Department of the Interior
Departmental Manual

Effective Date: 09/03/13
Series: Organization
Part 112: Policy, Management and Budget
Chapter 12: Office of Aviation Services

Originating Office: Office of Aviation Services

112 DM 12

12.1 **Mission**. The mission of the Office of Aviation Services (OAS) is to raise the safety standards, increase the efficiency, and promote the economical operation of aircraft activities in the Department of the Interior (DOI).

12.2 **Functions**. The primary functions of OAS are to exercise programmatic oversight over the work of the bureaus relating to aviation management and operations and to serve as a central point of contact with external agencies and organizations. This includes coordinating, consulting, and collaborating with the bureaus to ensure Department-wide consistency within the bureau aviation programs, to the extent practical, given the different statutory requirements and missions of the bureaus. The primary functions of OAS include:

A. Program Oversight.

(1) Reviewing and evaluating bureau aviation management programs to ensure proper implementation, consistency, and compliance with regulations, Congressional and Office of Management and Budget direction, and Departmental policies and standards.

(2) Conducting internal control reviews and audits of Department-wide aviation management programs.

(3) Advising and consulting with bureau and office officials to resolve inter- and intra- departmental program issues affecting aviation management programs.

(4) Responding to Congressional, Government Accountability Office, Office of Management and Budget, Office of the Inspector General, and public inquiries related to aviation management, in collaboration with the bureaus, as appropriate.

(5) Conducting pilot flight checks for all DOI fleet pilots and all vendor pilots performing special-use missions on behalf of a DOI bureau.

(6) Conducting inspections for all DOI fleet aircraft and DOI commercially awarded contract aircraft for adherence to DOI technical specifications.

B. Policy and Planning.

(1) Interpreting, developing, amending, and issuing Department-wide aviation management program policies and interim policy. These may include directives, handbooks, and supplements relating to aviation operations management planning and environmental compliance, outreach and educational activities, and international coordination and collaboration**.**

(2) Leading Department-wide programmatic aviation strategic planning consistent with Congressional and Administration directives, and the Department's Strategic Plan.

(3) Establishing pilot and crew requirements.

C. Fleet Management.

(1) Managing ownership, acquisition, assignment, and disposal of all DOI owned fleet aircraft.

(2) Coordinating and overseeing all maintenance performed on DOI owned fleet aircraft.

(3) Reviewing, processing, and approving (if determined to be safe and in compliance with Federal Aviation Regulations) proposed modifications to any DOI owned fleet aircraft.

(4) Maintaining and managing pilot records for all DOI fleet pilots.

(5) Inspecting commercial maintenance facilities for compliance with Federal Aviation Administration (FAA) and contract standards.

(6) Developing hourly and monthly fleet aircraft rates to ensure full cost recovery including depreciation and accident/replacement reserves.

(7) Providing bureaus with expertise and data for development of aviation business cases.

(8) Collecting DOI aviation activity data for mandated General Services Administration reports.

D. Aviation Safety Program Management.

(1) Developing, implementing, and improving DOI's aviation safety program.

(2) In consultation with the bureaus, assessing risk and providing direction for implementation of policy and operational procedures to achieve and maintain the highest possible level of aviation safety within the Department.

(3) Administering the Interior Aviation Mishap Information System.

(4) Representing DOI during National Transportation Safety Board (NTSB) investigations and conducting investigations on behalf of the NTSB when requested.

(5) Maintaining and improving the DOI aircraft accident prevention programs.

(6) Maintaining a Departmental aviation safety awards program.

(7) Disseminating Departmental aviation safety bulletins and information.

(8) Developing and providing aviation safety training to DOI aviation users, managers and executives.

E. Coordination and Collaboration.

(1) Coordinating the Department's aviation management programs with DOI's bureaus and offices, other Federal agencies, national-level partners for states, tribes, counties, cities, and non-governmental organizations and international government agencies and organizations.

(2) Representing the Department on interagency committees, working groups, task forces, similar groups within DOI, and other Federal and non-Federal agencies as appropriate.

(3) Coordinating the Department's international aviation management activities with DOI's Office of International Affairs and bureaus, the U.S. Department of Agriculture Forest Service, Department of State, and other Federal and non-Federal agencies.

(4) Providing aviation subject matter expertise to the Department's leadership.

12.3 **Organization**. The Office is headed by a Director, who provides leadership and strategic direction for the Department's aviation management program. (See attached organization chart.) The Director serves as the Department's subject matter expert and senior aviation authority and representative to committees and councils (including internal and external organizations) that impact DOI aviation policy, standards, and/or procedures, and, represents the Department in national level aviation issues. The Director reports to the Deputy Assistant Secretary for Public Safety, Resource Protection, and Emergency Services. The headquarters Office is located in Boise, Idaho. The Director is assisted by a Deputy Director, Senior Management Analyst, Administrative Assistant, and staff in the following divisions:

A. Aviation Safety and Program Evaluation Division. The Division is headed by a Division Director who reports directly to the Office Director. The Division is responsible for aviation policy development and implementation; establishment and maintenance of the DOI Aviation Safety and Aircraft Mishap Prevention Programs; mishap investigation; management of the DOI aviation mishap reporting system, including the SAFECOM system; Mishap Review Boards; management of Department-level evaluations of bureau aviation programs; and

management of the OAS occupational safety and health program. The primary focus of the Division is accident prevention and policy development.

B. Technical Services Division. The Division is headed by a Division Director who reports to the Office Director. The Division is responsible for aviation policy development, commercial aircraft services specification development, oversight of the Departmental pilot flight standardization program for DOI-owned fleet aircraft, and management and coordination of aircraft engineering needs and maintenance management. Additionally, the Division manages aircraft fuel receipts on behalf of DOI bureaus, as well as development and implementation of Departmental policy for the use of Unmanned Aircraft Systems. The primary focus of the Division is technical support and policy development.

C. Training Division. The Division is headed by a Division Director who reports to the Office Director. The Division is responsible for establishment and maintenance of the DOI Aviation Training Program; management of the DOI Aviation Training records system; certification and evaluation of DOI aviation training instructors and development and ongoing evaluation of aviation training curriculum and supporting instructional materials. The primary focus of the Division is policy development, instructional development, implementation, and management of Departmental aviation training.

D. Regional Offices. The OAS regional offices, strategically located to provide timely response for field activities and support for the Department's needs for aircraft mishap prevention, technical support, knowledge management, aircraft inspections, pilot flight evaluations, user training programs (including aviation related wildland firefighting training), provide support to DOI fleet aircraft and pilots, and flight scheduling and coordination. Each regional office is led by a regional director who reports to the Director, OAS.

(1) The Alaska Regional Office in Anchorage, Alaska provides in-house DOI fleet pilot education and training, as well as, aircraft maintenance for the DOI fleet aircraft assigned in the region which includes Hawaii and U.S. Western Pacific territories.

(2) The Eastern Regional Office in Atlanta, Georgia provides services to Eastern United States Departmental aircraft programs including Puerto Rico and the U.S. Virgin Islands.

(3) The Western Regional Office in Boise, Idaho provides aviation services to the Western United States Departmental aviation programs.

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.

Appendix 1

Aviation Management
Abbreviations

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
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 Meterological 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
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

Appendix 2

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 unadvisable.

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.

Appendix 3

Aviation Management
Roles and Responsibilities

	Exercises Primary Responsibility	Exercises Secondary Responsibility
I. Aviation Policy and Procedures		
A. General Functions		
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. Specific Functions		

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. General Functions		
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. Specific Functions		
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		
A. General Functions		
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	
B. Specific Functions		

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. General Functions		
1. Procure aircraft and aircraft services by contract.	AMD	
2. Manage and control contract aircraft.	Bureau/AMD	
B. Specific Functions		
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		
A. General Functions		
1. Procure aircraft services within open market procurement limitations.	AMD	Bureau
2. Approve operators and perform flight scheduling when requested.	AMD	

3. Manage and control (dispatch) aircraft.	Bureau/AMD	
B. Specific Functions		
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	

Appendix 4

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.

Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 350: General Program Requirements
Chapter 2: Issuance of Aviation Policy and Guidance

Originating Office: National Business Center

350 DM 2

2.1 **Purpose**. This chapter provides an overview and general description of the types of policy issuances and guidance for the Department's aviation management program.

2.2 **Issuances**. General policy and guidance for the aircraft management program are published in the Departmental Manual (DM), Parts 350-354. Additional aviation policy and guidance not issued in the DM is issued under the authority of the Director, NBC, and includes the following:

A. Operational Procedures Memoranda (OPMs). Temporary or interim Departmental policy directives issued to permit timely dissemination of instructional and/or procedural materials to update, modify, or supplement policy in the DM.

B. Handbooks (HBs). Departmental Handbooks provide detailed procedures and requirements for policy established in the DM.

C. Information Bulletins (IBs). Announcements and information of general interest are published as IBs. IBs are non-directive, bear no expiration date, and may be discarded at the discretion of the recipient. Any superseded IB will be noted in the new release. Annually, the Aviation Management Directorate will issue a listing of all current IBs.

D. Operation Guides (OGs). Guides that communicate preferred procedures for a specific aspect of aviation operations. They are not policy, nor are they mandatory at the Departmental level, but may be adopted as such by a bureau.

2.3 **Distribution**.

A. Departmental Manual Releases. Policies published in the DM are available from the Department's Electronic Library of Interior Policies: http://elips.doi.gov.

B. Other Issuances. OPMs, HBs, IBs, and OGs are distributed by AMD in accordance with bureau distribution lists. Master distribution lists are maintained by the AMD Headquarters Office. To the extent possible, electronic distribution is encouraged.

2.4 **Contents of DM Chapters**. Material published in Parts 350-354 DM Series, is titled within the following listing:

Part 350 General Program Requirements

Chapter 1 General Administration
Chapter 2 Issuance of Aviation policy and Guidance

Part 351 Aviation Operations

Chapter 1 Flight Operations Standards and Procedures
Chapter 2 Aircraft Equipment and Maintenance
Chapter 3 Flight Crewmember Policy
Chapter 4 Cooperator Operations
Chapter 5 Aviation Management Service Support for Non-Federal, Government Entities

Part 352 Aviation Safety

Chapter 1 Aviation Safety Program
Chapter 2 Aviation Program Evaluations
Chapter 3 Aircraft Mishap Notification, Investigation, and Reporting
Chapter 4 Aviation Safety Awards Program
Chapter 5 Aircraft and Aviation Facility Security

Part 353 Aviation Services

Chapter 1 Aircraft Contracting
Chapter 2 Aircraft Acquisition and Disposition

Part 354 Reserved

Department of the Interior
Departmental Manual

Effective Date: 07/27/11
Series: Aviation Management
Part 351: Aviation Operations
Chapter 1: Flight Operations Standards and Procedures

Originating Office: National Business Center

351 DM 1

1.1 **General**. This chapter prescribes flight operations standards and procedures for all aviation activities within the Department of the Interior (DOI). The standards and procedures apply to DOI fleet aircraft, commercial aviation operations, and privately owned aircraft on official business.

A. Applicability of Pilots Operating Handbook and FAA-Approved Flight Manuals. Information, procedures, and limitations contained in pilots' operating handbooks and Federal Aviation Administration (FAA)-approved flight manuals (and supplements) are applicable to all operations; e.g., owner's manual, aircraft flight manual, owner's handbook, and aircraft information manual.

B. Applicability of Federal Aviation Regulations (FAR) to DOI Operations Involving Owned or Operated Aircraft. Title 14 of the Code of Federal Regulations (CFR), Part 91, including those portions that apply to civil aircraft, applies to DOI owned or operated aircraft operations except as noted in the Departmental Manual (DMs) and/or Operational Procedures Memoranda (OPMs). All other FARs are applicable as directed by Parts 350-354 of the Departmental Manual.

C. Vendor Operations Specifications. Aircraft will be operated and maintained under provisions of 14 CFR 91, 121, 125, 127, 133, 135, or 137, as appropriate, including those portions applicable to civil aircraft, unless otherwise authorized by the Associate Director, Aviation Management Directorate (AMD), National Business Center (NBC).

D. Vendor Certification. Vendors providing commercial services with pilot(s) shall be certificated under 14 CFR 121, 125, 127, 133, 135, or 137, as appropriate.

E. Pre-flight/Post-flight Inspections. Each pilot-in-command shall, before beginning a flight, be familiar with all available information concerning that flight in accordance with 14 CFR 91 Subpart B. The pilot-in-command shall conduct a visual, preflight inspection before the first flight of each day. A postflight inspection shall be made after the last flight of the day. Deficiencies, which might affect safety of flight, shall be corrected prior to commencing flight. Pilots shall use applicable cockpit checklists.

F. Weight and Balance. Weight and balance information shall be kept in each aircraft flight manual or weight and balance book. This information shall include:

(1) Equipped weight of aircraft, as configured.

(2) Passenger configuration(s).

(3) Cargo weight and distribution limits.

(4) Center of gravity (CG) limits

(5) Maximum takeoff and landing weights.

(6) Charts for computing weights and CG location.

G. Seatbelts and Shoulder Harness. Occupants shall wear seat belts and shoulder harnesses during all phases of flight unless there is a valid operational or safety requirement that would cause the PIC (Pilot-in-Command) to direct otherwise.

H. Emergencies. When an emergency is encountered, 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 an NBC AMD SAFECOM form (AMD-34 / FS 5700-14) or electronically at www.safecom.gov.

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 conducted in accordance with 14 CFR 91, Subpart D, 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 aircrew members and property directly associated with the mission as authorized by the most current Public Law pertaining to public use aircraft and appropriate Departmental guidance. However, the aircraft shall be maintained in accordance with a maintenance and inspection program accepted by the Associate Director, NBC AMD. This authorization does not include transportation of passengers. For this type of transportation, refer to 351 DM 1.5.

J. Smoking Policy. Smoking is not permitted in any aircraft under the operational control of the Department.

1.2 **Crew Complement Requirements**.

A. Composition of Flight Crew. Minimum crew assignment and scheduling for all aircraft shall be in accordance with the aircraft type certificate data sheet, FAA-approved flight

manual, or pilot operating handbook, and appropriate operating rules, except as otherwise provided for in this chapter.

B. Personnel at the Controls. Only those individuals authorized by the NBC AMD Associate Director or Regional Director may manipulate the flight controls. Authorization may be in the form of pilot qualification cards issued or accepted by NBC AMD approved inspectors or special Letters of Authorization. This includes pre-employment flight evaluations.

(1) DOI employees shall only participate in "pinch hitter" courses that are approved by the appropriate NBC AMD Regional Director.

(2) Certificated flight instructors (CFIs), with a Letter of Authorization issued by the Approval Authority, may manipulate the flight controls of DOI fleet aircraft while instructing DOI flight crewmember personnel in an accepted course of instruction. Maneuvers are limited to those included in the Federal Aviation Administration (FAA) Practical Test Standards (PTS). No special use activities are permitted.

(3) Exceptions are:

(a) Vendor second-in-command pilots need not be approved except where second-in-command experience is defined by the procurement document.

(b) Operators authorized under 14 CFR 121 are exempt from specific pilot carding procedures for point-to-point transportation.

1.3 **Flight Limitations, Aircraft**: **DOI Owned and/or Operated**.

A. Autopilot Requirements. If an airplane is not equipped with an IFR (Instrument Flight Rules) approved and fully functioning autopilot, a copilot (qualified as a SIC) is required for all passenger flights where IFR conditions are anticipated. Exceptions allowing single pilot IFR without an autopilot are as follows:

(1) Take off from the departure airport in IMC (Instrument Meteorological Conditions) to a point no more than 15 minutes flying time at normal cruise speed from that airport where VFR conditions are known to exist.

(2) Operate an aircraft in IMC under IFR if unforecast weather conditions are encountered while en route on a flight planned to be conducted under VMC and a diversion to remain VFR is not practical.

(3) Conduct an IFR approach at the destination airport, if unforecast weather conditions are encountered at the airport that do not allow an approach to be completed under VFR.

B. Airplane External Load Operations. External loads shall only be transported in accordance with the FAA-approved flight manual supplement or 14 CFR 21.

C. Airplane Single Engine Night Operations. DOI Owned or Operated.

(1) Flight at night (as defined in 14 CFR 1) in single engine airplanes shall be in an airplane equipped for IFR flight in accordance with 14 CFR 91, Subpart B. The pilot shall be instrument-rated and current at night in accordance with 14 CFR Part 61.Flight at night is not authorized in mountainous areas as depicted in 14 CFR 95, except as follows:

(a) On NBC AMD-designated flight routes. NBC AMD-designated routes are bureau requested and in mountainous terrain; or

(b) Within a 20-nautical-mile radius of a lighted airport.

(2) Except for takeoffs and landings, all night flights shall be conducted:

(a) At least 1,000 feet above the highest obstacle (2,000 feet in mountainous areas) within a horizontal distance of 5 nautical miles from course intended to be flown; and

(b) With at least 3 statute miles visibility.

D. Airplane: Single Engine (Reciprocating-Engine-Powered). DOI Owned or Operated.

(1) IFR and VFR over-the-top flight in reciprocating-engine-powered single engine airplanes shall be in an airplane equipped for IFR flight in accordance with the requirements of 14 CFR 135 and the additional maintenance requirements of 14 CFR 135, Subpart J (substituting bureau for certificate holder) for the previous 100 hours of operation or since the last overhaul, whichever is less. The pilot shall be instrument rated and current for IFR in accordance with 14 CFR 61 Subparts A and B. For IFR, the pilot shall have a current flight check as per 351 DM 3.

(2) Reciprocating-engine-powered single engine airplane IFR and VFR over-the-top flights shall not be planned unless weather reports and forecasts indicate that the pilot can descend into VFR conditions of at least 1,000 feet and 3 miles in case of an emergency at any en route point while flying cross-country including en route to an alternate.

(3) Reciprocating-engine-powered single engine IFR and VFR over-the-top flights shall not be planned or conducted into existing or forecast en route icing or other potentially hazardous weather conditions defined as SIGMET or AIRMET as described in the Aeronautical Information Manual (AIM).

(4) Reciprocating-engine-powered single engine IFR and VFR over-the-top flights shall not be permitted in designated mountainous areas as depicted in 14 CFR 95. (Note: This does not preclude pilots from filing an IFR flight plan and flying under IFR control when weather conditions are VMC.)

(5) Reciprocating-engine-powered single engine airplanes may be operated in IFR only in non-mountainous areas, provided:

(a) Weather conditions at departure are at least 500-foot ceiling and one-mile visibility, or published approach minimums, whichever is greater.

(b) Destination weather is reported to be at least 500-foot ceiling and one-mile visibility or the published approach minimums, whichever is greater, at the time of departure and is forecast to remain so for the estimated time of arrival plus one hour. Alternate weather minimums shall be in accordance with 14 CFR 91.

(c) En route weather meets 1.3D(2) above.

E. Airplane: Single Engine (Reciprocating-Engine-Powered). Vendor Operated or Other Government Agency Owned or Operated. Vendor or other government agency owned or operated, reciprocating-engine-powered single engine aircraft shall not conduct operations into IMC or night conditions as defined in 14 CFR 1, with DOI personnel on board.

F. Airplane: Single Engine (Turbine-Engine-Powered). DOI Owned and/or Operated, Other Government Agency Owned or Operated. Single engine turbine-powered airplanes used for IFR flight shall meet the equipment requirements of 14 CFR 135, Subpart C, and the additional maintenance requirements of 14 CFR 135 for single engine passenger-carrying operations (substituting bureau or other agency for certificate holder). The pilot shall be instrument rated and current for IFR in accordance with 14 CFR Part 61. The pilot shall have a current IFR flight check as per 351 DM 3.

G. Airplane: Single Engine (Turbine-Engine-Powered) Vendor Operated.

(1) Vendor turbine-engine-powered single engine aircraft operations shall not be conducted into IMC or night conditions as defined in 14 CFR 1 with Government personnel on board, unless the airplane is equipped in accordance with the requirements of 14 CFR 135, Subpart C.

(2) If the aircraft is so equipped, IFR operations shall be conducted in accordance with the vendor's approved operating specifications.

H. Airplane – Multiengine.

(1) DOI night flight, as defined in 14 CFR 1.1, conducted in a multiengine airplane, shall be in an airplane equipped for IFR flight in accordance with 14 CFR 91, Subpart C. The pilot shall be instrument rated and current at night in accordance with 14 CFR Part 61, Subpart A. Except for takeoffs and landings, all night flights shall be conducted:

(a) At least 1,000 feet above the highest obstacle (2,000 feet in mountainous areas) within a horizontal distance of 5 nautical miles from course intended to be flown; and

(b) With at least 3 statute miles visibility.

(2) DOI IFR flight. Multiengine airplanes used for IFR flight shall meet the equipment requirements of 14 CFR 135, Subpart C, and the additional maintenance requirements of 14 CFR 135, Subpart A, for single engine passenger-carrying operations (substituting bureau or other agency for certificate holder). The pilot shall be instrument rated and current for IFR in accordance with 14 CFR Part 61, Subpart A, and shall have a current IFR flight check as specified in 351 DM 3.

(3) Vendor night and IFR. Vendor night and IFR operations shall be conducted in accordance with the vendor's approved operations specifications.

I. Weather – DOI Owned or Operated Aircraft, or Other Government Agency Owned or Operated. Unless otherwise specified in this chapter, the following weather conditions shall be used as the minimum for all flights within Departmental aviation operations.

(1) VFR: 14 CFR 91, Subpart B.

(2) Special VFR: 14 CFR 91, Subpart B.

(3) IFR: 14 CFR 135, Subpart D.

(a) Departure Minimums. DOI pilots may not take off in an aircraft under IFR or begin an IFR or VFR over-the-top operation unless the weather is at or above the lowest appropriate published approach minimums for the departure airport, and for which type approach the aircraft is equipped. Departures may also be made when weather meets published takeoff minimums or at least ½-mile visibility (2,400 runway visual range (RVR)), whichever is greater. This requires an alternate airport that is available within 1-hour flight time from the departure airport. The aircraft shall be able to reach the alternate with one engine inoperative at the minimum en route altitude (MEA).

(b) Non-Standard Departure Minimums. DOI pilots specifically approved are authorized lower takeoff minimums providing the following criteria are met:

(i) Visibility conditions are at least RVR 1,600 or ¼-mile or published takeoff minimums, whichever is higher. If RVR visibility is given, it must be utilized.

(ii) For RVR 600 departures, the departure runway shall be equipped with centerline lighting, runway centerline markings, and RVR readouts available for touchdown, midfield, and rollout zones. Departures may be made with an RVR value of 600 feet or published takeoff minimums, whichever is higher.

(c) Destination Minimums. A takeoff will not be initiated under IFR or begin an IFR or over-the-top operation unless the latest weather reports, forecasts, or any combination of them indicate that the weather conditions at the estimated time of arrival at the next airport of intended landing will be at or above the authorized IFR landing minimums.

(d) An alternate airport will be specified for all IFR flights in accordance with the requirements of 14 CFR 135, Subpart D.

(e) Alternate Minimums. DOI pilots may not designate an alternate airport unless the latest weather reports or forecasts, or any combination of them, indicate that the weather conditions will be at or above authorized alternate airport landing minimums for that airport at the estimated time of arrival.

(f) Approach Weather Minimums. An instrument approach in IMC shall not be initiated at the destination unless reported weather minimums are at or above minimums published for the approach to be initiated. If, after commencing the approach, weather minimums deteriorate below that required to initiate the approach, the approach may be continued to the missed approach point at the discretion of the pilot-in-command. Descent below published minimums is not authorized.

J. Helicopter.

(1) Night Flight Requirements. Single- or multi-engine helicopter flights may be conducted under VFR conditions at night provided that:

(a) The aircraft is equipped for IFR and night flight in accordance with 14 CFR 91, Subpart C.

(b) The pilot is instrument rated in any category and current at night in accordance with 14 CFR 61, Subpart B.

(c) All takeoffs and landings can be made in areas where the boundaries are clearly shown by lights, reflective material which can be illuminated by the helicopter's landing light, or other identifiable landing aids.

(d) Single engine helicopter flights conducted at night are confined to areas where an autorotation, in an emergency situation, can be accomplished to lighted areas or to terrain known to the pilot to be free of wires or other hazards which may be indistinguishable at night. Cross-country flights may be allowed over preplanned routes where hazards are clearly marked on the hazard map and are familiar to the pilot. Pilots must maintain visual ground light reference. Night flights over large areas of water or forest where surface lights are not visible are prohibited.

(e) Flights involving night vision goggles (NVGs) must comply with items (a) and (b) above. In addition, NVG operations shall comply with a standard operating procedures manual for goggle operations approved by NBC AMD, Chief, Division of Technical Services - Headquarters.

(2) IFR. Flights into IMC shall be conducted:

(a) In a multiengine helicopter certificated for IFR operations.

(b) When weather minimums meet or exceed those prescribed in 14 CFR 135, Subpart D for helicopter IFR operations.

(c) Only with a crew complement which includes a SIC.

(3) Wind Restrictions. Helicopter operations shall be shut down if the wind exceeds those limitations established in the operator's flight manual or manufacturer's recommendations. If no wind limitation has been prescribed by the manufacturer, helicopter operations shall be terminated when wind speed exceeds the following conditions:

(a) Low level operations.

(i) Small helicopters: 30 knots or a maximum gust spread of 15 knots.

(2) Medium/large helicopters: 40 knots or a maximum gust spread of 15 knots.

(b) Flights more than 500 feet from the surface: 50-knot winds.

(4) Snow Operations. Flights in falling snow may be accomplished provided:

(a) VFR conditions are maintained.

(b) Helicopters are equipped with engine intake protection kit (snow kits) as prescribed by the approved flight manual.

(5) External Load Operations.

(a) Personnel essential to the mission may be transported while carrying external loads provided the helicopter is not certificated in the restricted category.

(b) An empty retardant bucket may be carried from a jettisonable sling during the transporting of ground fire crews to a fire.

1.4 **Flight Plans and Flight Following**.

A Flight Plans.

(1) 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 NBC AMD Associate Director-approved vendor flight plan program specified in an NBC AMD procurement document. Flight plans shall be filed prior to takeoff when possible.

(2) 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.

B. Flight Following**.** Pilots are responsible for flight following with the FAA, the appropriate ICAO entity, in accordance with a bureau-approved flight following program, or in accordance with an NBC AMD Associate Director-approved vendor flight following program specified in a NBC AMD procurement document. Position reporting shall not exceed 1-hour intervals under normal circumstances.

(1) Bureau flight following programs must be approved by the Bureau Director or his/her designee. 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.

(2) An aircraft is considered "overdue" when it fails to meet its scheduled check-in time or to arrive at the estimated time of arrival (ETA), plus 30 minutes, and cannot be contacted/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 and failed to locate the aircraft.

1.5 **Passenger Operations**.

A. Manifesting. The pilot-in-command shall ensure that a manifest of all onboard personnel has been completed. A copy of this manifest shall remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. In those instances where multiple short flights will be made in a specified geographical area that involves frequent change of personnel, a single manifest of all passengers involved may be left with an appropriate person to preclude unreasonable administrative burden.

B. Briefing. Before each departure, the pilot-in-command shall ensure that all onboard personnel have been orally briefed in accordance with the briefing items contained in 14 CFR 135, Subpart B. In those instances where multiple, short flights are to be conducted, the briefing does not need to be repeated unless new personnel come aboard. Additionally, the briefing should include location of the following items if installed/mounted/carried on the aircraft:

(1) Emergency locator transmitter (ELT).

(2) Aviation life support equipment (ALSE).

(3) First aid kit.

C. Enplaning/Deplaning Passengers.

(1) On single engine land planes, the engine will not be started until all personnel are on board and the doors are closed. At the completion of the flight, the engine will be shut down, the propeller stopped, and the switches "OFF" before cabin doors are opened for personnel offloading.

(2) On single engine floatplanes, if it becomes necessary for an onboard individual to assist the pilot in docking or beaching operations, this individual will be briefed by the pilot on all safety precautions prior to each operation. At no time will a passenger or crewmember be allowed forward of the wing strut or hold line on a high wing aircraft or forward of the wing on a low wing aircraft while the propeller is turning.

(3) On multiengine airplanes, personnel loading/offloading may be accomplished at en route stops with engine(s) running on the side of the airplane opposite the cabin door, when a qualified flight crewmember is at the controls during the loading/offloading process. No personnel will be allowed on the side of the airplane with the engine running, without an escort trained in the hazard of this activity. Personnel loading/offloading can be accomplished with engine(s) running on the side of the aircraft with the access doors when:

(a) A qualified flight crewmember will be at the controls of the aircraft, and

(b) The propeller is located forward of the wing and the main cabin entrance door is located under or behind the wing, and

(c) The propeller is capable of being fully feathered while the engine is running (turbo-propeller-powered airplane), and

(d) An aircrew member/flight crewmember escort is used to assist with passenger entrance/egress and to ensure that clothing, hand-carried items, etc., are secure.

(4) Helicopter engines need not be shut down during personnel loading or offloading, providing the pilot ensures all onboard personnel are orally briefed on safety precautions. Offloading personnel shall depart the helicopter, as briefed, within the pilot's view, avoiding the uphill side and rear of the helicopter. Loading/offloading personnel shall keep heads and equipment low to avoid the rotor system.

1.6 **Special Operations**.

A. Cold Weather. Flight operations with single engine aircraft shall not be conducted when the surface air temperature is -40°F, or colder.

B. Aviation Transport of Hazardous Materials. Hazardous materials shall be transported as outlined in the *Interagency Aviation Transport of Hazardous Materials Handbook* (www.nbc.gov/amd) issued as a supplement to this chapter.

C. Temporary Flight Restrictions. DOI personnel may request a Temporary Flight Restriction (TFR) under Federal Aviation Regulation 14 CFR 91, Subpart B, to protect persons or property on the surface or in the air from the hazards associated with an incident on the surface and to provide a safe environment for the operation of disaster relief aircraft. The procedures necessary to obtain a TFR are contained in the Interagency Airspace Coordination Guide (www.fs.fed.us).

D. Undercover Law Enforcement Operations in Non-AMD-Approved Aircraft. DOI employees involved in undercover law enforcement operations are authorized to use unapproved aircraft and pilots during the covert phase of an operation providing:

(1) The activity is essential to the accomplishment of the mission; and

(2) Such use is consistent with the undercover operating policy and practices of the bureau concerned.

E. Rapid Refueling of Turbine-Powered Helicopters. Rapid refueling is the introduction of fuel into the helicopter while the engine(s) is/are running. This procedure is often referred to as "hot refueling."

(1) Rapid refueling is permitted when a closed circuit system is present on both the pumping and receiving equipment, or

(2) Open port (splash) refueling is permitted in accordance with the provisions of *National Fire Protection Association (NFPA) Manual 407* (www.nfpa.org), when requested by the bureau and approved by the appropriate NBC AMD Regional Director. No personnel, other than the pilot, may be on board during refueling operations.

1.7 **Special Use Activities**. Special use activities are the utilization of airplanes and helicopters in support of programs which are not point-to-point flight activities and which require special considerations due to their functional use or unique equipment requirements. Refer to OPM "*Special Use Activities and Revised Standards for Technical Oversight*" for further guidance.

A. Operational Requirements.

(1) Aircraft and pilots shall be approved for each special use activity prior to use. Privately owned aircraft used on official business for the Department are prohibited from conducting special use activities.

(2) Employees engaged in special use activities must meet the training requirements outlined in the OPM "Aviation User Training Program," prior to conducting operational missions.

B. Personal Protective Equipment (PPE). Policy and detailed information are outlined in the *Aviation Life Support Equipment (ALSE) Handbook* (www.nbc.gov/amd), issued as a supplement to this chapter.

1.8 **Airports/Heliports**.

A. Management. It is the bureau's responsibility to establish management guidelines to ensure aviation facilities are adequately planned, constructed, secured, and managed.

B. Development.

(1) Airports. Construction, development, or closing of an airport or landing strip that is located on DOI property shall be accomplished within appropriate FAA guidelines (Advisory Circular publications).

(2) Airtanker base facilities. Detailed procedures for the construction and operation of airtanker base facilities are outlined in *The Airtanker Base Planning Guide* published by the National Wildfire Coordinating Group.

(3) Heliports. Detailed procedures for the evaluation, design, construction, and closures of heliports are outlined in various FAA and National Fire Protection Association (NFPA) publications.

(4) Helispots. Detailed procedures for the location, construction, and operational safety considerations of helispots are outlined in the *Interagency Helicopter Operations Guide* (www.nwcg.gov).

1.9 **Recording of Flight Time**.

A. DOI Aircraft. A Hobbs meter, recording tachometer or clock/watch shall be used to record time from takeoff roll until the aircraft returns to the blocks.

B. Vendor Aircraft Flight Time.

(1) Airplane. Flight time will be measured from the time the aircraft commences its takeoff roll until it returns to the blocks. Elapsed time will be measured in hours and tenths/hundredths of hours.

(2) Helicopter. Flight time will be measured from liftoff to touchdown in hours and tenths. Flight time will be measured by means of an authorized time recorder.

C. Flight Crewmember Time. Flight time for pilots and other flight crewmembers shall accumulate as defined in 14 CFR Part 1, "Flight Time."

1.10 **Relocation of Confiscated Aircraft**. Non-NBC AMD approved, confiscated aircraft, may be relocated to secure areas provided:

A. Inspection. A person authorized to perform maintenance in accordance with 14 CFR Part 43 completes an inspection for structural and operational condition.

B. Special Flight Permit. If the aircraft's current status cannot be determined due to lack of maintenance records or other circumstances that are not readily correctable, a Special Flight Permit will be obtained from the FAA for a one-time flight or series of flights to an impound area.

C. Pilots – Make and Model Experience. Pilots shall meet DOI requirements for make and model experience and shall not operate under a flight time waiver.

1.11 **Mechanic Duty Limitations**. Mechanics shall not exceed the following duty time limitations:

A. Mechanics.

(1) Within any 24-hour period, mechanics shall have a minimum of 8 consecutive hours off duty immediately prior to the beginning of any duty day. Travel, not local in nature (exceeding 30 minutes travel time), will be counted as duty time.

(2) Mechanics will have 2 full days off during any 14-day period. Off duty days need not be consecutive.

(3) Duty time includes availability and work or alert status at any job site.

(4) The Government may further restrict daily duty hours and may remove mechanics for fatigue or other causes before reaching their daily duty limitations.

(5) The mechanic will be responsible for keeping the Government apprised of duty limitation status.

(6) Relief or substitute mechanics reporting for duty may be required to furnish a record of all duty time during the previous 14 days.

B. Pilots Performing Mechanic Duties. Refer to 351 DM 3.6A for duty limitations pertaining to pilots engaged in mechanic duties.

Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 351: Aviation Operations
Chapter 2: Aircraft Equipment and Maintenance

Originating Office: National Business Center

351 DM 2

2.1 **Purpose**. This chapter prescribes minimum aircraft equipment and maintenance standards for all activities within the Department of the Interior (DOI). This applies to DOI fleet aircraft, commercial aviation operations, and employee-owned private aircraft operated on official business, cooperator aircraft and uncertificated ex-military aircraft, operated by DOI.

2.2 **Equipment**. Aircraft, engines, and equipment shall be operated and maintained within the limitations specified by the manufacturer. The following equipment is in addition to, or further defines, 14 CFR 91 and/or 121, 125, and 135 requirements for the flight to be conducted and the aircraft's certification equipment requirements.

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

B. VHF-AM Aeronautical Transceiver**.** All point-to-point 14 CFR 135 aircraft shall have, as a minimum, the communications capability required by the Federal Aviation Administration (FAA) for operation as a 14 CFR 135 certificate holder.

(1) Point-to-Point. If the point-to-point flight is conducted by other than a 14 CFR 135 certificate holder (e.g., approved cooperator aircraft), communication capability shall, as a minimum, enable flight following.

(2) Special Use. Aircraft flying fire-related special use missions and all DOI-owned or operated aircraft shall have a minimum of one 760-channel VHF-AM aeronautical transceiver installed, operating in the 118.000 MHz to 136.975 MHz in 25 kHz channel increments and having a minimum of five watts carrier power output.

C. Floats. Single engine aircraft operated beyond power-off gliding distance to shore shall be float-equipped except where established traffic flow requires aircraft to operate beyond gliding distance to shore during takeoffs and landings. Multi-engine aircraft operated at a weight that will allow it to climb, with the critical engine inoperative, at least 50 feet per minute, at an altitude of 1,000 feet above the surface may be operated overwater without floats. DOI fleet land

aircraft may be repositioned (ferried) with only flight crewmembers on board without the required floats.

D. Emergency Equipment for Overwater Flights. Required emergency equipment for overwater flight is specified in the *Aviation Life Support Equipment (ALSE) Handbook*, issued as a supplement to this chapter (www.nbc.gov/amd).

E. Emergency Locator Transmitter (ELT). Details are contained in the *ALSE Handbook*.

F. Seat Belts and Shoulder Harnesses. Details are contained in the *ALSE Handbook*.

G. Aircraft Time Recording for Maintenance. Aircraft and component maintenance time will accumulate as defined in 14 CFR Part 1, "Time in Service."

H. Tracking Antennas. All tracking antenna installations shall meet FAA requirements. Tracking antennas mounted on aircraft whose cruise speed is greater than 180 knots and/or lacking wing struts shall have an FAA-certificated Designated Engineering Representative (DER) approval. This approval will be accomplished to determine the location of mounting antennas and to establish flight profile in all aspects of flight including climb, cruise, high altitude, descent, and flights into instrument meteorological conditions. The antennas must also be visible to the flight crew either by direct vision or through mirrors or other devices mounted to provide an undistorted view of the antenna. A structural and vibration analysis must be accomplished to determine the levels of stress and vibration when the antennas are installed. This approval will not necessarily meet the requirements for a Supplemental Type Certificate (STC); however, it will establish an engineering background to ensure the installation is safe.

I. Propeller Arc Markings. Float-equipped fleet aircraft will have propeller arc warning stripes conspicuously marked on each float.

2.3 **Special Use**. The following are additional requirements for special use activities:

A. Aerial Capture, Eradication, and Tagging of Animals. Detailed procedures and special equipment requirements for animal gathering, capturing, eradication, and tagging are contained in the *Aerial Capture, Eradication, and Tagging of Animals (ACETA) Handbook,* issued as a supplement to this chapter. (www.nbc.gov/amd).

B. Firefighting Aircraft Markings. Interagency-approved firefighting aircraft shall have high visibility markings or a three-point strobe and pulsating landing light system.

C. Aerial Delivery. Airtanker, helitanker, smokejumper, air-to-ground aerial delivery aircraft, and equipment shall have appropriate Board approval

D. Intercom System. An intercom system capable of serving the pilot and observer compatible with required protection headgear shall be required.

E. Rappel or Short-Haul Attachment Devices. Attachment devices used for human external loads shall have NBC AMD approval.

F. Survival Kits. A survival kit is required in accordance with the *ALSE Handbook.*

G. First Aid Kits. A first aid kit is required in accordance with the *ALSE Handbook*. First aid kit contents as required by FAA operating specifications meet this requirement.

H. Smokejumper Restraint Benches. The use of the smokejumper restraint benches (Simulaseats) that are not certified in the aircraft is limited to smokejumper missions only, regardless of aircraft certification. Smokejumpers are required to wear their protective suits and helmets for takeoff and landing when seated on the benches during smokejumper retrieval operations. The benches will be removed and replaced with conventional (FAA-approved) passenger seats when a smokejumper aircraft is used to transport passengers.

2.4 **Maintenance**.

A. DOI Owned or Operated Aircraft and DOI Employee Privately Owned Aircraft Transporting Passengers on Government Business. The owner/operator of an aircraft has the primary responsibility for maintenance. Maintenance of DOI-owned aircraft is a shared responsibility between the NBC AMD and the operating office or bureau. Maintenance of privately owned aircraft piloted by authorized DOI employees on official business is the responsibility of the employee piloting the aircraft. The pilot is responsible for determining that the aircraft is in a condition for safe flight as stated in the Federal Aviation Regulations.

(1) Maintenance Program: Each DOI entity that operates aircraft shall be responsible for complying with a maintenance and inspection program to ensure that aircraft are kept in a continuous state of airworthiness. It shall consist of, but not be limited to, the following items:

(a) Inspection Programs. Aircraft inspection programs shall comply with 14 CFR Part 91, Subpart E.

(b) Weight and Balance. The current empty weight and center of gravity for all aircraft shall be calculated from values established by actual weighing of the aircraft every 36 calendar months. This does not apply to those aircraft which have an FAA-approved weight and balance control system or to single engine aircraft, except NBC AMD may require single engine aircraft to be weighed at periods of configuration changes and installation or removal of equipment which may change the aircraft's center of gravity.

(i) All weighing of aircraft shall be performed on scales that have been certified as accurate within the preceding 24 calendar months. The certifying agency may be any accredited weights and measures laboratory.

(ii) A list of equipment installed in the aircraft at the time of weighing must be compiled. The equipment list will include the name of each item installed.

Items which may be easily removed or installed for aircraft configuration changes (seats, special mission equipment, etc.) shall also be listed including the name, weight, and arm of each item. Each page of the equipment list must identify the specific aircraft by at least the serial number or registration number of the aircraft. Each page of the equipment list will be dated indicating the last date of weighing or computation. The weight and balance and equipment list must be revised each time new equipment is installed or old equipment is removed.

(c) Maintenance Manuals. All aircraft shall be maintained in accordance with the factory-approved maintenance manuals.

(d) Maintenance Records. Aircraft maintenance records shall be maintained in accordance with 14 CFR 43 and 91.

(e) Maintenance Personnel. Maintenance shall be performed only by those persons authorized in accordance with 14 CFR Part 43. A DOI pilot may perform preventive maintenance on any aircraft operated by that pilot. Such preventive maintenance shall not be contrary to any FAA- or NBC AMD-approved maintenance system. A representative list of preventive maintenance items may be found in 14 CFR 43, Appendix A(c). Only a person so authorized by 14 CFR Part 43 shall approve an aircraft for return to service and an entry has been made in the aircraft maintenance record.

(2) Flight Tests: Only appropriate crewmembers shall be transported during a flight test. Flight test results shall be recorded in the aircraft maintenance record. The aircraft shall not be operated until it has been approved for return to service in accordance with 14 CFR 43 and a functional flight check performed by a pilot certificated in accordance with 14 CFR 61 following:

(a) Major repairs; or

(b) Replacement of engine, power train, propeller, rotor system, retractable landing gear system or primary flight control, or adjustment of a primary flight control system.

(3) Overhaul and Replacement: All aircraft, aircraft engines, propellers, or appliances for which the manufacturer has recommended an overhaul or replacement time shall be overhauled or replaced in accordance with those recommendations or other FAA-approved overhaul intervals.

(4) Special Flight Permits: When an FAA Special Flight Permit is required, approval for its use must be obtained from the Chief, Division of Technical Services – Headquarters or the AMD Alaska Regional Director prior to flight of any DOI-owned or employee-operated aircraft that:

(a) Does not meet its type design due to mishap damage, or

(b) Exceeds expiration of maintenance inspection time, or

(c) Exceeds component replacement time.

(5) Minimum Equipment: Each aircraft shall meet its type design including equipment, placards and markings, and aircraft documents. All type design-required instruments and equipment installed in the aircraft shall be in operable condition. However, aircraft may be operated with inoperable equipment in accordance with 14 CFR Parts 91.213, 121, 125, or 135 as appropriate.

(6) Alteration of DOI Fleet Aircraft: Configuration control is a critical element of AMD's technical management and mishap prevention responsibilities for DOI owned (fleet) aircraft, as provided for in 112 DM 10. In its "continued oversight role" for aviation activities within DOI, it is imperative that AMD be involved whenever any alteration (Including proposed removal or original manufacturer's equipment (OEM) is considered for fleet aircraft. In its "customer service role," AMD works closely with responsible bureau managers to provide timely assessment of requested aircraft alterations in support of DOI missions. In balancing these two important roles, the following DOI fleet aircraft alteration policies apply:

(a) Bureau personnel are not authorized to alter any DOI fleet aircraft without approval of AMD.

(b) Proposed alterations to any DOI fleet aircraft shall be submitted to the AMD Alaska Regional Director – Anchorage or Chief, Division of Technical Services – Boise for approval prior to any such alteration taking place. Because the complexity of proposed alterations can vary widely, the time required to adequately assess the safety and compatibility of proposed alterations can also vary greatly. Regardless of the complexity of the proposed alteration, AMD will provide an assessment within 30 calendar days of the receipt of the request. Alteration requests of lesser complexity will be assessed in less time.

(c) Copies of all documentation, including an FAA Form 337, if appropriate, and the aircraft weight and balance shall be forwarded to AMD upon completion of the alteration.

(d) Any proposed removal of OEM equipment or aircraft alteration which might affect safety-of-flight or appreciably affect weight, balance, structural strength, performance, power plant operations, flight characteristics, or other qualities affecting airworthiness, aircraft value and/or that is not to be done according to accepted practices or cannot be done by elementary operations, shall:

(e) Be forwarded by the AMD representative identified in (b) above, to the AMD Associate Director for approval.

NOTE: Equipment which would be routinely removed or installed (e.g., skis, floats, external camera mounts, tracking antennas, etc.) requires only an initial approval.

B. DOI Employee (Privately) Owned and Operated Aircraft without Passengers, Aircrew Members, or Flight Crewmembers other than the Owner. The aircraft, including avionics, shall be fully maintained in accordance with 14 CFR 91, Subpart E.

C. Vendor Aircraft.

(1) Aircraft shall be maintained in accordance with applicable FARs and the vendor's operations specifications. Aircraft components, which have reached the published limitation specified by FAA or the manufacturer, shall be inspected, overhauled, and/or replaced as required by FAA or by the manufacturer's publication. Engines and/or major components having an established time between overhaul (TBO) or finite life shall be replaced in accordance with the manufacturer's recommendation or an approved extension.

(2) Maintenance performed on single engine airtankers operated in accordance with 14 CFR 137 shall be required to be inspected in accordance with the following:

(a) A 100-hour inspection program, and

(b) An annual inspection program, or

(c) A progressive aircraft inspection program.

(3) Aircraft shall be maintained in accordance with all applicable mandatory manufacturers' bulletins as required by operations specifications or identified by NBC AMD and FAA Airworthiness Directives (ADs).

D. Uncertificated, Ex-Military Aircraft Operated by DOI.

(1) Uncertificated aircraft shall be maintained and inspected in accordance with an active military maintenance program for the specific make, model, and series of aircraft being operated.

(2) If an active military maintenance program for the specific make, model, and series is not available, an alternative program for a similar make, model, and series may be substituted when the NBC AMD Associate Director can determine equivalency. The requesting bureau/agency shall review the proposed substitute program and provide necessary information to support the proposal, to include considerations of the following issues:

(a) Malfunctions and defect reporting system.

(b) Service bulletin, technical bulletin development and issue.

(c) Manual revision for flight, maintenance, and parts manual.

(d) Safety of flight notices.

(e) System for monitoring, updating TBO/finite times.

(3) Modifications to ex-military aircraft shall be approved by the NBC AMD Associate Director, before altering the aircraft. Data used for modifying aircraft shall conform to the same standards required to modify certificated civil aircraft. Documentation of modifications shall conform to the original military maintenance record system with the addition of the use of FAA Form 337. The copy shall not be forwarded to the FAA.

E. DOI Use of Interagency Committee for Aviation Policy (ICAP) Inspection Planning Guides (IPGs). The NBC AMD Associate Director may approve Government-operated aircraft when it can be verified that the aircraft are being maintained under an NBC AMD-approved ICAP IPG standard. Refer to 351 DM 4 for further guidance.

2.5 **Aircraft Approval Documents**.

A. Aircraft Data Cards/Approval Letters.

(1) Aircraft operated by DOI, except those of the USFS fleet, shall be inspected by an NBC AMD-approved inspector and have a current aircraft data card detailing the authorized uses.

(2) Vendor aircraft, excluding those flying point-to-point or high reconnaissance missions, shall be approved by an NBC AMD approved/accepted inspector prior to use. See OPM "Special Use Activities and Revised Standards for Technical Oversight."

(3) Cooperator aircraft, other than those from agencies issued agency-wide approval by the NBC AMD Associate Director, shall have a current letter issued by the respective Regional Director (See 351 DM 4, "Cooperator Operations").

B. Approval Duration.

(1) All DOI aircraft and vendor special use aircraft data cards/approval letters shall be valid for not more than 18 calendar months.

(2) All other DOI aircraft approvals (i.e., for point-to-point only aircraft) shall be valid for not more than 39 months.

(3) NBC AMD will revoke approvals for aircraft failing to maintain required standards.

Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 351: Aviation Operations
Chapter 3: Flight Crewmember Policy

Originating Office: National Business Center

351 DM 3

3.1 **General**. This chapter prescribes flight crewmember policy for all aviation activities within the Department of the Interior (DOI), including DOI and vendor flight crewmembers

A. Certificates.

(1) Medical Certificate. A person may not act as a pilot or in any other capacity as a flight crewmember for DOI, unless that person has a current and appropriate medical certificate that has been issued under 14 CFR Part 67.

(2) Airman Certificates. Flight crewmembers must possess appropriate Federal Aviation Administration (FAA) Airman Certificates for their positions, e.g., pilots, navigator, flight engineer. The National Business Center (NBC) Aviation Management Directorate (AMD) shall approve flight crewmembers, except for 14 CFR Part 121 operations.

B. Pilot-In-Command (PIC). The assigned PIC is the final authority for the safe operation of the aircraft. If two-pilot crews are used, the PIC for the mission shall be designated. The PIC is responsible for:

(1) Exercising command authority over all assigned crewmembers from the time of reporting for the flight until the mission is completed.

(2) Adequate security of the aircraft.

(3) Supervising the fueling of the aircraft to include type, quantity, and quality in accordance with the *Aviation Fuel Handling Handbook* (www.nbc.gov/amd).

(4) Determining aircraft weight and balance.

C. Second-in-Command (SIC). SIC responsibilities and authorizations for flight duties:

(1) An assigned SIC is fully qualified in the aircraft certificated for a crew of two or more; pilot duties may be shared at the discretion of the PIC when passengers are on board. On a

flight where no passengers are on board, a SIC/prospective PIC-in-training may manipulate aircraft controls at the discretion of the PIC when the PIC holds a current instructor's rating and an appropriate type rating and full dual controls are available. A SIC shall not assume PIC authority except in emergency situations due to incapacitation of the PIC.

(2) An assigned SIC is in an aircraft certificated for single pilot; the SIC may operate the controls with passengers on board at the discretion of the PIC when the PIC holds a current instructors rating.

D. Special Use Pilot Qualifications. In addition to other minimum pilot qualification criteria prescribed, pilots engaged in special use activity shall meet the following:

(1) Flights conducted within 500 feet of the surface (low level):

(a) 200 hours PIC in category in low level operations over typical terrain; or

(b) 10 hours in category of low level flight instruction with a CFI within the previous 5 years followed by a low level flight check by an NBC AMD approved pilot inspector. Low level flight instruction shall be in accordance with procedures established by NBC AMD.

(2) Aerial Capture, Eradication, and Tagging of Animals (ACETA). Refer to the *ACETA Handbook* (www.nbc.gov/amd).

(3) Helicopter External Loads. FAR Part 133 approval required (vendor only).

(4) Offshore Platform Landing and Vessel Landing Pilot Qualification. Pilots engaged in offshore operations shall meet the following additional requirements:

(a) 200 hours PIC of offshore navigation which includes platform or vessel landings; or

(b) 50 hours PIC of offshore navigation, which includes platform or vessel landings, within the previous 12 months.

(5) Rappel Operations. Meet the following requirements:

(a) 50 total hours in make, model, and series offered,

(b) 100 hours in weight class during last 12 months,

(c) 25 hours rappel, short-haul, or external load (sling) experience (longline requiring precision placement), last 12 months, and

(d) Additionally, 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 conducting an actual operational mission,

(e) 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:

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

(ii) Seating arrangement for rappelers and/or spotters.

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

(iv) Exit procedures and sequences.

(v) Perform a minimum of six ground mockups in the aircraft model to be used, including rigging aircraft for rappel mission; deploying cargo; and deploying rappelers.

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

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

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

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

(6) Short-Haul Operations. See the *Short-Haul Handbook* (www.nbc.gov/amd).

3.2 **DOI Government Pilot Qualifications**. DOI organizations hiring DOI pilots shall check the FAA database for accident/incident/violation history prior to employment commitment. The FAA database shall also be checked prior to granting flight authority to current employees. Requests to the FAA for pilot "Accident/Incident and Enforcement Action History" must include the pilot's full name, Airman Certificate number, and date of birth. The results shall be forwarded to the Chief, Division of Technical Services - Headquarters. Prior to granting flight authority to current employees, a check of the FAA database for existing accident/violation history will be conducted by NBC AMD.

A. Requirements. The following are minimum requirements for a DOI pilot to conduct flight activities on official business for the Department of the Interior.

(1) Commercial pilot's certificate with appropriate category and class ratings;

(2) Instrument rating (not required for helicopter VFR);

(3) Recent flight experience appropriate to the duties being performed (14 CFR 61);

(4) Not withstanding Office of Personnel Management (OPM) Classification series requirements for GS-2181 Professional Pilots, for IFR operations, the minimum pilot experience required is:

(a) 1,500 hours of total pilot time;

(b) 1,200 hours PIC in category;

(c) 25 hours PIC night in category;

(d) 25 hours PIC in make and model (see OPM "DOI Like Make and Models" grouping list), and series for helicopters for transport of passengers, other than a flight crewmember;

(e) 75 hours of actual or simulated instrument time, at least 50 hours of which were in actual flight; and

(f) 200 hours PIC multiengine airplane, when applicable.

(5) 24 hours PIC last fiscal year in category, including 6 hours in last 6 months in category. A pilot failing to obtain the minimum annual flight hour requirement shall be required to accomplish at least 2 hours dual instruction with an appropriately rated and qualified CFI within 30 days prior to the scheduled NBC AMD flight evaluation. This information will be recorded in a reliable record (e.g., pilot's logbook).

(6) Reciprocating Engine Helicopter Operation – 200 hours PIC of reciprocating-engine helicopter time;

(7) Land Plane Operations - 25 hours PIC of airplane single- or multi-engine land plane experience, as appropriate.

(8) Seaplane Operations - 25 hours PIC of airplane single- or multi-engine seaplane experience, as appropriate. Seaplane hours obtained while participating in a formal course of instruction approved by NBC AMD may be counted toward the 25 hours pilot-in-command time.

(9) Amphibian Operations. Meet the requirements in paragraph 3.2A (7) and (8) above, plus 10 water takeoffs and landings, 10 land takeoffs and landings in an amphibian-configured aircraft, and 10 hours PIC in amphibian-type aircraft, as appropriate.

(10) Large Airplanes -

(a) Meet the requirements of (4) above;

(b) 250 hours PIC in large aircraft in category or approval by the Interagency Aircraft Commander Evaluation Board as specified in the *Interagency Smokejumper Operations Guide* (www.aviation.blm.gov/airops.htm); and

(c) 50 hours PIC in make and model for transporting passengers (25 hours if pilot has attended an NBC AMD-approved transition-training course, professionally conducted to include classroom ground school in make and model, including flight evaluation with check pilot).

(11) Turboprop and Jet Airplanes:

(a) Meet the requirements in paragraph 3.2A(4) and (5) above,

(b) 100 hours PIC of turbine-powered aircraft, or

(c) 50 hours PIC of turbine-powered aircraft plus an NBC AMD-approved school. Operations shall be limited to day VMC flight activities and,

(d) 50 hours PIC in make and model (see OPM "DOI Like Make and Models" grouping list) for transporting passengers (25 hours PIC if pilot has attended a formal transition-training course, to include an AMD-approved ground school in make and model, including flight training curriculum, and an AMD flight evaluation).

(12) All DOI pilots are required to attend training as prescribed in the OPM "DOI Pilot Training."

(13) 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, except 3.3A(1)(e).

B. DOI GS-2181 Pilot. In addition to meeting the requirements of Office of Personnel Management, "Qualifications Standards for General Schedule Positions," classification series 2181, and the general requirements for all DOI pilots stated in paragraph 3.2A above, and for VFR operations, 10 hours PIC in make and model. See OPM "DOI Like Make and Models" grouping list for transport of passengers.

C. Incidental/Dual-Function Pilot.

(1) An incidental pilot shall have a "Letter of Authorization" issued by the employee's Regional/State/Area office head, with concurrence of the Bureau National Aviation Manager. This Letter of Authorization shall expire 24 months from the date of issuance. The

letter must include a description of pilot duties and restrictions including any special use requirements. Bureaus may further limit an incidental pilot's authorized operations.

(2) Incidental/dual-function pilots shall meet the following minimum rating and experience requirements prior to flying operational missions.

(a) To conduct flight activities for the Department of the Interior on official business, an incidental/dual-function pilot must have a minimum of 500 hours PIC in category and meet the general requirements of paragraph 3.2 above for the select activity to be performed.

(b) To conduct IFR activities, the requirements of paragraph 3.2A(4) are required.

D. Second-in-Command.

(1) Aircraft certificated for single pilot:

(a) Commercial pilot's certificate (with appropriate category and class ratings);

(b) Instrument rating (not required for helicopter VFR);

(c) Recent flight experience (14 CFR 61, as appropriate); and

(d) When a second pilot is requested by the Office of the Secretary, this pilot shall meet the requirements of 351 DM 3.2C, appropriate to the category and class of aircraft as well as the flight rules (VFR or IFR) to which the flight is to be conducted. The Secretary may wave all or part of this policy.

(2) Aircraft certificated for crew of two or more. In addition to the above, Visual Flight Rules (VFR):

(a) 500 hours PIC in category.

(b) 25 hours PIC night in category.

(c) 24 hours PIC last fiscal year in category, including 6 hours in last 6 months in category. A pilot failing to meet annual minimums shall be required to accomplish at least 2 hours dual instruction with an appropriately rated and qualified CFI within 30 days prior to the scheduled NBC AMD flight evaluation. This instruction shall be recorded in a reliable record (e.g., pilot's logbook).

(d) 100 hours PIC in multiengine aircraft.

(e) 25 hours PIC in seaplanes, when appropriate.

(f) Attended a formal transition-training course, which includes classroom ground school in make and model and a flight evaluation.

(g) A SIC-in-training is restricted from manipulation of the flight controls during operational missions.

3.3 **Vendor Pilot Qualifications**.

A. Vendor, Pilot-in-Command (PIC) Airplane. Pilots shall meet the PIC requirements of 14 CFR 135 and the following:

(1) Airplane VFR and IFR. All PIC time listed below shall be in airplane.

(a) 1,500 hours total pilot time.

(b) 1,200 hours PIC.

(c) 200 hours PIC multiengine airplane, when applicable.

(d) 25 hours PIC in seaplanes, when applicable.

(e) 100 hours last 12 months, any category except for airtankers; or meeting alternate criteria, acceptable to the approval authority.

(f) For VFR operations – 10 hours PIC in make and model (see OPM "DOI Like Make and Models" grouping list) for transport of passengers.

(g) For IFR Operations – 25 hours PIC in make and model (and series for helicopters) for transport of passengers.

(2) For IFR flight, 75 hours instrument (50 hours in flight) for multiengine operations.

(3) Large airplanes, except for airtankers (refer to airtanker contract):

(a) Meet the requirements of (1) above;

(b) 250 hours PIC in large airplanes; and

(c) 50 hours PIC in make and model for transport of passengers (25 hours if the pilot has attended a formal transition-training course which includes classroom ground school in make and model and a flight evaluation).

(4) Turboprop and jet airplanes, except for airtankers:

(a) Meet the requirements of (1) above;

(b) 100 hours PIC in turboprop or jet airplanes as appropriate; and

(c) 50 hours PIC in make and model for transport of passengers (25 hours if the pilot has attended a formal transition-training course which includes classroom ground school in make and model and a flight evaluation). (See OPM "DOI Like Make and Models" grouping list.)

B. Vendor Pilot-in-Command (PIC) Helicopter**.** Pilots shall meet the PIC requirements of 14 CFR 135 and the following for helicopter VFR and IFR operations. All PIC time listed below shall be in helicopters.

(1) 1,500 hours PIC.

(2) 100 hours within the last 12 months (any category), 50 hours PIC.

(3) 50 hours PIC in make and model (25 hours PIC if pilot has satisfactorily completed a factory school and checkout in make and model).

(4) 10 hours PIC in make, model, and series in the last 12 months.

(5) 100 hours PIC in turbine-powered helicopters (when flying turbine helicopters).

(6) 200 hours PIC in reciprocating engine-powered helicopters (when flying reciprocating engine helicopters).

(7) Approved for external loads in accordance with 14 CFR 133, when appropriate.

C. Vendor Second-In-Command (SIC). All SIC pilots shall meet the SIC qualifications prescribed in 14 CFR 135, Subpart E.

(1) When a second pilot is requested by the Office of the Secretary, this pilot shall meet the requirements of 351 DM 3.3A or B, as appropriate, as well as the flight rules (VFR or IFR) to which the flight is to be conducted. The Secretary may wave all or part of this policy.

3.4 **Volunteer Pilots**. 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 (see OPM "*Volunteer Pilots*").

3.5 **Flight Evaluations**.

A. General. Flight evaluations shall be conducted in accordance with the appropriate FAA or NBC AMD Practical Test Standards (PTS), which describes the standards acceptable to an NBC AMD approved inspector as evidence of competency in various pilot operations. Only individuals authorized by the NBC AMD Associate Director may approve pilots for DOI use.

B. Flight Evaluations - Status of NBC AMD Approved Inspectors. NBC AMD approved inspectors conduct flight evaluations of an applicant for a DOI Pilot Qualification Card/Letter of Authorization for the purpose of observing the applicant's ability to perform satisfactorily the procedures and maneuvers on the evaluation. The inspector is not pilot-in-command of the aircraft during the flight evaluation, unless by prior agreement with the applicant or other person who would otherwise act as pilot-in-command of the flight or portion of the flight. Neither the applicant nor the inspector are considered passengers and therefore are not subject to the requirements or limitations for the carriage of passengers specified in 14 CFR 61.

C. Flight Evaluations - DOI PICs.

(1) Pilots are responsible for scheduling and successfully completing required flight evaluations. Those who fail to do so shall be removed from DOI flight status, except for approved training or flight evaluations.

(2) Frequency.

(a) VFR flight evaluations shall be valid for a period of 13 months.

(b) IFR flight evaluations shall be valid for a period of 6 months.

(c) Flight evaluations completed in the calendar month before or after the calendar month in which they were required are considered as completed in the calendar month in which they were required.

(d) In order to perform, as requested by an NBC AMD approval authority, a special use flight activity, a pilot must have successfully completed a flight evaluation administered by an NBC AMD approved pilot inspector within the specified months, as appropriate, in that activity (see OPM "Special Use Activities and Revised Standards for Technical Oversight"). These flight evaluations may be given in conjunction with other normally required annual flight evaluations. The pilot shall be given a flight evaluation in an aircraft properly equipped for the special use activity being evaluated.

(3) Preemployment Flight Evaluation. Prospective pilots may be administered pre-employment flight evaluations that evaluate general skill and knowledge rather than specific make/model knowledge.

(4) Initial Flight Evaluation.

(a) Pilots shall show evidence of dual instruction within 60 days of the scheduled flight evaluation, from a CFI in make and model in which the flight evaluation is to be conducted. A pilot who cannot provide such evidence, but has logged PIC duties in a like make and model of aircraft (see OPM "DOI Like Make and Models" grouping list) may be exempt from these requirements, if authorized by an NBC AMD pilot inspector.

(b) DOI employees shall not perform pilot duties until successfully completing an initial DOI flight evaluation administered by an NBC AMD pilot inspector. An initial flight evaluation is required in each category and class aircraft in which the individual is expected to perform pilot duties.

(5) Recurrent Flight Evaluations.

(a) General.

(i) Recurring flight evaluations are required and may be accomplished by any NBC AMD approved pilot inspector when requested by the NBC AMD or by completion of a flight refresher course approved by NBC AMD.

(ii) Pilots failing to meet annual minimums shall be required to accomplish at least 2 hours of dual instruction with an appropriately rated and qualified CFI within 30 days prior to the scheduled NBC AMD flight evaluation. This instruction will be recorded in a reliable record (e.g., pilot's logbook).

(iii) Recurring flight evaluations may be obtained from an FAA operations inspector when authorized by an NBC AMD Regional Director or the Chief, Division of Technical Services - NBC AMD Headquarters. Upon completion of the FAA flight evaluation, a copy of the Flight Check form (FAA form 8400 Series, Statement of Competency, Proficiency Qualification, etc.) or NBC AMD Flight Evaluation form (AMD-69, www.nbc.gov/amd), signed by the FAA inspector, shall be forwarded to the appropriate NBC AMD Regional Director or the Chief, Division of Technical Services - NBC AMD Headquarters.

(b) VFR Recurrent Flight Evaluations.

(i) PICs flying any turbine-powered airplane and all airplanes requiring a type rating shall accomplish an annual NBC AMD flight evaluation in each make and model or type (See OPM "DOI Like Make and Models" grouping list).

(ii) For all other airplanes, the annual flight evaluation must be accomplished in the most complex aircraft in class, every other year.

(iii) Pilots flying aircraft on skis shall have a ski configuration evaluation ride each 24 calendar months.

(iv) VFR flight evaluations may be conducted in conjunction with a required IFR flight evaluation if that evaluation includes takeoffs, landings, and appropriate air and ground handling maneuvers.

(v) Helicopter pilots shall accomplish the annual VFR flight evaluation requirement in each specific make and model to be flown.

(c) IFR Recurrent Flight Evaluations.

(i) If a pilot is conducting IFR operations in different category aircraft, flight evaluations shall be given in each category and class in rotation, but not more than one flight evaluation during each 6-month period is required.

Example: If a pilot is maintaining currency in two large airplanes and one or more small airplanes, the annual evaluation in each large airplane should be scheduled at 6-month intervals when practical. This will meet all basic IFR check requirements.

(ii) If a pilot is conducting IFR operations in one or more airplanes requiring a type rating, an IFR evaluation must be accomplished in each airplane type within the preceding 12 months. The semiannual IFR flight evaluation may be accomplished in any other IFR-equipped airplane.

(iii) A pilot maintaining IFR currency only in helicopters must take the semiannual IFR flight evaluation in a helicopter equipped for IFR operations. If a pilot is also maintaining currency in airplanes, alternate semiannual IFR flight evaluations may be accomplished in an airplane.

(iv) Semiannual IFR flight evaluations may also be conducted in a fully equipped flight simulator that meets 14 CFR 141 or is approved by the NBC AMD Regional Director or Chief, Division of Technical Services - Headquarters.

(v) Small aircraft single pilot IFR with autopilot authorization must be demonstrated by an IFR flight evaluation and the approval noted in the pilot's records before the pilot may exercise the privilege. Pilots flying single engine airplanes IFR (within Departmental Manual single engine IFR limitations) need not have an autopilot in that airplane. The autopilot check need only be demonstrated once every 12 calendar months, during the instrument proficiency evaluation.

(d) Flight Reviews. NBC AMD approved inspector pilots may conduct flight reviews, required in 14 CFR 61, Subpart A, for DOI pilots when requested and scheduled in advance with the inspector and conducted in conjunction with any DOI-required flight evaluation. If an NBC AMD approved inspector is requested to conduct a flight review at some time other than a DOI-required flight evaluation, the bureau may be required to reimburse NBC AMD for the associated cost.

D. Flight Evaluations - DOI SICs.

(1) Pilots who fill a SIC position in any aircraft certified for a minimum crew complement of PIC and SIC shall meet the IFR PIC flight evaluation requirements with these exceptions:

(a) The individual need not hold a type rating in the particular aircraft.

(b) SIC must maintain IFR currency; however, it need not be in the same make and model aircraft in which performing SIC duties.

(2) Pilots filling a SIC position on aircraft certificated for single pilot operation need not have a flight evaluation in that make and model if they meet other basic flight evaluation requirements.

E. Flight Evaluations - Post Aircraft Accident or Incident with Potential. Pilots shall take a flight evaluation following an aircraft accident and may be required to take a flight evaluation following an incident-with-potential. These flight evaluations shall only be conducted by NBC AMD pilot inspectors. This flight evaluation requirement can only be waived by the NBC AMD Associate Director.

F. Flight Evaluations - Interim. This flight evaluation is a quality assurance evaluation. The NBC AMD has the authority to flight check the holder of a DOI Pilot Qualification Card/Letter of Authorization at any time. The NBC AMD Regional Directors and Chief, Division of Technical Services - Headquarters, retain this authority. This flight evaluation may include a proficiency check of any or all operations for which the pilot is qualified. Only NBC AMD pilot inspectors or NBC AMD approved pilot inspectors may administer an interim flight evaluation.

G. Flight Evaluation - Unsatisfactory.

(1) DOI Pilots. If an element of a flight evaluation is unsatisfactory, the pilot inspector shall make written recommendation(s) to the pilot's supervisor and the Regional/State/Area Aviation Manager, outlining remedial training and additional experience required to obtain the necessary level of competency. The pilot is restricted from performing official pilot duties requiring those operations found deficient. Upon completion of required training and a successful flight evaluation, those restrictions may be removed.

(2) Vendor Pilots. Vendor pilots receiving an unsatisfactory flight evaluation will not be approved for DOI use until satisfactory completion of another flight evaluation.

H. Flight Evaluations - Special Use. Refer to OPM "Special Use Activities and Revised Standards for Technical Oversight."

I. Flight Evaluation Costs - DOI Pilots.

(1) GS-2181 and Dual-Function Pilots. NBC AMD inspector pilots shall be furnished at no direct cost to the requesting bureau. Aircraft and related costs for flight evaluations, training, and upgrading shall be provided by the bureau involved, or procured through the NBC AMD, if applicable.

(2) Incidental Pilots. The requesting bureau may be charged for costs incurred by the NBC AMD in providing an inspector pilot. Where privately owned aircraft are used, the individual pilot or the bureau concerned shall provide the aircraft and fund-related costs for flight evaluations and required inspections.

J. Currency - DOI Pilots. If a pilot has not flown a specific make and model (and series for helicopters) within the preceding 12 months, a satisfactory dual instruction period by a CFI is required in that make and model (and series for helicopters) before operational missions can resume (see OPM "DOI Make and Models" grouping list).

3.6 **Administrative Procedures**.

A. Flight and Crew Duty Limitations.

(1) Flight crewmembers shall be limited to the following flight hour and duty hour limitations (duty includes flight time, ground duty of any kind, and stand-by status).

(a) 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. Flight crewmembers on large helicopters and all offshore vendor personnel may work 14 consecutive days provided they take 7 calendar days off duty before beginning a new 14-day period.

(b) All flight crewmembers shall have a minimum of 10 consecutive hours of rest (off duty) not to include any preflight or postflight activity prior to any assigned duty period.

(c) Time spent by a flight crewmember traveling to or from a duty assignment, and not local in character, shall not be considered part of a crew rest period.

(d) For a single pilot crew, the following limitations apply in addition to (a), (b), and (c) above.

(i) A maximum of 8 hours flight time during any assigned duty period.

(ii) A maximum of 14 consecutive duty hours during any duty period.

(iii) A maximum of 42 hours flight time during any consecutive 6-day period. When a pilot acquires 36 or more flight hours in a consecutive 6-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new 6-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be 1 calendar day off duty.

(e) For a two-pilot crew, (a qualified PIC and SIC), the following limitations apply in addition to (a), (b), and (c) above.

(i) A maximum of 10 hours flight time (8 hours for fire missions) during any assigned duty period.

(ii) A maximum of 14 consecutive duty hours during any assigned duty period.

(iii) A maximum of 50 hours flight time during any consecutive 6-day period. When a pilot acquires 40 or more flight hours in a consecutive 6-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new 6-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be 1 calendar day off duty.

(f) For an augmented crew, the following limitations apply in addition to (a), (b), and (c) above.

(i) A pilot assigned to augment a two-man crew shall be PIC qualified in the aircraft to which the crew is assigned. If a flight engineer/mechanic is required on the basic crew, that position shall also be augmented.

(ii) A maximum of 14 hours flight time during any assigned duty period. If flight time exceeds 12 hours during any duty period, adequate sleeping facilities aboard the aircraft must be provided for the augmented crew positions.

(iii) A maximum of 18 duty hours during any assigned duty period.

(iv) A maximum of 50 hours flight time during any consecutive 6-day period. When a pilot acquires 40 or more flight hours in a consecutive 6-day period, the pilot shall be given the following 24-hour period of rest (off duty) and a new 6-day cycle shall begin. In the conterminous United States, this 24-hour rest period shall be 1 calendar day off duty.

(g) Flight and crew duty time on all airtanker operations shall be in accordance with the single-pilot requirements, paragraph (d) above. The exception is that two-pilot or augmented crews may operate in accordance with paragraph (e) above as long as no low level operations are involved.

(h) Any time the pilot is engaged in mechanic duties, that time will apply against the pilot's duty limitations. In addition, all time in excess of 2 hours (not necessarily consecutive) will apply against the pilot's flight limitations. (Refer to 351 DM 1.11 for mechanic duty limitations.)

B. Reporting.

(1) Crew duty and flight time shall be reported by each flight crewmember and used to administer flight time and duty time limitations. Flight time includes:

(a) Military;

(b) Charter;

(c) Flight instruction, to include Flight Reviews;

(d) FAA designees;

(e) Any flight time for which flight crewmembers are compensated;

(f) Any other flight time of a commercial nature whether compensated or not; and

(g) Performing flight crewmember duties to and from a duty station (commuting).

(2) Pilots shall maintain and make available upon request a record of flight and duty time in sufficient detail to determine compliance.

C. Drugs and Alcohol.

(1) DOI. Interior employees shall adhere to Interior-prescribed drug and alcohol policy and program requirements.

(2) Vendors. Vendors shall adhere to drug and alcohol program requirements as specified in applicable FARs (Federal Aviation Regulations).

D. Pilot Files. Official DOI pilot files shall be maintained at the NBC AMD. It is the responsibility of each pilot and pilot supervisor to ensure that accurate information regarding currency data, training, qualifications, and flight evaluations is forwarded to the NBC AMD. Records shall be maintained in accordance with DOI System of Records OS-7, "Aircraft Crew/Mechanic Information File," as established under the Privacy Act of 1974 and shall include:

(1) DOI pilot files shall include:

(a) Office of Personnel Management (OPM) form 1170/21 (formerly CSC form 671) or equal (www.ntsb.gov/vacancies/forms/1170_21.pdf).

(b) DOI pilot annual information update, form AMD-64D (www.nbc.gov/amd).

(c) Initial and recurrent flight check form AMD-69 (www.nbc.gov/amd) or equal.

(d) Letter of Authorization for incidental pilots.

(e) Copies of the pilot's current FAA Airman Certificate and medical certificate.

(f) Correspondence, waivers, etc., pertinent to pilot's information file.

(g) Pertinent training records.

(h) Accident/incident information.

(2) Vendor Pilot Files. The NBC AMD retains a record of individual pilot approvals in the respective Regional Office.

E. Interagency/DOI Pilot Qualification Cards and Cooperator Approval Letters. DOI/Interagency Pilot Qualification Cards shall be issued to all approved DOI pilots and those pilots approved under a procurement document. For vendor pilot exceptions, refer to 351 DM 1.2B(1). Cooperators shall be issued a "Letter of Authorization" only. (See 351 DM 4.)

F. Pilot Review Board. A Pilot Review Board (PRB) is an administrative, fact-finding proceeding convened to assist NBC AMD management. The PRB examines information relevant to the continued qualification, disqualification, or reinstatement of any Department of the Interior fleet, contract, or other pilot carded/approved to provide aviation services to the Department of the Interior. A PRB may be convened by the NBC AMD Regional Director, Chief, Division of Technical Services - Headquarters, or the NBC AMD Aviation Safety Manager. Appeal authority rests solely with the NBC AMD Associate Director. Refer to the OPM "Pilot Review Board" for further information.

G. Suspension/Revocation of a DOI/ Interagency Qualification Card/letter of Authorization. The DOI/Interagency Qualification Card and Letter of Authorization are the property of the U.S. Government and shall, upon request, be surrendered to the IIC, ASM, approval authority, or their authorized representative. The matter will then be turned over to the appropriate NBC AMD Regional Director for processing in accordance with established procedures.

(1) Suspension. Upon receipt of verbal or written correspondence, which indicates a safety concern, a temporary, impermanent, non-punitive suspension for the holder of a DOI/Interagency Pilot Qualification Card/Letter of Authorization, may be initiated in accordance with the Appendix. Following an "aircraft accident," the DOI Aircraft Accident Investigator-in-Charge (IIC) is required to temporarily suspend the pilot. The NBC AMD IIC or Aviation Safety Manager (ASM) may temporarily suspend a pilot following an incident with potential. The NBC AMD Approval Authority may temporarily suspend the Pilot Qualification Card/Letter of Authorization for due cause.

NOTE: Definition of Suspension: A temporary withdrawal of DOI fleet, vendor, or cooperator pilot authorization, pending investigation of a safety concern (aircraft accident, IWP). It is intended to provide a strategic pause in operations to afford a review of the circumstances surrounding the safety concern. It is neither a punitive nor a disciplinary action.

(a) Any suspension actions taken against a vendor pilot shall be coordinated through the commercial vendor with whom NBC AMD has a contractual agreement.

(b) Any suspension action taken against a DOI Professional, Dual-Function or Incidental Pilot requires the notification of the Bureau National Aviation Manager and the pilot's immediate supervisor.

(c) This action, in itself, does not jeopardize the individual's commercial pilot certificate issued by the Federal Aviation Administration.

(2) Revocation. Once it has been determined that the subject event may warrant a possible revocation of the pilot's authorization, such action will be initiated in accordance with the Appendix. Any action taken on a vendor pilot shall be coordinated through the commercial vendor with whom NBC AMD has a contractual agreement. Any revocation action initiated against a DOI Professional, Dual Function or Incidental Pilot shall require notification of the Bureau's Aviation Board of Directors member, the Bureau National Aviation Manager, and the pilot's immediate supervisor.

NOTE: Definition of Revocation: Cancellation of existing DOI fleet, vendor, or cooperator pilot authorization.

Appendix 1

Suspension/Revocation Process – Pilot
DOI Pilot Qualification Card/Interagency Pilot Qualification Card or
Letter of Authorization

The DOI/Interagency Qualification Card and Letter of Authorization are the property of the U.S. Government and shall, upon request, be surrendered to the Investigator-In-Charge, Aviation Safety Manager, Carding Authority or their authorized representative. The matter shall then be turned over to the appropriate NBC AMD Regional Director for processing in accordance with established procedures.

Agency: In the case of a government pilot: the employing DOI bureau, US Forest Service or other government agency. In the case of a vendor pilot: the agency with operational control at the time of the mishap/incident.

Suspension: A temporary withdrawal of a pilot authorization, pending investigation of a safety concern to allow a review of the circumstances surrounding the safety concern. It is neither a punitive nor a disciplinary action.

Revocation: Cancellation of an existing pilot authorization.

Carding Authority. NBC – Aviation Management Directorate (NBC – AMD) Regional Office Directors or USFS, as appropriate.

Action	*Responsible Party*	*Timeframe*
1. **Any** person may provide the Department (NBC-AMD) with verbal/written correspondence, which indicates a safety concern. A temporary suspension may be issued by the Carding Authority at the time of the event.	Reporting Party	As soon as practical
2. The Carding Authority will take the appropriate action, as follows: a. A pilot involved in an aircraft accident will be temporarily suspended from performing pilot duties until an appropriate investigation and any resultant requirements the pilot must meet to regain their pilot authorization are completed. The pilot, the vendor (if appropriate), Bureau National Aviation Manager, the FS Aviation Operations Officer (if a FS pilot is involved or if the pilot's card was issued by the FS), and the NBC AMD Associate Director shall be notified of any temporary suspension action(s) being taken. b. A pilot involved in an aircraft Incident With Potential (IWP) may be temporarily suspended from performing pilot duties. The pilot, the vendor (if appropriate), Bureau National Aviation Manager, the FS Aviation Operations Officer (if a FS pilot is involved or if the pilot's card was issued by the FS), and the NBC AMD Associate Director shall be notified of any temporary suspension action(s) being taken.	Carding Authority Carding Authority	As soon as practical within 72-hours of notification of a safety concern or following arrival at the mishap site As soon as practical within 72-hours of notification of a safety concern or following arrival at the mishap site
3. The Carding Authority will provide an information update to the NBC AMD Associate Director and the Bureau National Aviation Manager or the FS Aviation Operations Officer (if a FS pilot is involved or if the pilot's card was issued by the FS) covering the safety issues involved, reason for issuing a temporary suspension and any preliminary recommendations for remedial actions.	Carding Authority	Within 5 days of initial suspension

4. The Carding Authority will appoint a qualified investigator to investigate aircraft mishaps (accidents and IWP) as appropriate.	Carding Authority	Within 5 days of initial suspension.
5. The investigator shall complete a preliminary investigation into the facts and circumstances and provide the Carding Authority with a description of the event, and the preliminary recommendations for the pilot to regain their pilot authorization.	Investigator	Within 10 calendar days of initial suspension
6. The Carding Authority shall review the preliminary report of an aircraft mishap and- a. In the case of an aircraft accident, inform the pilot, the vendor if appropriate, Bureau National Aviation Manager, the FS Aviation Operations Officer (if a FS pilot is involved, or if the pilot's card was issued by the FS) of the status of the investigation, and the Carding Authority's recommendations, in writing. The written notification must also inform the pilot, the vendor if appropriate, Bureau National Aviation Manager, the FS Aviation Operations Officer (if a FS pilot is involved, or if the pilot's card was issued by the FS) of any requirements the pilot must meet to regain their pilot authorization. b. In the case of an IWP the Carding Authority shall inform the pilot, the vendor if appropriate, Bureau National Aviation Manager, the FS Aviation Operations Officer (if a FS pilot is involved, or if the pilot's card was issued by the FS) of the status of the investigation, and the Carding Authority's recommendations, in writing. If the Carding Authority issued a temporary suspension, the Carding Authority shall consult with the Bureau National Aviation Manager or the FS Aviation Operations Officer (if a FS pilot is involved, or if the pilot's card was issued by the FS) on any requirements the pilot must meet to regain their pilot authorization prior to issuing such requirements.	Carding Authority	Within 10 calendar days of receipt of preliminary investigation report

7. Upon receipt of the Carding Authority's decision regarding corrective action(s) described in 6(a) or 6(b) above, or revocation, a pilot may present new, additional substantive evidence and request re-consideration in writing of corrective action(s) or revocation in writing to the NBC-AMD Associate Director.	Pilot	Within 30 calendar days of receipt of a decision from the Carding Authority
8. Upon receiving a written request for reconsideration the NBC-AMD Associate Director shall review the entire record, shall consider the evidence submitted, and may consult with the pilot, the pilot's representative(s), or agency managers and issue a written decision. A written request for reconsideration may be made at any point during the suspension/revocation process. The NBC-AMD Associate Director has the option to refer the matter to a Pilot Review Board.	NBC AMD Associate Director or designated representative	Within 30 calendar days of receipt

NOTES:

1. If at any time during this process, a decision is made to proceed with the revocation of an individual's pilot authorization to conduct flight operations for the Department of the Interior, the temporary suspension shall remain in effect until the final outcome is determined.

2. Requests for extension of any of the above process time limits must be made in writing by the responsible party to the NBC-AMD Associate Director or his/her designated representative ahead of the subject deadline. NBC-AMD Associate Director will respond in writing to such requests within 10 calendar days of receipt.

3. A Pilot Review Board (PRB) may be convened in accordance with established procedures to assist in the collection and examination of evidence, and make recommendations on pilot status at any stage of the process at the discretion of the NBC AMD Associate Director or designated representative.

Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 351: Aviation Operations
Chapter 4: Cooperator Operations

Originating Office: National Business Center

351 DM 4

4.1 **General**.

A. Purpose. This chapter prescribes policies and procedures for the use of Cooperator aircraft and pilots; affiliate, other Government agency, and military, (excluding incidental passenger use of military aircraft or when Department of the Interior (DOI) employees are providing assistance at the request of the military during response to a special event; in these cases, employees are expected to follow applicable military policy).

B. Policy. Any reimbursement of Cooperators must be in accordance with the current appropriate Public Law dealing with this issue as well as ordering of uncertificated aircraft and retention of associated records, as appropriate. National Business Center (NBC) Aviation Management Directorate (AMD) 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. Additionally, it is Federal policy not to compete with private industry.

C. Bureau Responsibilities. The identification, approval, use, and oversight of Cooperators require an effective, collaborative working relationship between the requesting bureau and the NBC AMD.

(1) Bureau Field Offices.

(a) Meet with prospective Cooperators to explain approval and use procedures. Gather information identified in (c) below.

(b) Send a request for Cooperator inspection and use to the appropriate NBC AMD Regional Director through the Bureau National Aviation Manager for concurrence.

(c) Included with the request should be the following information:

(i) Name of Cooperator agency and point of contact to include phone numbers and e-mail address if available.

(ii) Requested aircraft make and model, pilot(s) name, and support equipment.

(iii) Intended use.

(iv) If reimbursement through NBC AMD is contemplated, a copy of the document(s) authorizing the relationship (e.g., multi-agency agreement).

(v) The requesting bureau point-of-contact to include phone numbers and e-mail address if applicable.

(vi) Period of need – single use, single year, or repetitive multiyear.

(2) Bureau National Aviation Manager:

(a) Process field request and determine if aircraft requested can meet mission objectives and desired levels of operational efficiency.

(b) Ensure the controlling bureau unit understands and can properly manage the use of the Cooperator resource.

(c) Forward approved field requests and supporting information to the NBC AMD servicing Regional Office.

D. Aviation Management Directorate Responsibilities.

(1) Regional Offices:

(a) Receive and review bureau requests for required information and bureau National Office concurrence.

(b) Acknowledge receipt of request and discuss scope of work and estimated timeframes with requesting bureau office.

(c) Establish contact with requested Cooperator to discuss scope of work and associated timeframes.

(d) Coordinate with other NBC AMD offices, as appropriate.

(e) Establish a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or an Interagency Agreement (IAA), as appropriate, for activity in a single NBC AMD geographic region. If activity involves multiple AMD Regions, forward to AMD for processing.

(f) Ensure an agreement is in place with the Cooperator, detailing aircraft to be used and stated rate(s), if applicable.

(g) Issue letters of authorization for aircraft, pilots, and support equipment that meet applicable DOI technical and safety standards.

(h) Provide ongoing support to Bureau/Cooperator field activities when requested.

(2) NBC AMD National Headquarters: Coordinate the Cooperator approval process for requests encompassing more than one NBC AMD geographic region.

E. Flight Operations Standards and Procedures.

(1) Aircraft Equipment. Aircraft must be appropriately equipped for the mission (refer to 351 DM 2.2).

(2) Personal Protective Equipment (PPE). All DOI employees shall wear personal protective equipment, as per 351 DM 1 and the *Aviation Life Support Equipment Handbook* (www.nbc.gov/amd) *w*hen flights are to engage in special use activities.

(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, Subpart D, 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 aircrew members (e.g., firefighters) and property directly associated with the mission as authorized by the most current Public Law pertaining to public use aircraft and, appropriate Departmental guidance. This authorization does not include transportation of passengers. For this type transportation, refer to 351 DM 1.

(4) DOI Operations Involving Foreign Aircraft in Foreign Countries. The provisions of this chapter do not apply to aircraft of foreign registry operating in foreign countries.

(5) DOI Operations Involving Foreign Aircraft in the U.S. Aircraft of foreign registry operated in the United States are subject to the provisions of this chapter.

F. Administrative Procedures.

(1) Reporting Requirements. All Cooperator use by DOI shall be reported by the using bureau in a manner prescribed by AMD. If the flight is at no cost to DOI, "Not for Payment Purposes" shall be noted.

(2) Cost of Inspection. If an initial or followup onsite inspection is required, the requesting bureau may be required to reimburse AMD. If reinspections are required, the cost of the reinspection shall be charged to the DOI bureau making the initial request.

(3) Reporting Aircraft Mishaps. The using organization shall ensure aircraft mishaps are reported in accordance with 352 DM 3.

4.2 **Affiliate Operations**. Department of the Interior (DOI) bureau personnel may be, for the mutual benefit of the Government and the cooperating party, nonrevenue passengers/aircrew members aboard civil aircraft operating in accordance with 14 CFR 91, 121, or 135.

A. Operational Standards. Flight operation standards described in 14 CFR 91 are applicable. Flight plans, flight following, and flight and duty limitations will be consistent with 351 DM 3.

B. Flight Crewmember Policy. Pilot requirements, standards, and qualifications shall be in accordance with vendor pilot standards prescribed in 351 DM 3.3.

C. Maintenance Standards.

(1) The aircraft shall have a Standard Airworthiness Certificate in either normal, utility, or transport category.

(2) As a minimum, the aircraft shall be maintained to the requirements of 14 CFR 91, Subpart E, annual and 100-hour inspections, progressive, or an FAA-approved inspection program.

(3) Time between overhaul (TBO) requirements are located at 351 DM 2.4A(3).

D. Evidence of Liability Insurance. Minimum requirements of 14 CFR 205.

E. Special Use Activity Request and Approval Procedures. Special use activity flying requires an onsite inspection of records, maintenance, aircraft, and a flight check of the pilot for the intended activity. The bureau is responsible for informing the Cooperator of these requirements.

F. Pilot and Aircraft Approvals. Pilots and aircraft approved for flight activity shall be issued a letter of authorization in lieu of pilot/aircraft cards by the appropriate NBC AMD authority approval.

4.3 **Military Operations**. The intent is to ensure, to the maximum extent possible, that agency missions are accomplished and Government policy regarding noncompetition with private enterprise is adhered to in all instances.

A. Authority. The use of military aircraft is subject to the limitations of Department of Defense (DOD) Directive 4500.9, DOD Directive 4515.13, Department of Homeland Security, U.S. Coast Guard Manual M3710.1, DOI Manuals 347 DM 9, 350-354 DM series, and the appropriate NBC AMD Operational Procedures Memoranda.

B. Definition. An aircraft operated and maintained by an active or reserve component (all Reserve forces, as well as Army National Guard and Air National Guard) of the Department of Defense (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.

C. Policy. The following policy is established and is consistent with or specifically required by the above references.

(1) The NBC AMD shall be responsible for making final determination as to availability of commercial resources.

(2) Cost factors are not considered justification for use of military aircraft in lieu of available commercial sources. Essentially, if commercial sources are reasonably available and capable of performing the mission, the commercial source shall be used.

(3) Memorandums of Understanding (MOUs) or Letters of Agreement currently in effect that are consistent with this document shall not be affected.

(4) A request for immediate transportation in a life-threatening or operational emergency may be made directly to the military installation.

D. Bureau Responsibility. In addition to the responsibilities identified in paragraph 4.1C above, the bureau identifying a projected need for the use of military aircraft shall:

(1) Coordinate with the appropriate NBC AMD Regional Director to assist in a search for commercial resource availability.

(2) Identify and locate military aircraft capable of meeting identified needs.

(3) Initiate a written request for non-emergency use to the appropriate NBC AMD Regional Director.

(a) Requests shall include statements that clearly demonstrate that the requirement is in the national interest and indicates action taken toward obtaining commercial resources.

(b) Military support specifically authorized by statute negates the requirement for a statement concerning national interest. The requesting agency must furnish a reference to the appropriate statute.

(4) Submit requests for military aircraft use for operational emergencies (i.e., firefighting, natural disaster, etc.) directly to the appropriate NBC AMD Regional Office.

(5) Initiate a Letter of Agreement or Memorandum of Understanding (MOU) with the DOD source after the NBC AMD secures DOD approval. This agreement shall include:

(a) Statement which requires the DOD source to provide only those pilots having a minimum of 500 hours pilot time in category (not pilot-in-command (PIC);

(b) Any reimbursement requirements for services provided;

(c) Control and support guidelines governing the use of the aircraft; and

(d) The method by which the using bureau shall monitor the resources provided.

E. Approval. Requests shall be processed through bureau channels to the appropriate Assistant Secretary and then to the appropriate NBC AMD Regional Director (RD) for processing. The NBC AMD RD will forward a copy of all approved requests through the NBC AMD Associate Director to the Assistant Secretary – Policy, Management and Budget (AS-PMB) to the Appropriate Department of Defense official for final approval.

F. Pilot and Aircraft Approvals. Aircraft and flight crewmembers shall not be inspected or issued DOI qualification cards.

G. Standards for Fire Use of National Guard Helicopters. This provision is for procuring National Guard helicopters for emergency fire suppression only.

(1) Chapter 70, *Military Use Handbook* (www.nifc.gov, National Fire Equipment System (NFES) 2175), specifies the standard for pilot training and qualification for approving the use of these aircraft for emergency fire suppression.

(2) Any National Guard flight crew meeting these pilot training and qualification standards may be used by DOI bureaus in fire suppression activities provided the appropriate interagency agreements (IAAs) between NBC AMD and the respective National Guard State organization is in place.

(3) 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 NBC AMD Regional Office. Request should allow adequate time for NBC AMD to coordinate and conduct interagency training. NBC AMD will issue letters of approval for aircraft and pilots qualified for interagency fire missions. Questions should be directed to the appropriate NBC AMD Regional Office.

4.4 **Other Government Agency Operations**. This section applies to government aircraft of U.S. registry at the Federal, State, and local levels.

A. Authority. The use of other government agency aircraft is subject to the provisions of the Federal Property and Administrative Services Act of 1949, Office of Management and Budget (OMB) Circulars A-76 and A-126, the Economy Act of 1932 (31 U.S.C. 1535 and 1536), DOI Manuals 347 DM 9, 350-354 DM, as appropriate, and all appropriate NBC AMD Operational Procedures Memoranda (OPMs).

B. Operational Standards. Flight operation standards described in 14 CFR 91 are applicable. Flight plans, flight following, and flight and duty limitations will be consistent with 351 DM 1.

C. Flight Crewmember Qualifications**.** Pilots shall be qualified in accordance with the requirements in 351 DM 3.1A and B, and 3.2.

D. Maintenance Standards. Aircraft certificated in normal, utility, transport, or restricted categories shall be maintained in accordance with 14 CFR 91, Subpart E, annual and 100-hour inspection, progressive, or an FAA-approved maintenance inspection program. The requirement to comply with specified time between overhaul (TBO) is located at 351 DM 2.4A(3). Uncertificated aircraft must be maintained in accordance with maintenance and inspection programs accepted by the NBC AMD Associate Director.

E. Vendor Crews and Aircraft. Vendor aircraft and crews furnished by other government agencies shall meet DOI standards.

F. Pilot and Aircraft Approval. Pilots and aircraft shall be issued a letter of authorization, in lieu of pilot/aircraft cards, by the appropriate NBC AMD Regional Director, when approved.

G. Special Use Activity. Special use activities require an onsite inspection of records, maintenance, aircraft, and a flight check of the pilot. The bureau is responsible for informing the government agency of the standards contained in 351 DM 3.2A and 3.2C.

H. Excess Military Aircraft Owned and Operated by a Government Agency. NBC AMD may approve the use of government-operated excess military aircraft when it can be verified that the aircraft are being maintained under an NBC AMD-accepted Interagency Committee for Aviation Policy (ICAP) *Inspection Planning Guide* (IPG, www.gsa.gov) standard/criteria.

(1) Transport of Interior Personnel.

(a) The government agency offering transportation to Interior personnel shall provide the requesting NBC AMD 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.

(b) The agency shall provide the NBC AMD access to the aircraft and maintenance records for verification and determination of the condition of the aircraft, when requested. The NBC AMD shall conduct an onsite review of appropriate aircraft maintenance records and inspect each offered aircraft to the appropriate ICAP IPG standard. Additionally, any special use activities to be conducted shall require inspection of the aircraft to the appropriate NBC AMD Aircraft Rental Agreement (ARA) supplement or as specified by the AMD Regional Director, where a letter of approval may then be issued.

(2) Future ICAP IPG Approval. The NBC AMD Associate Director may approve future ICAP IPGs (www.gsa.gov) when the intended bureau user makes such a request in writing.

(3) See 351 DM 2.4D, "Uncertificated, Ex-Military Aircraft Operated by DOI."

I. Other Government Agency Revenue Flights. If these flights are to be paid through the NBC AMD system, an Interagency Agreement (IAA) with the NBC AMD must be in place. This IAA will be predicated on an existing agreement between a DOI bureau and the other government agency.

Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 351: Aviation Operations
Chapter 5: Aviation Management Service Support for Non-Federal Government Entities

Originating Office: National Business Center

351 DM 5

5.1 **Purpose**. This chapter describes policies and procedures for providing National Business Center (NBC) Aviation Management Directorate (AMD) service offerings to non-Federal Government Entities.

5.2 **Authority**.

A. Support to non-Federal Government Entities. NBC AMD's authority to support requests to provide aircraft and related services to non-Federal Government Entities (whether requested by our bureau customers or directly from the non-Federal entity) is based upon the Intergovernmental Cooperation Act (ICA) of 1968, as promulgated through Office of Management and Budget (OMB) Circular 97. The authority is identified as providing "specialized or technical services." In a decision by the OMB, dated September 24, 1983, it was stated that "such services (as those offered by NBC AMD) are included in the category of similar service functions which any Federal agency is especially equipped and authorized by law to perform." However, NBC AMD's approval or disapproval of these requests will have to be determined by considering several factors in addition to the above. These factors include:

(1) The service should not be provided if it can be procured reasonably and expeditiously from ordinary business channels;

(2) The direct and indirect cost of providing the service should be fully recovered; and

(3) The provision of additional staff or equipment should not be necessary to provide the requested service.

B. Noncompetition Requirement of the ICA. Title III of the Act requires implementation procedures "be consistent with, and in furtherance of, the Government's policy of relying on the private enterprise system to provide those services which are reasonably and expeditiously available through ordinary business channels."

C. Fire Presuppression Activities. Fire presuppression, detection, and suppression support to the States is specifically authorized by Public Law 90-577 promulgated by Title 42, Public Health and Welfare, Chapter 15A, "Reciprocal Fire Protection Agreements."

5.3 **Submission of Requests for "Specialized or Technical Services" Support to non-Federal Government Entities**.

A. Conditions Under Which Services May Be Provided. The specialized or technical services offered by NBC AMD may be provided only under the following conditions:

(1) Only to the States, political subdivisions thereof, and combinations or associations of such governments or their agencies and instrumentalities.

(2) Only upon written request of a State or political subdivision thereof. Requests will normally be made by the Chief Executive of such entities and will be addressed to the appropriate NBC AMD Regional Director.

(3) Upon request and approval that aviation services be provided by NBC AMD for a non-Federal, State entity, NBC AMD will pursue development of an Interagency Agreement (IAA) with the non-Federal Government Entity user. By signing the agreement, the customer is certifying funds availability for expenditures. The customer has a fiscal obligation to NBC AMD when services are requested through NBC AMD service offerings.

(4) In accordance with the policies set forth in OMB Circular A-76, the requesting entity "must certify that such services cannot be procured reasonably and expeditiously by it through ordinary business channels."

(5) Such services will be provided only upon payment or provision for reimbursement, to NBC AMD by the unit of government making the request, of salaries and all other identifiable direct and indirect costs of performing such services.

(6) In the event a request for a service is denied, the NBC AMD shall furnish the entity making the request with a statement indicating the reasons for the denial.

B. Submission of Request for Service. All non-Federal Government Entity requests for service offerings by NBC AMD shall be processed through the appropriate NBC AMD Regional Director and the Supervisory Financial Specialist for action. Contact information is available on the NBC AMD Web site at www.nbc.gov/amd.

Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 352: Aviation Safety
Chapter 1: Aviation Safety Program

Originating Office: National Business Center

352 DM 1

1.1 **Purpose**. This chapter establishes policy for implementation of the aviation safety program within the Department of the Interior (DOI). The primary objective is the elimination of unnecessary or unacceptable risks associated with the use of aircraft in support of Interior programs.

1.2 **Authority**. Federal law requires the head of each agency to develop and support activities designed to reduce employee injuries and damage to property, encourage safe practices, and eliminate hazards in the workplace. (See 5 U.S.C. 7902; Sections 6 and 19 of Public Law 91-596, Occupational Safety and Health Act of 1970, as amended; 29 U.S.C. 651, et seq.; 29 CFR 1960; and Executive Order 12196.) This program is established by the National Business Center (NBC), Aviation Management Directorate (AMD) Associate Director, in accordance with provisions of Departmental Manual 112 DM 10, 485 DM 1, and 350 DM 1.

1.3 **Aviation Safety Program Structure**.

A. Philosophy. Aviation safety and aircraft mishap prevention in DOI is based on the philosophy that all aircraft mishaps can be prevented and that mishap prevention is an inherent function of management. Aircraft mishaps represent a cost to DOI that is unprogrammed, unpredictable, and unproductive to the accomplishment of bureau missions.

B. Policy. Bureau Directors are ultimately responsible for the management of aviation resources and the implementation of an effective aircraft mishap prevention program. Supervisors and managers at all levels are responsible for the safety of aviation operations under their control. Within this policy are the practical requirements to provide safe working conditions, prevent injuries to employees, and protect property from damage. Application of approved practices is a fundamental responsibility of managers and supervisors and represents an area in which performance and accountability must be emphasized. Each DOI organization involved in aviation operations shall establish an aviation safety program. Policy directives issued by each bureau shall be consistent with the provisions of 350-354 DM series manuals, NBC AMD Operational Procedures Memoranda (OPM), and Handbooks.

1.4 **Program Elements**. The following six elements are minimally essential to all bureau aviation safety programs.

A. Aviation Safety Program Responsibilities.

B. Aircraft Mishap Prevention Program.

C. Aviation Program Evaluation.

D. Aviation Safety Awards Program.

E. Aircraft Mishap Investigation.

F. Aviation Safety Education and Training.

1.5 **Staffing and Training**.

A. Staffing.

(1) Bureau directors shall provide adequate staffing and training of personnel necessary to ensure an effective aircraft mishap prevention program. These positions may be classified as full-time equivalent or collateral duty based on a bureau management assessment of needs.

(2) The following minimum standards apply in the development of a bureau aviation safety program:

(a) An Aviation Manager shall be designated to administer the bureau aviation program at the national level. This individual will be thoroughly knowledgeable regarding bureau aviation activities and will meet minimum training requirements specified in the Aviation User Training Program.

(b) An Aviation Safety Manager shall be designated to administer the bureau aviation safety program at the national level. While it is desirable that this individual hold a Federal Aviation Administration (FAA) Commercial Pilot Certificate, it is not mandatory. However, the individual shall be trained in the aviation safety management subjects listed below. If not trained in these subjects, the individual shall attend formal course(s) of instruction in concepts and methods necessary to establish and maintain a national level aviation safety program within 12 months of appointment. Minimum training includes professional institution instruction in:

(i) Aircraft mishap prevention concepts and methods.

(ii) Aviation safety program structure and organization.

(iii) Management skills.

(iv) Aviation psychology/human factors.

(v) Biomedical aspects of aviation safety.

(vi) Aviation safety program evaluations.

(vii) Motivating management.

(viii) Managing a part-time safety office.

(ix) Legal aspects of aviation safety.

(x) Risk analysis and risk management.

(3) The education and training requirements specified for the positions identified above are minimums, regardless of classification of the position as full-time or collateral duty.

(4) Bureaus with an aviation program exceeding 20,000 flying hours annually are strongly encouraged to establish a full-time position for the Aviation Safety Manager.

B. Education and Training. The education and training of Interior personnel at all organizational levels is the responsibility of management. The minimum level of education and training specified in the 350-354 DM series and 485 DM series shall be provided to appropriate bureau personnel.

1.6 **Aviation Safety Program Responsibilities**.

A. NBC AMD Associate Director. The NBC AMD Associate Director is responsible for:

(1) Developing and implementing a Department-wide aviation safety and aircraft mishap prevention program to include an aircraft mishap and hazard reporting system and evaluation of bureau aviation programs.

(2) Investigating select aircraft mishaps involving Departmental aviation operations in cooperation with the National Transportation Safety Board (NTSB), where DOI was exercising "operational control," or for other organizations through Interagency Agreements or Service Level Agreements. The Director is also responsible for representing the Department on all aircraft mishap investigations and/or Mishap Review Boards where DOI has involvement.

(3) Development of Department-level aviation policy for aviation safety and all manner of aviation services in support of DOI missions, including Interior owned fleet, cooperator, and commercially acquired services.

(4) Keeping the Assistant Secretary - Policy, Management and Budget (A/S-PMB), and the NBC Director apprised of the status of the Interior Aviation Safety and Aircraft Mishap Prevention Programs.

(5) Develop Departmental policy statements regarding aviation management for documentation in the Departmental Manual by the A/S-PMB which include:

(a) Standards for pilots and aircraft utilized in conducting DOI aviation activities.

(b) Aviation safety and aircraft mishap prevention functions.

(c) Maintenance standards and inspection procedures.

(d) Identification of operational considerations for mishap prevention efforts.

(6) Assist bureaus in developing and implementing aviation safety and aircraft mishap prevention programs.

(7) Establish and maintain a positive Departmental aviation safety program.

(8) Advise and support bureau aviation safety personnel.

(9) Administer the DOI Aviation Safety Awards Program.

(10) Review Departmental and bureau aviation operational publications when requested.

(11) Identify, develop, coordinate, and conduct essential aviation safety, aviation management, and aircraft mishap prevention education training.

(12) Provide technical assistance to DOI AM Aviation Safety Management personnel in conducting evaluations.

(13) Monitor DOI airspace needs and coordinate Departmental responses to proposed airspace actions, which would affect bureau programs and functions.

(14) Facilitate the Interior Aircraft Mishap Review Board process and forward all Board recommendations to appropriate action offices.

(15) Establish evaluation criteria for and provide leadership in the conduct of aviation program management and aviation safety program management evaluations within the Department.

(16) Other responsibilities as specified in 112 DM 10, the 350-354 DM series and OPMs.

B. NBC AMD Aviation Safety Manager. The Manager shall establish, maintain, and oversee the Department-wide Aviation Safety and Aircraft Mishap Prevention Programs. The manager's duties shall include, as a minimum, the following:

(1) Responsibility for the investigation of all NTSB reportable aircraft mishaps occurring within DOI aviation operations.

(2) Providing aviation safety related training.

(3) Providing technical advice on aviation safety issues.

(4) Disseminating aviation safety information.

(5) Maintaining liaison with Department and bureau national aviation management personnel regarding the Department's Aviation Safety Program.

(6) Managing the Aviation Mishap Information System (AMIS).

(7) Assessing compliance with established Departmental aviation management and aviation safety policies, concepts, and objectives.

(8) Managing the Department's Aviation Program Evaluations.

(9) Managing the Department's Aviation Safety Awards Program.

C. Bureau Directors. Bureau Directors are responsible for the implementation of an Aviation Safety Program within their organizations. They shall:

(1) Publish an Aviation Management Plan to implement Departmental aviation policies established in Parts 350-354 of the Departmental Manual, appropriate NBC AMD Operational Procedures Memoranda (OPM), and other guidelines. An aviation management plan shall:

(a) Identify roles and responsibilities for aviation personnel at the national, regional, and local unit level.

(b) Regional and unit Aviation Management Plans should also identify safety procedures for all aviation operations. These procedures should include documented procedures for project planning when involved in special use activities.

(2) Furnish a current bureau Aviation Management Plan and aviation manuals, standards, policy statements, and directives regarding their aviation program, including aviation safety information, to the NBC AMD Associate Director.

(3) Identify and provide resources for the education and training of personnel as required in the Departmental OPM "Aviation User Training Program" and 485 DM.

(4) Integrate the six program elements identified in paragraph 1.4 into all bureau aviation safety programs.

(5) Ensure application of all Departmental and bureau aviation safety policies.

(6) Designate a senior management official to serve as the bureau representative to the Interior Aviation Board of Directors.

(7) Designate a Bureau Aviation Manager.

(8) Designate a Bureau Aviation Safety Manager (refer to paragraph 1.5A(4)).

(9) Assign a representative to serve as liaison with NBC AMD for all NTSB reportable mishaps.

(10) Promote active participation in the Aviation Mishap Information System (AMIS).

(11) Encourage attendance at aircraft mishap prevention seminars/training sessions.

(12) Ensure bureau participation at Interior Aircraft Mishap Review Boards.

(13) Establish and sustain a safety culture within their bureau that is founded on principles of operational risk management such as: to identify the hazards, assess the risks, analyze risk control measures, make control decisions, implement control decisions, and supervise and review at the appropriate management level.

D. Bureau Management. Bureau Managers are responsible for:

(1) Developing bureau-specific procedures for implementing aviation management policy.

(2) Providing guidance to bureau units in implementing Departmental aviation management and aviation safety management program requirements.

(3) Identifying and providing appropriate resources for the education and training of staff, line managers, and field personnel as outlined in the OPM "Aviation User Training Program."

(4) Serving as a focal point for aviation matters within the bureau, to include aviation safety issues.

(5) Coordinating bureau policy regarding procedures relating to aviation.

(6) Developing bureau-specific aviation safety and aircraft mishap prevention programs that are in concert with Departmental philosophy, policy, and objectives.

(7) Managing bureau responsibilities for the Interior Aviation Mishap Information System (AMIS).

(8) Encouraging and tracking attendance of bureau personnel at aviation safety management education and training courses/workshops/seminars.

(9) Disseminating aircraft mishap prevention information to the appropriate levels within their respective bureaus.

(10) Supporting the Interior aircraft mishap prevention effort by maintaining liaison with the NBC AMD Aviation Safety Manager for aircraft mishap prevention purposes.

(11) Developing and coordinating bureau aviation safety and aircraft mishap prevention meetings, conferences, workshops, or seminars.

(12) Supporting the development and maintenance of a bureau safety culture that is founded on the principles of operational risk management.

1.7 **Program Promotion**. Resources shall be made available for education and training as specified in the Departmental OPM "Aviation User Training Program." Attendance at aviation user, management, and aviation safety management training sessions, as well as aviation safety seminars and formal educational institutions, shall be encouraged.

1.8 **Aircraft Mishap Notification, Investigation, and Reporting**. The DOI notification, classification, investigation, and documentation of NTSB reportable aircraft mishaps involving DOI aviation activities will be accomplished in accordance with the procedures established in 352 DM 3, "Aircraft Mishap Notification, Investigation and Reporting, and Reporting Handbook." Investigations are conducted for the purpose of aircraft mishap prevention only and do not satisfy the requirements of 451 DM 1 or 485 DM 5. Provisions and procedures for aircraft mishap investigations are established under the authority granted in 112 DM 10. These reports are not a substitute for other DOI safety management reports (see 485 DM 5).

1.9 **Aircraft Mishap Prevention Plan**. Each bureau is encouraged to have a formal written Aircraft Mishap Prevention Plan consistent with Departmental policy. It should outline personnel responsibilities and provide implementation guidelines, goals, and methods utilized to monitor the success of the program. Safety requirements set by the Department shall not be waived. Should a deviation of an established safety procedure or directive occur, the individual(s) involved shall furnish the Bureau Aviation Safety Manager with a complete report of the circumstances as soon as possible after the event. Bureau Directors are encouraged to have their Aviation Manager

develop policies and procedures to incorporate the critical elements listed below into all levels of bureau aviation activity.

A. Risk Assessment. Risk assessment is the subjective analysis of physical hazards and operational procedures to arrive at a GO/NO-GO decision. Risk assessments support informed GO/NO-GO decisions and are the responsibility of line management. The pilot retains final authority for a NO-GO decision when safe operation of the aircraft is a factor.

B. Education and Training. Bureau Directors are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety education and training. The education and training listed is the minimum for promoting aircraft mishap prevention awareness and developing operational and aviation management skills. Identification, development, and presentation by bureaus of additional training needs unique to specific bureau programs shall be accomplished as required. To avoid duplication of effort, the NBC AMD Associate Director shall be informed of training program development of these specific programs.

C. Project Planning. Aviation operations shall be planned with necessary consideration given to mishap prevention. Flights shall be conducted as planned and in accordance with Departmental policy and procedures. Deviations from the approved mission profile will not be conducted except for safety of flight considerations. Project planning shall include as a minimum:

(1) Flight routes/areas and altitudes.

(2) Risk assessment.

(3) Hazard identification (e.g., weather, takeoff or landing weights, landing areas, wire hazard, etc.).

(4) Management approval for special use activities.

D. Wire-Strike Prevention.

(1) Flight Environment Considerations. Bureau projects often dictate that flights be conducted in close proximity to the ground where wires are prevalent.

(2) Risk Assessments/Hazard Maps. To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low level flights. A low level flight hazard map shall be constructed for the local operational area. All preplanned low level flights require a thorough map reconnaissance of the route to be flown.

E. Operational Environment Considerations. Environmental conditions are those conditions over which there is no human control. Forecast or known environmental conditions are not mishap cause factors. For example, structural damage caused by flying into forecast severe turbulence is NOT a mishap causal factor. A pilot's decision to fly into forecast or known

severe turbulence is a causal factor. Cause factors are normally under human control and can be eliminated. Managers must be aware that their actions may encourage pilots to operate beyond existing capability. Pilots must be ever cognizant of environmental conditions in which they are expected to operate safely and are the final authority relative to a GO/NO-GO decision based upon environmental and safety considerations.

F. Aviation Life Support Equipment (ALSE). Project leaders shall ensure appropriate and adequate ALSE, including personal protective equipment (PPE), is aboard the aircraft or being worn by the individual, based upon Departmental requirements, guidelines, project needs, and individual state statute requirements. Detailed information is contained in the *ALSE Handbook* (www.nbc.gov/amd).

G. Flight Following. As a potential lifesaving condition, each bureau should include a flight following requirement in the aircraft mishap prevention plan. This plan should specify the method or procedure to be used that will accommodate communications from mission personnel (or the pilot) to the flight following facility at predetermined intervals. Additional information concerning flight following is contained in 351 DM 1.

H. Weight and Balance. It is imperative that proper consideration and planning be given to the aircraft weight and balance computation and subsequent loading. The actual weight of personnel and/or cargo must be considered relative to environmental and aircraft performance capabilities. This will be accomplished for each takeoff and landing for all aircraft. The bureau conducting the operations will determine the formality for the documentation of this effort.

I. Airspace Coordination. Airspace planning and coordination are becoming more important as limited airspace is becoming more congested. All users of the airspace system need to be aware of special use airspace and what restrictions apply to the use of that airspace. Coordination with other airspace users such as the military is an important safety issue. Airspace coordination is an important part of mission planning.

1.10 **Aviation Mishap Information System (AMIS)**.

A. AMIS Program. The Aviation Mishap Information System is an electronic data (files) storage based system encompassing all aspects of aviation mishap reporting within DOI. Categories of reports include aircraft mishaps, aviation hazards, aircraft maintenance deficiencies, and airspace intrusions. The system uses the SAFECOM (AMD-34, www.safecom.gov) to report any condition, observance, act, maintenance problem, or circumstance that has potential to cause an aviation-related mishap. Submitting a SAFECOM is not a substitute for "on-the-spot" correction(s) to a safety concern, rather it is a tool used in the documentation, tracking, and followup corrective action(s) related to a safety issue. Additional information is contained in the *Aviation Mishap Notification, Investigation, and Reporting Handbook* (www.nbc.gov/amd). The AMIS report does not replace the requirement for initiating a DI-134, "*Report of Accident/Incident*," as required in 485 DM 5.

B. Program Promotion. All levels of management shall promote the AMIS Program. The SAFECOM form, or electronic access to the SAFECOM system (www.safecom.gov), shall

be made readily available to pilots, passengers, dispatchers, Contracting Officer Representatives (CORs), maintenance personnel, project leaders, managers, and others in positions to affect aviation safety. Prompt replies to the originator (if a name and telephone number/address are provided), timely action to correct problems, and discussion of filed SAFECOMs at local level meetings encourage program participation and active reporting.

1.11 **Aviation Safety and Aircraft Mishap Information Dissemination**.

A. Responsibilities.

(1) DOI Aviation Management. The NBC AMD Aviation Safety Manager shall ensure all SAFECOMs are stored in the electronic database and access is provided to bureau aviation management personnel. Appropriate action shall be taken on identified Department-level aviation safety concerns.

(2) Bureau. The responsibility for regularly reviewing the database and taking appropriate action rests with the bureaus. Bureau Aviation Safety Managers are encouraged to provide feedback to SAFECOM submitters and to solve aviation safety problems at the lowest level possible. Department-level problems should be forwarded to the NBC AMD Aviation Safety Manager for review.

B. Publications. The NBC AMD Aviation Safety Office publishes the following:

(1) Safety Alert. The Safety Alert is red-bordered and will be utilized to disseminate information of a significant nature regarding aviation safety within the Department. The three areas addressed are operations, maintenance, or publications. These Safety Alerts will be published on an unscheduled basis (www.nbc.gov/amd).

(2) Aircraft Mishap Prevention Bulletin. The Aircraft Mishap Prevention Bulletin is green bordered and will be utilized to disseminate information of a general nature regarding aircraft mishap prevention concepts, methods, procedures, and efforts. Bulletins will be published on an unscheduled basis as pertinent information/subject materials become available (www.nbc.gov/amd).

(3) Aviation Safety Review (Annual Report). An annual Aviation Safety Review of aircraft mishaps, associated statistical data, and trend analysis will be published and distributed following the mishap-reporting year.

(4) Aircraft Mishap Presentation. An annual aircraft mishap presentation will be developed, which provides a synopsis of the previous year's aircraft mishaps. This presentation will be produced for mishap prevention purposes only. The presentation will contain representative aircraft mishaps, lessons learned, and other relative information.

Department of the Interior
Departmental Manual

Effective Date: 07/27/2011
Series: Aviation Management
Part 352: Aviation Safety
Chapter 2: Aviation Program Evaluations

Originating Office: National Business Center

352 DM 2

2.1 **Purpose**. This Departmental Manual chapter establishes policy and procedures for the oversight, conduct, tracking, and associated management of aviation program evaluations.

2.2 **Authority**. This policy is established in accordance with provisions of Department Manual 112 DM 10 and 352 DM 1, "Aviation Safety Program." The Federal Managers Financial Integrity Act (Public Law 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, "Management Accountability and Control," prescribes appropriate management controls as an integral part of the cycle of planning, budget, management, and auditing. Federal Management Regulation (41 CFR 102-33) "Management of Government Aircraft" establishes Federal aviation management practices including evaluation, review, and reporting on various aspects of aviation programs. The Interagency Committee for Aviation Policy (ICAP) agreement of January 2000 established common aviation safety standards and guidelines that require program evaluations for all ICAP member agencies.

2.3 **Introduction**. Aviation program evaluations are conducted via 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 related to the operations, process, and outcomes of aviation programs with a focus on program enhancement. This quality assurance system assesses the safety of aviation services provided, ensures efficiency in the management of complex resources, and provides a means for sharing best practices.

2.4 **Policy**. Bureau Managers are responsible for aviation program performance and attaining established standards.

A. Objectives. 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 a 5-year interval and assess processes commensurate with controlling costs, mitigating adverse aspects of aviation operations, and to evaluate outcomes. Followup contacts will occur on 1-year intervals following the evaluation to document program enhancements.

B. Goals. Department-level Aviation Program Evaluation goals are:

(1) 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.

(2) Reliable and timely information will be obtained, maintained, reported, and used for decision making.

(3) Management and program deficiencies are recognized and corrective actions are promptly recommended.

(4) Findings and recommendations are monitored for corrective action and bureaus are encouraged to pursue program enhancements.

(5) Best practices are identified and shared with all aviation programs through the evaluation/oversight process.

2.5 **Responsibility**.

A. National Business Center (NBC), Aviation Management Directorate (AMD). The NBC AMD Associate Director shall, with bureau participation, establish evaluation criteria for and provide leadership in the conduct of aviation program management and aviation program evaluations within the Department (352 DM 1.6A). It is the responsibility of the Aviation Program Evaluation Specialist to develop and maintain an independent assessment program commensurate with Departmental policies, goals, and objectives.

B. Bureau. Bureau Aviation Managers are responsible for coordination with the Bureau Regional/State/Area Directors and the NBC AMD for the conduct of timely program evaluations, facilitating program enhancements, and followup.

C. Managers. Managers at all levels in NBC AMD and 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.

2.6 **Evaluation Process**.

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

(1) The Aviation Program Evaluation Specialist will coordinate with the Bureau Aviation Manager and the NBC AMD Regional Director on team membership and itinerary. Team composition should include the NBC AMD Regional Director and the Bureau National Aviation Manager or their designated representative. The Aviation Program Evaluation Specialist will maintain the final decision on team composition and/or support services as necessary.

(2) NBC AMD may fund the team's transportation while in the field. The bureau is responsible for coordinating transportation requirements with the Aviation Program Evaluation Specialist. Team members/advisors are responsible for the cost of their transportation from their home office to the site of the management briefing and their return home.

(3) The NBC AMD Associate Director will provide initial correspondence for evaluation coordination/scheduling to the Bureau Regional/State/Area Director in the geographical area where the aviation evaluation is to be conducted. A courtesy copy will also be sent to the Bureau Director.

B. Program Scope and Outcomes. The Aviation Program Evaluation Specialist will collect data representing the last 5 years' accident/incident occurrence, safety communiqué (SAFECOM, www.safecom.gov) participation, aircraft use in hours and dollars, and other data found to be relevant to program performance and outcomes. Copies will be sent to evaluation team members and the Bureau Aviation Manager prior to the evaluation.

(1) The Bureau Aviation Manager is responsible for dissemination of the aviation evaluation criteria to each unit being visited by the team.

(2) 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.

C. Conduct. Bureau Regional/State/Area Directors and staff shall be briefed in person, by telephone, or by e-mail prior to and after completion of the field evaluation. The Aviation Program Evaluation Specialist will brief the NBC AMD Associate Director in closing. The team should visit aviation support facilities (helibases, airports, retardant bases, dispatch centers) as time permits, which 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:

(a) Management and Organization. Evaluate the effectiveness of management practices, internal guidance processes, controls, and organization structure.

(b) Needs Assessment. Assess the efficiency and effectiveness of aviation resources being used or immediately available to a program.

(c) Economic Evaluation. Evaluate the costs and outcomes of program expenditures where possible. This may consider cost comparisons among the available procurement alternatives (in-house, contract, rental, relative to the A-76).

(d) Customer Satisfaction. Customers provide feedback about the extent to which the services rendered have met the bureau's expectations.

(2) Operations. Assess operations to determine if they are functioning as intended by management. Evaluate procedures used for compliance with FARs and DMs. 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 within the program that may precipitate mishaps.

(4) Training. Review bureau aviation user training records to determine if employees involved in the use or control of aviation resources are receiving an appropriate level of aviation safety training.

(5) Security. Aviation security is considered a key element of each bureau aviation program. In accordance with 352 DM 5, "Aircraft and Aviation Facility Security," aircraft and aviation facility security will be assessed for compliance in accordance with policies and procedures designed to safeguard DOI owned or controlled aircraft against theft and associated misuse by terrorists or individuals engaging in other criminal activity. The *Field Reference Guide for Aviation Security for Airport or other Aviation Facilities* (AAF) will be utilized for compliance (available at the NBC AMD Web site www.nbc.gov/amd).

D. Findings and Recommendations. Findings will be accompanied by recommendations for aviation program enhancement with recommended assignments to bureau or NBC AMD offices. The bureau and NBC AMD are responsible for facilitating personnel assignments for corrective actions. Team findings and recommendations will be provided in writing to the Bureau Aviation Manager and the appropriate NBC AMD office manager. The final report will include findings, recommendations, and due response dates. The final report will be developed by the Aviation Program Evaluation Specialist in coordination with the Bureau Aviation Manager and appropriate NBC AMD Regional Director/Division Chief, with recommended assignments, and will be forwarded from the NBC AMD Associate Director to the Bureau/State/Area/Regional Director, as appropriate.

E. Follow-up Action**.** The appropriate bureau and NBC AMD office manager is requested to respond in writing to the NBC AMD Aviation Program Evaluation Specialist, within 60 days of receipt of the final report, describing the proposed plan of action and milestones to address the recommended program enhancements. The Aviation Program Evaluation Specialist will coordinate with the Bureau Aviation Manager to track recommendations and target dates for follow-up in each geographic area evaluation. The Aviation Program Evaluation Specialist will document enhancements resulting from the aviation evaluation process.

2.7 **Recognizing and Reporting Deficiencies.** Commensurate with the requirements 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 these weaknesses. The NBC AMD 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) A 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 that is contrary to the appropriate policy requirements of the Departmental Manual (DM) 350-354 series, 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) A material weakness is an unresolved program deficiency that:

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

(b) Has not been corrected within a reasonable amount of time and effort.

(c) Is subsequently designated by the NBC AMD Associate Director as a problem significant enough to report outside the agency.

(d) Requires a judgment by senior management as to the relative risk and significance of the deficiency 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 an effort 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 SAFECOM (www.nbc.gov/amd). 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 may not require further reporting or tracking.

2.8 **Program Enhancements.** Bureau Managers and NBC AMD Regional Directors/Division Chiefs are responsible for taking timely and effective action to implement recommended

enhancements. One year from the time of notification is generally considered sufficient time to resolve issues that do not require "out-year" fiscal planning and approval (In comparison, management must make a decision regarding Inspector General (IG) audit recommendations within a 6-month period and implementation of IG recommendations should be completed within 1 year, to the extent practicable). A determination should be made when sufficient corrective actions have been taken and desired results have been achieved. The NBC AMD Aviation Program Evaluation Specialist should be notified when a program enhancement effort comes to closure.

Department of the Interior
Departmental Manual

Effective Date: 07/27/2011
Series: Aviation Management
Part 352: Aviation Safety
Chapter 3: Aircraft Mishap Notification, Investigation, and Reporting

Originating Office: National Business Center

352 DM 3

3.1 **Purpose.** This chapter establishes procedures for the notification and reporting of aircraft accidents and incidents occurring during Interior aviation activities. These provisions are applicable to all owned or operated aircraft or those under the operational control of the Department of the Interior. 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."

3.2 **Authority.** Title 49 U.S.C., 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 10 delegates to the National Business Center (NBC) Aviation Management Directorate (AMD) the responsibility to establish and manage a Department-wide accident/incident and aviation hazard reporting system, to investigate aircraft mishaps occurring in Departmental aviation operations in cooperation with the NTSB, and to represent the Department on all aircraft accident investigations where the Department has involvement. 350 DM 1, appendix 5 defines terms and abbreviations associated with aviation mishaps (i.e. accidents, incidents-with-potential, incidents, hazards, etc.).

3.3 **Policy.** In an effort to prevent further aircraft mishaps, it is the responsibility of all Interior employees to report known aircraft mishaps, aviation hazards, and maintenance deficiencies. It is the Department of the Interior's policy to investigate Departmental aircraft mishaps using one of the following investigative procedures:

A. Onsite Investigations**:** Will be conducted whenever possible for all aircraft accidents and selected Incidents-With-Potential (IWP).

B. Limited Investigations**:** Will be conducted for selected IWPs. A limited investigation will not normally include a visit to the mishap 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.

3.4 **Aircraft Mishap Notification**. Aircraft under the operational control of the Department of the Interior that are involved in an accident or incident involving damage, injury, or overdue aircraft suspected of being involved in a mishap shall be reported to the NBC AMD Aviation Safety Manager immediately by the most expeditious means available. For additional information regarding initial notification of an aircraft mishap and the aircraft accident checklist, Bureau/NTSB Notification and the SAFECOM Format, see the *Aircraft Mishap Notification, Investigation and Reporting Handbook,* section 2.1.

3.5 **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. 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* (National Fire Equipment System (NFES) 2659, www.nwcg.gov; www.nbc.gov/amd) is available as a resource to assist in the development of a mishap response plan. For additional information regarding the required contents of a Mishap Response Plan see the *Aircraft Mishap Notification, Investigation and Reporting Handbook*, section 2.2.

3.6 **Aircraft Mishap Onsite Investigations**. Departmental aircraft mishap investigation activities shall be given priority over all other investigations of the same mishap except for NTSB investigations. The NBC AMD Aviation Safety Manager will be responsible for coordinating Departmental investigations with the NTSB and will serve as the Department's point-of-contact and party to the investigation. For additional information regarding aircraft mishap on-site investigations see the *Aircraft Mishap Notification, Investigation and Reporting Handbook,* section 3.1.

3.7 **Aircraft Mishap Initial Alert, Preliminary and Interim Report, and Mishap File**.

A. Aircraft Mishap Initial Alert. Where possible, an electronic Aircraft Mishap Initial Alert will be issued 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. NTSB Preliminary Report. The NTSB IIC will generally post a preliminary aircraft accident report to their Web site within 5 to 7 working days following an accident. The NTSB's aviation accident database contains information about civil aviation accidents and selected incidents within the United States, its territories and possessions, and in international waters. The NTSB's Accident Database and Synopses is available on the NTSB's Web site at www.ntsb.gov.

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, following the concurrence of the NTSB's IIC.

D. Aircraft Mishap File. The NBC AMD Aviation Safety Manager will create an aircraft mishap file for all Interior onsite and selected limited investigations. The aircraft mishap file will include information of interest to Interior that may not be addressed in the NTSB's accident investigation report. The NBC AMD Associate Director will forward the final Departmental aircraft mishap investigative report to the bureau exercising operational control of the aircraft at the time of the mishap following the Aircraft Mishap Review Board. If a SAFECOM form leads to a safety investigation and creation of an aircraft mishap file, the SAFECOM form shall not become a part of the mishap file.

3.8 **Use of Aircraft Mishap Files**.

A. General**.** When requested by the head of a parallel Interior investigation group, the NBC AMD Aviation Safety Manager may release facts relating to the mishap after coordination with the NTSB. Privacy information shall be withheld. While mishap facts are provided to preclude unnecessary duplication of onsite investigation efforts, a parallel investigation group must reach its own conclusions pertaining to personal liability or fault.

B. Authorized Use. Aircraft mishap files may be used for any lawful purpose, including, but not limited to, the revocation process in accordance with 351 DM 3.6G(2).

3.9 **Release of Information**.

A. Release of Information Policy. The NBC AMD Aviation Safety Manager is the Custodian of Record for Interior Mishap Information. Information received as a result of participation in an NTSB investigation shall be handled in accordance with 49 CFR 831.13 and shall be subject to the provisions of the Freedom of Information Act (FOIA) as amended, and the Privacy Act of 1974. Specifically, items such as photographs, factual data, or any documentation directly related to the investigation shall not be released until the NBC AMD Investigator-In-Charge (IIC) complies with NTSB 830. Air Safety Investigators (ASI's) 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.

B. Accident Prevention Publications. Following coordination with and concurrence of the NTSB's IIC, investigation information may be released and incorporated into accident prevention publications such as Aircraft Mishap Initial Alerts, Aircraft Accident Prevention Bulletins, Safety Alerts, Lessons Learned Publications, Interim Reports, and/or a Final Report.

C. Requests for Mishap Information. All requests for copies of NBC AMD aircraft mishap files shall be referred to the NBC AMD FOIA Officer for action.

D. Requests for NTSB Accident Reports. Request for copies of the NTSB's accident investigation reports shall be referred to Public Inquiries, National Transportation Safety Board (NTSB).

3.10 **Aviation Mishap Information System**.

A. Aviation Mishap Information System (AMIS) Definition. The AMIS is an electronic database, which encompasses all aspects of aviation mishap reporting within DOI. Categories of reports include aircraft accidents, incidents-with-potential, incidents, aviation hazards, aircraft maintenance deficiencies, and airspace intrusions.

B. The Aviation Safety Communique' (SAFECOM). The AMIS system uses the Aviation Safety Communique' "SAFECOM", Form AMD-34/FS1500-14 to report any condition, observance, act, maintenance problem, or circumstance, which has the potential to cause an aviation-related mishap. A SAFECOM's sole purpose is for mishap prevention. Use of a SAFECOM for any other purpose is prohibited. A SAFECOM is not intended to fix blame and should not be utilized in disciplinary action against any employee.

C. SAFECOM Submissions. Any person directly associated with aviation activities within the Department of the Interior may submit a SAFECOM. This includes contractors and other government personnel in support of DOI aviation activities. SAFECOMs may be submitted via the Internet or as a hard copy via the mail. The preferred method is through the Internet at http://www.safecom.gov. Hard copy SAFECOMS may be submitted through bureau channels or direct to the NBC AMD Aviation Safety Office. Regardless of the method used, the submitter should always retain a copy for their records.

D. Use of SAFECOMs. Submitting a SAFECOM is not a substitute for "on-the-spot" corrections(s) to a safety concern. Rather, the SAFECOM is a tool used to document and track safety concerns and follow-up corrective action(s) related to those safety concerns. However, it is important to remember that the utilization of the SAFECOM does not replace the requirement for initiating a DI-134, "*Report of Accident/Incident*," as required in Departmental Manual 485 DM 5.

NOTE: A suspension is an impermanent withdrawal of DOI pilot authorization pending investigation of a safety concern and pending completion of specified actions or conditions. It is intended to provide a "strategic pause" in operations to afford a review of the circumstances surrounding a safety concern. It is neither a punitive nor disciplinary action. As a temporary suspension, non-disciplinary in nature, a SAFECOM may be used in the suspension process, 351 DM 3.6G(1).

E. Information Derived from the Investigative Process. While the SAFECOM itself shall not be used for any purpose other than mishap prevention, any information discovered or further developed during the investigation of a safety concern, even if initially described in a SAFECOM, may be used for any lawful purpose including, but not limited to, placement of information obtained from a SAFECOM in the aircraft mishap file and as evidence in the revocation process, in accordance with 351 DM 3.6G(2)

F. Management Support of the SAFECOM system. All levels of management shall promote the AMIS program. SAFECOMs should be placed in areas where they are available to all individuals involved in aviation activities. Prompt replies to the originator and timely

corrective actions will encourage continued program participation.

G. SAFECOM Access and Follow-up. The NBC AMD Aviation Safety Manager shall ensure that SAFECOMs are stored in an electronic database and that access to the system is provided to bureau aviation program management personnel for corrective action follow-up as necessary. The responsibility for regularly reviewing the data base and taking appropriate corrective action rests initially with the bureaus. Bureau Aviation Safety Managers are encouraged to provide feedback to SAFECOM submitters and to resolve aviation safety related issues identified within SAFECOMs at the lowest possible level. Appropriate action shall be taken on identified Departmental aviation safety concerns by the NBC AMD, following coordination with appropriate bureau aviation program management personnel.

3.11 **Interior Aircraft Mishap Review Board**. An Interior Aircraft Mishap Review Board (AMRB) is responsible for developing mishap prevention recommendations for all DOI accidents and selected IWPs. Specific responsibilities, functions, and procedures to be followed are in accordance with the *Aircraft Mishap Notification, Investigation, and Reporting Handbook,* Chapter 5, Aircraft Mishap Review Board.

Department of the Interior
Departmental Manual

Effective Date: 07/27/2011
Series: Aviation Management
Part 352: Aviation Safety
Chapter 4: Aviation Safety Awards Program

Originating Office: National Business Center

352 DM 4

4.1 **Purpose**. This chapter establishes the Department of the Interior (DOI) Aviation Safety Awards Program and prescribes the policies, procedures, and qualification standards to implement the program.

4.2 **Policy**. It is the policy of DOI to recognize individuals, groups, and organizations for exceptional acts or service in support of aviation safety and aircraft accident prevention.

4.3 **Applicability**. This program applies to all DOI employees and other individuals, groups, or organizations involved with DOI aviation activities.

4.4 **Awards Addressed**.

A. Award for In-Flight Action (paragraph 4.7).

B. Award for Safe Flying (paragraph 4.8).

C. Award for Significant Contribution to Aviation Safety (paragraph 4.9).

D. Secretary's Award for Outstanding Contribution to Aviation Safety (paragraph 4.10).

E. Airwards (paragraph 4.11).

4.5 **Responsibilities**.

A. National Business Center (NBC), Aviation Management Directorate (AMD), Aviation Safety Manager. The NBC AMD Aviation Safety Manager is responsible for the overall administration of the DOI Aviation Safety Awards Program.

B. Bureau Aviation Manager. The Bureau Aviation Managers are responsible for the supervision of the Aviation Safety Awards Program within their respective bureau.

C. Bureau Aviation Safety Manager or Designee. The Bureau Aviation Safety Manager or their designee will promote the Awards Program within their bureau and implement procedures to collect and verify nominee eligibility.

4.6 **Processing and Approval**. All nominations, except Airwards (refer to paragraph 4.11D), will be processed through the respective Bureau National Aviation Manager/Aviation Safety Manager or their designee through the NBC AMD Aviation Safety Manager for eligibility verification, then reviewed for approval by the Bureau's DOI Aviation Management Board of Directors (ABOD) member.

4.7 **Award for In-Flight Action**. The award is established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, courage, or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation-related occurrence. The award may also be presented to non-DOI personnel. Prior to consideration and approval of an In-Flight Action Award by the Bureau's DOI ABOD member, nominations will be submitted by the Bureau Aviation Safety Manager or designee to the NBC AMD Safety Office for review and concurrence. Bureaus should contact the Federal Aviation Administration FAA and the appropriate NBC AMD Regional/Area Office for information pertaining to a nominee during the verification process. The request to the FAA for pilot "Accident/Incident and Enforcement Action History" must include the pilot's full name, Airman Certificate number, and date of birth.

A. Standard. Any individual having sufficient knowledge of the in-flight action may submit a nomination.

B. Criteria. The circumstances surrounding the occurrence must be documented to clearly demonstrate outstanding airmanship, skill, knowledge, judgment, technique, courage, or other exemplary action.

C. Award Categories.

(1) Flight Crewmember Award. An appropriate recognition item shall be given to selected flight crewmembers.

(2) Aircrew Member Award. An appropriate recognition item shall be given to selected aircrew members. This award is restricted to individuals who are not flight crewmembers, but are assigned aircrew members.

(3) Individual Non-Crewmember Award. An appropriate recognition item shall be given to selected individuals who are non-crewmembers.

D. Procedures.

(1) Nominations will contain a narrative of the event and actions that were taken by the nominee(s) in dealing with an emergency or while minimizing damage or injury.

(2) Nominations should be submitted within 30 days of the event.

(3) Emergencies under the following conditions will not be considered for the award:

(a) Self-induced emergencies.

(b) Actual emergencies occurring during a simulated emergency that require no added skill to land the aircraft successfully, e.g., a single engine landing performed after an unsuccessful attempt to restart an engine that was intentionally shut down to practice single engine procedures.

(c) Emergencies occurring due to noncompliance with published regulations, procedures, or policy guidance; e.g., deviation from a preplanned and approved non-special use activity to a low level flight, which results in a wire strike and emergency landing or engine failure due to fuel starvation as a result of poor preflight planning, and fuel management, etc.

4.8 **Award for Safe Flying**. This award is established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered. This award is restricted to DOI employees.

A. Standards.

(1) All dates of computation for this award must be for the period of time the employee was on official DOI pilot status. However, periods of consideration need not be consecutive. A copy of pilot status authorization or other substantive documentation must be submitted with the nomination.

(2) If the nominee has experienced an aircraft accident where pilot error or negligence was a causal or contributing factor, that individual is ineligible for consideration for any years prior to the accident. Dates of consideration are not retroactive for periods prior to a known accident and must not be omitted to avoid identification of an accident or unsafe behavior.

(3) The nominee must have demonstrated safe, professional behavior as a DOI pilot for the period of consideration.

B. Criteria. The criteria for consideration of presentation of these awards are:

(1) The employee must be a professional pilot (GS-2181), dual-function, or incidental pilot.

(2) All flight time submitted will have been acquired while flying as a PIC, as defined by 14 CFR 61, while on official DOI business.

C. Awards. An appropriate recognition item shall be given to selected pilots.

D. Award Categories.

(1) Award of Merit. 5 years or 1,000 hours of safe flying.

(2) Award of Distinction. 10 years or 3,000 hours of safe flying.

(3) Award of Excellence. 15 years or 5,000 hours of safe flying.

(4) Award of Honor. 20 years or 7,500 hours of safe flying.

(5) Secretary's Award of Honor. More than 25 years or more than 10,000 hours of safe flying.

E. Procedures. Each nomination will include:

(1) Full name, FAA Airman's Certificate number, and date of birth.

(2) Pilot status (e.g., professional pilots - GS-2181, dual-function, or incidental). If the nominee is an incidental pilot, the Letter(s) of Authorization for the years being considered should also be submitted.

(3) Period of consideration and total number of safe flying hours attained.

4.9 **Award for Significant Contribution to Aviation Safety**. This award is established to recognize an individual, group, or organization for a significant contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees

A. Standard. Any individual having knowledge of the significant contribution may submit a nomination.

B. Criteria.

(1) The circumstances being presented must clearly demonstrate a significant contribution to aviation safety or aircraft accident prevention effort within DOI.

(2) The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for the award.

C. Awards. An appropriate recognition item shall be given to the individual(s).

D. Procedures. Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition.

4.10 **Secretary's Award for Outstanding Contribution to Aviation Safety**. This award is

established to recognize an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and only one such award shall be presented annually. Nominees for the Secretary's Award for Outstanding Contribution to Aviation Safety will have their award packets forwarded to the NBC AMD Aviation Safety Manager for processing. Nominations will then be consolidated and forwarded to the Chairman, DOI ABOD, for selection. The ABOD Chairman shall notify NBC AMD Associate Director of the selected recipient. The NBC AMD Aviation Safety Manager will return nonselected nominations to the Bureau National Aviation Managers for consideration of an alternative award.

A. Standard.

(1) Individual or group contribution did not occur during an in-flight emergency (see paragraph 4.7, Award for In-Flight Action).

(2) Any individual having sufficient knowledge of the contribution may submit a nomination.

B. Criteria.

(1) The circumstances being considered must clearly demonstrate an outstanding contribution to aviation safety or aircraft accident prevention within DOI.

(2) The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for recognition.

C. Award. An appropriate recognition item shall be given to the individual or group.

D. Procedures. Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition (refer to paragraph 4.6C for processing and approval procedures).

4.11 **Airwards**. This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting DOI 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 letter, memorandum, e-mail, SAFECOM (AMD-34, www.safecom.gov), or other form of documentation, providing sufficient detail to support an Airward nomination.

C. Award. The recipient will receive an Airward Certificate along with an embroidered baseball cap.

D. Procedures. Along with the nomination, a photograph of the recipient and a short paragraph, suitable for publication in the *Airward News* (http://amd.nbc.gov/safety/airwards), should be submitted to the Bureau Aviation Safety Manager or the NBC AMD 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 NBC AMD 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 NBC AMD Aviation Safety Office will promote and publicize the awards and maintain a record of all Airward recipients.

Department of the Interior
Departmental Manual

Effective Date: 07/27/2011
Series: Aviation Management
Part 352: Aviation Safety
Chapter 5: Aircraft and Aviation Facility Security

Originating Office: National Business Center

352 DM 5

5.1 **Purpose**. This chapter sets forth policies and procedures designed to safeguard Department of the Interior (DOI) owned or controlled aircraft against theft and associated misuse by terrorists or individuals engaging in other criminal activity.

5.2 **Objective**. The policies and procedures in this chapter are intended to make the theft of Departmental aircraft more difficult and time consuming and, therefore, an unattractive target to potential criminals or terrorists.

5.3 **Scope and Applicability**.

A. To the extent applicable, the policies and procedures established herein are intended to supplement the minimum physical security standards detailed in 444 DM 1, Appendix A. Nothing in this chapter reduces the requirements prescribed by 444 DM 1, "*Physical Protection and Building Security*," or any other requirement established by law or authority as it pertains to DOI aviation operations.

B. The policies and procedures established herein are applicable to all aviation facilities and aircraft owned or controlled by the DOI.

C. Contractors are solely responsible for the security of their aircraft while under the control of the DOI. All DOI aviation contracts will include language detailing the DOI aviation security policies applicable to contractor operations and require contractor compliance with those policies.

5.4 **Definitions**. For the purpose of this chapter, the following definitions apply:

A. The term "aircraft operations area" (AOA) means the area within an aviation facility in which flight-capable aircraft are present for any purpose, including but not limited to the loading or unloading of cargo or passengers, refueling, maintenance, parking, and storage.

B. The term "aviation facility" means any DOI owned or controlled real property used for aircraft landing and takeoff at which DOI owned or controlled aircraft are permanently based.

C. The term "Bureau Aviation Manager" refers to that individual delegated by the agency or office head to be responsible for the management of all aspects of a bureau or office aviation program.

D. The term "control" is used in two contexts.

(1) As it relates to aviation facilities, the term "control" refers to the condition existing when a DOI entity has authority to institute, modify, or otherwise effect physical security changes at an aviation facility regardless of property ownership.

(2) As it relates to aircraft, the term "control" means "operational control" as defined in the Federal Aviation Regulations at 41 CFR 1.1: "Operational control with respect to a flight means the exercise of authority over initiating, conducting, or terminating a flight." This definition is independent of aircraft ownership.

E. The term "dual-lock method" means using a combination of two locking devices or methods to physically secure or disable a parked aircraft for the purpose of reducing the probability of aircraft theft and associated misuse by unauthorized persons.

F. The term "risk assessment" refers to the result of a combined threat and vulnerability assessment. It can generally be characterized as an analysis of the probability of serious impact or damage resulting from a known or postulated threat successfully exploiting one or more vulnerabilities.

5.5 **Risk Assessment**. To assess the risk of theft and associated misuse of DOI owned or controlled aircraft by terrorists or individuals engaging in other criminal activity, the Bureau Aviation Manager will ensure a risk assessment is conducted for each aviation facility. Risk assessments will conform to the following conditions:

A. Individuals conducting aviation facility risk assessments will utilize the Transportation Security Administration's (TSA) "*Airport Characteristics Measurement Tool*" (ACMT) as one method of determining where DOI aviation facilities fall within the risk spectrum. Guidance on the use of the ACMT can be found in TSA Information Publication A-001, *Security Guidelines for General Aviation Airports* which is available on the TSA Web site at www.tsa.gov. The character of any risk assessment tools used to supplement the ACMT is left to the discretion of the Bureau Aviation Manager.

B. Individuals responsible for conducting aviation facility risk assessments should be intimately familiar with the facility, its activities, and the surrounding areas.

C. The DOI Office of Law Enforcement and Security (OLES) will review all aviation facility risk assessments to determine adequacy.

D. Each aviation facility risk assessment will be periodically reexamined and adjusted as necessary to ensure it accurately reflects current conditions. The Bureau Aviation Manager will ensure such reexamination occurs a minimum of every 2 years.

5.6 **Security Plan**. To ensure all aviation facility personnel and authorized users follow uniform facility security practices and incident response procedures, the Bureau Aviation Manager will ensure a written security plan is prepared for each aviation facility. Security plans will conform to the following conditions:

A. Individuals preparing aviation facility security plans will follow the TSA "Security Procedures Template." The template can be found in Appendix G of TSA Information Publication A-001, *Security Guidelines for General Aviation Airports*, which is available on the TSA Web site at www.tsa.gov.

B. The scope and depth of the aviation facility security plan should be commensurate with the size and operating complexity of the facility for which it is prepared.

C. The OLES will review all aviation facility security plans for sufficiency.

D. Each aviation facility security plan will be regularly reviewed and adjusted as necessary for currency. The Bureau Aviation Manager will ensure such review occurs a minimum of every 2 years.

5.7 **Training**. The heads of bureaus are responsible for ensuring that all employees involved in the control or use of aviation resources receive an appropriate level of aviation security training. Responsibilities for development, implementation, and maintenance of aviation training curriculums are found in the National Business Center Aviation Management Directorate (NBC AMD) Operational Procedures Memorandum "*Aviation User Training Program.*" This Memorandum is available on the NBC AMD Web site at www.nbc.gov/amd.

5.8 **Compliance Evaluations**.

A. Aviation security is considered a key element of each bureau aviation program. Compliance with the aircraft and aviation facility security policy will be assessed through the aviation safety program evaluation process outlined in Departmental Manual 352 DM 2, *"Aviation Program Evaluation.*" This document is available on the NBC AMD Web page at http://www.nbc.gov/amd.

B. The OLES will be afforded an opportunity to participate in aviation program evaluations and preparation of findings and recommendations. At its discretion, the OLES, in consultation with the Aviation Management Directorate Associate Director may conduct independent evaluations of aircraft and aviation facility security policy compliance at any time.

5.9 **Aviation Facility Security Requirements**.

A. Security levels and minimum security requirements for Federal facilities are detailed within 444 DM 1, "*Physical Protection and Building Security*." DOI aviation facilities must comply with this Part.

B. To further guarantee that appropriate measures are in place to secure aircraft against theft and associated misuse, the Bureau Aviation Manager will ensure the TSA ACMT point scoring system is utilized to identify the TSA "*Suggested Airport Security Enhancements*" for each DOI aviation facility. Implementation guidance for the TSA Suggested Airport Security Enhancements can be found in appendix C of TSA Information Publication A-001, *Security Guidelines for General Aviation Airports,* which is available on the TSA Web site at www.tsa.gov.

(1) For the purposes of this policy, the TSA Suggested Airport Security Enhancements identified for each DOI facility through the TSA ACMT point scoring system will be considered minimum mandatory security requirements.

(2) Where necessary, the OLES has clarified and/or supplemented the TSA "*Suggested Airport Security Enhancements*." These supplemental requirements will be considered components of the minimum mandatory TSA Suggested Airport Security Enhancements identified for each DOI facility through the TSA ACMT point scoring system. This supplemental Departmental guidance can be found in Appendix 1.

(3) The Bureau Aviation Manager may elect to increase a facility's identified minimum mandatory security requirements based upon knowledge of risk factors not considered by the ACMT and/or the findings of a supplemental risk assessment.

C. Exceptions.

(1) If facility ownership or control constraints preclude full implementation of the identified minimum mandatory security requirements, the Bureau Aviation Manager will immediately notify the Director, OLES, in writing.

(a) This written notification will detail the minimum mandatory security requirement(s) which cannot be implemented and the circumstances preventing implementation. A waiver of the requirement(s) may be requested. The OLES will review the submission and advise the Bureau Aviation Manager accordingly.

(b) Pending the OLES response, the facility will comply with 352 DM 5.10, "Aircraft Physical Security Requirements."

(2) If funding restrictions preclude timely implementation of the identified minimum mandatory security requirement(s), the Bureau Aviation Manager will immediately notify the Director, OLES, in writing.

(a) This written notification will detail the minimum mandatory security requirement(s) which cannot presently be implemented and provide an estimate of when

the requirement(s) will be in place. A waiver of the requirement(s) may be requested. The OLES will review the submission and advise the Bureau Aviation Manager accordingly.

(b) Pending the OLES response, the facility will comply with 352 DM.

5.10 **Aircraft Physical Security Requirements**.

A. At any time DOI owned or controlled aircraft are not directly attended by Department-authorized flight or ground personnel, the aircraft will be physically secured and disabled via the dual-lock method. Examples of acceptable dual-lock devices and their conditions of use are listed in Appendix 2.

B. Exceptions. The requirements of 352 DM 5.10 do not apply to:

(1) Military or government agency cooperator aircraft under DOI operational control. Such cooperator aircraft shall adhere to their department-specific aircraft security policies.

(2) Aircraft mechanically incapable of flight.

Appendix 1

Aviation Facility Security – Supplemental Requirements

The following supplemental requirements are intended to clarify and/or broaden specific "*Suggested Airport Security Enhancements*" presented within TSA Information Publication A-001, *Security Guidelines for General Aviation Airports* (www.tsa.gov).

When use of these suggested airport security enhancements is indicated, the supplemental requirements listed herein will be considered mandatory and in addition to those prescribed by the TSA *Security Guidelines for General Aviation Airports*.

Signage

- Signage should be multi-lingual where appropriate.

Lighting

- Lighting type and illumination levels will comply with published Illuminating Engineering Society (IES) standards but will not supersede standard aviation guidelines governing runway lighting and nighttime flight requirements.

Fencing

- Install perimeter security fencing as needed to control access to the AOA and all other sensitive areas.
- Fence height and other characteristics will comply with standard FAA guidelines where appropriate. Where FAA guidelines are not available, minimum fencing characteristics will be sufficient to meet access control needs.

Access Control

All access to the AOA and other sensitive areas will be subject to access control procedures.

- General
    - All access points leading from uncontrolled areas into the AOA or other sensitive areas will be positively controlled to prevent unauthorized entry. Positive control methods include but are not limited to:
        - Keyed access points and guard-regulated access points.
            - Anti-passback, anti-piggyback, and anti-tailgating systems or protocols should be implemented where appropriate.

- A "key control" system will be used to regulate and monitor the distribution of all access devices including but not limited to keys, access cards, passes, badges, combinations, and codes. Control procedures will include:

  - The number of access devices available will be limited and will require approval to duplicate and/or disseminate.
  - All excess access devices must be kept in a secure location.
  - All combinations and codes will be changed regularly.
  - A record will be kept identifying the access devices distributed to specific individuals.
  - If access devices are lost or compromised, access point key controls must be "rekeyed."

- Pedestrian and Vehicular

  - Visitors/vendors/passengers and Departmental/facility personnel.

Appendix 2

Dual-Lock Method – Locking Devices and Methods

The dual-lock method consists of any combination of anti-theft devices on or within the aircraft, devices designed to lock aircraft flight control surfaces when not in use, or lockable devices designed to secure an aircraft to the ground.

The following are examples of locking devices and methods which can be used in tandem to achieve the required dual-lock condition. Utilization of other means of securing or disabling an aircraft are acceptable provided they achieve a level of security equal to or greater than the methods listed herein.

Examples of Acceptable Dual-Lock Devices and Methods

- Locking hangar door
- Keyed magneto
- Keyed starter switch
- Keyed master power switch
- Hidden battery cutoff switches
- Throttle lock
- Mixture lock
- Locking fuel cutoff
- Locking control surface "gust-lock"
- Propeller lock
- Propeller chain
- Propeller cable
- Locking wheel lock or chock
- Locking tiedown cable
- "Club-type" devices for control yoke

Where aircraft type (e.g., airtanker) or operational area conditions (e.g., requirement for ground personnel to reposition parked aircraft) preclude the effective use of external locking security devices, vehicles or other objects may be positioned so as to block or impede aircraft movement. When this method is utilized, a secondary locking device is still required

Examples of Unacceptable Dual-Lock Devices and Methods

- Locking aircraft doors
- Fenced or gated tiedown area

Advisements

- Operational environments and personnel safety must be considered when selecting the locking devices and methods to be used.
- Locking devices and methods must be appropriate for their aircraft.
- Removal and/or disabling of locking devices and methods must be incorporated into preflight checklists to prevent accidental damage to aircraft.
- Locking devices and methods must be installed in a manner which precludes their inadvertent interference with in-flight operations.

Department of the Interior
Departmental Manual

Effective Date: 07/27/2011
Series: Aviation Management
Part 353: Aviation Services
Chapter 1: Aircraft Contracting

Originating Office: National Business Center

353 DM 1

1.1 **Purpose**. The purpose of this chapter is to establish policy and procedures for the acquisition of aircraft and aircraft-related services in support of Departmental programs.

1.2 **Covered Services**. The National Business Center (NBC), Aviation Management Directorate (AMD) is responsible for the acquisition of aircraft and commercial aviation services in support of Departmental programs as follows:

A. Aircraft Flight Services. All aircraft flight services shall be acquired through NBC AMD with the exceptions listed below. NBC AMD may provide acquisition services for these exceptions upon request.

(1) Seat fare on flights with scheduled air carrier is prohibited in tandem (2-seat) seating configured aircraft.

(2) Shipment of cargo by Government Bill of Lading (GBL) in accordance with Federal Management Regulations (FMR), 41 CFR 102-117, provided:

(a) DOI does not have operational control of the aircraft (as defined in 350 DM 1), and

(b) No DOI personnel are aboard the aircraft (other than on a seat fare basis with a scheduled air carrier), and

(c) The aircraft is operated entirely within the applicable 14 CFR as a civil aircraft.

(3) Transactions to acquire an end product or service other than flight services. (See OPM "*Identification of End Product/Service and Flight Service Procurement*.")

(a) All of (2)(a), (b), and (c) above apply.

(b) Technical expertise to manage the project resided exclusively within the bureau (aerial photography, seed/fertilizer, herbicide application, etc.),

(c) There are not aircraft or crew specifications, nor approvals by NBC AMD, identified within the procurement document, and

(d) No DOI personnel are on board.

B. Other Services. Other aviation-related services such as the purchase of aircraft, aircraft components, parts and accessories, maintenance services, etc., shall be procured through the NBC AMD procurement office. This does not preclude bureaus from purchasing equipment for permanent installation on fleet aircraft when coordinated with NBC AMD Fleet Management. If the value of the equipment exceeds $5,000, the equipment must be transferred to NBC AMD on form DI-104. This paragraph is not intended to cover convenience items such as wing covers, portable heaters, or pilot personal equipment such as headsets, helmets, map holders, etc.

1.3 **Request Procedure**.

A. Aircraft Rental Agreement System (ARA), On-Call SEAT's, On-Call Air Attack, and On-Call Light Helicopters. Flight services can be obtained directly from the contractors who have an established aircraft rental agreement or on-call contract with NBC AMD and are identified under the CWN Program or by contacting the appropriate NBC AMD Regional Flight Coordination Centers (FCC).

B. Formal Contracts. All requests for formal contract shall be initiated by the submission of an applicable NBC AMD "*Request for Contract Services*" form AMD-13 (www.nbc.gov/amd). Completion of the request form to include adequate signatures is required. The requesting bureau prior to submission must satisfy procurement limitations or approval requirements established by the supervising Assistant Secretary. Requests for contract services shall be submitted to appropriate NBC AMD Regional Office. The requesting office shall include as applicable, the following:

(1) Identification of Proposed Contract Requirements/Specifications. The requesting bureau shall complete and submit an airplane or helicopter questionnaire to the appropriate AMD Regional Office. NBC AMD will work with the requesting office to refine specific requirements appropriate for the mission.

(2) Justification for Other Than Full and Open Competition.

(a) If other than full and open competition is recommended, the requesting bureau shall provide a proposed justification for other than full and open competition to the NBC AMD for review. As a minimum, each proposed justification shall include the following:

(i) All information required by Federal Acquisition Regulation 48 CFR 6.303-1 and 48 CFR 6.303-2, and

(ii) All requirements of the Department of the Interior Acquisition Regulation (DIAR) 48 CFR 1406.303-1 and DIAR 48 CFR 1406.303-70 excluding the information listed at DIAR 48 CFR 1406.303-70(a)(4) which directs that "the initiating office shall evaluate and document all responses to the notice."

(b) Based on the information received from the bureau, the NBC AMD Contracting Officer (CO) will determine if a synopsis is required. If a synopsis is required, the NBC AMD CO will determine how it is to be issued and will evaluate and document all responses.

(c) After signing the justification, the NBC AMD CO shall forward it for approval in accordance with Federal Acquisition Regulation 48 CFR 6.304 and DIAR 48 CFR 1406.304.

(3) Justification for Specific Make and Model**.** The written determination required under 48 CFR 6.303 shall be submitted by the requesting bureau with the requisition if competition is to be limited to the product of a single manufacturer.

C. Small and Disadvantaged Business Utilization (SDBU) Contracting Program**.** The requesting bureau shall identify potential SDBU opportunities in their "Request for Contract Services," form AMD-13 (www.nbc.gov/amd). NBC AMD shall similarly screen requests for such opportunities and notify requesting bureaus of any opportunities available. Determinations to set procurement aside for small and disadvantaged concerns under the Small Business Administration (SBA) 8(a) Program will be made jointly by the requesting bureau and NBC AMD in cooperation with SBA.

1.4 **Procurement Leadtime**. Requests for contract services should be submitted at least 120 calendar days in advance of the anticipated date of contract award for competitive acquisitions and 160 calendar days for noncompetitive acquisitions. If requests are submitted with less leadtime than stipulated above, delays may result in desired start dates. Under these circumstances, the requesting office shall contact NBC AMD contracting officials to establish a realistic acquisition schedule.

1.5 **Award of Contract**.

A. Bureau Recommendation for Award and Funding Availability Certification. Prior to award of a contract, the Contracting Officer will obtain the requesting bureau's recommendation for award. In conjunction with the recommendation to award, the requesting bureau must provide written assurance from a responsible bureau fiscal authority that funds are available for the contract to be awarded.

B. Contract Dissemination. The requesting office will be provided copies of the awarded contract and all necessary forms and instructions to be used in administration of the contract. A contract-pricing statement is provided for reconciling subsequent billings for services from NBC AMD.

1.6 **Contract Administration**. Administration of the contract is a joint responsibility of the requesting bureau and NBC AMD, with ultimate responsibility and authority vested in the Contracting Officer. Administrative functions are delegated to the Contracting Officer's Representative (COR), who is generally a bureau representative. Technical aviation functions are delegated to the Contracting Officer's Technical Representative (COTR) who is a representative of NBC AMD (refer to the Appendix, which delineates contract administrators roles and responsibilities).

1.7 **Payment Processing**. NBC AMD will make payment to the contractor in accordance with all Federal disbursement rules and regulations and bill the using bureau through the Intra-Governmental Payment and Collection (IPAC) billing process. A statement detailing individual use will accompany the billings. The dollar amounts due by line item, date, agency order number, and type of service received will be displayed. To improve the accuracy of billing and data feedback, reports are generated to fulfill bureau requests. Bureaus should ensure that Aircraft Use Reports are accurately completed, signed, and forwarded to NBC AMD in a timely manner and document daily activity, as required by the pertinent flight service contract or Aircraft Rental Agreement (ARA).

1.8 **Ratification of Unauthorized Commitments**. Bureaus should take positive action to preclude, to the maximum extent possible, the need for ratification actions of unauthorized commitments. As used in this part, an "unauthorized commitment" means an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government; and "ratification" means the act of approving an unauthorized commitment by an official who has the authority to do so. Ratifications will be processed as prescribed by 48 CFR 1.602-3 and DIAR 48 CFR 1401.602-3.

Appendix

Contract Administrators Roles and Responsibilities

A. Contracting Officer (CO).

The CO has the authority to enter into, administer, and/or terminate contracts and is responsible for all contractual actions including contracting procedures and methods, contract legality with existing laws and regulations, and proper contract administration. The CO may delegate certain contract inspection and administration functions; however, the CO is the only individual authorized to modify or change a contract provision or issue a final decision under the disputes clause.

B. Contracting Officer's Technical Representative (COTR).

The COTR is appointed by and is directly responsible to the CO for ensuring compliance with the technical provisions of the contract. The COTR conducts required and requested inspections, including initial inspections, and approves the contractor's aircraft, equipment, and personnel prior to, and during, contract performance. The COTR may discuss changes or modifications in equipment or other requirements of the contract and provide recommendations to the CO, but may not commit the Government to such changes, modifications, or adjustments.

C. Contracting Officer's Representative (COR).

The COR is appointed by and is directly responsible to the CO for ensuring compliance with the administrative provisions of the contract. Primary responsibility of the COR is monitoring contract performance, communications with the contractor in day-to-day operations, and verifying accurate completion and timely submission of invoices. The COR may recommend to the CO proposed changes and adjustments in the contract, but may not commit the Government to such changes, adjustments, or modifications. The COR is responsible for verifying the work performed upon which payment is based.

D. Alternate (COTR) and Alternate (COR).

The Alternate COTR and Alternate COR are appointed by the CO and temporarily serve in the capacity of the COTR and COR to cover periods (generally greater than 7 continuous days) when the COTR or COR are unavailable to effectively perform his/her duties. The temporary assignment must be directed in writing by the COTR or COR with notification provided to the Contractor and the CO.

E. Project Inspector (PI).

The PI is designated in writing by the COTR or COR. Duties include the inspection of contractor furnished equipment and services to determine conformance to contract requirements and preparation of correspondence, reports and maintaining communication with the COTR or COR or their designated alternate. The designation of a PI does not re-delegate the COTR or COR's

authority to represent the government under the assigned contract. The COTR or COR remains the delegated Government representative(s) directly responsible to the Contracting Officer.

Department of the Interior
Departmental Manual

Effective Date: 07/27/2011
Series: Aviation Management
Part 353: Aviation Services
Chapter 2: Aircraft Acquisition and Disposition

Originating Office: National Business Center

353 DM 2

2.1 **Purpose**. This chapter establishes Department of the Interior (DOI) policies and procedures related to aircraft acquisition, continued in-house aircraft operation reviews, and aircraft disposition, which includes reporting for excess or sale.

2.2 **Aircraft Acquisition**.

A. Definitions.

(1) Aircraft Acquisition. See 350 DM 1, *General Administration*, Appendix 5.

(2) Operating Cost. Operating Cost shall include, but not be limited to, lease, crew, maintenance (materials and labor), fuel, facilities, administrative support costs, etc.

B. Acquisition Policy. An aircraft may be acquired only when the requirements of Office of Management and Budget (OMB) Circular A-76 and / or Exhibit A-300, revised, have been satisfied and have been approved by the appropriate bureau and Departmental level officials. Acquisitions must also be approved by Congress through normal budget procedures. Budget justifications for additional aircraft are the responsibility of the individual bureau. Budget justifications for replacement of an aircraft currently within the Department of the Interior (DOI) National Business Center (NBC), Aviation Management Directorate (AMD) fleet aircraft system are the responsibility of both the bureau and NBC AMD.

(1) A-76 Preparation. NBC AMD shall be notified when a bureau intends to acquire an aircraft. NBC AMD shall advise and assist in the preparation of an A-76 analysis.

(2) A-76 Reevaluation. If more than 1 year has elapsed since the initial A-76 analysis, a reevaluation shall be conducted prior to NBC AMD procurement action. If the reevaluation shows ownership is no longer in the best interest of the Government, NBC AMD will provide support to the bureau by procuring comparable aircraft services.

(3) If ownership is justified, acquisition action is the responsibility of NBC AMD in cooperation with the bureaus. DOI-owned aircraft shall be registered by NBC AMD Headquarters.

C. Aircraft Acquisitions Pursuant to the Indian Self-Determination and Education Assistance Act, as amended (Public Law 93-638). The Bureau of Indian Affairs (BIA) may acquire excess aircraft for donation to an Indian tribe or tribal organization under Public Law 93-638 without regard to the requirements of paragraph 2.2 B. above, provided:

(1) The acquisition is authorized under the Indian Self-Determination and Education Assistance Act, as amended, and approved by the appropriate Bureau of Indian Affairs (BIA) official.

(2) The Indian tribe or tribal organization agrees to conditional title, as set forth in FMR 102-37, "*Donation of Surplus Personal Property,*" incorporating conditions of use established by the BIA and NBC AMD. Conditions established by NBC AMD would typically establish requirements for compliance with applicable parts of 14 CFR and DOI aviation standards when providing service to the Department or its cooperators.

(3) The "*Transfer Order Excess Property*" (SF-122) includes a provision stipulating the aircraft is intended for direct donation to a specified Indian tribe or tribal organization pursuant to the authority under Public Law 93-638. The acquisition through excess property channels and donation would occur essentially simultaneously.

(4) The SF-122 is signed by an authorized BIA official and approved by the NBC AMD Associate Director prior to submission to the General Services Administration (GSA).

D. Exemptions. If a bureau determines that an aircraft acquisition, as defined herein, falls under one or more of the exempt categories in Circular A-76, a justification shall be submitted to the NBC AMD Associate Director for approval. Approval shall precede the request for acquisition.

2.3 **Continued In-House Aircraft Operation Reviews**. All aircraft acquired by DOI bureaus must comply with the review guidelines as outlined in OMB Circulars A-76 and A-126.

2.4 **Disposition of Aircraft by Sale**. An aircraft that has operated within the NBC AMD fleet aircraft accounting system and has been replaced through the appropriate processes may be listed for sale with GSA or other agencies authorized to dispose of property. The proceeds of such an aircraft sale may be used to offset the costs of the replacement aircraft, provided current annual appropriations law authorizes this use or it is approved by GSA through Exchange Sale Authority. This sale option is subject to NBC AMD obtaining the required authorities from GSA.