOI employee is a passenger on board a military aircraft and is unable to affect the management of the flight in any manner. This includes the initiation, conduct, and termination of the flight.
37. **Incidental Pilot.** Any person who acts as pilot-in-command of an aircraft while on official Government business whose job description does not include pilot duties. (Example: Piloting

of private or Government aircraft for official Government business in lieu of operation of private or Government owned/leased automobile, reference 41 CFR 102-33.)

38. Inspector.

- a. AMD Inspector. An AMD employee included on the AMD Approved Inspectors List.
- b. AMD Approved Inspector. Any inspector approved by AMD. This includes AMD employees, DOI employees, and other Government agency employees included on the AMD Approved Inspectors List.
- c. AMD Accepted Inspector. An individual employed by a Government agency other than DOI who is included on the USFS Approved Inspectors List.

39. International DOI Operations. The condition that exists when a DOI employee is engaged in aviation operations outside the 50 United States, the District of Columbia, Puerto Rico, and the Virgin Islands. Except for fleet activities, these operations are outside the scope of the DOI aviation policy.

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

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

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

43. Medium Helicopter. A helicopter with a certified gross weight between 7,000 and 12,500 pounds.

44. Military Aircraft. An aircraft maintained and operated by an active or reserve component (all Reserve forces, as well as Army National Guard and Air National Guard) of the DOD, or by any active or reserve component of the U.S. Coast Guard (USCG). All references to military aircraft include both DOD and USCG aircraft. The U.S. Coast Guard is a branch of the Armed Forces of the United States at all times, and is a service within the Department of Homeland Security except in times of war or on direction of the President, when they serve under the Navy Department.

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

46. Mountain Flying - Airplanes. Conducting flight operations in mountainous terrain as identified in 14 CFR 95, subpart B, "Designated Mountainous Area."

47. Mountain Flying - Helicopters. Conducting flight operations in mountainous terrain as identified in 14 CFR 95, subpart B "Designated Mountainous Area." Operations include maneuvering and numerous takeoffs and landings to ridgelines, pinnacles, and confined areas.

48. **Offshore Operations.** These are operations beyond a point where navigation by visual reference to landmarks can be made.
49. **On-Call.** Requirements contracts available to perform intermittent aviation flight services.
50. **Operating Cost.** Expenses that include, but are not limited to, lease costs, crew costs, maintenance costs (materials and labor), fuel costs, facilities costs, administrative support costs, etc.
51. **Operational Control.** Refer to 14 CFR 1.1, "Definitions."
52. **Operator.** Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or billee of an aircraft.
53. **Other Government Agency Aircraft.** Aircraft of U.S. registry, which are owned, leased, or operated by a Government agency at the Federal, State, or local levels other than DOI. This does not include "military aircraft," but does include bailed/loaned or excess/surplus military aircraft under the control of a Government agency.
54. **Passenger.** Any person aboard an aircraft who does not perform the function of a flight crewmember or air crewmember.
55. **Point-to-Point Flight.** Flights between airports (excluding operations defined in 351 DM 1 as "special use") for which the route of flight is determined only by the pilot(s) based on navigational requirements.
56. **Precautionary Landing.** A landing necessitated by apparent impending failure of engines, systems, or components, which makes continued flight inadvisable.
57. **Precision Reconnaissance (including Fire Recon).** This type of reconnaissance is conducted above 500 feet AGL. Transect-type operations, utilization of specialized equipment, or missions not normally conducted in the commercial sector are examples of specific tasks, which require special consideration and which make this a special use activity.
58. **Privately Owned Aircraft.** Any aircraft piloted by a DOI employee on official business, which has an FAA registration showing the DOI employee as an owner(s) or member of an organization that owns the aircraft.
59. **Public Aircraft.** As stated in 49 U.S.C. 40102(a)(37), public aircraft means any of the following:
 - a. Except with respect to an aircraft described in subparagraph (E), an aircraft used only for the United States Government as provided in section 40125(b) of Title VII, Section 702, Section 40102(a)(37).
 - b. An aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration, except as provided in section 40125(b).

- c. An aircraft owned and operated by the government of a State, the District of Columbia, or a territory or possession of the United States or apolitical subdivision of one of these governments, except as provided in section 40125(b).
 - d. An aircraft exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia, or a territory or possession or the United States of a political subdivision of one of these governments, except as provided in section 40125(b).
 - e. An aircraft owned or operated by the Armed Forces or chartered to provide transportation to the Armed Forces under conditions specified by section 40125(b).
60. **Revocation.** Cancellation of existing DOI fleet, vendor, or cooperator pilot flight authorization.
61. **Series - Helicopter.** The subgrouping of makes and models such as Bell 206A, Bell 206B, and Bell 206L. The letter designators of A, B, and L denote series.
62. **Serious Injury.** Any injury which (1) requires hospitalization for more than 48 hours commencing within 7 days from the date the injury was received, (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose), (3) causes severe hemorrhages, nerve, muscle, or tendon damage, (4) involves any internal organ, or (5) involves second- or third-degree burns or any burns affecting more than 5% of the body surface.
63. **Shore.** That area of the land adjacent to the water, which is above the high water mark and excludes land areas, which are intermittently underwater.
64. **Single-Skid Landings.** Single-skid landings are those landings that are used to drop off or pick up passengers or cargo while holding the helicopter with one full skid on the ground and the other suspended in the air. When in contact with the ground, the center of gravity can shift laterally. This type of landing is normally used in sloping terrain or when the helicopter cannot land and reduce the power to flat pitch.
65. **Small Helicopter.** A helicopter with a certified gross weight under 7,000 pounds.
66. **Special Use Activities.** Operations involving the utilization of airplanes and helicopters in support of DOI programs which are not point-to-point flight activities and which require special considerations due to their functional use. This may require deviation from normal operating practices where authorized by AMD. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property.
67. **STEP.** Is defined as “single-skid, toe-in, and hover exit/entry procedures.”
68. **Step-Out Landings.** Step-out landings are those landings where the helicopter is not in contact with the ground and the center of gravity can shift laterally and longitudinally. Skid/wheel height above the ground is no greater than 24 inches.

69. **Substantial Damage.** Any damage or failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered "substantial damage."
70. **Suspension.** A temporary withdrawal of the DOI fleet, vendor, or cooperator pilot flight authorization pending investigation of a safety concern (aircraft accident, Incident With Potential (IWP)).
71. **Toe-In Landings.** Toe-in landings are those landings that are used to drop off or pick up passengers or cargo by resting the helicopter on the toes of the skids. This requires holding a significant amount of hover power to keep the helicopter from falling backwards. When the helicopter is operated in this manner, there is the potential of significant lateral and longitudinal CG shift during loading/offloading operations. When the helicopter is balanced on the forward 1/3 or less of the skid tube, main rotor blade clearance is another significant concern (1/2 of flat surface/flat pitch blade clearance). These landings are normally used where landing areas are on slopes, which exceed the capability of the helicopter.
72. **Vendor.** An aviation company that has a proper agreement or contract.
73. **Volunteer Services.** Volunteer services are limited to personal services received without direct or indirect compensation by the Department from individuals or groups.

**Aviation Management
Roles and Responsibilities**

| | Exercises Primary Responsibility | Exercises Secondary Responsibility |
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| I. Aviation Policy and Procedures | | |
| A. <u>General Functions</u> | | |
| 1. Develop Departmental aviation policy statements for issuance in the Departmental Manual (DM) by the Assistant Secretary-Policy, Management and Budget. | AMD | Bureau |
| 2. Develop and issue Departmental policy statements in Operational Procedures Memoranda (OPMs) as temporary directives prior to release in DM. | AMD | Bureau |
| 3. Request changes in DOI policy statements. | Bureau | |
| 4. Develop and implement Departmental aviation management procedures. | AMD | Bureau |
| 5. Execute Departmental and bureau aviation policy and procedures. | Bureau | AMD |
| 6. Provide executive level bureau involvement in the formulation of policy and the management aspects of aviation activities in the Department. | ABOD | |
| 7. Review bureau program requirements for managing aviation within the Department. | ABOD | AMD |
| 8. Review costs for aviation management and operations. Provide guidance to ensure retention of priority functions within the Department and bureaus. | ABOD | |
| 9. Review interagency coordination requirements for Interior aviation activities. | ABOD | |
| 10. Review proposed aviation policies, procedures, and business management practices. | ABOD | |
| 11. Assess the effectiveness of the Departmental aviation program to ensure aviation and management oversight activities comply with and meet Departmental objectives and Board expectations. | ABOD | AMD |
| B. <u>Specific Functions</u> | | |

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| 1. Determine Departmental needs for policy statements. | AMD | Bureau |
| 2. Develop and implement policy via Departmental directives system. | AMD | Bureau |
| 3. Develop and implement policies and management procedures for determining whether aircraft and aircraft-related equipment and facilities should be Government owned, Government operated, or procured commercially. | AMD | Bureau |
| 4. Develop Department-wide ADP management information systems, which involve the financial management and/or costs accounting for or utilization of aircraft resources. | AMD | Bureau |
| 5. Coordinate and approve all inter-bureau and inter-departmental utilization of aircraft owned, operated, procured on behalf of DOI bureaus. | AMD | Bureau |
| 6. Conduct DOI aircraft and equipment research and development efforts or review and approve bureau aircraft and equipment research and development efforts. | AMD/Bureau | |
| 7. Resolve airspace management policy issues affecting DOI programs and activities. | AMD | Bureau |
| 8. Implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions. | ABOD | Bureau |
| II. Aviation Safety Program | | |
| A. <u>General Functions</u> | | |
| 1. Develop and implement a Departmental aviation safety program. | AMD | Bureau |
| 2. Establish and maintain a positive bureau aviation safety program. | Bureau | AMD |
| 3. Assess risk and provide direction for implementation of policy and operational procedures to achieve and maintain an excellent level of safety in aviation activities. | ABOD | AMD |
| B. <u>Specific Functions</u> | | |

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| 1. Develop and administer the Interior Aviation Mishap Information System (AMIS). | AMD | Bureau |
| 2. Conduct DOI aircraft accident/incident investigations. | AMD | Bureau |
| 3. Develop criteria for and conduct aircraft accident prevention surveys. | AMD/Bureau | |
| 4. Develop specific criteria for bureau safety surveys of unique mission operations and conduct aircraft accident prevention surveys. | Bureau | AMD |
| 5. Develop and implement DOI Aircraft Accident Prevention Program. | AMD/Bureau | |
| 6. Execute Departmental and bureau aircraft accident prevention programs. | Bureau | AMD |
| 7. Monitor bureau aircraft accident prevention programs. | AMD/Bureau | |
| 8. Conduct aircraft accident prevention seminars. | AMD | Bureau |
| 9. Develop and administer a Departmental aviation safety awards program. | AMD | Bureau |
| 10. Disseminate Departmental aviation safety policy and information. | AMD | Bureau |
| 11. Develop and implement Departmental Aviation Management Training program. | AMD | Bureau |
| 12. Train and qualify Interagency Aviation Trainers (IAT) within the bureaus to meet required aviation safety training needs. | AMD/Bureau | |
| 13. Ensure adequate number of IATs qualified to meet bureau aviation safety training needs. | AMD | |
| III. Departmental Owned/Operated Aircraft Program | | |
| <u>A. General Functions</u> | | |
| 1. Establish policy and procedures to ensure operation and maintenance of aircraft to achieve maximum safety at minimum cost. | AMD | Bureau |
| 2. Operate and maintain aircraft to achieve maximum safety at minimum cost. | AMD/Bureau | |

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| B. <u>Specific Functions</u> | | |
| 1. Establish criteria for DOI aircraft ownership or in-house operation of leased aircraft. | AMD | Bureau |
| 2. Approve DOI aircraft ownership or in-house operation of leased aircraft. | AMD | Bureau |
| 3. Establish pilot and crew requirements. | AMD | Bureau |
| 4. Establish standards and procedures for operation and maintenance of DOI aircraft. | AMD | Bureau |
| 5. Flight check and qualify all DOI pilot crewmembers. | AMD/Bureau | |
| 6. Inspect and approve all DOI owned/operated aircraft and their supporting maintenance facilities. | AMD | |
| 7. Establish decision criteria for the acquisition, replacement, and disposal of DOI-owned aircraft. | AMD | Bureau |
| 8. Approve the acquisition, replacement, and disposal of DOI-owned aircraft. | AMD | Bureau |
| 9. Assign aircraft to bureaus for their exclusive use (form AMD-93, www.nbc.gov/amd). | AMD | |
| 10. Operate aircraft. | Bureau/AMD | |
| 11. Maintain DOI owned/operated aircraft. | AMD/Bureau | |
| 12. Perform the financial management of all DOI aircraft. | AMD | Bureau |
| 13. Contract for aircraft maintenance and service. | AMD | Bureau |
| 14. Administer aircraft maintenance and service contracts. | AMD | Bureau |
| 15. Report unsafe and inefficient aircraft operations, conditions, and situations to the NBC AMD Associate Director. | Bureau/AMD | |
| IV. Contract Aircraft Program | | |
| A. <u>General Functions</u> | | |
| 1. Procure aircraft and aircraft services by contract. | AMD | |
| 2. Manage and control contract aircraft. | Bureau/AMD | |
| B. <u>Specific Functions</u> | | |

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

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

Bureau Aviation Management Responsibilities Summary

A. National Office, Director, and Headquarters staff is responsible for the following:

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

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

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

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

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

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

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

19. Prepare/endorse procurement payment documents.
20. Provide information necessary for procurement litigation.
21. Perform post-use evaluation of operator, pilots, and equipment.