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.

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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.

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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

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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.

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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

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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

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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

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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.

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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."

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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.

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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."

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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).

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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."

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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.

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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		

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1. Determine Departmental needs for policy statements.	AMD	Bureau
2. Develop and implement policy via Departmental directives system.	AMD	Bureau
3. Develop and implement policies and management procedures for determining whether aircraft and aircraft-related equipment and facilities should be Government owned, Government operated, or procured commercially.	AMD	Bureau
4. Develop Department-wide ADP management information systems, which involve the financial management and/or costs accounting for or utilization of aircraft resources.	AMD	Bureau
5. Coordinate and approve all inter-bureau and inter-departmental utilization of aircraft owned, operated, procured on behalf of DOI bureaus.	AMD	Bureau
6. Conduct DOI aircraft and equipment research and development efforts or review and approve bureau aircraft and equipment research and development efforts.	AMD/Bureau	
7. Resolve airspace management policy issues affecting DOI programs and activities.	AMD	Bureau
8. Implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions.	ABOD	Bureau
II. Aviation Safety Program		
A. 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

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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		

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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	

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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	

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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	

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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.

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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.

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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.

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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

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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.

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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.

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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

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(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.

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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.

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(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.

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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

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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

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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;

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(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 -

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(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

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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.

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(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;

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(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.

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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.

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(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.

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(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.

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(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.

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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.

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(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;

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(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.

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(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.

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(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.

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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.

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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

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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

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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.

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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.

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(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.

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(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) when 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.

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(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).

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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:

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(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.

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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.

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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."

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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.

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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.

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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.

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(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

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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.

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New

DOI_00005042_00000064

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.

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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.

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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

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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.

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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

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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

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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

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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.

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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."

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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.

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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."

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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).

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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."

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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.

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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		

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1. Determine Departmental needs for policy statements.	AMD	Bureau
2. Develop and implement policy via Departmental directives system.	AMD	Bureau
3. Develop and implement policies and management procedures for determining whether aircraft and aircraft-related equipment and facilities should be Government owned, Government operated, or procured commercially.	AMD	Bureau
4. Develop Department-wide ADP management information systems, which involve the financial management and/or costs accounting for or utilization of aircraft resources.	AMD	Bureau
5. Coordinate and approve all inter-bureau and inter-departmental utilization of aircraft owned, operated, procured on behalf of DOI bureaus.	AMD	Bureau
6. Conduct DOI aircraft and equipment research and development efforts or review and approve bureau aircraft and equipment research and development efforts.	AMD/Bureau	
7. Resolve airspace management policy issues affecting DOI programs and activities.	AMD	Bureau
8. Implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions.	ABOD	Bureau
II. Aviation Safety Program		
A. 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

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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		

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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	

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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	

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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	

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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.

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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.

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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.

DOI_00005042_00000087

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.

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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

DOI_00005042_00000089

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.

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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

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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.

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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.)

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(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

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(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.

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(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:

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(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,

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(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:

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(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**.

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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.

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(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."

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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.

DOI_00005042_00000102

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

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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.

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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.

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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

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(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.

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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.

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(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.

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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

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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

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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;

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(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 -

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(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

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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.

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(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;

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(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.

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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.

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(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.

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(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.

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(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.

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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.

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(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;

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(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.

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(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.

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(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.

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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.

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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

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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

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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.

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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.

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(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.

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(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) when 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.

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(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).

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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:

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(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.

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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.

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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."

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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.

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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."

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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.

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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.

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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.

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(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.

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(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.

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(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.

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(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.

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(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

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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

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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

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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.

DOI_00005042_00000151

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.

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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.

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(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.

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(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

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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

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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.

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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.

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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

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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).

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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

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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.

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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.

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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.

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(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.

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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

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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.

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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.

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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.

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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.

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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**.

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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

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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.

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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.

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- 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.

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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.

07/27/11 #3908
Replaces 03/04/05 #3670

DOI_00005042_00000176

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.

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(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

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(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.

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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.

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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

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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.

DOI_00005042_00000182

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.

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(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.

DOI_00005042_00000184

Secretary of the Interior
Aviation Travel Information

United States Department of the Interior

Office of Aviation Services
February 9, 2017
Revision 2.0

DOI_00005042_00000185

Foreword

The Departmental Manual (DM) Parts 350 through 354, the Operational Procedures Memoranda (OPMs), handbooks and guides are the policy and guidelines for aviation management with the Department of the Interior. They are designed to enhance safety, efficiency and mission effectiveness. A full copy of the DMs and OPMs can be located at: https://www.doi.gov/aviation/library/

This is a dynamic document, changing as the regulations and Interior Secretaries change.

24 hour Contact numbers for Flight Coordination Centers (FCC), Regional Directors (RD), and Director for Office of Aviation Services, are not to be distributed without permission:

Name	Position	Work	Cell
Richard Davis	FCC - WRO	208-334-9315	208-891-5372
Gary Kunz	West RD	208-334-9310	208-850-0947
Shari Moultrie	FCC - ERO	770-598-3021	770-598-3021
Frank Crump	East RD	770-280-7245	770-280-7245
Kevin Fox	AK RD	907-271-5626	907-787-9245
Mark Bathrick	Director	208-433-5000	208-867-6987

DOI_00005042_00000186

Document Properties

Reference Documents:	350 DM 354 DM	**Approved by:**	
Effective Date:	2/9/2017	**Name:**	Mark L. Bathrick
Expiration Date:	Not applicable	**Title:**	Director OAS
Document Custodian:	OAS Flight Coordination Center		

Reference Documents:		**Approved by:**	
Effective Date:		**Name:**	Tim Murphy
Expiration Date:	Not applicable	**Title:**	Solicitor, General Legal Services
Document Custodian:	OAS Flight Coordination Center		

Revision History

Date	Document Version	Document Revision Description	Document Author
03/2007	1.01	Creation of Department of the Interior Secretary Travel Information	Vicki Johnston
2/9/2017	2.0	Update to new Departmental Manual and OPMs	Vicki Johnston

DOI_00005042_00000187

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Introduction

Scope

The Departmental Manual (DM) Parts 350 through 354, the Operational Procedures Memoranda (OPMs), handbooks and guides are the policy and guidelines for aviation management with the Department of the Interior. They are designed to enhance safety, efficiency and mission effectiveness. A full copy of the DMs and OPMs can be located at: https://www.doi.gov/aviation/library/

This booklet was developed with Policy, Training, Personal Protective Equipment, Approvals, and Secretary Specific Preferences. Sample forms are provided to assist with information required for flight coordination. This is for informational use only and is not considered official policy, just a guideline to adhere to policy.

General Information

General

The applicable regulations and guidelines are enclosed. Office of Aviation Services (OAS) is responsible for Department-wide policies and procedures involving all aviation use within DOI. Reference: 350 DM 1.1

Policy

The provisions of the DMs 350-354, OPMs, and appropriate handbooks are applicable to Interior employees, individuals or groups providing volunteer services without compensation, or any other persons supervised by Departmental employees. 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 DOI personnel or property. Reference: 350 DM1.1

The DM 350-354 series does not apply to international operations. However, employees are expected to follow DOI aviation policies to the extent practical and exercise good judgment. Reference: 350 DM 1.2

DOI aviation policy included both “civil” and “public” operations. Both comply with applicable sections of 14 CFR as well as the Departmental Manual (DM). Public aircraft operations shall comply with 14CFR unless an exception is approved by the OAS Director.

Definition of Passenger

A. Official passenger

Officers and employees of the federal government traveling on official business, members of Congress and their staff whose work relates to DOI programs, non-federal passengers engaged in missions with DOI programs.

B. Unauthorized passenger

All personnel who are not official passengers shall be considered an unauthorized passenger and are not authorized to be transported in any aircraft owned or operated by or on behalf of the Department.

Responsibilities

C. DOI is responsible for air crewmembers and passengers on-board aircraft under its operational control.

1. The OAS Flight Coordination Centers (FCC) is your contact for Secretarial Travel within the Office of Aviation Services. Numerous complexities must be considered when planning a flight. For example: Elevation, temperature, length of runway, weights and balance. Please contact the appropriate FCC for any assistance.
2. Contact numbers

   (a) Eastern Region FCC (770) 598-3021
   (b) Western Region, AK, and HI FCC (208) 334-9315

D. Users

Users are responsible to check aircraft and pilots are approved for missions they perform. This includes point-to-point and special use missions. **Point-to-point** missions are flights between airports (excluding operations defined in 351 DM 2 as Special Use) for which the route of flight is determined only by the pilot(s) based on navigational requirements. **Special use** missions are 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 OAS. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Reference: 351 DM 2.5 and 351 DM 3

Training

The education, training and qualification of DOI personnel at all organizational levels is the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible. Appendix 3 of 350 DM 1 is a compilation of OAS and bureau aviation management responsibilities. Reference**:** 350 DM 1 Appendix 3

Aviation Life Support Equipment

General

The Aviation Life Support Equipment (ALSE) Handbook outlines policies, procedures, and responsibilities for using aviation life support equipment during Department of the Interior (DOI) aviation activities. The most basic Personal Protective Equipment (PPE) required is defined in the ALSE handbook.

Personal Protective Equipment (Recommended)

Personal protective equipment (PPE) provides head protection and flash fire protection. The Occupational Safety and Health Administration (OSHA) has established requirements for hearing conservation and eye protection.

- Flight helmet
- Fire-resistant clothing
- All-leather, or leather and NOMEX gloves
- Leather or approved non-leather boots

Aircraft Survival Kit (Required)

Survival kits are required for all DOI flight activities other than point-to-point flights and airplane operations that remain above 500 feet AGL. Survival kits are required for all USFS flight activities other than point-to-point flights. Survival kits are recommended for all DOI and USFS flight activities. A detailed list of requirements and recommendations is located in ALSE handbook.

Approval Documents

Aircraft and Pilot approval

OAS issues aircraft and pilot approval documents with the following:

- Commercial vendors (contract and rental aircraft)
- Government owned/operated aircraft (Fleet)
- Cooperators
- Affiliate Aircraft
- Military Aircraft. We do not inspect military aircraft, but review pilot times, before missions.
- Other government Agency Aircraft

Contact your FCC for assistance. Reference: 351 DM 4

Solicitor Approval

An OAS-110 provides price comparison between the airlines and charter and/or fleet aircraft. This requires the solicitor's approval prior to flight. Reference: OPM 7 Appendix 6

DOI_00005042_00000191

Appendix 1 – Part 350: General Program Requirements, Chapter 1: General Administration (350 DM 1)

DOI_00005042_00000192

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.

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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.

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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

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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.

DOI_00005042_00000196

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

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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

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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

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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.

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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."

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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.

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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."

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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).

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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."

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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.

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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		

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1. Determine Departmental needs for policy statements.	AMD	Bureau
2. Develop and implement policy via Departmental directives system.	AMD	Bureau
3. Develop and implement policies and management procedures for determining whether aircraft and aircraft-related equipment and facilities should be Government owned, Government operated, or procured commercially.	AMD	Bureau
4. Develop Department-wide ADP management information systems, which involve the financial management and/or costs accounting for or utilization of aircraft resources.	AMD	Bureau
5. Coordinate and approve all inter-bureau and inter-departmental utilization of aircraft owned, operated, procured on behalf of DOI bureaus.	AMD	Bureau
6. Conduct DOI aircraft and equipment research and development efforts or review and approve bureau aircraft and equipment research and development efforts.	AMD/Bureau	
7. Resolve airspace management policy issues affecting DOI programs and activities.	AMD	Bureau
8. Implement management and operational principles, concepts, and arrangements commensurate with individual bureau involvement in specific interagency functions.	ABOD	Bureau
II. Aviation Safety Program		
A. 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

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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		

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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	

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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	

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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	

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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.

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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.

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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.

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Appendix 2 – Part 351: Aviation Operations, Chapter 2: Aircraft Equipment and Maintenance (351 DM 2)

DOI_00005042_00000216

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

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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.

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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.

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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

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(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.

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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.

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(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.

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Appendix 3 - Part 351: Aviation Operations, Chapter 3: Flight Crewmember Policy (351 DM 3)

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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

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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

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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;

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(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 -

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(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

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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.

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(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;

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(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.

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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.

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(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.

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(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.

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(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.

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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.

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(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;

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(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.

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(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.

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(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.

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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.

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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

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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

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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.

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Appendix 4 – Part 351: Aviation Operations, Chapter 4: Cooperator Operations (351 DM 4)

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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.

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(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.

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(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) when 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.

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(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).

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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:

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(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.

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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.

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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."

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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.

DOI_00005042_00000255

Appendix 5 – Aviation Life Support Equipment (ALSE) Handbook

DOI_00005042_00000256

United States
Department of the Interior

ALSE

Aviation Life Support Equipment

Handbook

October 2008

DOI_00005042_00000257

FOREWORD

This handbook is a supplement for the Departmental Manual, Part 351 DM 1 and establishes standards for approval and use of aviation life support equipment when conducting Department of the Interior (DOI) aviation activities.

Questions regarding the content or guidance referenced in this handbook may be directed to the National Business Center, Aviation Management Directorate (NBC-AMD), Aviation Safety and Evaluations Division, 300 E. Mallard Drive, Suite 200, Boise, ID 83706-3991. The Handbook is available on the AMD website at http://amd.nbc.gov/library/handbooks.htm.

Reference Documents:	351 DM 1 352 DM 1	Approved by:	Mark L. Bathrick
Effective Date:	10/23/2008	Name:	Mark L. Bathrick
Expiration Date:	Not applicable	Title:	Associate Director AMD
Document Custodian:	NBC AMD Aviation Safety and Program Evaluation Manager		

Revision History

Date	Document Version	Document Revision Description	Document Author
06/10/2008	1.01	Addition of document approving authority, review, and revision tables.	Les Herman

DOI_00005042_00000258

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Chapter 1 General Information

1.1 Purpose. This handbook outlines policies, procedures, and responsibilities for using aviation life support equipment (ALSE) during Department of the Interior (DOI) aviation activities. It is designed to supplement the Departmental Manual, providing detailed information as well as specific requirements.

1.2 Policy.

A. Departmental Policy. It is DOI policy to provide employees with a safe and healthy work environment free from recognized safety and health hazards.

B. Responsibilities. Bureaus are responsible for implementing their personal protective equipment (PPE) program. Supervisors are responsible for evaluating aviation activities and providing employees with appropriate ALSE equipment. Supervisors are also required to provide employee training on the proper use of ALSE equipment. Bureaus and individuals are encouraged to supplement these requirements to better meet the needs of the mission and environment.

1.3 Scope. ALSE covers a broad spectrum of equipment and procedures for protecting aircrews, passengers, and support personnel engaged in aviation activities, including mishap or survival situations. While the emphasis is on special use activities, other mission-specific equipment such as fire extinguishers, first aid kits, restraint systems, and additional equipment required for flights beyond gliding distance to shore are also included.

Note: ALSE listed in this handbook may require fitting, periodic inspections, testing, and scheduled replacement. Users must ensure that equipment is maintained in serviceable condition and in accordance with the manufacturer's guidance.

1.4 Definitions.

A. Extended Overwater Operations. Airplanes: Operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline. Helicopters: An operation over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline and more than 50 nautical miles from an offshore heliport structure.

B. Offshore Operations. These are operations beyond a point where navigation by visual reference to landmarks can be made.

C. 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.

D. Shore. That area of the land adjacent to the water, which is above the high water mark and excludes land areas that are intermittently under water.

E. Special Use Activity. 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.

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Chapter 1 General Information

1.5 Exceptions and Waivers.

A. Exceptions.

1. Fire-resistant clothing, gloves, and leather boots are not required for flights beyond gliding distance to shore, or for offshore vessel and platform landings.

2. Wildland firefighters assigned to wildland fire incidents may wear approved hardhats with chinstrap in lieu of flight helmets when being transported as a qualified non-crew member during fire operations from an established and managed helibase/helispot to another managed helibase/helispot. A managed helibase/helispot is established when there is a helicopter crewmember or helibase/helispot manager on the ground at the helibase or helispot before passengers are transported to these locations.

3. Personal protective equipment (PPE) is not required, but is recommended, for flights conducted entirely (less takeoff and landing) above 500 feet above ground level (AGL) in airplanes, such as resource recon, fire recon, and air tactical use.

4. Flight helmets are not required in multiengine airplanes.

Note: The above exceptions do not authorize the wearing of outerwear or undergarments made of materials with low temperature melting characteristics, such as synthetics (nylon, dacron, polyester, and so on) and synthetic blends, as provided by paragraphs 2.3C (Outerwear Garments) and 2.3D (Undergarments) of this handbook.

B. Waivers. If a bureau identifies an ALSE requirement that presents a concern affecting employee safety or security, then bureau directors have discretionary authorization to grant a waiver. This authority may be exercised by the bureau director or by written delegation at a lower authority. Exercising this authority requires that the NBC-AMD Aviation Safety and Evaluations Division and the appropriate AMD Regional Director be provided a copy of the waiver and any written delegation.

C. Other. All other waivers must be approved by the Associate Director, NBC-AMD in accordance with 350 DM 1.9, "Exceptions".

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Chapter 2 Personal Protective Equipment (PPE)

2.1 General. Personal protective equipment (PPE) provides head protection and flash fire protection. The Occupational Safety and Health Administration (OSHA) has established requirements for hearing conservation and eye protection.

Flight crewmembers and aircrew members engaged in special use activities, except airplane operations above 500 feet AGL, such as fire recon, resource recon, air tactical use, etc., are required to wear the following ALSE unless exempted by paragraph 1.5B:

- Flight helmet
- Fire-resistant clothing
- All-leather, or leather and NOMEX® gloves
- Leather or approved nonleather boots

Note: Extreme environmental work conditions may dictate that a waiver be obtained, as provided by paragraph 1.5B, in lieu of an ALSE requirement.

2.2 Head, Hearing, and Eye Protection. Flight helmets provide head, hearing, and eye protection in most environments.

A Flight Helmets. This chapter identifies the types of approved flight helmets, but it does not address how the user should take care of the helmet. It is imperative that employees using a flight helmet ensure that the helmet is serviceable before flight. The *DOI Flight Helmet User's Guide* provides detailed information on what to look for to determine whether the helmet is serviceable, and what to do if the helmet needs repair. The guide can be downloaded at http://amd.nbc.gov/safety/library/helmetguide.pdf.

Flight helmets incorporating a one-piece hard shell made of polycarbonate, Kevlar®, carbon fiber, or fiberglass, must cover the top, sides (including the temple area and to below the ears), and the rear of the head and be compatible with required avionics. The helmet must be equipped with a chinstrap, appropriately adjusted for proper fit. "Shorty" (David Clark-style) helmets are not approved for either helicopter or airplane flight operations.

1. Helicopter flight helmets. Flight helmets conforming to a U.S. military standard or otherwise approved for use in helicopters by a branch of the U.S. Military, or flight helmets conforming to American National Standard Institute (ANSI) Z90.1B-1992 (American National Standard for Protective Head Gear - for Motor Vehicle Users - Specifications) are approved for DOI use in helicopters. Flight helmets currently known to meet this requirement include: SPH-5, HGU-84P, SPH-4B, and HGU-56P manufactured by Gentex; Alpha 200, Alpha 400, and Alpha Eagle (900) manufactured by Interactive Safety Products; and MSA Gallet LH050 (single inner visor), LH150 (single outer visor) and LH250 (dual visor – one inner and one outer). Helmets designed specifically for use in airplanes, such as HGU-33P, HGU-34/P, and HGU-55P, do not provide adequate protection for helicopter occupants and are not approved for helicopter use.

2. Airplane flight helmets. Flight helmets conforming to a U.S. military standard (Mil-H-87174) or otherwise approved for use in nonejection seat airplanes by a branch of the U.S. Military, or flight helmets conforming to American National Standard Institute (ANSI) Z90.1B-1992 (American National Standard for Protective Head Gear - for Motor Vehicle Users - Specifications) are approved for DOI use in airplanes. Flight helmets currently known to meet this requirement include: HGU-33/P, HGU-34/P, HGU-55/P, SPH-5, HGU-84P, SPH-4B, and HGU-56P manufactured by Gentex; Alpha 200, Alpha 400, and Alpha Eagle (900) manufactured by Interactive Safety Products; and MSA Gallet LH050 (single inner visor), LH150 (single outer visor) and LH250 (dual visor – one inner and one outer).

1. Hearing Protection. Most operating aircraft generate noise levels above 85 dBA. A hearing conservation program is required whenever employees are exposed to noise equal to, or exceeding, an 8-hour time-weighted average of 85 decibels (dBA).

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When not conducting special use activities, earmuffs and earplugs may be substituted for the flight helmet. Earplugs generally provide the best noise reduction. Earmuffs provide warmth, relieve pressure in ear canals, and reduce noise. Earplugs can be worn with earmuffs or flight helmets for added protection.

C. Eye Protection. DOI requires eye protection in work environments where air particle contaminants are present. Working in a dusty environment can cause eye injuries and presents additional hazards to contact lens wearers. Safety goggles are the only effective type of eye protection from nuisance dust because they provide a protective seal around the eyes. Either safety-type glasses with side protectors, eyecup or cover-type goggles should be worn when dust is present.

2.3 Fire-Resistant Clothing. Fire-resistant clothing protects the wearer from flash fire burns. The preferred material is commonly known as " NOMEX®." The actual material may be NOMEX®, NOMEX® fleece, polyamide, aramide, polybenzimidazole, Kevlar®, or blends thereof (clothing not containing labels identifying the material either by brand name or U.S. military standards is not acceptable). These materials, while not fireproof, will char rather than burn at about 700 to 800 degrees Fahrenheit. Cotton materials chemically altered and marketed as fire-resistant are acceptable. Materials treated with fire-resistant chemicals which launder out and materials with low temperature melting characteristics, such as synthetics (nylon, dacron, polyester, and so on) and synthetic blends, are not approved.

Fire resistant clothing used by wildland firefighters is approved for DOI aviation operations. Shirtsleeves must be long enough to overlap gloves with the cuffs fastened. The shirttail must be tucked into the trousers and the trousers must cover the boot tops.

A. Flight Suits. For optimum protection, NOMEX® coveralls must fit loosely, providing trapped air for insulation. Sleeves must be long enough to reach the first knuckle on the thumb before securing snugly over the flight gloves at the wrist. Pant legs must reach the floor while standing and secure snugly over approved boots at the ankle while seated. Fabrics are available in 4.5- and 6.0-ounce material.

B. Flight Gloves. Gloves (type GS/FRP-2) constructed of a soft leather palm and stretchable NOMEX® fabric for the back are preferred. These gloves have a long cuff extending several inches above the wrist providing total coverage when the flight suit sleeve is properly worn. Gloves should fit snugly to provide maximum finger dexterity for the wearer. All-leather gloves (without synthetic liners) are acceptable if they provide the wearer with wrist coverage and finger dexterity.

C. Outerwear Garments. Garments worn over the NOMEX® flight suit, such as coats, bib pants, and coveralls, should also be made of NOMEX®. Outerwear garments made from natural fibers, such as leather, cotton, wool, or wool/cotton blends, as well as from fire-resistant cotton and cotton blends, are acceptable substitutes. Materials with low temperature melting characteristics, such as synthetics (nylon, Dacron, polyester, and so on) and synthetic blends, are not approved.

D. Undergarments. Underwear, socks, and clothing worn under the flight suit and next to the skin will provide the best protection if made of NOMEX®. Natural fibers, such as cotton, wool, or wool/cotton blend, as well as fire-resistant cotton and cotton blends, are acceptable substitutes. Materials with low temperature melting characteristics, such as synthetics (nylon, dacron, polyester, and so on) and synthetic blends, are not approved.

Caution: In cold climates, cotton undergarments and socks will absorb perspiration and water, subjecting the wearer to chill, hypothermia, and frostbite.

E. Boots. Boot tops must extend above the ankle and must be constructed so that metal parts, such as shoestring eyes or zippers, do not contact the wearer's skin. Nonleather boots must be flight approved in accordance with U.S. Military standards for aviation use. Boots made of fire-resistant rubber are also an acceptable substitute.

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The following nonleather boots are authorized for footwear:

Weather Conditions	Manufacturer	Model	Internet Address
Cold	Belleville	770 (Black)	http://www.bellevilleshoe.com/product.php
Temperate	Bates Belleville Wellco	E01500 700 (Black) 790 (Tan) ACBBTW (Black) ACBTTW (Tan)	http://www.batesfootwear.com/ http://www.bellevilleshoe.com/product.php http://www.wellco.com/
Hot	Belleville	340 DES	http://www.bellevilleshoe.com/product.php

2.4 Aircrew Member Secondary Restraint System. In addition to the normal seat belt, an adjustable full-body harness or a rappeller gunner strap and tether (lanyard, or safety strap) is intended to provide an aircrew member a secondary restraint when performing certain duties from an aircraft when the doors are removed. This restraint is required when the aircrew member is functioning as an aerial ignition device operator, aerial photographer, infrared sensor operator, ACETA gunner, spotter during rappel, cargo letdown, or short-haul operations. A properly adjusted secondary restraint tether shall ensure that the aircrew member is restrained inside the aircraft in case the seat belt is inadvertently unbuckled. This does not preclude the required use of the aircraft's seat belt and shoulder harness during all takeoffs and landings. The full-body harness must be commercially made. The tether must be attached to one or more aircraft hard points or seat belt rings (hardware) using locking carabiners or snaphooks. A knife is required to be worn by the aircrew member for emergency use that is suitable for rapid cutting of the tether. The knife must be worn where it is accessible and easily removed.

Full body harnesses and carabiners are commercially available. The Rappeller Gunner Strap, Harness Tether and Harness Tether Attachment can be obtained from:

John Day Air Base
730 Airport Rd
John Day, OR 97845
(541) 575-1322

For additional information on the rappeller gunner strap, tether, hardware or full body harnesses refer to the appropriate agency directive, guide and/or handbook (i.e. Interagency Aerial Ignition Guide, Interagency Helicopter Rappel Guide, Short-Haul Handbook).

2.5 Hypothermic Exposure and Drowning Protection. Many aircraft fatalities are attributed to hypothermia or drowning. The United States Search and Rescue Task Force published data shows survival time in 37 °F. water ranges from 30 to 90 minutes. People immersed in water below 59 °F. (15 °C.) will immediately experience breathing difficulties, beginning with a large aspiratory (cold) gasp, increasing the potential of drowning. Disorientation, unfamiliarity with underwater escape procedures, and the lack of personal floatation devices also contribute to these statistics.

A. Anti-Exposure Garments. A garment's thermal protection aids in reducing cold shock by preventing cold water from touching the skin, or creating a thermal barrier warming cold water trapped between the garment and the body. The table in appendix 1 provides an estimate of the effectiveness of several survival garments at various water temperatures. There are several types of anti-exposure garments available, to include survival suits and anti-exposure flight suits.

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1. A Survival (dry) suit or more specifically an immersion suit is a special type of waterproof dry suit that protects the wearer from hypothermia when immersed in cold water. A survival suit will provide additional protection against hypothermia (Refer to Appendix 1). Thermal performance is dependent on the thickness of the undergarment worn. Survival suits will typically be of a one-piece design made of a fire resistant neoprene and usually not intended to be worn all the time. Quick-donning survival suits are acceptable when readily available to occupants of multiengine aircraft. (Examples of available products: Mustang Survival Products, http://www.mustangsurvival.com/products/product.php?id=314 or GORE-TEX® military fabrics, http://www.goremilitary.com.

2. An anti-exposure flight suit is comprised of a one-piece coverall constructed of a NOMEX® outer shell and foam lining providing fire resistance, hypothermia protection, and buoyancy. The user has the ability to seal the ankle and wrist cuffs so flushing of water through the suit is minimized. The body will heat entrapped water (along with the foam in the suit) to become a thermal barrier. An additional benefit of buoyancy results from the foam liner, which keeps the wearer horizontal (on top of the water). Hood and hand protection must be carried in a specific pocket provided for that purpose. (Examples of available products: Mustang Survival Products, http://www.mustangsurvival.com/products/product.php?id=280.

An anti-exposure garment must be worn in single engine aircraft and readily available to occupants of multiengine aircraft when conducting extended overwater flights and when the water temperature is colder than 50 °F.

Caution: Aircraft occupants wearing anti-exposure garments may experience difficulty exiting from an overturned or submerged aircraft.

B. Personal Flotation Devices (PFDs). It is virtually impossible to survive immersion in cold water without thermal protection and additional flotation, especially if you're injured. Departmental policy now requires that a PFD will be an inflatable-type (compressed gas inflation) flotation vest. Inflation must be accomplished by release of a compressed gas contained in a cartridge into the inflation chamber. The cartridge must be activated by a means readily accessible and clearly marked for its intended purpose. The flotation chamber must also be capable of oral inflation in the event of failure of the gas cartridge. For the sake of redundancy, it is recommended that the PFD have two separate inflation cells. (Examples of available products: Switlik Parachute Company, http://www.switlik.com/, Mustang Survival Products, http://www.mustangsurvival.com/products/category.php?t=1, Life Saving Systems Corporation, http://www.lifesavingsystems.com/general/frame_lsc.htm.

Note: Inflatable PFDs are specifically required because they do not restrict the occupant's movement or egress.

An inflatable PFD must be worn by all occupants in single engine aircraft and made immediately available to all occupants in multiengine aircraft that are operating off of or to water, or that operate beyond gliding distance from shore including water bucket dipping and snorkeling operations.

Aircraft occupants must wear inflatable PFDs aboard DOI flights when performing water takeoffs or landings (including float and boat-hulled aircraft).

Caution: PFDs equipped with an automatic (water-activated) inflation mechanism must not be worn in the aircraft. Aircraft occupants must not inflate PFDs in the aircraft. An occupant wearing an inflated PFD may experience difficulty exiting if the aircraft is overturned or submerged.

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Chapter 3 Survival Equipment

Survival following an aircraft mishap requires (1) the desire to survive, (2) training, (3) survival items carried with you or available from the aircraft, and (4) use of environmental resources. When constructing a personal "survival kit" consider what would be practical, comfortable, and of the highest priority (fire and signal) during an unexpected survival situation.

Note: Aircraft accident experience has shown that survival equipment carried on your person is often the only equipment available to the survivors.

3.1 General. The equipment listed in this section is the recommended minimum to enhance your chances for survival. Weather, terrain, and environment should be considered when developing your personal survival kit.

3.2 Personal Survival Equipment (Recommended).

A. Personal Survival Items. Survival items carried in a personal survival vest, clothing, or flight suit pockets are:

- Fire starter (can be two boxes of matches in waterproof containers, "metal match" etc.)
- Laser rescue light or key chain LED light
- Signal mirror
- Whistle
- Knife or tool containing a knife blade
- Water purification tablets
- Sealing clear plastic bag(s)
- Personal locator beacon (PLB)
- 360/720/760-channel VHF-AM radio transceiver or satellite telephone

B. Personal First Aid Items (Recommended). In addition to personal survival items, consider the following medical items to be personally carried:

- Adhesive bandages – elastic knit – 1" x 3"
- Alcohol towelettes, individual foil pouches
- Handkerchief or bandanna
- Adhesive tape, waterproof
- Aspirin or acetaminophen
- Compress bandage, 4" (4)

3.3 Aircraft Survival Kit (Required). Survival kits are required for all DOI flight activities other than point-to-point flights, and airplane operations above 500 feet AGL, and are recommended for all missions. A detailed list of requirements and recommendations is located in appendix 2. Appendix 3, page 1, provides the Alaska Survival Kit Regulations and identifies those items that are required for every airman operating within the State. Appendix 3, page 2, provides the Canadian Survival Regulations and identifies those items that are required when conducting aviation operations in Canada.

3.4 Aircraft First Aid Kits (Required). First aid kits are required for all DOI flight activities other than point-to-point flights, and airplane operations above 500 feet AGL, and are recommended for all missions. Specific requirements are listed in appendix 4.

Caution: Avoid storing survival or first aid kits in seaplane float compartments. Kits stored in these compartments are often damaged or inaccessible after an aircraft mishap.

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Chapter 4 Aircraft-Installed ALSE

4.1 General. This chapter covers the ALSE required to be installed in aircraft owned or under the control of DOI. It is the responsibility of the operator to ensure the appropriate equipment is provided. The pilot-in-command must ensure the correct installation, quantity, and serviceability of the equipment. The pilot-in-command is also responsible for briefing occupants on ALSE location and use.

4.2 Restraint Systems. Aircraft must be equipped, as a minimum, to the FAA certification standards for the specific aircraft. Restraint systems must be FAA approved and meet the installation guidance referenced in FAA Advisory Circular (AC 21-34), or its current revision. All installations must secure the occupant with a metal-to-metal buckle or latching mechanism. Occupants must wear lap belts and installed shoulder harnesses during all phases of flight unless there is a valid operational or safety requirement, which would cause the pilot-in-command to direct otherwise. Additional requirements are as follows:

All occupied seats must have a lap belt as a minimum (two-point system).

TWO-POINT SYSTEM

DOI minimum requirement.

Front seats must be equipped with a lap belt and shoulder harness as a minimum (three-point system). FAR 91.205 defines a front seat as a seat located at a flight crewmember's station or any seat located alongside such a seat.

Single-strap shoulder harnesses are acceptable provided they cross the chest diagonally when fastened and do not remain across the chest when the buckle is released. Lap belt and shoulder harness installations must not restrict crewmembers from performing their duties.

Lap belts must fit low and snug across the lap. If the belt is loose, or high around the waist, it can cause injury. Shoulder harnesses must be snug, but not tight, across the chest.

THREE-POINT SYSTEM
Front seat occupants of airplanes.
Rear seat occupants of helicopters.

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FOUR-POINT SYSTEM

Front seat occupants of helicopters.

Front and tandem seat occupants of airplanes performing water takeoffs and landings.

FIVE-POINT SYSTEM

Front and tandem seat occupants of airplanes performing water takeoffs and landings.

A. Helicopter. A double-strap shoulder harness with automatic or manual locking inertia reel for each front seat occupant is required. Shoulder straps and lap belts must fasten with one single-point metal-to-metal, quick-release mechanism. Heavy duty (military-style) harnesses with a fabric loop connecting the shoulder harness to the male portion of the lap belt buckle, are acceptable in transport category helicopters. Shoulder harnesses (either single-strap or double-strap) are required for each aft cabin occupant. Shoulder harness straps and lap belts must fasten with a single-point metal-to-metal, quick-release mechanism.

B. Airplane. Shoulder harness and lap belt for front seat occupants and both occupants in tandem seat airplanes are required. The shoulder strap and lap belt must fasten with a single-point metal-to-metal, quick-release mechanism, which does not leave the shoulder strap across the chest when released. Airplanes with a factory-installed military-type shoulder harness also meet this requirement. Some tandem aircraft are also equipped with a five-point system with an additional crotch strap.

Note: Four-point systems with shoulder harnesses permanently attached to the lap belt are prohibited when performing water takeoffs and landings in airplanes.

4.3 Fire Extinguishers. The fire extinguisher must be a hand held bottle, minimum 2-B:C rating, mounted and accessible to the flight crew when seated. The fire extinguisher must be maintained in accordance with *NFPA 10: Standards for Portable Fire Extinguishers* or the Contractor's Part 135 operations specifications. Aircraft with 10 to 30 passenger seats must be equipped with an additional extinguisher mounted in the passenger compartment.

4.4 Life Rafts. Life rafts are required for extended overwater operations in accordance with 14 CFR 135.167.

4.5 Emergency Locator Transmitter (ELT). An ELT meeting the requirements of 14 CFR 91.207 must be installed in all nonturbojet airplanes owned or operated by DOI. DOI also requires ELTs (meeting the same requirement specified above for airplanes) in all helicopters. The ELT must be installed in a conspicuous or marked location and feature an antenna that is external to the aircraft. The ELT installation must be in accordance with the manufacturer's instructions and applicable TSOs as follows:

Aircraft performing "fire-related" missions - TSO-C91a or TSO-C126
All other aircraft – TSO-C91, TSO-C91a, or TSO-C126

Aircraft performing "extended overwater" missions are additionally required to have a survival-type ELT (ELT/S) attached to their life raft, meeting the requirement of 14 CFR 135.167.

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Appendix 1

Probable Survival Time With Inflatable Life Vest

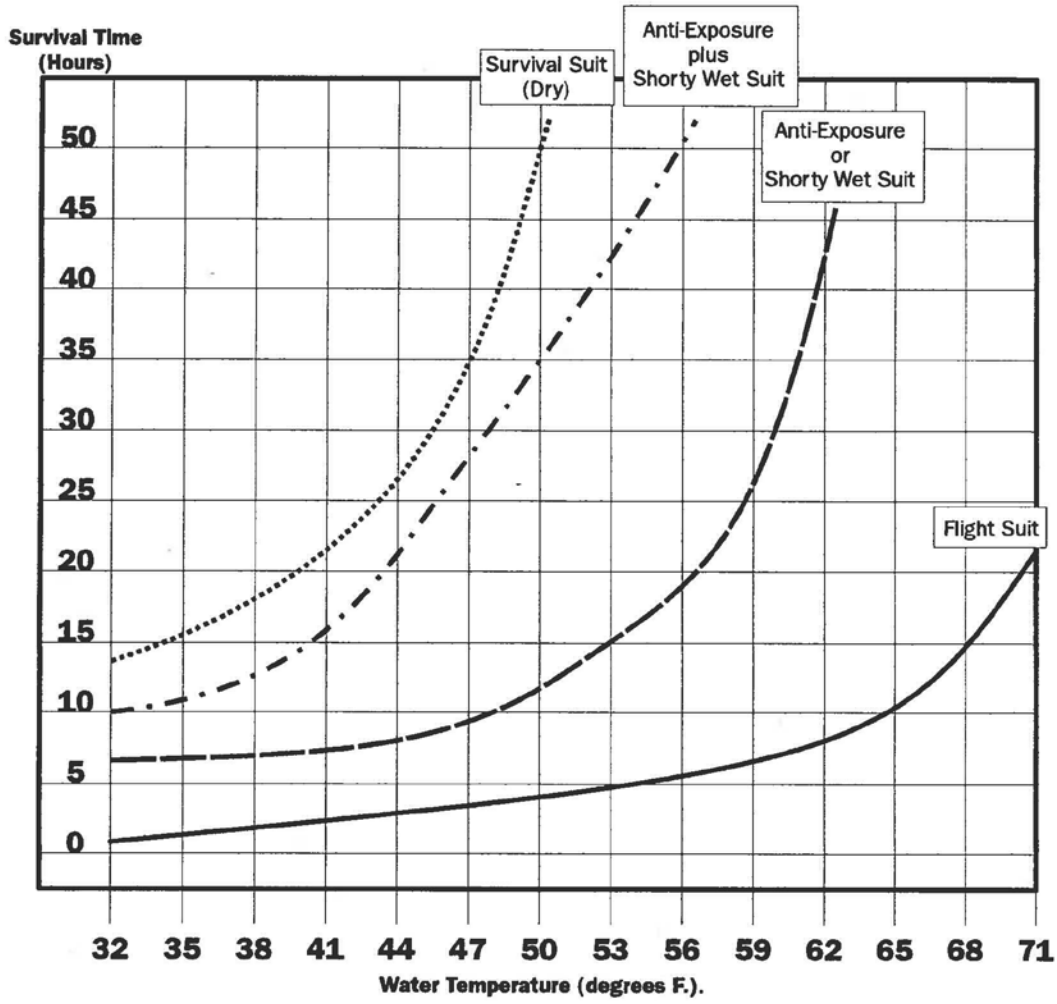

Table 3-1

This table is based on U.S. Coast Guard data for the following conditions:

- Rough Seas (4' to 6' Swells)
- Approx. 18% Body Fat
- Inflatable Life Vest with Self-Righting Characteristics

NOTE: Survival time in a covered life raft will be significantly longer in all water temperatures.

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Appendix 2

Aircraft Survival Equipment Items

These are the minimum required items for all DOI flight activities, other than point-to-point and airplane operations above 500 feet AGL, in the United States and U.S. possessions. Additional requirements for flight activities conducted in Alaska and Canada are listed in Appendix 3.

Minimum Aircraft Survival Kit Items:

- Fire starter (can be two boxes of matches in waterproof containers, "metal match" etc.)
- Magnesium fire starter
- Laser rescue light
- Signal mirror
- Whistle
- One knife (includes "multi-tools" with knives)
- Wire saw, axe, hatchet, or machete
- Nylon rope or parachute cord (50 feet, minimum 1/8 inch [3mm] thick)
- Collapsible water container (Sealing clear plastic bag(s))
- Water purification tablets
- Water (one quart per occupant required except when operating over areas without adequate drinking water)
- Food (2 days emergency rations per occupant, with a caloric value of 1,000 calories per day
- At least one of the following shall be in the aircraft:
    - Automated flight following system
    - Satellite phone
    - 406 MHz personal locator beacon (PLB) with GPS or aircraft-mounted 406 MHz ELT
    - Handheld UHF or VHF radio

In addition, recommended items to consider depending on environmental factors:

- Flashlight with spare batteries, chemical light sticks, or LED light
- Signal flares (consider fusees and road flares for starting fires in any weather condition)
- Signal panels
- Large plastic trash bags
- Collapsible shovel
- Insect repellant (can be used for fire starter)
- Sunblock
- Sleeping bag (one bag per two people)
- Snowshoes
- Survival manual or guide

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Appendix 3

Alaska Survival Regulations

Alaska Survival Kit Regulations

Alaska Statute 02.35.110 Emergency Rations and Equipment.

Alaska law requires that no airman may make a flight inside the State with an aircraft unless emergency equipment is carried as follows:

The following minimum equipment must be carried during summer months:

- Rations for each occupant to sustain life for one week
- One axe or hatchet
- One first aid kit
- An assortment of tackle such as hooks, flies, lines, and sinkers
- One knife
- Fire starter
- One mosquito headnet for each occupant
- Two small signaling devices such as colored smoke bombs, railroad fusees or Very pistol shells in sealed metal containers

In addition to the above, the following must be carried as minimum equipment from October 15 to April 1 of each year:

- One pair of snowshoes
- One sleeping bag
- One wool blanket or equivalent for each occupant over 4 years of age

Note: Operators of multiengine aircraft licensed to carry more than 15 passengers need carry only the food, mosquito nets, and signaling equipment at all times other than the period from October 15 to April 1 of each year, when two sleeping bags and one blanket for every two passengers must also be carried. All of the above requirements as to emergency rations and equipment are considered to be minimum requirements that are to remain in full force and effect, except as further safety measures may be from time to time imposed by the State of Alaska.

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Appendix 4

Canadian Survival Regulations

Canadian Aviation Regulations, VI, subpart 2, 602.61 Survival Equipment - Flights Over Land

(1) Subject to subsection (2), no person shall operate an aircraft over land unless there is carried on board survival equipment, sufficient for the survival on the ground of each person on board, given the geographical area, the season of the year and anticipated seasonal climatic variations, that provides the means for

(a) starting a fire;

(b) providing shelter;

(c) providing or purifying water; and

(d) visually signaling distress.

(2) Subsection (1) does not apply in respect of

(a) a balloon, a glider, a hang glider, a gyroplane or an ultra-light aeroplane;

(b) an aircraft that is operated within 25 nautical miles of the aerodrome of departure and that has the capability of radio communication with surface-based radio station for the duration of the flight;

(c) a multi-engined aircraft that is operated south of 66° 30' north latitude

(i) in IFR flight within controlled airspace, or

(ii) along designated air routes;

(d) an aircraft that is operated by an air operator, where the aircraft is equipped with equipment specified in the air operator's company operations manual, but not with the equipment required by subsection (1); or

(e) an aircraft that is operated in a geographical area where and at a time of year when the survival of the persons on board is not jeopardized.

If you plan to carry firearms in an aircraft, included as part of your survival equipment, you must be aware that hand guns and fully automatic weapons are not legal to be carried or worn in Canada. As for any long guns, when entering Canada you must register each firearm with Canadian Customs or face severe penalties if caught.

On a related issue, the "flare gun" found in many life rafts and survival kits is not a "firearm," so do not refer to it as such when asked by Canadian Customs if you have any firearms on board. If the subject comes up, and only if it comes up, you must always refer to it as a "pyrotechnic signaling device" as in "There is a pyrotechnic signaling device in the life raft survival kit in accordance with Canadian, U.S., and international regulations."

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Appendix 5

Aircraft First Aid Kit Requirements

The kit items must be stored in a dust-proof and moisture-proof container. It must be readily accessible to the aircraft occupants. Kits are available through commercial sources. The kit's contents must include the items listed below plus additional equipment appropriate to the route and number of occupants aboard the aircraft.

Item	Passenger Seats 0-9	Passenger Seats 10-50
Adhesive bandage strips, (3" long)	8	16
Antiseptic or alcohol wipes (pkts)	10	20
Bandage compresses, 4" (aka "field dressing")	2	4
Triangular bandage, 40" (sling)	2	4
Roller bandage, 4"x 5 yd (gauze)	2	4
Adhesive tape, 1"x 5 yd (std roll)	1	2
Bandage scissors	1	1
Body fluids barrier kit: 2 - pair nitrile or nonlatex surgical gloves 1 - face shield 1 - mouth-to-mouth barrier 1 – protective gown 2 – antiseptic towelettes 1 – biohazard disposable bag	1	1
NOTE: Splints are recommended if space permits.		

DOI_00005042_00000274

Appendix 6 – Operational Procedures Memorandum (OPM-7) - Improving the Management and Use of Government Aircraft

DOI_00005042_00000275

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 07

Subject: Improving the Management and Use of Government Aircraft

Effective Date: January 1, 2017

Supersedes: OPM-07 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2017

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

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

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

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

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

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

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

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

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

B. Bureau - The term "bureau" denotes Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), Bureau of Reclamation (BOR), Office of Surface Mining Reclamation and Enforcement (OSMRE), U.S. Geological Survey (USGS), Bureau of Ocean Energy Management (BOEM), Bureau of Safety and Environmental Enforcement (BSEE), Territorial and International Affairs, and all other offices of the Secretary of the Interior.

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

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

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

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

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

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

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

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

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

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

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

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

I. Special approvals[1] are required for Senior Federal Officials for travel that is not to meet "mission requirements" or "required use travel", members of families of such senior Federal officials, and non-Federal travelers. **Appendix 7 is a flow chart that outlines the decision-making process for Senior Federal Official travel using Government aircraft.**

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

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

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

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

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

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

(2)

a. The traveler's employing or sponsoring agency.
b. The first and last name of the traveler.
c. The total number of flights the traveler took during the reporting period.

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

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

(3) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

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

MARK BATHRICK

Digitally signed by MARK BATHRICK
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=MARK BATHRICK, 0.9.2342.19200300.100.1.1=14001000695089
Date: 2016.12.27 14:50:02 -07'00'

Director, Office of Aviation Services

May 22, 1992

Circular No. A-126

(Revised)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving the Management and Use of Government Aircraft

1. Purpose
2. Authority
3. Background
4. Scope and Coverage
5. Definitions
6. Acquisition and Management
7. Use of Government Aircraft
8. Travel on Government Aircraft
9. Reimbursement for Use of Government Aircraft
10. Approving the Use of Government Aircraft
11. Approving Travel on Government Aircraft
12. Documenting the Use of Government Aircraft
13. Responsibilities
14. Accounting for Aircraft Costs
15. Effective Date
16. Information Contact

1. **Purpose**. This Circular is being issued to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by Executive Agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft.

2. **Authority**. This Circular is issued under the authority of the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and 31 U.S.C. 1344.

3. **Background**. The Office of Management and Budget has concluded that the government-wide policy guidance with respect to the use of government aircraft should be clarified to restrict the operation of government aircraft to defined official purposes; restrict travel on such aircraft; require special review of such travel on government aircraft by senior officials or non-Federal travelers in circumstances described hereafter; and codify policies for reimbursement for the use of government aircraft.

4. **Scope and Coverage**. This Circular applies to all government-owned, leased, chartered and rental aircraft and related services operated by Executive Agencies except for aircraft while in use by or in support of the President or Vice President.

5. **Definitions**. For purposes of this Circular, the following definitions apply.

a. **Government aircraft** means any aircraft owned, leased, chartered or rented and operated by an Executive Agency.

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

c. **Official travel** means (i) travel to meet mission requirements, (ii) required use travel, and (iii) other travel for the conduct of agency business.

d. **Required use** means use of a government aircraft for the travel of an Executive Agency officer or employee, where the use of the government aircraft is required because of bona fide communications or security needs of the agency or exceptional scheduling requirements.

e. **Senior Federal officials** are persons:

(i) employed at a rate of pay specified in or fixed according to subchapter II of chapter 53 of title 5 of the U.S. Code;

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

(iii) employed in a position in an Executive Agency that is not referred to in clause (i) (other than a position that is subject to pay adjustment under Section 1009 of Title 37 of the U.S. Code) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under section 5304 of title 5 of the U.S. Code (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of basic pay payable for the Senior Executive Service under Section 5382 of title 5 of the U.S. Code; or

(iv) appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 of the U.S. Code or by the Vice President to a position under section 106(a) (1) (A), (B), or (C) of title 3 of the U.S. Code.

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

Circular, are active duty military officers.

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

g. **Actual cost** means all costs associated with the use and operation of an aircraft. (See Attachment A for detailed definition.)

6. **Acquisition and Management**.

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

b. Agencies must comply with OMB Circular No. A-76 before purchasing, leasing or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

c. Agencies shall review periodically the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with the requirements of OMB Circular No. A-76. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

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

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

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

a. Official travel that is not also required use travel or to meet mission requirements shall be authorized only when:

(i) no commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements within a 24 hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period) to fulfill effectively the agency requirement; or

(ii) the actual cost of using a government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service. When a flight is being made to meet mission requirements or for required use

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

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

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

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

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

(iv) reimbursement is provided as set forth in Section

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

a. For travel that is not required use travel:

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

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

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

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

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

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

c. **"Space available" travel**. For "space available" travel other than for the conduct of agency business, whether on mission or other flights, the government shall be reimbursed at the full coach fare except (i) as authorized under 10 U.S.C. 4744 and regulations implementing the

statute; and (ii) by civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

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

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

a. Only an agency head, or officials designated by the agency head, may approve the use of agency aircraft for official travel.

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

c. Agencies that use government aircraft shall report semi-annually to GSA each use of such aircraft for non-mission travel by senior Federal officials, members of the families of such officials, and any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute). Such reports shall be in a format specified by GSA and shall list all such travel conducted during the preceding six month period. The report shall include: (i) the name of each such traveler, (ii) the official purpose of the trip, (iii) destination(s), and (iv) for travel to which Section 8.a.(ii) applies, the appropriate allocated share of the full operating cost of each trip and the corresponding commercial cost for the trip. In addition, agencies shall report a summary of these data to OMB semi-annually in a format specified by GSA. (Reports on classified trips shall not be reported to GSA but must be maintained by the agency using the aircraft and available for review as authorized.)

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

a. **General approval requirements** - All travel on government aircraft must be authorized by the sponsoring agency in accordance with its travel policies and this Circular and, when applicable, documented on an official travel authorization. Where possible, such travel must be approved by at least one organizational level above the person(s) traveling. If review by a higher organizational level is not possible, another appropriate approval is

required.

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

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

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

(i) senior Federal officials;

(ii) members of families of such senior Federal officials; and

(iii) non-Federal travelers.

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

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

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

- the tail number of the plane used

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

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

13. **Responsibilities**.

a. All Executive Agency officials with statutory authority to procure aircraft will assure that:

(i) Their agency's internal policies and procedures for procuring aircraft and related services are consistent with the requirements of OMB Circular No. A-76.

(ii) Their agency's aircraft programs comply with the internal control requirements of OMB Circular No. A-123 and that they are included in the agency's Management Control Plan. Any material weaknesses in these programs are to be reported in the annual internal control reports to the President and the Congress.

(iii) Their agency cooperates with the General Services Administration in the development of aircraft management policies and standards and in the collection of aircraft information.

(iv) Their agency has an aircraft information system that conforms to the generic data and reporting standards developed by GSA. Agencies that do not already have systems that conform to these standards are required to implement such systems within one year from the issuance of the GSA standards.

b. The Secretaries of Defense and "the uniformed serv-ices," the Secretary of State, and the Administrator of General Services shall incorporate the applicable policies in this Circular into the travel regulations which they promulgate for uniformed service, foreign service, and civilian employees, respectively. The necessary changes to these regulations should be issued no later than 180 days from the date of this Circular.

c. The Administrator of General Services shall maintain a single coordinating office for agency aircraft management. The responsibilities of this office shall include, but not be limited to, the following:

(i) coordination of the development of effectiveness measures and standards, policy recommendations, and guidance for the procurement, operation, safety, and disposal of civilian agency aircraft;

(ii) operation of a government-wide aircraft management information system;

(iii) identification, for agencies and OMB, of opportunities: to share, transfer, or dispose of underutilized aircraft; to reduce excessive aircraft operations and maintenance costs; and to replace obsolete aircraft;

(iv) development of generic aircraft information system standards and software;

(v) other technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting the cost analyses required by this Circular;

(vi) review of proposed agency internal aircraft policies for compliance with OMB guidance and notification to OMB of any discrepancies; and

(vii) conduct of an annual study of the variable and fixed costs of operating the different categories of government aircraft and dissemination of the results for use in making the cost comparisons required in Section 8.a.(ii) and reporting the trip costs as required in Section 10.c.

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

d. Except for provisions of this Circular which specify their own implementation dates, each agency head shall issue internal agency directives to implement this Circular no later than 180 days from the date of the Circular. These internal agency directives must include all policies contained in this Circular, but may also contain additional policies unique to the agency. Responsibility for these policies shall be assigned to a senior management official who has the agency-wide authority and resources to implement them.

14. **Accounting for Aircraft Costs**. Agencies must maintain systems for their aircraft operations which will permit them to: (i) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (ii) recover the costs of operating government aircraft when appropriate; (iii) determine the cost effectiveness of various aspects of their aircraft programs; and (iv) conduct the cost comparisons required by OMB Circular A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. Although agency accounting systems do not have to be uniform in their design or operation to comply with this Circular, they must accumulate costs which can be summarized into the standard Aircraft Program Cost Elements defined in Attachment B. The use of these elements to account for aircraft costs is discussed in Attachment A.

15. **Effective Date**. This Circular is effective on publication.

16. **Information Contact**. All inquiries should be addressed to the General Management Division, Office of Management and Budget, telephone number (202) 395-5090.

Richard Darman
Director

Attachments

ACCOUNTING FOR AIRCRAFT COSTS

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

Justify Use of Aircraft

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

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

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

1. Accumulate or allocate to the aircraft or aircraft type all historical costs (for the previous 12 months) grouped under the variable cost category defined in Attachment B. These costs should be obtained from the agency's accounting system.

2. Adjust the historical variable costs from Step 1 for inflation and for any known upcoming cost changes to project the new variable cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

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

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

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

1. be the current government contract fare or price or the lowest fare or price known to be available for the trip(s) in question;

2. include, as appropriate, any differences in the costs of any additional ground or air travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the government, including benefits) between the two options; and

3. only include costs associated with passengers on official business. Costs associated with passengers traveling "space available" may not be used in the cost comparison.

Recover Cost of Operation

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

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

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

2. Adjust the historical fixed costs from Step 1 for inflation and for any known

upcoming cost changes to project the new fixed cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Add to the adjusted historical fixed costs amounts representing self insurance costs and the annual depreciation or replacement costs, as described in Attachment B.

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

5. Compute a fixed cost recovery rate for the aircraft or aircraft type by dividing the sum of the projected directly attributable fixed costs (from Step 3) and the allocated fixed costs (from Step 4) by the annual flying hours projected for the aircraft or aircraft type.

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

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

Determine Aircraft Program Cost Effectiveness

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

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

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

Justify In-House Operation

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

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

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STANDARD AIRCRAFT PROGRAM COST ELEMENT DEFINITIONS

VARIABLE COSTS

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

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

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

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

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

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

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

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

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

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

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

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

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

FIXED COSTS

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

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

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

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

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

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

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

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

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

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

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

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

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

OTHER COSTS

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

costs include:

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

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

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

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

THE DIRECTOR

BULLETIN NO. 93-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Responsibility and Reducing Perquisites

1. Purpose. This Bulletin provides guidance and instructions to agencies concerning implementation of the February 10, 1993 Presidential memorandum on "Use of Government Vehicles," "Restricted Use of Government Aircraft," and "Government Fiscal Responsibility and Reducing Perquisites."

2. Background. On Friday February 10, 1993 the President signed three memoranda to Executive Departments instructing them to curtail use of Government vehicles, government aircraft, executive dining facilities and conferences. These memoranda instruct the Office of Management and Budget to issue any necessary directives and plans to implement the policies and to monitor compliance.

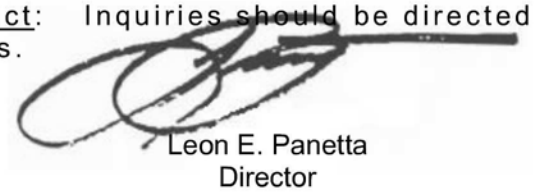
3. Coverage. This Bulletin applies to all Executive Departments and Agencies.

4. Policy. As American taxpayers are being asked to make a contribution to reducing the deficit it is imperative that we not spend their hard-earned tax dollars in ways that may appear to be improper. Specific policy guidance and definitions are attached to this bulletin covering the use of government vehicles and aircraft, executive dining facilities and conferences.

5. Action Requirements. It is the responsibility of every Department and agency to ensure compliance with the President's policies and attached guidance both in spirit and in fact.

6. Effective Date. The provisions of this Bulletin are effective upon issuance.

7. Information Contact: Inquiries should be directed to the person named in the attachments.



Leon E. Panetta
Director

Use of Government Aircraft

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

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

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

> **Aircraft configured for passenger use** means fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the aircraft flight crew, whether or not the seats are normally installed in the aircraft. This designation is made based on capability, not on use. In the case of the Department of Defense and the Coast Guard, this designation means fixed-wing "Operational Support Aircraft" (OSA).
>
> **Senior Executive Branch Officials** mean civilian officials appointed by the President with the advice and consent of the Senate and Civilian employees of the Executive Office of the President (EOP).

Actions:

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

Exceptions:

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

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

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

Attachments

Exhibit 3A
Exhibit 3B

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

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

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

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

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

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

Report on Aircraft Configured for Passenger Use

Department_____ **Agency/Bureau**_____

Aircraft Type	FAA No.	Passenger Capacity		Annual Hours Flown			1992 Operating Costs
		Designed	Normal	1991	1992	1993	

Agency Contact_____ **Phone**_____

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United States Department of the Interior

OFFICE OF THE SOLICITOR

Washington, D.C. 20240

December 23, 1999

Memorandum

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

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

Subject: Use of Government-Owned and Operated Aircraft

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

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

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

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

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

Sec.
101-37.000 Scope of part.
Subpart 101-37.1--Definitions

101-37.100 Definitions.

Subpart 101-37.2--Accounting for Aircraft Costs
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101-37.201 Standard aircraft program cost elements.
101-37.202 Policy.
101-37.203 [Reserved]
101-37.204 Operations cost recovery methods.
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Subpart 101-37.3--Cost Comparisons for Acquiring and Using Aircraft
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101-37.501 [Reserved]
101-37.502 GSA MIS responsibilities.
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101-37.504 Reports.
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101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Subpart 101-37.6--Management, Use, and Disposal of Government Aircraft Parts
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101-37.603 What are the owning/operating agency's responsibilities in reporting excess Government aircraft parts?
101-37.604 What are the procedures for transferring and donating excess and surplus Government aircraft parts?
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101-37.606 What are the GSA approving official's responsibilities in transferring and donating excess and surplus Government aircraft parts?
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101-37.609 What are the procedures for mutilating unsalvageable aircraft parts?
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Subparts 101-37.7--101-37.10 [Reserved]

Subpart 101-37.11--Aircraft Accident and Incident Reporting and Investigation
101-37.1100 What are my general responsibilities for aircraft accident and incident reporting and investigation?
101-37.1101 What aircraft accident and incident response planning must I do?
101-37.1102 When must I give initial notification of an aircraft accident, incident, or overdue aircraft?
101-37.1103 What information must I give in an initial notification of an aircraft accident, incident, or overdue aircraft?
101-37.1104 What are my responsibilities for preserving aircraft wreckage, cargo, mail, and records resulting from aircraft accidents and incidents?
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101-37.1106 What must I do when the NTSB investigates an accident or incident involving my aircraft?
101-37.1107 What must I do if I observe a condition, act, maintenance problem, or circumstance that has the potential to cause an aviation related mishap?
101-37.1108 Why is it important that I be provided aircraft accident/incident related guidance in the form of this subpart, in addition to that found in 49 CFR parts 830 and 831?
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Subparts 101-37.12--Federal Agency Aviation Safety Program
101-37.1200 General.
101-37.1201 Applicability.
101-37.1202 Agency aviation safety responsibilities.
101-37.1203 Aviation safety manager qualifications.
101-37.1204 Program responsibilities.
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101-37.1206 Aviation safety council.
101-37.1207 Inspections and evaluations.
101-37.1208 Hazard reporting.
101-37.1209 Aircraft accident and incident investigation and reporting.
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Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms
101-37.1400 General.
101-37.1401 GSA forms availability.

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

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

Sec. 101-37.000 Scope of part.

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

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

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

Sec. 101-37.100 Definitions.

In part 101-37, the following definitions apply:

Acquisition date means the date the agency acquired the asset.

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

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

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

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage.

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

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

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

(1) Is leased to the Federal Government for a term of 5 or more years; or

(2) In the case of a new asset with an economic life of less than 5 years, is leased to the Federal Government for a term of 75 percent or more of the economic life of the asset; or

(3) Is built for the express purpose of being leased to the Federal Government; or

(4) Clearly has no alternative commercial use; e.g., special-purpose Government installation.

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

Civil aircraft means any aircraft other than a public aircraft.

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

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

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

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

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

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

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

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

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

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

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

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

(1) Central Intelligence Agency;

(2) National Security Agency;

(3) Defense Intelligence Agency;

(4) Offices with the Department of Defense for the collection of specialized national foreign intelligence through reconnaissance programs;

(5) The Bureau of Intelligence and Research of the Department of State;

(6) Intelligence elements of the Army, Navy, Air Force, Marine Corps, Federal Bureau of Investigation, Drug Enforcement Administration, Department of the Treasury, and Department of Energy; and

(7) The staff elements of the Director of Central Intelligence. Investigator-in-charge means the investigator who organizes, conducts, and controls the field phase of the investigation. This investigator shall assume responsibility for the supervision and coordination of all resources and of the activities of all personnel involved in the on-site investigation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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(2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders.

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

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

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

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

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

Senior Federal official means a person:

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

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

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

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

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

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

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wing tips are not considered ``substantial damage.''

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

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

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

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

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

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

Subpart 101-37.2--Accounting for Aircraft Costs

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

Sec. 101-37.200 General.

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

Sec. 101-37.201 Standard aircraft program cost elements.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 101-37.202 Policy.

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

Sec. 101-37.203 [Reserved]

Sec. 101-37.204 Operations cost recovery methods.

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

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

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

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

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

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

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

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

Sec. 101-37.205 Aircraft program cost effectiveness.

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

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

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

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

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

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

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

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

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

Sec. 101-37.300 General.

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

Sec. 101-37.301 Applicability.

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

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

Sec. 101-37.304 Variable cost rate.

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

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

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

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

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

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

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

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

Sec. 101-37.305 Acquisition and management.

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

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

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

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

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

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

Sec. 101-37.400 General.

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

Sec. 101-37.401 [Reserved]

Sec. 101-37.402 Policy.

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

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

(1) Mission requirements, and

(2) Other official travel.

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

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

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

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

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

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

(ii) Space available travel does not require a larger aircraft than needed for the already scheduled official purpose;

(iii) Space available use results in no, or only minor, additional cost to the Government; and

(iv) Reimbursement is provided as set forth in Sec. 101-37.403 of this subpart.

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

(1) To meet mission requirements, or

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

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

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

(a) For travel that is not required use travel:

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

(2) The Government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as otherwise provided in paragraph (d) of this section).

(b) For required use travel (except as otherwise provided in paragraph (d) of this section).

(1) For a wholly personal or political trip, the Government shall be reimbursed the full coach fare for the trip,

(2) For an official trip during which the employee engages in political activities, the Government shall be reimbursed the appropriate share of the full coach fare for the entire trip, and

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

(c) For space available travel, whether on mission requirements or other flights, the Government shall be reimbursed at the full coach fare except:

(1) As authorized under 10 U.S.C. 4744 and regulations implementing that statute, and

(2) By civilian personnel and their dependents in remote locations not reasonably accessible to regularly scheduled commercial airline service.

(d) In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 CFR 106.3) if greater than the amount otherwise required under paragraphs (a) through (c) of this section.

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

(a) Use of Government aircraft for official travel may be approved only by the agency head or official(s) designated by the agency head.

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

[60 FR 3552, Jan. 18, 1995]

Sec. 101-37.405 Approving travel on Government aircraft.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 101-37.407 Documentation.

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

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

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

(c) Route(s) flown;

(d) Flight date(s) and times;

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

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

Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Aircraft Management Division, Washington, DC 20406. A copy of each report shall also be submitted to the Deputy Director for Management, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503. Agencies shall submit report data using the Federal Aviation Management Information System structure and management codes for automated reporting or GSA Form 3641, Senior Federal Travel. Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report. These reports shall be disclosed to the public upon request unless classified.
(a) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal traveler (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:
(1) The names of the travelers;
(2) The destinations;
(3) The corresponding commercial cost had the traveler used commercial airline or aircraft service (including charter);
(4) The appropriate allocated share of the full operating cost of each trip;
(5) The amount required to be reimbursed to the Government for the flight;
(6) The accounting data associated with the reimbursement; and
(7) The data required by Sec. 101-37.407 (a), (b), and (d) of this subpart.
(b) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.
(c) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GAS or OMB but must be made available by the agency for review by properly cleared personnel.

[60 FR 3553, Jan. 18, 1995]
Subpart 101-37.5--Management Information Systems (MIS)

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

Sec. 101-37.500 General.

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

Sec. 101-37.501 [Reserved]

Sec. 101-37.502 GSA MIS responsibilities.

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

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

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

Sec. 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:

(a) Owned aircraft. The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.

(b) Bailed aircraft. The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.

(c) Leased or lease/purchased aircraft. The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.

(d) Loaned aircraft. The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.

(e) Contract, charter, and rental aircraft. The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.

(f) Support services. The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.

(g) Senior Federal official and special category travel. Each executive agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

Sec. 101-37.504 Reports.

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

(a) Each executive agency will provide GSA with reports as changes occur for: (1) Facilities inventories. Additions, deletions, and changes shall be submitted using GSA Form 3549, Government-owned/leased Maintenance, Storage, Training, Refueling Facilities (per facility) or FAMIS file structures.

(2) Aircraft inventories. Additions, deletions, and changes shall be submitted using GSA Form 3550, Government Aircraft Inventory (per aircraft) or FAMIS file structures. Any aircraft operated or held in a non-operational status, must be reported to FAMIS regardless of its ownership category.

(3) Aviation support services cost data. This data will be submitted using GSA Form 3554, Aircraft Contract/Rental/Charter Support Services Cost Data Form or FAMIS file structures, as support service agreements become effective.

(b) Each executive agency will provide GSA with reports annually on or before January 15 for the previous fiscal year ending September 30 for:

(1) Contract, rental, and charter aircraft cost and utilization data. Each form or FAMIS database record must contain only one aircraft for each type of mission performed. The data is submitted using GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization or FAMIS file structures.

(2) Government aircraft cost and utilization data. The cost and utilization information must be tracked by serial number and must reflect the actual use and expenditures incurred for each individual aircraft. These reports are to be submitted using GSA Form 3552, Government Aircraft Cost and Utilization or FAMIS file structures.

(c) Each executive agency will provide GSA with a report semiannually on or before May 31 for the period October 1 through March 30, and on or before November 30 for the period April 1 through September 30 for senior Federal official and special category travel. These reports are to be submitted using GSA Form 3641, Senior Federal

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

Sec. 101-37.505 Aircraft used for sensitive missions.

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

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

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

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

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

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

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

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

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

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

Sec. 101-37.600 What does this subpart do?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The State Agency must review donation transfer documents for completeness and accuracy, and ensure that the certification provisions set forth in Sec. 101-37.605(c) is included in the transfer documents.
(b) The State Agency must ensure that when a donated part is no longer needed, and the part is determined to be unsalvageable, the donee mutilates the part in accordance with Sec. 101-37.609.

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

(a) The Federal agency must sell Government aircraft parts in accordance with the provisions set forth in Part 101-45, Sale, Abandonment, or Destruction of Personal Property of this chapter.
(b) The Federal agency must ensure that the documentation required pursuant to Sec. 101-37.603(a) accompanies the parts at the time of sale, and that sales offerings on aircraft parts contain the following statement:

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

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

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

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

(a) Identify unsalvageable aircraft parts which require mutilation.
(b) Mutilate unsalvageable aircraft parts so they can no longer be utilized for aviation purposes. Mutilation includes destruction of the data plate, removing the serial/lot/part number, and cutting, crushing, grinding, melting, burning, or other means which will prevent the parts from being misidentified or used as serviceable aircraft parts. Obtain additional guidance on the mutilation of unsalvageable aircraft parts in FAA AC No. 21-38, Disposition of Unsalvageable Aircraft Parts and
Materials.
(c) Ensure an authorized agency official witnesses and documents the mutilation, retain a signed certification and statement of mutilation.
(d) If unable to perform the mutilation, turn in the parts to a Federal or Federally-approved facility for mutilation and proper disposition. Ensure that contractor performance is in accordance with the provisions of this part.
(e) Ensure that mutilated aircraft parts are sold only as scrap.

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

Yes. Executive agencies may exchange or sell aircraft parts as part of a transaction to acquire similar replacement parts in accordance with FPMR part 101-46. In addition to the requirements of this subpart, agencies must ensure that the exchange/sale transaction is accomplished in accordance with the methods and procedures contained in part 101-46 of this chapter, and comply with the restrictions and limitations under Sec. 101-46.202 of this chapter.
(a) Prior to the proposed exchange/sale, agencies should determine whether the parts identified for disposition are airworthy parts. For additional guidance refer to the applicable FAA Advisory Circular(s), or contact the local FAA FSDO.
(b) At the time of exchange or sale, agencies must ensure that applicable labels and tags, historical data and modification records accompany the aircraft parts prior to release. The records must contain the information and content as required by current DOD and FAA requirements for maintenance and inspections.

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

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

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

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

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

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

You must:

(a) Develop a Federal agency specific aircraft accident and incident response plan for your agency;

(b) Be prepared to participate in National Transportation Safety Board (NTSB) investigations of Federal agency aircraft accident or incidents involving your agency;

(c) Conduct a parallel investigation of an aviation accident/incident involving your agency aircraft as appropriate;

(d) Report any condition, act, maintenance problem, or circumstance which has potential to cause an aviation related mishap;

(e) Provide training to your agency personnel who may be asked to participate in an NTSB investigation;

(f) Assure that your reporting requirements are in compliance with the NTSB definitions contained in 49 CFR 830.2; and

(g) Refer to 49 CFR part 830 for further details when required to report an aircraft accident, incident, or overdue aircraft to the NTSB.

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

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

(a) Reporting aircraft accidents, incidents, and overdue or missing aircraft,

(b) Wreckage site safety,

(c) Wreckage security,

(d) Evidence preservation, and

(e) A point of contact list with current telephone numbers for fire, crash rescue, medical, and law enforcement support personnel and trained agency accident investigators.

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

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

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

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

(a) Type and registration of the aircraft;

(b) Name of the owning agency;

(c) Name of the pilot-in-command;

(d) Date and time of the accident;

(e) Last point of departure and the point of intended landing;

(f) Position of the aircraft with reference to a geographical point;

(g) Number of persons aboard, number fatally injured, and number seriously injured;

(h) Nature of the accident, extent of damage, and the weather; and

(i) A description of any explosives, radioactive materials, or any other dangerous substances carried on the aircraft.

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

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

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

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

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

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

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

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

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

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

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

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

Subpart 101-37.12--Federal Agency Aviation Safety Program

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

Sec. 101-37.1200 General.

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

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

Sec. 101-37.1201 Applicability.

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

Sec. 101-37.1202 Agency aviation safety responsibilities.

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

Sec. 101-37.1203 Aviation safety manager qualifications.

(a) Aviation safety manager positions may be full time or additional duty, based on program mission requirements. In general, an aviation safety manger should, regardless of management level:
(1) Be knowledgeable in agency aviation program activities within his/her purview;
(2) Have experience as a pilot, crew member, or in aviation operations management; and
(3) Be a graduate of a recognized aviation safety officer or accident prevention course, or qualified within 1 year through attendance at formal courses(s) of instruction.
(b) These standards should be used as a guide to ensure that qualified personnel are selected as safety managers. However, they do not supersede those job classifications prescribed by the Office of Personnel Management or other appropriate authority.

Sec. 101-37.1204 Program responsibilities.

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

Sec. 101-37.1205 Program elements.

As a recommendation, aviation safety program elements should include, but not be limited to, the following:
(a) Aviation safety council;
(b) Inspections and evaluations;
(c) Hazard reporting;
(d) Aircraft accident and incident investigation;
(e) Education and training;
(f) Aviation protective equipment;
(g) Aviation qualification and certification; and
(h) Awards program.

Sec. 101-37.1206 Aviation safety council.

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

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

Sec. 101-37.1207 Inspections and evaluations.

The purpose of any inspection or evaluation is to prevent aviation accidents and to foster aviation safety.
(a) Each agency should establish and maintain an inspection and evaluation program for all aviation activities. All operational elements of the aviation activity should be regularly inspected and evaluated based on standardized criteria established by the agency. The purpose of this program is to ensure that the agency mission is being carried out in accordance with Federal and agency safety regulations and directives.
(b) Records should be kept and will identify the function or work area involved, date(s), hazard(s) identified, and recommended corrective action(s). All agencies will ensure appropriate resolution and close-out.

Sec. 101-37.1208 Hazard reporting.

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

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

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

Sec. 101-37.1210 Education and training.

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

Sec. 101-37.1211 Aviation protective equipment.

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

Sec. 101-37.1212 Aircrew qualification and certification.

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

Sec. 101-37.1213 Aircraft accident and incident database.

Each agency should establish an aircraft accident and incident data collection system to support an effective aviation safety and accident prevention program. The database should include:
(a) Owner and operator of the aircraft;

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

Sec. 101-37.1214 Aviation safety awards program.

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

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms

Sec. 101-37.1400 General.

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

Sec. 101-37.1401 GSA forms availability.

Copies of the forms identified in paragraphs (a) through (e) of this section may be obtained from the General Services Administration (FBX), Washington, DC 20406.
(a) GSA Form 3549, Government-owned/Leased Maintenance, Storage, Training, Refueling Facilities (Per Facility).
(b) GSA Form 3550, Government Aircraft Inventory (Per Aircraft).
(c) GSA Form 3551, Contract/Rental/Charter Aircraft Cost and Utilization.
(d) GSA Form 3552, Government Aircraft Cost and Utilization (Per Aircraft).
(e) GSA Form 3554, Aircraft Contract, Rental/Charter and Support Services Cost Data Form.

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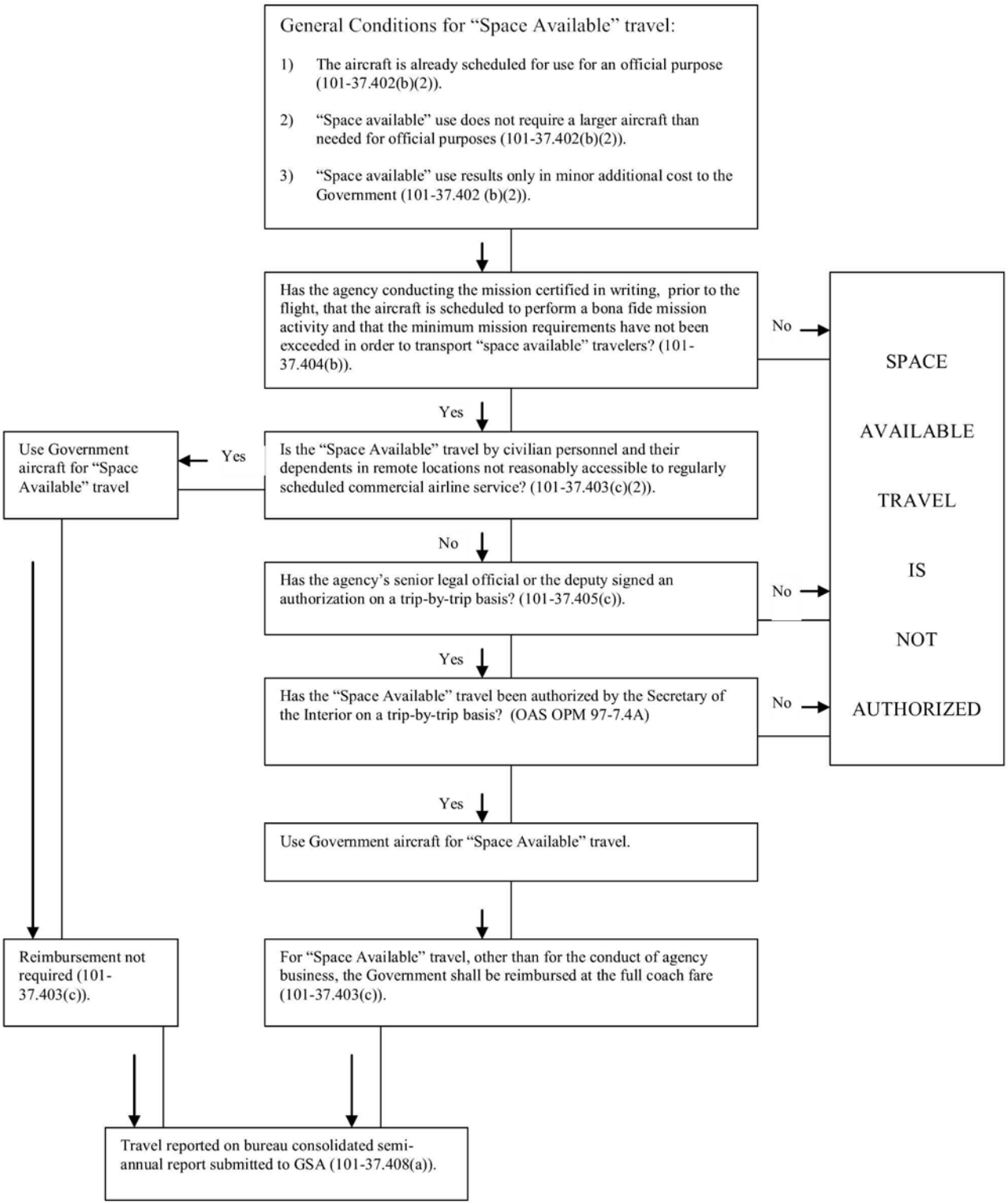
FLOW CHART AND DECISION PROCESS

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



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TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

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

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

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

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

Manifest (only persons required to be at TDS):

Name	Hourly Salary
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL Hours Cost of All Required Travelers $ _____

(*Continue on attached sheet if needed*)

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

B. COST COMPARISON:

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

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

   TOTAL Cost by commercial transportation **$** _____

2. Leased, Contract, or Rental Aircraft.

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

   TOTAL Cost by Lease, Contract, or Rental aircraft. $ _____

3. DOI –Operated Aircraft – identify specific aircraft: _____

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

   TOTAL COST by DOI Fleet aircraft. $ _____

C. MOST COST EFFECTIVE METHOD:

☐ Commercial
☐ Lease, Contract or Rental – N# _____. Pilot/Crew _____

Purpose _____

☐ DOI Fleet ----------N# _____. Pilot/Crew _____

Purpose _____

REMARKS: (*Must be completed if other than most-cost-effective method is chosen.*)

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

_____	_____	_____
Print name of designated approving official	Signature	Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

_____	_____	_____
Print name of designated approving official	Signature	Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE: (See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

1) Senior Executive Branch Officials
2) Senior Federal Officials
3) Members of Families of Senior Executive Branch and Senior Federal Officials
4) Non-Federal travelers

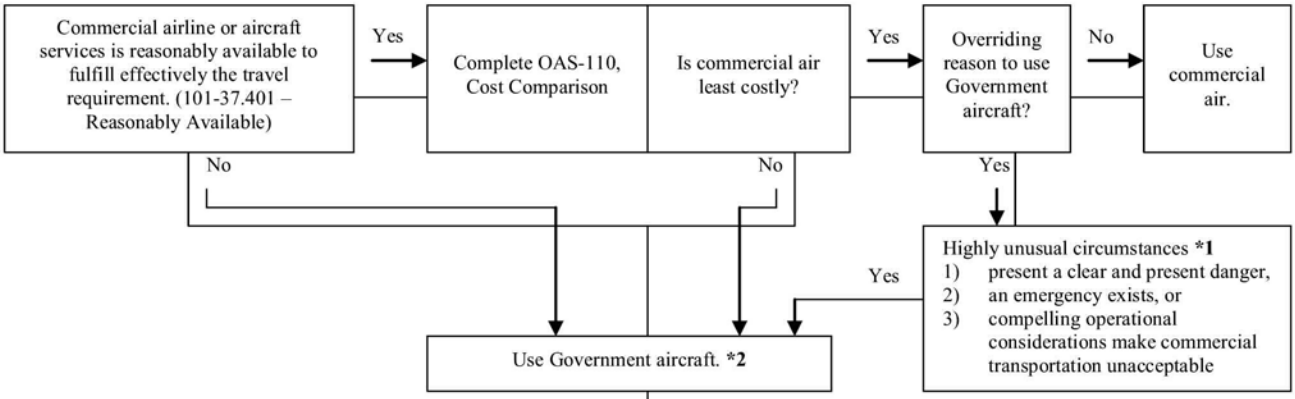
_____	_____	_____
Print name of designated approving official	Signature	Date

FLOW CHART AND DECISION PROCESS

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

DEFINITIONS:

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



Required travel approvals, documentation, reporting, and reimbursement requirements:

1. **Travel Approval**
   - A. General – One organizational level above the person traveling (101-37.405(a)).
   - B. Special – None
2. **Documentation** – Document in accordance with 101-37.407. Include a copy of Form OAS-110.
3. **Report Requirements** for mission travel are only applicable to Senior Executive Branch Officials. The procedure is the same as for non-mission travel.
4. **Reimbursement required** - NO

Required travel approvals, documentation, reporting and reimbursement requirements:

1. **Travel Approval**
   - A. General – One organizational level above the person traveling (101-37.405(a)).
   - B. Special – Must be approved on a trip-by-trip basis and be signed (reverse side of OAS-110) by agency senior legal official or principal deputy; OR an alternate system approved by OMB (101-37.405(c)). ***3**
2. **Documentation** – Document in accordance with 101-37.407. Include copy of Form OAS-110.
3. **Report requirements** –
   - A. Consolidated semi-annual report submitted to GSA
4. **Reimbursement required** – MAYBE – See 41 CFR 101-37.403 (Appendix 5)

Footnotes:

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

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

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

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INSTRUCTIONS FOR SFTR SPREADSHEET

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

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

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

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

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SENIOR FEDERAL TRAVEL REPORT
APRIL 1, 2001 TO SEPTEMBER 30, 2001

Traveler's Agency	Traveler's Name	No of Flights	Traveler's Status
EXAMPLE: GSA	Calvin Pittman	6	Other Official Traveler

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NEGATIVE REPORT OF SENIOR FEDERAL TRAVEL FOR THE PERIOD

FOR THE REPORTING PERIOD OF _____

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

FROM: YOUR AGENCY

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

_____
Signature

_____
Name (Please print or type)

_____
Title

_____
Date

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

1. NOTES	=	Shari Moultrie
2. Internet	=	Shari_Moultrie @ios.doi.gov

Appendix 7 - OAS-54 Flight Request Form

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OAS-54 (Rev. 2/2014)

Flight Request Form

Today's Date: _____ **Requester's Name:** _____

Requesting Bureau: _____ **Phone Number:** _____

Email Address:: _____

Billee Code: _____ **IAA or MIPR:** _____ **Bureau Cost Code:** _____

ITINERARY / MISSION INFORMATION

Leg #	Date	Departing Airport	ETD (24hr)	Destination	ETA (24hr)	Mission Requirement
1						
2						
3						
4						
5						
6						

MANIFEST / PASSENGER INFORMATION

PASSENGER NAME AND TILE	LEGS	WEIGHT	PASSENGER NAME AND TITLE	LEGS	WEIGHT

----------TO BE COMPLETED BY FLIGHT COORDINATION CENTER----------

Resource Selected: Fleet A/C ☐ **Fleet Make & Model** _____ **Fleet Tail #** _____

Fleet Pilot _____ **Estimated Fleet Costs** _____

ARA ☐ **CWN** ☐ **EXCL USE** ☐ *(complete information below and attach AQD-91)*

Vendor: _____ **Vendor Phone:** _____

Contract No.: _____ **Make & Model:** _____ **Tail #:** _____

Pilot: _____ **Estimated Costs** _____ **Task Order # Assigned** _____

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United States
Department of the Interior

ALSE

Aviation Life Support Equipment

Handbook

October 2008

DOI_00005042_00000336

FOREWORD

This handbook is a supplement for the Departmental Manual, Part 351 DM 1 and establishes standards for approval and use of aviation life support equipment when conducting Department of the Interior (DOI) aviation activities.

Questions regarding the content or guidance referenced in this handbook may be directed to the National Business Center, Aviation Management Directorate (NBC-AMD), Aviation Safety and Evaluations Division, 300 E. Mallard Drive, Suite 200, Boise, ID 83706-3991. The Handbook is available on the AMD website at http://amd.nbc.gov/library/handbooks.htm.

Reference Documents:	351 DM 1 352 DM 1	Approved by:	Mark L. Bathrick
Effective Date:	10/23/2008	Name:	Mark L. Bathrick
Expiration Date:	Not applicable	Title:	Associate Director AMD
Document Custodian:	NBC AMD Aviation Safety and Program Evaluation Manager		

Revision History

Date	Document Version	Document Revision Description	Document Author
06/10/2008	1.01	Addition of document approving authority, review, and revision tables.	Les Herman

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Chapter 1 General Information

1.1 Purpose. This handbook outlines policies, procedures, and responsibilities for using aviation life support equipment (ALSE) during Department of the Interior (DOI) aviation activities. It is designed to supplement the Departmental Manual, providing detailed information as well as specific requirements.

1.2 Policy.

A. Departmental Policy. It is DOI policy to provide employees with a safe and healthy work environment free from recognized safety and health hazards.

B. Responsibilities. Bureaus are responsible for implementing their personal protective equipment (PPE) program. Supervisors are responsible for evaluating aviation activities and providing employees with appropriate ALSE equipment. Supervisors are also required to provide employee training on the proper use of ALSE equipment. Bureaus and individuals are encouraged to supplement these requirements to better meet the needs of the mission and environment.

1.3 Scope. ALSE covers a broad spectrum of equipment and procedures for protecting aircrews, passengers, and support personnel engaged in aviation activities, including mishap or survival situations. While the emphasis is on special use activities, other mission-specific equipment such as fire extinguishers, first aid kits, restraint systems, and additional equipment required for flights beyond gliding distance to shore are also included.

Note: ALSE listed in this handbook may require fitting, periodic inspections, testing, and scheduled replacement. Users must ensure that equipment is maintained in serviceable condition and in accordance with the manufacturer's guidance.

1.4 Definitions.

A. Extended Overwater Operations. Airplanes: Operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline. Helicopters: An operation over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline and more than 50 nautical miles from an offshore heliport structure.

B. Offshore Operations. These are operations beyond a point where navigation by visual reference to landmarks can be made.

C. 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.

D. Shore. That area of the land adjacent to the water, which is above the high water mark and excludes land areas that are intermittently under water.

E. Special Use Activity. 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.

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Chapter 1 General Information

1.5 Exceptions and Waivers.

A. Exceptions.

1. Fire-resistant clothing, gloves, and leather boots are not required for flights beyond gliding distance to shore, or for offshore vessel and platform landings.

2. Wildland firefighters assigned to wildland fire incidents may wear approved hardhats with chinstrap in lieu of flight helmets when being transported as a qualified non-crew member during fire operations from an established and managed helibase/helispot to another managed helibase/helispot. A managed helibase/helispot is established when there is a helicopter crewmember or helibase/helispot manager on the ground at the helibase or helispot before passengers are transported to these locations.

3. Personal protective equipment (PPE) is not required, but is recommended, for flights conducted entirely (less takeoff and landing) above 500 feet above ground level (AGL) in airplanes, such as resource recon, fire recon, and air tactical use.

4. Flight helmets are not required in multiengine airplanes.

Note: The above exceptions do not authorize the wearing of outerwear or undergarments made of materials with low temperature melting characteristics, such as synthetics (nylon, dacron, polyester, and so on) and synthetic blends, as provided by paragraphs 2.3C (Outerwear Garments) and 2.3D (Undergarments) of this handbook.

B. Waivers. If a bureau identifies an ALSE requirement that presents a concern affecting employee safety or security, then bureau directors have discretionary authorization to grant a waiver. This authority may be exercised by the bureau director or by written delegation at a lower authority. Exercising this authority requires that the NBC-AMD Aviation Safety and Evaluations Division and the appropriate AMD Regional Director be provided a copy of the waiver and any written delegation.

C. Other. All other waivers must be approved by the Associate Director, NBC-AMD in accordance with 350 DM 1.9, "Exceptions".

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Chapter 2 Personal Protective Equipment (PPE)

2.1 General. Personal protective equipment (PPE) provides head protection and flash fire protection. The Occupational Safety and Health Administration (OSHA) has established requirements for hearing conservation and eye protection.

Flight crewmembers and aircrew members engaged in special use activities, except airplane operations above 500 feet AGL, such as fire recon, resource recon, air tactical use, etc., are required to wear the following ALSE unless exempted by paragraph 1.5B:

- Flight helmet
- Fire-resistant clothing
- All-leather, or leather and NOMEX® gloves
- Leather or approved nonleather boots

Note: Extreme environmental work conditions may dictate that a waiver be obtained, as provided by paragraph 1.5B, in lieu of an ALSE requirement.

2.2 Head, Hearing, and Eye Protection. Flight helmets provide head, hearing, and eye protection in most environments.

A Flight Helmets. This chapter identifies the types of approved flight helmets, but it does not address how the user should take care of the helmet. It is imperative that employees using a flight helmet ensure that the helmet is serviceable before flight. The *DOI Flight Helmet User's Guide* provides detailed information on what to look for to determine whether the helmet is serviceable, and what to do if the helmet needs repair. The guide can be downloaded at http://amd.nbc.gov/safety/library/helmetguide.pdf.

Flight helmets incorporating a one-piece hard shell made of polycarbonate, Kevlar®, carbon fiber, or fiberglass, must cover the top, sides (including the temple area and to below the ears), and the rear of the head and be compatible with required avionics. The helmet must be equipped with a chinstrap, appropriately adjusted for proper fit. "Shorty" (David Clark-style) helmets are not approved for either helicopter or airplane flight operations.

1. Helicopter flight helmets. Flight helmets conforming to a U.S. military standard or otherwise approved for use in helicopters by a branch of the U.S. Military, or flight helmets conforming to American National Standard Institute (ANSI) Z90.1B-1992 (American National Standard for Protective Head Gear - for Motor Vehicle Users - Specifications) are approved for DOI use in helicopters. Flight helmets currently known to meet this requirement include: SPH-5, HGU-84P, SPH-4B, and HGU-56P manufactured by Gentex; Alpha 200, Alpha 400, and Alpha Eagle (900) manufactured by Interactive Safety Products; and MSA Gallet LH050 (single inner visor), LH150 (single outer visor) and LH250 (dual visor – one inner and one outer). Helmets designed specifically for use in airplanes, such as HGU-33P, HGU-34/P, and HGU-55P, do not provide adequate protection for helicopter occupants and are not approved for helicopter use.

2. Airplane flight helmets. Flight helmets conforming to a U.S. military standard (Mil-H-87174) or otherwise approved for use in nonejection seat airplanes by a branch of the U.S. Military, or flight helmets conforming to American National Standard Institute (ANSI) Z90.1B-1992 (American National Standard for Protective Head Gear - for Motor Vehicle Users - Specifications) are approved for DOI use in airplanes. Flight helmets currently known to meet this requirement include: HGU-33/P, HGU-34/P, HGU-55/P, SPH-5, HGU-84P, SPH-4B, and HGU-56P manufactured by Gentex; Alpha 200, Alpha 400, and Alpha Eagle (900) manufactured by Interactive Safety Products; and MSA Gallet LH050 (single inner visor), LH150 (single outer visor) and LH250 (dual visor – one inner and one outer).

1. Hearing Protection. Most operating aircraft generate noise levels above 85 dBA. A hearing conservation program is required whenever employees are exposed to noise equal to, or exceeding, an 8-hour time-weighted average of 85 decibels (dBA).

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When not conducting special use activities, earmuffs and earplugs may be substituted for the flight helmet. Earplugs generally provide the best noise reduction. Earmuffs provide warmth, relieve pressure in ear canals, and reduce noise. Earplugs can be worn with earmuffs or flight helmets for added protection.

C. Eye Protection. DOI requires eye protection in work environments where air particle contaminants are present. Working in a dusty environment can cause eye injuries and presents additional hazards to contact lens wearers. Safety goggles are the only effective type of eye protection from nuisance dust because they provide a protective seal around the eyes. Either safety-type glasses with side protectors, eyecup or cover-type goggles should be worn when dust is present.

2.3 Fire-Resistant Clothing. Fire-resistant clothing protects the wearer from flash fire burns. The preferred material is commonly known as " NOMEX®." The actual material may be NOMEX®, NOMEX® fleece, polyamide, aramide, polybenzimidazole, Kevlar®, or blends thereof (clothing not containing labels identifying the material either by brand name or U.S. military standards is not acceptable). These materials, while not fireproof, will char rather than burn at about 700 to 800 degrees Fahrenheit. Cotton materials chemically altered and marketed as fire-resistant are acceptable. Materials treated with fire-resistant chemicals which launder out and materials with low temperature melting characteristics, such as synthetics (nylon, dacron, polyester, and so on) and synthetic blends, are not approved.

Fire resistant clothing used by wildland firefighters is approved for DOI aviation operations. Shirtsleeves must be long enough to overlap gloves with the cuffs fastened. The shirttail must be tucked into the trousers and the trousers must cover the boot tops.

A. Flight Suits. For optimum protection, NOMEX® coveralls must fit loosely, providing trapped air for insulation. Sleeves must be long enough to reach the first knuckle on the thumb before securing snugly over the flight gloves at the wrist. Pant legs must reach the floor while standing and secure snugly over approved boots at the ankle while seated. Fabrics are available in 4.5- and 6.0-ounce material.

B. Flight Gloves. Gloves (type GS/FRP-2) constructed of a soft leather palm and stretchable NOMEX® fabric for the back are preferred. These gloves have a long cuff extending several inches above the wrist providing total coverage when the flight suit sleeve is properly worn. Gloves should fit snugly to provide maximum finger dexterity for the wearer. All-leather gloves (without synthetic liners) are acceptable if they provide the wearer with wrist coverage and finger dexterity.

C. Outerwear Garments. Garments worn over the NOMEX® flight suit, such as coats, bib pants, and coveralls, should also be made of NOMEX®. Outerwear garments made from natural fibers, such as leather, cotton, wool, or wool/cotton blends, as well as from fire-resistant cotton and cotton blends, are acceptable substitutes. Materials with low temperature melting characteristics, such as synthetics (nylon, Dacron, polyester, and so on) and synthetic blends, are not approved.

D. Undergarments. Underwear, socks, and clothing worn under the flight suit and next to the skin will provide the best protection if made of NOMEX®. Natural fibers, such as cotton, wool, or wool/cotton blend, as well as fire-resistant cotton and cotton blends, are acceptable substitutes. Materials with low temperature melting characteristics, such as synthetics (nylon, dacron, polyester, and so on) and synthetic blends, are not approved.

Caution: In cold climates, cotton undergarments and socks will absorb perspiration and water, subjecting the wearer to chill, hypothermia, and frostbite.

E. Boots. Boot tops must extend above the ankle and must be constructed so that metal parts, such as shoestring eyes or zippers, do not contact the wearer's skin. Nonleather boots must be flight approved in accordance with U.S. Military standards for aviation use. Boots made of fire-resistant rubber are also an acceptable substitute.

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The following nonleather boots are authorized for footwear:

Weather Conditions	Manufacturer	Model	Internet Address
Cold	Belleville	770 (Black)	http://www.bellevilleshoe.com/product.php
Temperate	Bates Belleville Wellco	E01500 700 (Black) 790 (Tan) ACBBTW (Black) ACBTTW (Tan)	http://www.batesfootwear.com/ http://www.bellevilleshoe.com/product.php http://www.wellco.com/
Hot	Belleville	340 DES	http://www.bellevilleshoe.com/product.php

2.4 Aircrew Member Secondary Restraint System. In addition to the normal seat belt, an adjustable full-body harness or a rappeller gunner strap and tether (lanyard, or safety strap) is intended to provide an aircrew member a secondary restraint when performing certain duties from an aircraft when the doors are removed. This restraint is required when the aircrew member is functioning as an aerial ignition device operator, aerial photographer, infrared sensor operator, ACETA gunner, spotter during rappel, cargo letdown, or short-haul operations. A properly adjusted secondary restraint tether shall ensure that the aircrew member is restrained inside the aircraft in case the seat belt is inadvertently unbuckled. This does not preclude the required use of the aircraft's seat belt and shoulder harness during all takeoffs and landings. The full-body harness must be commercially made. The tether must be attached to one or more aircraft hard points or seat belt rings (hardware) using locking carabiners or snaphooks. A knife is required to be worn by the aircrew member for emergency use that is suitable for rapid cutting of the tether. The knife must be worn where it is accessible and easily removed.

Full body harnesses and carabiners are commercially available. The Rappeller Gunner Strap, Harness Tether and Harness Tether Attachment can be obtained from:

John Day Air Base
730 Airport Rd
John Day, OR 97845
(541) 575-1322

For additional information on the rappeller gunner strap, tether, hardware or full body harnesses refer to the appropriate agency directive, guide and/or handbook (i.e. Interagency Aerial Ignition Guide, Interagency Helicopter Rappel Guide, Short-Haul Handbook).

2.5 Hypothermic Exposure and Drowning Protection. Many aircraft fatalities are attributed to hypothermia or drowning. The United States Search and Rescue Task Force published data shows survival time in 37 °F. water ranges from 30 to 90 minutes. People immersed in water below 59 °F. (15 °C.) will immediately experience breathing difficulties, beginning with a large aspiratory (cold) gasp, increasing the potential of drowning. Disorientation, unfamiliarity with underwater escape procedures, and the lack of personal floatation devices also contribute to these statistics.

A. Anti-Exposure Garments. A garment's thermal protection aids in reducing cold shock by preventing cold water from touching the skin, or creating a thermal barrier warming cold water trapped between the garment and the body. The table in appendix 1 provides an estimate of the effectiveness of several survival garments at various water temperatures. There are several types of anti-exposure garments available, to include survival suits and anti-exposure flight suits.

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1. A Survival (dry) suit or more specifically an immersion suit is a special type of waterproof dry suit that protects the wearer from hypothermia when immersed in cold water. A survival suit will provide additional protection against hypothermia (Refer to Appendix 1). Thermal performance is dependent on the thickness of the undergarment worn. Survival suits will typically be of a one-piece design made of a fire resistant neoprene and usually not intended to be worn all the time. Quick-donning survival suits are acceptable when readily available to occupants of multiengine aircraft. (Examples of available products: Mustang Survival Products, http://www.mustangsurvival.com/products/product.php?id=314 or GORE-TEX® military fabrics, http://www.goremilitary.com.

2. An anti-exposure flight suit is comprised of a one-piece coverall constructed of a NOMEX® outer shell and foam lining providing fire resistance, hypothermia protection, and buoyancy. The user has the ability to seal the ankle and wrist cuffs so flushing of water through the suit is minimized. The body will heat entrapped water (along with the foam in the suit) to become a thermal barrier. An additional benefit of buoyancy results from the foam liner, which keeps the wearer horizontal (on top of the water). Hood and hand protection must be carried in a specific pocket provided for that purpose. (Examples of available products: Mustang Survival Products, http://www.mustangsurvival.com/products/product.php?id=280.

An anti-exposure garment must be worn in single engine aircraft and readily available to occupants of multiengine aircraft when conducting extended overwater flights and when the water temperature is colder than 50 °F.

Caution: Aircraft occupants wearing anti-exposure garments may experience difficulty exiting from an overturned or submerged aircraft.

B. Personal Flotation Devices (PFDs). It is virtually impossible to survive immersion in cold water without thermal protection and additional flotation, especially if you're injured. Departmental policy now requires that a PFD will be an inflatable-type (compressed gas inflation) flotation vest. Inflation must be accomplished by release of a compressed gas contained in a cartridge into the inflation chamber. The cartridge must be activated by a means readily accessible and clearly marked for its intended purpose. The flotation chamber must also be capable of oral inflation in the event of failure of the gas cartridge. For the sake of redundancy, it is recommended that the PFD have two separate inflation cells. (Examples of available products: Switlik Parachute Company, http://www.switlik.com/, Mustang Survival Products, http://www.mustangsurvival.com/products/category.php?t=1, Life Saving Systems Corporation, http://www.lifesavingsystems.com/general/frame_lsc.htm.

Note: Inflatable PFDs are specifically required because they do not restrict the occupant's movement or egress.

An inflatable PFD must be worn by all occupants in single engine aircraft and made immediately available to all occupants in multiengine aircraft that are operating off of or to water, or that operate beyond gliding distance from shore including water bucket dipping and snorkeling operations.

Aircraft occupants must wear inflatable PFDs aboard DOI flights when performing water takeoffs or landings (including float and boat-hulled aircraft).

Caution: PFDs equipped with an automatic (water-activated) inflation mechanism must not be worn in the aircraft. Aircraft occupants must not inflate PFDs in the aircraft. An occupant wearing an inflated PFD may experience difficulty exiting if the aircraft is overturned or submerged.

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Chapter 3 Survival Equipment

Survival following an aircraft mishap requires (1) the desire to survive, (2) training, (3) survival items carried with you or available from the aircraft, and (4) use of environmental resources. When constructing a personal "survival kit" consider what would be practical, comfortable, and of the highest priority (fire and signal) during an unexpected survival situation.

Note: Aircraft accident experience has shown that survival equipment carried on your person is often the only equipment available to the survivors.

3.1 General. The equipment listed in this section is the recommended minimum to enhance your chances for survival. Weather, terrain, and environment should be considered when developing your personal survival kit.

3.2 Personal Survival Equipment (Recommended).

A. Personal Survival Items. Survival items carried in a personal survival vest, clothing, or flight suit pockets are:

- Fire starter (can be two boxes of matches in waterproof containers, "metal match" etc.)
- Laser rescue light or key chain LED light
- Signal mirror
- Whistle
- Knife or tool containing a knife blade
- Water purification tablets
- Sealing clear plastic bag(s)
- Personal locator beacon (PLB)
- 360/720/760-channel VHF-AM radio transceiver or satellite telephone

B. Personal First Aid Items (Recommended). In addition to personal survival items, consider the following medical items to be personally carried:

- Adhesive bandages – elastic knit – 1" x 3"
- Alcohol towelettes, individual foil pouches
- Handkerchief or bandanna
- Adhesive tape, waterproof
- Aspirin or acetaminophen
- Compress bandage, 4" (4)

3.3 Aircraft Survival Kit (Required). Survival kits are required for all DOI flight activities other than point-to-point flights, and airplane operations above 500 feet AGL, and are recommended for all missions. A detailed list of requirements and recommendations is located in appendix 2. Appendix 3, page 1, provides the Alaska Survival Kit Regulations and identifies those items that are required for every airman operating within the State. Appendix 3, page 2, provides the Canadian Survival Regulations and identifies those items that are required when conducting aviation operations in Canada.

3.4 Aircraft First Aid Kits (Required). First aid kits are required for all DOI flight activities other than point-to-point flights, and airplane operations above 500 feet AGL, and are recommended for all missions. Specific requirements are listed in appendix 4.

Caution: Avoid storing survival or first aid kits in seaplane float compartments. Kits stored in these compartments are often damaged or inaccessible after an aircraft mishap.

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Chapter 4 Aircraft-Installed ALSE

4.1 General. This chapter covers the ALSE required to be installed in aircraft owned or under the control of DOI. It is the responsibility of the operator to ensure the appropriate equipment is provided. The pilot-in-command must ensure the correct installation, quantity, and serviceability of the equipment. The pilot-in-command is also responsible for briefing occupants on ALSE location and use.

4.2 Restraint Systems. Aircraft must be equipped, as a minimum, to the FAA certification standards for the specific aircraft. Restraint systems must be FAA approved and meet the installation guidance referenced in FAA Advisory Circular (AC 21-34), or its current revision. All installations must secure the occupant with a metal-to-metal buckle or latching mechanism. Occupants must wear lap belts and installed shoulder harnesses during all phases of flight unless there is a valid operational or safety requirement, which would cause the pilot-in-command to direct otherwise. Additional requirements are as follows:

All occupied seats must have a lap belt as a minimum (two-point system).

TWO-POINT SYSTEM

DOI minimum requirement.

Front seats must be equipped with a lap belt and shoulder harness as a minimum (three-point system). FAR 91.205 defines a front seat as a seat located at a flight crewmember's station or any seat located alongside such a seat.

Single-strap shoulder harnesses are acceptable provided they cross the chest diagonally when fastened and do not remain across the chest when the buckle is released. Lap belt and shoulder harness installations must not restrict crewmembers from performing their duties.

Lap belts must fit low and snug across the lap. If the belt is loose, or high around the waist, it can cause injury. Shoulder harnesses must be snug, but not tight, across the chest.

THREE-POINT SYSTEM
Front seat occupants of airplanes.
Rear seat occupants of helicopters.

DOI_00005042_00000347

FOUR-POINT SYSTEM

Front seat occupants of helicopters.

Front and tandem seat occupants of airplanes performing water takeoffs and landings.

FIVE-POINT SYSTEM

Front and tandem seat occupants of airplanes performing water takeoffs and landings.

A. Helicopter. A double-strap shoulder harness with automatic or manual locking inertia reel for each front seat occupant is required. Shoulder straps and lap belts must fasten with one single-point metal-to-metal, quick-release mechanism. Heavy duty (military-style) harnesses with a fabric loop connecting the shoulder harness to the male portion of the lap belt buckle, are acceptable in transport category helicopters. Shoulder harnesses (either single-strap or double-strap) are required for each aft cabin occupant. Shoulder harness straps and lap belts must fasten with a single-point metal-to-metal, quick-release mechanism.

B. Airplane. Shoulder harness and lap belt for front seat occupants and both occupants in tandem seat airplanes are required. The shoulder strap and lap belt must fasten with a single-point metal-to-metal, quick-release mechanism, which does not leave the shoulder strap across the chest when released. Airplanes with a factory-installed military-type shoulder harness also meet this requirement. Some tandem aircraft are also equipped with a five-point system with an additional crotch strap.

Note: Four-point systems with shoulder harnesses permanently attached to the lap belt are prohibited when performing water takeoffs and landings in airplanes.

4.3 Fire Extinguishers. The fire extinguisher must be a hand held bottle, minimum 2-B:C rating, mounted and accessible to the flight crew when seated. The fire extinguisher must be maintained in accordance with *NFPA 10: Standards for Portable Fire Extinguishers* or the Contractor's Part 135 operations specifications. Aircraft with 10 to 30 passenger seats must be equipped with an additional extinguisher mounted in the passenger compartment.

4.4 Life Rafts. Life rafts are required for extended overwater operations in accordance with 14 CFR 135.167.

4.5 Emergency Locator Transmitter (ELT). An ELT meeting the requirements of 14 CFR 91.207 must be installed in all nonturbojet airplanes owned or operated by DOI. DOI also requires ELTs (meeting the same requirement specified above for airplanes) in all helicopters. The ELT must be installed in a conspicuous or marked location and feature an antenna that is external to the aircraft. The ELT installation must be in accordance with the manufacturer's instructions and applicable TSOs as follows:

Aircraft performing "fire-related" missions - TSO-C91a or TSO-C126
All other aircraft – TSO-C91, TSO-C91a, or TSO-C126

Aircraft performing "extended overwater" missions are additionally required to have a survival-type ELT (ELT/S) attached to their life raft, meeting the requirement of 14 CFR 135.167.

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Appendix 1

Probable Survival Time With Inflatable Life Vest

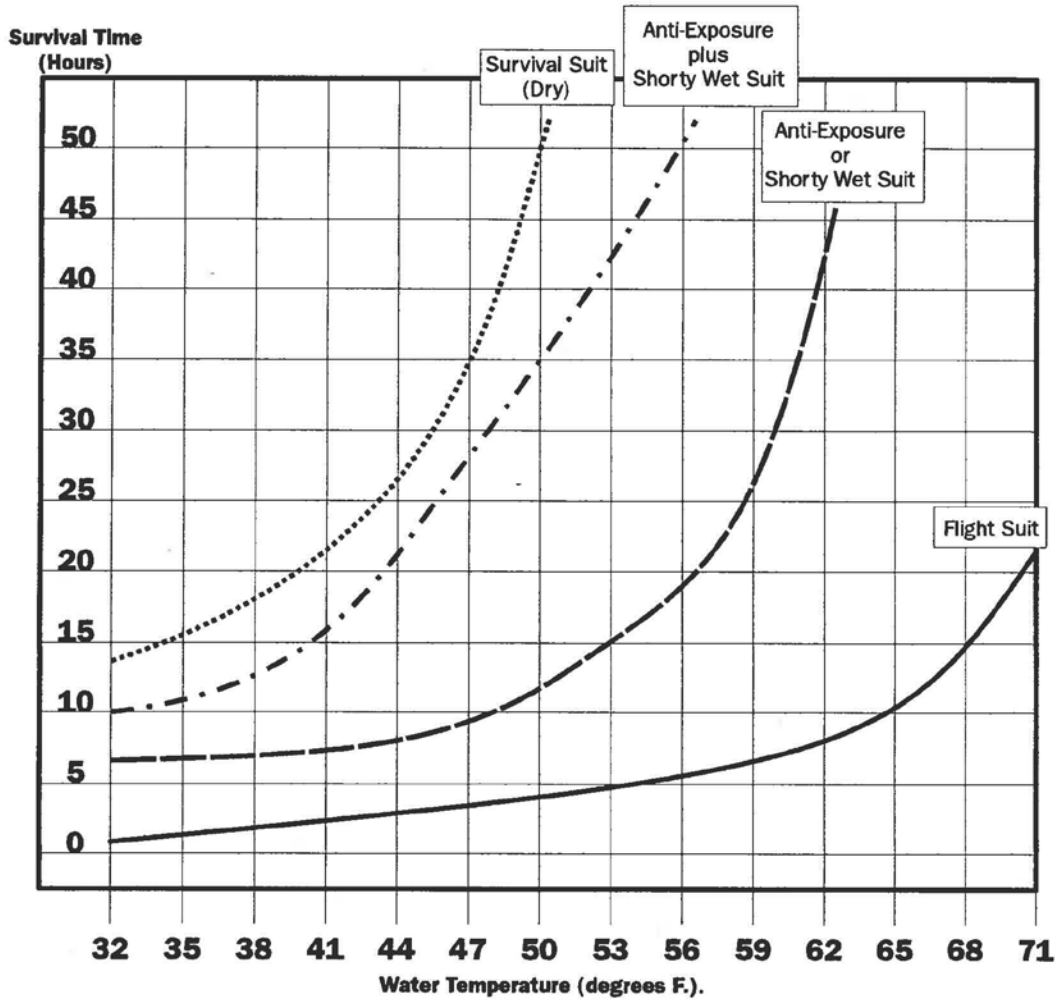

Table 3-1

This table is based on U.S. Coast Guard data for the following conditions:

- Rough Seas (4' to 6' Swells)
- Approx. 18% Body Fat
- Inflatable Life Vest with Self-Righting Characteristics

NOTE: Survival time in a covered life raft will be significantly longer in all water temperatures.

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Appendix 2

Aircraft Survival Equipment Items

These are the minimum required items for all DOI flight activities, other than point-to-point and airplane operations above 500 feet AGL, in the United States and U.S. possessions. Additional requirements for flight activities conducted in Alaska and Canada are listed in Appendix 3.

Minimum Aircraft Survival Kit Items:

- Fire starter (can be two boxes of matches in waterproof containers, "metal match" etc.)
- Magnesium fire starter
- Laser rescue light
- Signal mirror
- Whistle
- One knife (includes "multi-tools" with knives)
- Wire saw, axe, hatchet, or machete
- Nylon rope or parachute cord (50 feet, minimum 1/8 inch [3mm] thick)
- Collapsible water container (Sealing clear plastic bag(s))
- Water purification tablets
- Water (one quart per occupant required except when operating over areas without adequate drinking water)
- Food (2 days emergency rations per occupant, with a caloric value of 1,000 calories per day
- At least one of the following shall be in the aircraft:
    - Automated flight following system
    - Satellite phone
    - 406 MHz personal locator beacon (PLB) with GPS or aircraft-mounted 406 MHz ELT
    - Handheld UHF or VHF radio

In addition, recommended items to consider depending on environmental factors:

- Flashlight with spare batteries, chemical light sticks, or LED light
- Signal flares (consider fusees and road flares for starting fires in any weather condition)
- Signal panels
- Large plastic trash bags
- Collapsible shovel
- Insect repellant (can be used for fire starter)
- Sunblock
- Sleeping bag (one bag per two people)
- Snowshoes
- Survival manual or guide

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Appendix 3

Alaska Survival Regulations

Alaska Survival Kit Regulations

Alaska Statute 02.35.110 Emergency Rations and Equipment.

Alaska law requires that no airman may make a flight inside the State with an aircraft unless emergency equipment is carried as follows:

The following minimum equipment must be carried during summer months:

- Rations for each occupant to sustain life for one week
- One axe or hatchet
- One first aid kit
- An assortment of tackle such as hooks, flies, lines, and sinkers
- One knife
- Fire starter
- One mosquito headnet for each occupant
- Two small signaling devices such as colored smoke bombs, railroad fusees or Very pistol shells in sealed metal containers

In addition to the above, the following must be carried as minimum equipment from October 15 to April 1 of each year:

- One pair of snowshoes
- One sleeping bag
- One wool blanket or equivalent for each occupant over 4 years of age

Note: Operators of multiengine aircraft licensed to carry more than 15 passengers need carry only the food, mosquito nets, and signaling equipment at all times other than the period from October 15 to April 1 of each year, when two sleeping bags and one blanket for every two passengers must also be carried. All of the above requirements as to emergency rations and equipment are considered to be minimum requirements that are to remain in full force and effect, except as further safety measures may be from time to time imposed by the State of Alaska.

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Appendix 4

Canadian Survival Regulations

Canadian Aviation Regulations, VI, subpart 2, 602.61 Survival Equipment - Flights Over Land

(1) Subject to subsection (2), no person shall operate an aircraft over land unless there is carried on board survival equipment, sufficient for the survival on the ground of each person on board, given the geographical area, the season of the year and anticipated seasonal climatic variations, that provides the means for

(a) starting a fire;

(b) providing shelter;

(c) providing or purifying water; and

(d) visually signaling distress.

(2) Subsection (1) does not apply in respect of

(a) a balloon, a glider, a hang glider, a gyroplane or an ultra-light aeroplane;

(b) an aircraft that is operated within 25 nautical miles of the aerodrome of departure and that has the capability of radio communication with surface-based radio station for the duration of the flight;

(c) a multi-engined aircraft that is operated south of 66° 30' north latitude

(i) in IFR flight within controlled airspace, or

(ii) along designated air routes;

(d) an aircraft that is operated by an air operator, where the aircraft is equipped with equipment specified in the air operator's company operations manual, but not with the equipment required by subsection (1); or

(e) an aircraft that is operated in a geographical area where and at a time of year when the survival of the persons on board is not jeopardized.

If you plan to carry firearms in an aircraft, included as part of your survival equipment, you must be aware that hand guns and fully automatic weapons are not legal to be carried or worn in Canada. As for any long guns, when entering Canada you must register each firearm with Canadian Customs or face severe penalties if caught.

On a related issue, the "flare gun" found in many life rafts and survival kits is not a "firearm," so do not refer to it as such when asked by Canadian Customs if you have any firearms on board. If the subject comes up, and only if it comes up, you must always refer to it as a "pyrotechnic signaling device" as in "There is a pyrotechnic signaling device in the life raft survival kit in accordance with Canadian, U.S., and international regulations."

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Appendix 5

Aircraft First Aid Kit Requirements

The kit items must be stored in a dust-proof and moisture-proof container. It must be readily accessible to the aircraft occupants. Kits are available through commercial sources. The kit's contents must include the items listed below plus additional equipment appropriate to the route and number of occupants aboard the aircraft.

Item	Passenger Seats 0-9	Passenger Seats 10-50
Adhesive bandage strips, (3" long)	8	16
Antiseptic or alcohol wipes (pkts)	10	20
Bandage compresses, 4" (aka "field dressing")	2	4
Triangular bandage, 40" (sling)	2	4
Roller bandage, 4"x 5 yd (gauze)	2	4
Adhesive tape, 1"x 5 yd (std roll)	1	2
Bandage scissors	1	1
Body fluids barrier kit: 2 - pair nitrile or nonlatex surgical gloves 1 - face shield 1 - mouth-to-mouth barrier 1 – protective gown 2 – antiseptic towelettes 1 – biohazard disposable bag	1	1
NOTE: Splints are recommended if space permits.		

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2.1 What is the purpose of this chapter? This chapter explains how U.S. Fish and Wildlife Service (Service) employees can obtain, schedule, and use aircraft to conduct Service business.

2.2 What is the scope of this chapter? This chapter applies to all Service employees, volunteers, Youth Conservation Corps members and students, and seasonal workers who use or obtain Service aviation resources.

2.3 What are the authorities for this chapter?

A. Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities.

C. OMB Circular A-126, Improving the Management and Use of Government Aircraft.

D. 353 DM 6, Aircraft Acquisition and Disposition.

2.4 Who is responsible for acquiring and scheduling aircraft?

A. The **Director** ensures a Service aircraft replacement program is in place, and that there is policy for managing the program.

B. The **Regional Directors** are responsible for buying, replacing, and transferring aircraft into and out of their Regions.

C. The **Assistant Directors – Migratory Birds and National Wildlife Refuge System and the Chief – Law Enforcement are** responsible for buying, replacing, and transferring aircraft into and out of their respective programs.

D. The **Service Aviation Manager:**

(1) Is the primary Service contact and coordinator:

(a) With the Department for all Service aviation activities, and

(b) With the Service programs and Regions for buying, replacing, and transferring aircraft**.**

(2) Revises and updates this policy, as necessary.

(3) Interprets the Department's and Federal Aviation Management acquisition and scheduling requirements and helps to resolve Servicewide issues about aviation.

E. The **Regional Aviation Managers (RAM):**

(1) Coordinate with the Service Aviation Manager and the Associate Director, Department of the Interior Aviation Management (NBC AM) when buying, replacing, and transferring Regional aircraft**.**

(2) Work with the NBC AM to complete the OMB A-76 cost analysis or lease/purchase agreement when the Region buys new aircraft (also see section 2.6).

(3) Prepare specifications on aircraft requirements and coordinate with the Service Aviation Manager and NBC AM to get feedback on the specifications.

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(4) Track the bid process and related activities with NBC AM and inform the Service Aviation Manager about progress.

F. Chief, Branch of Migratory Birds Surveys:

(1) Coordinates buying, replacing, and transferring aircraft for the branch with the Chief, Division of Migratory Bird Management; Assistant Director – Migratory Birds; the Service Aviation Manager; and the NBC AM.

(2) Works with the NBC AM to complete the OMB A-76 cost analysis or lease/purchase agreement when the program buys new aircraft.

(3) Prepares specifications on aircraft requirements and coordinates with the Service Aviation Manager and NBC AM to get their feedback on the specifications.

(4) Tracks the bid process and related activities with NBC AM and informs the Service Aviation Manager about progress.

2.5 What terms do you need to know to understand this chapter?

A. Affiliated Aircraft. Affiliated aircraft are civil aircraft operated for the mutual benefit of the Service and the affiliated party at no cost to the Service.

B. Crew Members. There are two types of crew members air crew members and flight crew members:

(1) Air Crew Member: A person we assign to specialized duties not involving flying the aircraft. Examples include an observer for wildlife surveys, aerial camera operator, and wildlife tracking radio operator.

(2) Flight Crew Member: A pilot, flight engineer, or flight navigator we assign to duty in an aircraft. The flight crew member must hold a valid Federal Aviation Administration (FAA) Airman's Certificate and have passed a flight physical.

C. Official Travel. This chapter includes information on two types of official travel:

(1) Administrative travel is when a Service employee must travel to give speeches, attend conferences or meetings, make routine site visits, or to perform similar work.

(2) Travel for mission requirements is when our mission responsibilities require an employee to fly on an aircraft as part of a job task. Examples include:

(a) Surveying wildlife,

(b) Operating wildlife tracking radios,

(c) Operating data recording computers,

(d) Taking photographs with an aerial camera,

(e) Going to remote field sites to perform biological tasks, and

(f) Surveying Service lands, projects, disaster areas, etc.

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2.6 When does the Service buy aircraft? We may buy aircraft **only** when owning the aircraft is the most efficient and cost-effective option for us. Before buying an aircraft, program offices and Regions must:

A. Coordinate with the Associate Director, NBC AM and the Service Aviation Manager at least 2 years before they need the aircraft.

B. Complete a comparison of the cost of buying an aircraft to the cost of getting comparable aircraft services from the private sector (see OMB Circular A-76 for cost comparison requirements).

2.7 Who is responsible for getting additional or replacement aircraft? NBC AM is responsible for buying additional or replacement aircraft. The Service requests the aircraft and gives NBC AM the money to buy it.

2.8 May the Service own and operate seized aircraft? Yes. We may own and operate aircraft the Government seizes during law enforcement operations. We must coordinate with NBC AM to get the aircraft, and we may only do so **if:**

A. Congress authorizes it, and

B. A court order transfers title of the aircraft to us.

2.9 What are the approved sources for getting aircraft services for official travel?

A. In most circumstances, Service employees use commercial airlines for official travel.

B. The Associate Director, NBC AM must approve and acquire **all other** aircraft, commercial pilot services, and associated aviation equipment (excluding personal pilot gear) that Service employees use. Personal pilot gear includes, but is not limited to, such items as a hand-held GPS, communications radio, and survival equipment.

2.10 What sources are there for Service employees to get aircraft for Service missions, and how do they schedule them? There are several sources of NBC AM-approved aircraft and pilot services that you may use:

A. Fleet aircraft. These are the aircraft we own that our pilots fly. Contact your RAM to find out what fleet aircraft are available and who to contact to schedule their use. We charge the program/station an hourly cost for using fleet aircraft.

B. Aircraft Rental Agreement. NBC AM has contracts with commercial vendors throughout the United States that you may use for Service missions.

(1) You may only use Aircraft Rental Agreement vendors for missions where costs will not exceed $25,000. Procedures for requesting aviation services in excess of $25,000 are in 353 DM 1.

(2) NBC AM:

(a) Inspects all Aircraft Rental Agreement aircraft to make sure they meet Departmental requirements,

(b) After the aircraft pass inspection, issues the vendor a DOI Aircraft Data Card that lists the types of missions/conditions the aircraft may fly.

(c) Reviews the vendor's pilot qualifications and issues DOI Pilot Qualification Cards to pilots who meet the requirements. The DOI Pilot Qualification Card lists the types of missions they may fly (for example, transporting people, wildlife surveys, external load helicopter operations, etc.).

(3) A list of Aircraft Rental Agreement vendors and their qualifications information is on the NBC AM Web site. Before you contact them, you must check to make sure that both the pilot and the aircraft have a current DOI Pilot Qualification Card and Aircraft Data Card approving them for the type of mission you are planning. Contact your RAM or a NBC AM Flight Coordination Center for assistance. You can find current telephone numbers for NBC AM Flight Coordination Centers on the NBC AM Web site.

(4) NBC AM receives the bill for Aircraft Rental Agreement costs and charges us.

C. Call When Needed Helicopter Contracts.

(1) NBC AM has Call When Needed contracts with helicopter vendors we use primarily for interagency firefighting. The helicopters on Call When Needed contracts are larger than those available from Aircraft Rental Agreement vendors. You must schedule Call When Needed helicopters through NBC AM Flight Coordination Centers (East Area, West Area, or Alaska Region) or the National Interagency Fire Coordination Center. Telephone numbers for NBC AM Flight Coordination Centers are on the NBC AM Web site.

(2) NBC AM has special Call When Needed contracts with vendors qualified to conduct Aerial Capture, Eradication, and Tagging of Animals (ACETA). You must contact a NBC AM Flight Coordination Center to schedule a Call When Needed ACETA vendor. (See 330 FW 4 for special considerations related to ACETA missions.)

D. Aircraft Contracts for Costs Exceeding $100,000. Only NBC AM may contract for projects requiring aviation services that exceed $100,000 in total costs. To get the contract in place, you:

(1) Send a Request for Contract Services, Form AM-13, to NBC AM at least 120 days prior to the date you need the service.

(a) Send the form to the NBC AM Headquarters in Boise, Idaho. If you are in Alaska or Hawaii, send it to the DOI Alaska Regional Office. NBC AM mailing addresses are on its Web site.

(b) A Service employee with budget authority must sign the AM-13.

(c) Contact your RAM if you need assistance with the contracting process.

(2) Send a completed Airplane Questionnaire, Form AM-13A, or a Helicopter Questionnaire, Form AM-13H, with the AM-13 to the NBC AM Headquarters or Alaska Regional Office, as appropriate.

E. U.S. Forest Service Approved Vendors and Pilots.

(1) You may use Forest Service-approved vendors and pilots only after following the requirements under Operational Procedure Memorandum-39, DOI Use of Forest Service Approved Flight Services.

(2) You should submit requests to use Forest Service-approved flight services to NBC AM at least 30 days in advance of the planned flight(s).

(3) You must not use Forest Service fixed wing aircraft and pilots for special use activities on flights below 500 feet above ground level. Special use activities are operations that require special equipment, techniques, or skills. Examples include fire suppression and aerial ignition (see 330 FW 3 for more

examples).

(4) Contact your RAM or NBC AM Flight Coordination Centers if you need assistance.

2.11 What do Service employees need to do to fly on a cooperator-operated aircraft?

A. We perform cooperative projects with private corporations, State and other Federal agencies, and the military. We call these agencies/organizations "cooperators." For cooperator flights, you:

(1) Must get NBC AM approval before you fly on cooperator-operated aircraft.

(2) Give the pilot an AM-23 form to complete. You are responsible for sending it to NBC AM.

B. There are three types of cooperator-operated aircraft affiliate (i.e. corporate aircraft), military, and other Government agency aircraft. The aircraft and pilots must meet Departmental standards for us to use them. A Service pilot may not serve as a crew member or pilot on a cooperator-operated aircraft.

(1) Affiliate Aircraft. You may be a passenger on an affiliate aircraft if:

(a) You do not have to pay for the flight,

(b) It is of mutual benefit to the Government and the cooperating person/organization,

(c) The pilot and aircraft meet Departmental standards, **and**

(d) You submit a written request to NBC AM, and NBC AM approves it.

(2) Military Aircraft.

(a) Incidental Use. You may be a passenger on military aircraft if the military requests your help during response to a special event. No NBC AM approval is necessary. For example, you may fly on a military aircraft if they ask for someone from the Refuge to help them look for an aircraft that crashed in or near the Refuge.

(b) Uses Other than for Special Incidents. You may be a passenger on military aircraft for other uses only in the following circumstances:

(i) If there is a Memorandum of Understanding (MOU) in place for uses other than special incidents. Contact one of the NBC AM area offices to find out if there is an MOU.

(ii) If there is a Joint Management Agreement. We sometimes have Joint Management Agreements with the military when Service lands are within the boundaries of military reservations. The management agreement must state the type of aviation support the military will provide, and include a requirement that the pilot must have a minimum of 500 hours flying time in that aircraft category whenever Service employees are on the aircraft.

(3) Other Government Agency Aircraft. You must get approval from the NBC AM to fly on aircraft operated by State or county law enforcement agencies, State Game Departments, the Federal Bureau of Investigation, U.S. Customs, etc.

2.12 What does a Service employee have to do first to engage aircraft services? Before you can use

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aircraft for Service missions, you must get an NBC AM billee code.

A. Billee codes identify the specific organization within the Service that we will bill for aircraft services.

B. To get a code:

(1) Contact your Project Leader, Supervisor, or Regional Finance Office, and

(2) Coordinate with NBC AM.

C. You must put the billee code on the forms you complete after a flight (see section 2.13 below).

D. Billee codes NBC AM has assigned to projects are on their Web site.

2.13 What forms must Service employees complete after they use fleet aircraft, aircraft vendors, cooperator aircraft, or Forest Service aircraft? There are several forms that you must send to NBC AM to record and track billing and aircraft use (flight hours, purpose of flight, etc.).

A. Fleet Aircraft Flight/Use Report, Form OAS-23. You must complete Form OAS-23 to record flight information and project cost codes when you use fleet aircraft. If there are not copies of the form on board the aircraft, you can get them online or from NBC AM Headquarters or area offices.

B. Vendor and Cooperator Aircraft Use Report. You must also use Form OAS-23 to record flight information and project cost codes when you use aircraft from an Aircraft Rental Agreement, contract aircraft, or cooperator-operated aircraft. Copies of the form should be available on board the aircraft, or you can get them online or from NBC AM Headquarters or area offices.

(1) The pilot fills out the form, and you must sign it to authorize payment for the services. Instructions for completing the form are on the NBC AM Web site.

(2) The pilot sends the form to NBC AM. You should keep a copy.

(3) You must also complete Form OAS-23 when you use non-revenue flights. Write "nonrevenue flight - information only" on the form and send it to NBC AM.

C. Forest Service Flight Use Report.

(1) After using Forest Service aircraft, you must complete:

(a) Standard Form FS-6500-122. We use the FS 6500-122 to pay the Forest Service for their services.

(b) Form OAS-23. Include a comment that says, "for information only" and send it to NBC AM. They use the OAS-23 to document the number of flight hours.

(2) If copies of the forms are not available on board, you can get them from NBC AM Headquarters, online, or from area offices.

2.14 Who may travel as a passenger on Service aircraft?

A. Passengers who may travel on Service aircraft in an official capacity include (see section 2.5C and also

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see 330 FW 3 for passenger training requirements):

(1) Officers and employees of the Federal Government traveling on official business.

(2) Members of Congress and employees of Congressional Committees whose work relates to Service programs.

(3) Non-Federal passengers if they are doing work that helps accomplish a Service program, such as:

(a) Employees of cooperating State, county, or local agencies;

(b) Representatives of foreign governments; and

(c) Contractor representatives of those agencies/governments.

(4) Passengers we allow to travel when space is available and who meet the requirements in OMB Circular A-126 (also see section 2.18).

B. No other passengers may travel on aircraft we own or lease or that others operate on our behalf.

2.15 When may Service employees use Government aircraft for administrative travel?

A. You may use Government aircraft for administrative travel if:

(1) Your supervisor and the RAM or the Service Aviation Manager approves it, and

(2) It does not cost more than commercial sources, or

(3) You need to travel within a 24-hour period and there are no commercial flights reasonably available to meet your requirements.

B. The RAM or Service Aviation Manager may make an exception to these requirements if you can document that there are extraordinary circumstances requiring the flight to accomplish Service mission activities.

2.16 Are there special requirements for Senior Executive Service (SES) travel on Government aircraft? Yes. OMB and the Department have many restrictions about when SES employees and other senior officials may travel on Government aircraft. For example, before traveling on Government aircraft, an SES employee must get approval from the Department's Solicitor or the Deputy. These restrictions are available on the NBC AM Web site.

2.17 May Service employees use Government aircraft in an emergency? Yes. Project Leaders and supervisors may authorize the use of Government aircraft (meaning aircraft the Government owns, leases, charters, or rents) to assist in emergencies with life-threatening circumstances such as disaster relief efforts. You must document the circumstances on Form OAS-2 (when you use fleet aircraft) or Form OAS-23 (when you use vendor aircraft).

2.18 In addition to the situations described in sections 2.15 through 2.17, may Service employees use Government aircraft when there is space available?

A. Yes, you may use Government aircraft when space is available if you get approval from your RAM or

2.18 In addition to the situations described in sections 2.15 through 2.17, may Service employees use Government aircraft when there is space available?

A. Yes, you may use Government aircraft when space is available if you get approval from your RAM or the Service Aviation Manager.

B. OMB Circular A-126 includes several restrictions for Government employees traveling on Government aircraft when space is available. For example, if you are traveling on a space-available basis, you may only do so on an aircraft that was already scheduled for an official purpose.

2.19 May Service employees use their own aircraft for official Service business?

A. You may fly your own aircraft for administrative travel if:

(1) It has an FAA registration showing you as the owner or as a member of a flying club that owns the aircraft;

(2) You are a qualified dual-function pilot or incidental pilot to fly aircraft on Government business. A dual-function pilot is a pilot whose job description includes pilot duties and other duties (for example, GS-486 biologist pilot or GS-482 fisheries biologist pilot). An incidental pilot is anyone who pilots an aircraft on Government business, but whose job description does not include pilot duties;

(3) Your aircraft meets all Departmental aircraft maintenance and inspection requirements in 330 FW 4; and

(4) Your Project Leader or supervisor approves the use.

B. You may fly your own aircraft to perform mission-related requirements (see 2.5C) if you certify it as a "vendor" aircraft. See 351 DM 1.

2.20 May Service employees decline to board an aircraft if they think their safety is at risk? Yes. Service employees and volunteers may decide not to fly any time they consider it to be unsafe, **without fear of reprisal**. You must tell your immediate supervisor, Regional line manager, or the Service Aviation Manager as soon as possible after you decide not to get on an aircraft. They will investigate your safety concerns and make sure we take any necessary corrective actions.

Kenneth Stansell
DEPUTY DIRECTOR

Date: March 24, 2008

DOI_00005042_00000361

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 07

Subject: Improving the Management and Use of Government Aircraft

Effective Date: January 1, 2017

Supersedes: OPM-07 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2017

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

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

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

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

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

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

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

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

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

B. Bureau - The term "bureau" denotes Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), Bureau of Reclamation (BOR), Office of Surface Mining Reclamation and Enforcement (OSMRE), U.S. Geological Survey (USGS), Bureau of Ocean Energy Management (BOEM), Bureau of Safety and Environmental Enforcement (BSEE), Territorial and International Affairs, and all other offices of the Secretary of the Interior.

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

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

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

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

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

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

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

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

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

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

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

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

I. Special approvals[1] are required for Senior Federal Officials for travel that is not to meet "mission requirements" or "required use travel", members of families of such senior Federal officials, and non-Federal travelers. **Appendix 7 is a flow chart that outlines the decision-making process for Senior Federal Official travel using Government aircraft.**

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

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

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

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

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

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

(2)

a. The traveler's employing or sponsoring agency.
b. The first and last name of the traveler.
c. The total number of flights the traveler took during the reporting period.

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

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

(3) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

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

MARK BATHRICK

Digitally signed by MARK BATHRICK
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=MARK BATHRICK, 0.9.2342.19200300.100.1.1=14001000695089
Date: 2016.12.27 14:50:02 -07'00'

Director, Office of Aviation Services

May 22, 1992

Circular No. A-126

(Revised)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving the Management and Use of Government Aircraft

1. Purpose
2. Authority
3. Background
4. Scope and Coverage
5. Definitions
6. Acquisition and Management
7. Use of Government Aircraft
8. Travel on Government Aircraft
9. Reimbursement for Use of Government Aircraft
10. Approving the Use of Government Aircraft
11. Approving Travel on Government Aircraft
12. Documenting the Use of Government Aircraft
13. Responsibilities
14. Accounting for Aircraft Costs
15. Effective Date
16. Information Contact

1. **Purpose**. This Circular is being issued to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by Executive Agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft.

2. **Authority**. This Circular is issued under the authority of the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and 31 U.S.C. 1344.

3. **Background**. The Office of Management and Budget has concluded that the government-wide policy guidance with respect to the use of government aircraft should be clarified to restrict the operation of government aircraft to defined official purposes; restrict travel on such aircraft; require special review of such travel on government aircraft by senior officials or non-Federal travelers in circumstances described hereafter; and codify policies for reimbursement for the use of government aircraft.

4. **Scope and Coverage**. This Circular applies to all government-owned, leased, chartered and rental aircraft and related services operated by Executive Agencies except for aircraft while in use by or in support of the President or Vice President.

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5. **Definitions**. For purposes of this Circular, the following definitions apply.

a. **Government aircraft** means any aircraft owned, leased, chartered or rented and operated by an Executive Agency.

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

c. **Official travel** means (i) travel to meet mission requirements, (ii) required use travel, and (iii) other travel for the conduct of agency business.

d. **Required use** means use of a government aircraft for the travel of an Executive Agency officer or employee, where the use of the government aircraft is required because of bona fide communications or security needs of the agency or exceptional scheduling requirements.

e. **Senior Federal officials** are persons:

(i) employed at a rate of pay specified in or fixed according to subchapter II of chapter 53 of title 5 of the U.S. Code;

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

(iii) employed in a position in an Executive Agency that is not referred to in clause (i) (other than a position that is subject to pay adjustment under Section 1009 of Title 37 of the U.S. Code) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under section 5304 of title 5 of the U.S. Code (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of basic pay payable for the Senior Executive Service under Section 5382 of title 5 of the U.S. Code; or

(iv) appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 of the U.S. Code or by the Vice President to a position under section 106(a) (1) (A), (B), or (C) of title 3 of the U.S. Code.

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

Circular, are active duty military officers.

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

g. **Actual cost** means all costs associated with the use and operation of an aircraft. (See Attachment A for detailed definition.)

6. **Acquisition and Management**.

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

b. Agencies must comply with OMB Circular No. A-76 before purchasing, leasing or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

c. Agencies shall review periodically the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with the requirements of OMB Circular No. A-76. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

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

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

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

a. Official travel that is not also required use travel or to meet mission requirements shall be authorized only when:

(i) no commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements within a 24 hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period) to fulfill effectively the agency requirement; or

(ii) the actual cost of using a government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service. When a flight is being made to meet mission requirements or for required use

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

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

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

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

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

(iv) reimbursement is provided as set forth in Section

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

a. For travel that is not required use travel:

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

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

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

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

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

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

c. **"Space available" travel**. For "space available" travel other than for the conduct of agency business, whether on mission or other flights, the government shall be reimbursed at the full coach fare except (i) as authorized under 10 U.S.C. 4744 and regulations implementing the

statute; and (ii) by civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

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

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

a. Only an agency head, or officials designated by the agency head, may approve the use of agency aircraft for official travel.

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

c. Agencies that use government aircraft shall report semi-annually to GSA each use of such aircraft for non-mission travel by senior Federal officials, members of the families of such officials, and any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute). Such reports shall be in a format specified by GSA and shall list all such travel conducted during the preceding six month period. The report shall include: (i) the name of each such traveler, (ii) the official purpose of the trip, (iii) destination(s), and (iv) for travel to which Section 8.a.(ii) applies, the appropriate allocated share of the full operating cost of each trip and the corresponding commercial cost for the trip. In addition, agencies shall report a summary of these data to OMB semi-annually in a format specified by GSA. (Reports on classified trips shall not be reported to GSA but must be maintained by the agency using the aircraft and available for review as authorized.)

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

a. **General approval requirements** - All travel on government aircraft must be authorized by the sponsoring agency in accordance with its travel policies and this Circular and, when applicable, documented on an official travel authorization. Where possible, such travel must be approved by at least one organizational level above the person(s) traveling. If review by a higher organizational level is not possible, another appropriate approval is

required.

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

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

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

(i) senior Federal officials;

(ii) members of families of such senior Federal officials; and

(iii) non-Federal travelers.

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

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

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

- the tail number of the plane used

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

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

13. **Responsibilities**.

a. All Executive Agency officials with statutory authority to procure aircraft will assure that:

(i) Their agency's internal policies and procedures for procuring aircraft and related services are consistent with the requirements of OMB Circular No. A-76.

(ii) Their agency's aircraft programs comply with the internal control requirements of OMB Circular No. A-123 and that they are included in the agency's Management Control Plan. Any material weaknesses in these programs are to be reported in the annual internal control reports to the President and the Congress.

(iii) Their agency cooperates with the General Services Administration in the development of aircraft management policies and standards and in the collection of aircraft information.

(iv) Their agency has an aircraft information system that conforms to the generic data and reporting standards developed by GSA. Agencies that do not already have systems that conform to these standards are required to implement such systems within one year from the issuance of the GSA standards.

b. The Secretaries of Defense and "the uniformed serv-ices," the Secretary of State, and the Administrator of General Services shall incorporate the applicable policies in this Circular into the travel regulations which they promulgate for uniformed service, foreign service, and civilian employees, respectively. The necessary changes to these regulations should be issued no later than 180 days from the date of this Circular.

c. The Administrator of General Services shall maintain a single coordinating office for agency aircraft management. The responsibilities of this office shall include, but not be limited to, the following:

(i) coordination of the development of effectiveness measures and standards, policy recommendations, and guidance for the procurement, operation, safety, and disposal of civilian agency aircraft;

(ii) operation of a government-wide aircraft management information system;

(iii) identification, for agencies and OMB, of opportunities: to share, transfer, or dispose of underutilized aircraft; to reduce excessive aircraft operations and maintenance costs; and to replace obsolete aircraft;

(iv) development of generic aircraft information system standards and software;

(v) other technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting the cost analyses required by this Circular;

(vi) review of proposed agency internal aircraft policies for compliance with OMB guidance and notification to OMB of any discrepancies; and

(vii) conduct of an annual study of the variable and fixed costs of operating the different categories of government aircraft and dissemination of the results for use in making the cost comparisons required in Section 8.a.(ii) and reporting the trip costs as required in Section 10.c.

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

d. Except for provisions of this Circular which specify their own implementation dates, each agency head shall issue internal agency directives to implement this Circular no later than 180 days from the date of the Circular. These internal agency directives must include all policies contained in this Circular, but may also contain additional policies unique to the agency. Responsibility for these policies shall be assigned to a senior management official who has the agency-wide authority and resources to implement them.

14. **Accounting for Aircraft Costs**. Agencies must maintain systems for their aircraft operations which will permit them to: (i) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (ii) recover the costs of operating government aircraft when appropriate; (iii) determine the cost effectiveness of various aspects of their aircraft programs; and (iv) conduct the cost comparisons required by OMB Circular A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. Although agency accounting systems do not have to be uniform in their design or operation to comply with this Circular, they must accumulate costs which can be summarized into the standard Aircraft Program Cost Elements defined in Attachment B. The use of these elements to account for aircraft costs is discussed in Attachment A.

15. **Effective Date**. This Circular is effective on publication.

16. **Information Contact**. All inquiries should be addressed to the General Management Division, Office of Management and Budget, telephone number (202) 395-5090.

Richard Darman
Director

Attachments

ACCOUNTING FOR AIRCRAFT COSTS

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

Justify Use of Aircraft

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

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

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

1. Accumulate or allocate to the aircraft or aircraft type all historical costs (for the previous 12 months) grouped under the variable cost category defined in Attachment B. These costs should be obtained from the agency's accounting system.

2. Adjust the historical variable costs from Step 1 for inflation and for any known upcoming cost changes to project the new variable cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

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

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

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

1. be the current government contract fare or price or the lowest fare or price known to be available for the trip(s) in question;

2. include, as appropriate, any differences in the costs of any additional ground or air travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the government, including benefits) between the two options; and

3. only include costs associated with passengers on official business. Costs associated with passengers traveling "space available" may not be used in the cost comparison.

Recover Cost of Operation

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

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

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

2. Adjust the historical fixed costs from Step 1 for inflation and for any known

upcoming cost changes to project the new fixed cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Add to the adjusted historical fixed costs amounts representing self insurance costs and the annual depreciation or replacement costs, as described in Attachment B.

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

5. Compute a fixed cost recovery rate for the aircraft or aircraft type by dividing the sum of the projected directly attributable fixed costs (from Step 3) and the allocated fixed costs (from Step 4) by the annual flying hours projected for the aircraft or aircraft type.

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

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

Determine Aircraft Program Cost Effectiveness

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

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

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

Justify In-House Operation

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

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

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STANDARD AIRCRAFT PROGRAM COST ELEMENT DEFINITIONS

VARIABLE COSTS

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

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

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

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

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

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

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

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

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

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

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

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

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

FIXED COSTS

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

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

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

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

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

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

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

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

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

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

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

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

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

OTHER COSTS

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

costs include:

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

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

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

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

THE DIRECTOR

BULLETIN NO. 93-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Responsibility and Reducing Perquisites

1. Purpose. This Bulletin provides guidance and instructions to agencies concerning implementation of the February 10, 1993 Presidential memorandum on "Use of Government Vehicles," "Restricted Use of Government Aircraft," and "Government Fiscal Responsibility and Reducing Perquisites."

2. Background. On Friday February 10, 1993 the President signed three memoranda to Executive Departments instructing them to curtail use of Government vehicles, government aircraft, executive dining facilities and conferences. These memoranda instruct the Office of Management and Budget to issue any necessary directives and plans to implement the policies and to monitor compliance.

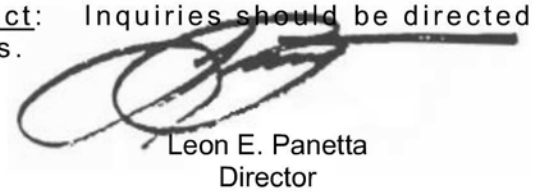
3. Coverage. This Bulletin applies to all Executive Departments and Agencies.

4. Policy. As American taxpayers are being asked to make a contribution to reducing the deficit it is imperative that we not spend their hard-earned tax dollars in ways that may appear to be improper. Specific policy guidance and definitions are attached to this bulletin covering the use of government vehicles and aircraft, executive dining facilities and conferences.

5. Action Requirements. It is the responsibility of every Department and agency to ensure compliance with the President's policies and attached guidance both in spirit and in fact.

6. Effective Date. The provisions of this Bulletin are effective upon issuance.

7. Information Contact: Inquiries should be directed to the person named in the attachments.



Leon E. Panetta
Director

Use of Government Aircraft

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

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

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

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

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

Actions:

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

Exceptions:

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

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

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

Attachments

Exhibit 3A
Exhibit 3B

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

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

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

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

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

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

Report on Aircraft Configured for Passenger Use

Department_____ **Agency/Bureau**_____

Aircraft Type	FAA No.	Passenger Capacity		Annual Hours Flown			1992 Operating Costs
		Designed	Normal	1991	1992	1993	

Agency Contact_____ **Phone**_____

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United States Department of the Interior

OFFICE OF THE SOLICITOR

Washington, D.C. 20240

December 23, 1999

Memorandum

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

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

Subject: Use of Government-Owned and Operated Aircraft

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

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

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

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

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

Sec.
101-37.000 Scope of part.
Subpart 101-37.1--Definitions

101-37.100 Definitions.

Subpart 101-37.2--Accounting for Aircraft Costs
101-37.200 General.
101-37.201 Standard aircraft program cost elements.
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101-37.204 Operations cost recovery methods.
101-37.205 Aircraft program cost effectiveness.

Subpart 101-37.3--Cost Comparisons for Acquiring and Using Aircraft
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Subpart 101-37.4--Use of Government-Owned and -Operated Aircraft
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101-37.401 [Reserved]
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101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Subpart 101-37.6--Management, Use, and Disposal of Government Aircraft Parts
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101-37.601 What responsibilities does the owning/operating agency have in the management and use of Government aircraft parts?
101-37.602 Are there special requirements in the management, use, and disposal of military Flight Safety Critical Aircraft Parts (FSCAP)?
101-37.603 What are the owning/operating agency's responsibilities in reporting excess Government aircraft parts?
101-37.604 What are the procedures for transferring and donating excess and surplus Government aircraft parts?
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101-37.606 What are the GSA approving official's responsibilities in transferring and donating excess and surplus Government aircraft parts?
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Subparts 101-37.7--101-37.10 [Reserved]

Subpart 101-37.11--Aircraft Accident and Incident Reporting and Investigation
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101-37.1102 When must I give initial notification of an aircraft accident, incident, or overdue aircraft?
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101-37.1108 Why is it important that I be provided aircraft accident/incident related guidance in the form of this subpart, in addition to that found in 49 CFR parts 830 and 831?
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Subparts 101-37.12--Federal Agency Aviation Safety Program
101-37.1200 General.
101-37.1201 Applicability.
101-37.1202 Agency aviation safety responsibilities.
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101-37.1207 Inspections and evaluations.
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101-37.1213 Aircraft accident and incident database.
101-37.1214 Aviation safety awards program.

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms
101-37.1400 General.
101-37.1401 GSA forms availability.

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

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

Sec. 101-37.000 Scope of part.

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

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

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

Sec. 101-37.100 Definitions.

In part 101-37, the following definitions apply:

Acquisition date means the date the agency acquired the asset.

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

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

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

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage.

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

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

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

(1) Is leased to the Federal Government for a term of 5 or more years; or

(2) In the case of a new asset with an economic life of less than 5 years, is leased to the Federal Government for a term of 75 percent or more of the economic life of the asset; or

(3) Is built for the express purpose of being leased to the Federal Government; or

(4) Clearly has no alternative commercial use; e.g., special-purpose Government installation.

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

Civil aircraft means any aircraft other than a public aircraft.

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

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

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

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

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

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

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

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

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

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

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

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

(1) Central Intelligence Agency;

(2) National Security Agency;

(3) Defense Intelligence Agency;

(4) Offices with the Department of Defense for the collection of specialized national foreign intelligence through reconnaissance programs;

(5) The Bureau of Intelligence and Research of the Department of State;

(6) Intelligence elements of the Army, Navy, Air Force, Marine Corps, Federal Bureau of Investigation, Drug Enforcement Administration, Department of the Treasury, and Department of Energy; and

(7) The staff elements of the Director of Central Intelligence. Investigator-in-charge means the investigator who organizes, conducts, and controls the field phase of the investigation. This investigator shall assume responsibility for the supervision and coordination of all resources and of the activities of all personnel involved in the on-site investigation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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(2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders.

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

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

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

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

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

Senior Federal official means a person:

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

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

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

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

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

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

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wing tips are not considered ``substantial damage.''

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

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

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

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

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

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

Subpart 101-37.2--Accounting for Aircraft Costs

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

Sec. 101-37.200 General.

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

Sec. 101-37.201 Standard aircraft program cost elements.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 101-37.202 Policy.

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

Sec. 101-37.203 [Reserved]

Sec. 101-37.204 Operations cost recovery methods.

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

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

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

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

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

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

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

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

Sec. 101-37.205 Aircraft program cost effectiveness.

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

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

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

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

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

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

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

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

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

Sec. 101-37.300 General.

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

Sec. 101-37.301 Applicability.

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

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

Sec. 101-37.304 Variable cost rate.

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

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

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

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

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

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

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

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

Sec. 101-37.305 Acquisition and management.

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

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

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

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

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

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

Sec. 101-37.400 General.

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

Sec. 101-37.401 [Reserved]

Sec. 101-37.402 Policy.

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

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

(1) Mission requirements, and

(2) Other official travel.

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

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

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

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

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

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

(ii) Space available travel does not require a larger aircraft than needed for the already scheduled official purpose;

(iii) Space available use results in no, or only minor, additional cost to the Government; and

(iv) Reimbursement is provided as set forth in Sec. 101-37.403 of this subpart.

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

(1) To meet mission requirements, or

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

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

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

(a) For travel that is not required use travel:

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

(2) The Government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as otherwise provided in paragraph (d) of this section).

(b) For required use travel (except as otherwise provided in paragraph (d) of this section).

(1) For a wholly personal or political trip, the Government shall be reimbursed the full coach fare for the trip,

(2) For an official trip during which the employee engages in political activities, the Government shall be reimbursed the appropriate share of the full coach fare for the entire trip, and

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

(c) For space available travel, whether on mission requirements or other flights, the Government shall be reimbursed at the full coach fare except:

(1) As authorized under 10 U.S.C. 4744 and regulations implementing that statute, and

(2) By civilian personnel and their dependents in remote locations not reasonably accessible to regularly scheduled commercial airline service.

(d) In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 CFR 106.3) if greater than the amount otherwise required under paragraphs (a) through (c) of this section.

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

(a) Use of Government aircraft for official travel may be approved only by the agency head or official(s) designated by the agency head.

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

[60 FR 3552, Jan. 18, 1995]

Sec. 101-37.405 Approving travel on Government aircraft.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 101-37.407 Documentation.

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

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

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

(c) Route(s) flown;

(d) Flight date(s) and times;

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

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

Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Aircraft Management Division, Washington, DC 20406. A copy of each report shall also be submitted to the Deputy Director for Management, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503. Agencies shall submit report data using the Federal Aviation Management Information System structure and management codes for automated reporting or GSA Form 3641, Senior Federal Travel. Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report. These reports shall be disclosed to the public upon request unless classified.
(a) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal traveler (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:
(1) The names of the travelers;
(2) The destinations;
(3) The corresponding commercial cost had the traveler used commercial airline or aircraft service (including charter);
(4) The appropriate allocated share of the full operating cost of each trip;
(5) The amount required to be reimbursed to the Government for the flight;
(6) The accounting data associated with the reimbursement; and
(7) The data required by Sec. 101-37.407 (a), (b), and (d) of this subpart.
(b) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.
(c) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GAS or OMB but must be made available by the agency for review by properly cleared personnel.

[60 FR 3553, Jan. 18, 1995]
Subpart 101-37.5--Management Information Systems (MIS)

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

Sec. 101-37.500 General.

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

Sec. 101-37.501 [Reserved]

Sec. 101-37.502 GSA MIS responsibilities.

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

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

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

Sec. 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:

(a) Owned aircraft. The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.

(b) Bailed aircraft. The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.

(c) Leased or lease/purchased aircraft. The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.

(d) Loaned aircraft. The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.

(e) Contract, charter, and rental aircraft. The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.

(f) Support services. The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.

(g) Senior Federal official and special category travel. Each executive agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

Sec. 101-37.504 Reports.

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

(a) Each executive agency will provide GSA with reports as changes occur for: (1) Facilities inventories. Additions, deletions, and changes shall be submitted using GSA Form 3549, Government-owned/leased Maintenance, Storage, Training, Refueling Facilities (per facility) or FAMIS file structures.

(2) Aircraft inventories. Additions, deletions, and changes shall be submitted using GSA Form 3550, Government Aircraft Inventory (per aircraft) or FAMIS file structures. Any aircraft operated or held in a non-operational status, must be reported to FAMIS regardless of its ownership category.

(3) Aviation support services cost data. This data will be submitted using GSA Form 3554, Aircraft Contract/Rental/Charter Support Services Cost Data Form or FAMIS file structures, as support service agreements become effective.

(b) Each executive agency will provide GSA with reports annually on or before January 15 for the previous fiscal year ending September 30 for:

(1) Contract, rental, and charter aircraft cost and utilization data. Each form or FAMIS database record must contain only one aircraft for each type of mission performed. The data is submitted using GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization or FAMIS file structures.

(2) Government aircraft cost and utilization data. The cost and utilization information must be tracked by serial number and must reflect the actual use and expenditures incurred for each individual aircraft. These reports are to be submitted using GSA Form 3552, Government Aircraft Cost and Utilization or FAMIS file structures.

(c) Each executive agency will provide GSA with a report semiannually on or before May 31 for the period October 1 through March 30, and on or before November 30 for the period April 1 through September 30 for senior Federal official and special category travel. These reports are to be submitted using GSA Form 3641, Senior Federal

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

Sec. 101-37.505 Aircraft used for sensitive missions.

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

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

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

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

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

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

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

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

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

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

Sec. 101-37.600 What does this subpart do?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The State Agency must review donation transfer documents for completeness and accuracy, and ensure that the certification provisions set forth in Sec. 101-37.605(c) is included in the transfer documents.
(b) The State Agency must ensure that when a donated part is no longer needed, and the part is determined to be unsalvageable, the donee mutilates the part in accordance with Sec. 101-37.609.

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

(a) The Federal agency must sell Government aircraft parts in accordance with the provisions set forth in Part 101-45, Sale, Abandonment, or Destruction of Personal Property of this chapter.
(b) The Federal agency must ensure that the documentation required pursuant to Sec. 101-37.603(a) accompanies the parts at the time of sale, and that sales offerings on aircraft parts contain the following statement:

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

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

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

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

(a) Identify unsalvageable aircraft parts which require mutilation.
(b) Mutilate unsalvageable aircraft parts so they can no longer be utilized for aviation purposes. Mutilation includes destruction of the data plate, removing the serial/lot/part number, and cutting, crushing, grinding, melting, burning, or other means which will prevent the parts from being misidentified or used as serviceable aircraft parts. Obtain additional guidance on the mutilation of unsalvageable aircraft parts in FAA AC No. 21-38, Disposition of Unsalvageable Aircraft Parts and
Materials.
(c) Ensure an authorized agency official witnesses and documents the mutilation, retain a signed certification and statement of mutilation.
(d) If unable to perform the mutilation, turn in the parts to a Federal or Federally-approved facility for mutilation and proper disposition. Ensure that contractor performance is in accordance with the provisions of this part.
(e) Ensure that mutilated aircraft parts are sold only as scrap.

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

Yes. Executive agencies may exchange or sell aircraft parts as part of a transaction to acquire similar replacement parts in accordance with FPMR part 101-46. In addition to the requirements of this subpart, agencies must ensure that the exchange/sale transaction is accomplished in accordance with the methods and procedures contained in part 101-46 of this chapter, and comply with the restrictions and limitations under Sec. 101-46.202 of this chapter.
(a) Prior to the proposed exchange/sale, agencies should determine whether the parts identified for disposition are airworthy parts. For additional guidance refer to the applicable FAA Advisory Circular(s), or contact the local FAA FSDO.
(b) At the time of exchange or sale, agencies must ensure that applicable labels and tags, historical data and modification records accompany the aircraft parts prior to release. The records must contain the information and content as required by current DOD and FAA requirements for maintenance and inspections.

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

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

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

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

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

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

You must:

(a) Develop a Federal agency specific aircraft accident and incident response plan for your agency;

(b) Be prepared to participate in National Transportation Safety Board (NTSB) investigations of Federal agency aircraft accident or incidents involving your agency;

(c) Conduct a parallel investigation of an aviation accident/incident involving your agency aircraft as appropriate;

(d) Report any condition, act, maintenance problem, or circumstance which has potential to cause an aviation related mishap;

(e) Provide training to your agency personnel who may be asked to participate in an NTSB investigation;

(f) Assure that your reporting requirements are in compliance with the NTSB definitions contained in 49 CFR 830.2; and

(g) Refer to 49 CFR part 830 for further details when required to report an aircraft accident, incident, or overdue aircraft to the NTSB.

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

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

(a) Reporting aircraft accidents, incidents, and overdue or missing aircraft,

(b) Wreckage site safety,

(c) Wreckage security,

(d) Evidence preservation, and

(e) A point of contact list with current telephone numbers for fire, crash rescue, medical, and law enforcement support personnel and trained agency accident investigators.

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

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

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

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

(a) Type and registration of the aircraft;

(b) Name of the owning agency;

(c) Name of the pilot-in-command;

(d) Date and time of the accident;

(e) Last point of departure and the point of intended landing;

(f) Position of the aircraft with reference to a geographical point;

(g) Number of persons aboard, number fatally injured, and number seriously injured;

(h) Nature of the accident, extent of damage, and the weather; and

(i) A description of any explosives, radioactive materials, or any other dangerous substances carried on the aircraft.

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

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

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

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

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

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

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

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

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

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

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

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

Subpart 101-37.12--Federal Agency Aviation Safety Program

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

Sec. 101-37.1200 General.

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

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

Sec. 101-37.1201 Applicability.

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

Sec. 101-37.1202 Agency aviation safety responsibilities.

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

Sec. 101-37.1203 Aviation safety manager qualifications.

(a) Aviation safety manager positions may be full time or additional duty, based on program mission requirements. In general, an aviation safety manger should, regardless of management level:
(1) Be knowledgeable in agency aviation program activities within his/her purview;
(2) Have experience as a pilot, crew member, or in aviation operations management; and
(3) Be a graduate of a recognized aviation safety officer or accident prevention course, or qualified within 1 year through attendance at formal courses(s) of instruction.
(b) These standards should be used as a guide to ensure that qualified personnel are selected as safety managers. However, they do not supersede those job classifications prescribed by the Office of Personnel Management or other appropriate authority.

Sec. 101-37.1204 Program responsibilities.

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

Sec. 101-37.1205 Program elements.

As a recommendation, aviation safety program elements should include, but not be limited to, the following:
(a) Aviation safety council;
(b) Inspections and evaluations;
(c) Hazard reporting;
(d) Aircraft accident and incident investigation;
(e) Education and training;
(f) Aviation protective equipment;
(g) Aviation qualification and certification; and
(h) Awards program.

Sec. 101-37.1206 Aviation safety council.

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

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

Sec. 101-37.1207 Inspections and evaluations.

The purpose of any inspection or evaluation is to prevent aviation accidents and to foster aviation safety.
(a) Each agency should establish and maintain an inspection and evaluation program for all aviation activities. All operational elements of the aviation activity should be regularly inspected and evaluated based on standardized criteria established by the agency. The purpose of this program is to ensure that the agency mission is being carried out in accordance with Federal and agency safety regulations and directives.
(b) Records should be kept and will identify the function or work area involved, date(s), hazard(s) identified, and recommended corrective action(s). All agencies will ensure appropriate resolution and close-out.

Sec. 101-37.1208 Hazard reporting.

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

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

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

Sec. 101-37.1210 Education and training.

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

Sec. 101-37.1211 Aviation protective equipment.

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

Sec. 101-37.1212 Aircrew qualification and certification.

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

Sec. 101-37.1213 Aircraft accident and incident database.

Each agency should establish an aircraft accident and incident data collection system to support an effective aviation safety and accident prevention program. The database should include:
(a) Owner and operator of the aircraft;

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

Sec. 101-37.1214 Aviation safety awards program.

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

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms

Sec. 101-37.1400 General.

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

Sec. 101-37.1401 GSA forms availability.

Copies of the forms identified in paragraphs (a) through (e) of this section may be obtained from the General Services Administration (FBX), Washington, DC 20406.
(a) GSA Form 3549, Government-owned/Leased Maintenance, Storage, Training, Refueling Facilities (Per Facility).
(b) GSA Form 3550, Government Aircraft Inventory (Per Aircraft).
(c) GSA Form 3551, Contract/Rental/Charter Aircraft Cost and Utilization.
(d) GSA Form 3552, Government Aircraft Cost and Utilization (Per Aircraft).
(e) GSA Form 3554, Aircraft Contract, Rental/Charter and Support Services Cost Data Form.

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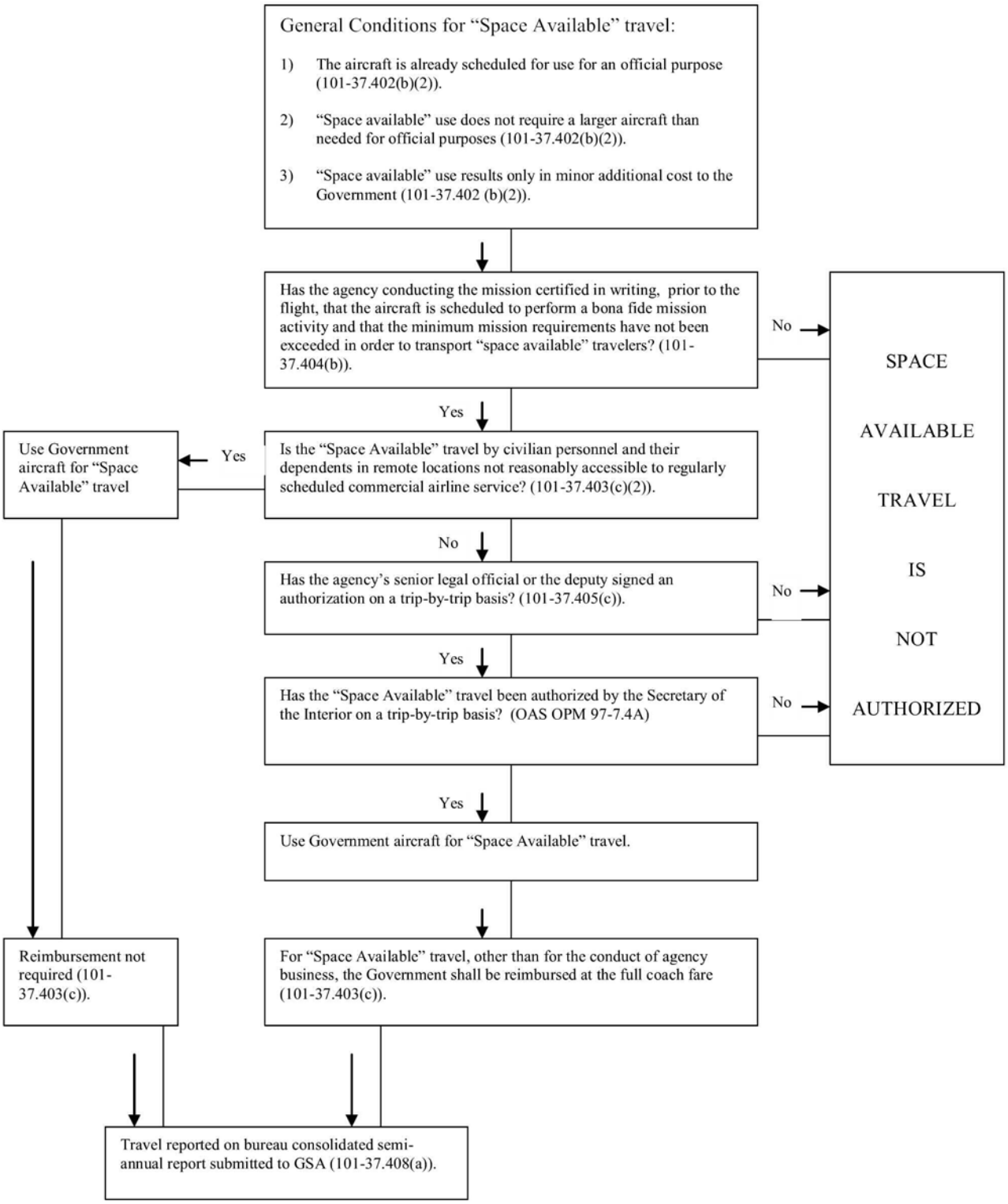
FLOW CHART AND DECISION PROCESS

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



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TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

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

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

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

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

Manifest (only persons required to be at TDS):

Name	Hourly Salary
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL Hours Cost of All Required Travelers $ _____

(*Continue on attached sheet if needed*)

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

B. COST COMPARISON:

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

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

   TOTAL Cost by commercial transportation **$** _____

2. Leased, Contract, or Rental Aircraft.

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

   TOTAL Cost by Lease, Contract, or Rental aircraft. $ _____

3. DOI –Operated Aircraft – identify specific aircraft: _____

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

   TOTAL COST by DOI Fleet aircraft. $ _____

C. MOST COST EFFECTIVE METHOD:

☐ Commercial
☐ Lease, Contract or Rental – N# _____. Pilot/Crew _____

Purpose _____

☐ DOI Fleet ----------N# _____. Pilot/Crew _____

Purpose _____

REMARKS: (*Must be completed if other than most-cost-effective method is chosen.*)

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

_____	_____	_____
Print name of designated approving official	Signature	Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

_____	_____	_____
Print name of designated approving official	Signature	Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE: (See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

1) Senior Executive Branch Officials
2) Senior Federal Officials
3) Members of Families of Senior Executive Branch and Senior Federal Officials
4) Non-Federal travelers

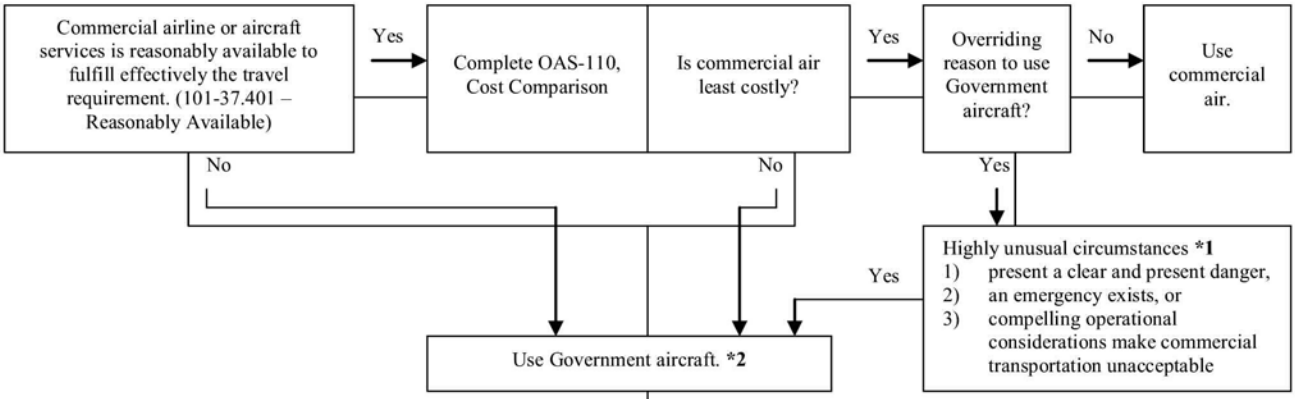
_____	_____	_____
Print name of designated approving official	Signature	Date

FLOW CHART AND DECISION PROCESS

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

DEFINITIONS:

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



Required travel approvals, documentation, reporting, and reimbursement requirements:

1. **Travel Approval**
   - A. General – One organizational level above the person traveling (101-37.405(a)).
   - B. Special – None
2. **Documentation** – Document in accordance with 101-37.407. Include a copy of Form OAS-110.
3. **Report Requirements** for mission travel are only applicable to Senior Executive Branch Officials. The procedure is the same as for non-mission travel.
4. **Reimbursement required** - NO

Required travel approvals, documentation, reporting and reimbursement requirements:

1. **Travel Approval**
   - A. General – One organizational level above the person traveling (101-37.405(a)).
   - B. Special – Must be approved on a trip-by-trip basis and be signed (reverse side of OAS-110) by agency senior legal official or principal deputy; OR an alternate system approved by OMB (101-37.405(c)). ***3**
2. **Documentation** – Document in accordance with 101-37.407. Include copy of Form OAS-110.
3. **Report requirements** –
   - A. Consolidated semi-annual report submitted to GSA
4. **Reimbursement required** – MAYBE – See 41 CFR 101-37.403 (Appendix 5)

Footnotes:

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

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

***3** Requests for approval of Government aircraft travel to the Solicitor should be submitted to MS7456-MIB FAX 202-219-6780

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INSTRUCTIONS FOR SFTR SPREADSHEET

Traveler's Agency – The traveler's employing or sponsoring agency.

Traveler's Name – The first and last name of the traveler.

No. of Flights – The total number of flights the traveler took during the reporting period.

Traveler's Status – The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.

DOI_00005042_00000416

SENIOR FEDERAL TRAVEL REPORT
APRIL 1, 2001 TO SEPTEMBER 30, 2001

Traveler's Agency	Traveler's Name	No of Flights	Traveler's Status
EXAMPLE: GSA	Calvin Pittman	6	Other Official Traveler

DOI_00005042_00000417

NEGATIVE REPORT OF SENIOR FEDERAL TRAVEL FOR THE PERIOD

FOR THE REPORTING PERIOD OF _____

TO: General Services Administration
Travel Management Policy Division (MTT)
1800 F Street, NW, Room G-219
Washington, DC 20405
(202) 501-0349 (FAX)

FROM: YOUR AGENCY

For the above period this department/agency had no travel to report pursuant to FPMR 101-37.4. Travel considered includes (i) all non-mission travel on Government aircraft by senior Federal officials (including those acting in an aircrew capacity when they are also aboard the flight for transportation), family members of such officials and non-Federal travelers including persons from other departments or agencies, and (ii) all mission and non-mission travel on Government aircraft for senior executive branch officials from this or other agencies. Government aircraft include all aircraft owned, leased, chartered or rented by this agency.

_____
Signature

_____
Name (Please print or type)

_____
Title

_____
Date

ELECTRONIC MAIL ADDRESSES TO TRANSMIT INFORMATION FOR THE SENIOR FEDERAL TRAVEL TO OAS

1. NOTES	=	Shari Moultrie
2. Internet	=	Shari_Moultrie @ios.doi.gov

United States Department of the Interior
National Business Center
Aviation Management Directorate

Information Bulletin

Number: 09-01 Revision 1 (07-08-09)

Distribution: U.S. Department of Interior, Bureau Representatives

Subject: **Guidelines for Requesting Approval from the Office of the Solicitor for Senior Executive Service (SES) / Senior Federal Official Travel on Government Aircraft**

This Information Bulletin (IB) is to provide information to all Bureau representatives within the U.S. Department of the Interior (DOI) on basic guidelines for requesting approval of SES/senior official travel through the Office of the Solicitor (SOL).

Prior written SOL approval is necessary when an SES or senior federal official or a non-federal traveler (even if an official traveler) is flying on DOI owned or operated (chartered by DOI) aircraft between two or more different points.

Key items to remember:

- Official travel, as defined in OMB Circular A-126, includes point-to-point transportation: (a) to conduct agency business; (b) to meet mission requirements; and (c) for required use travel (rare).
- "Mission travel" is narrowly defined; mission requirements do NOT include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.
- Generally all Departmental travel at SES level and above is non mission official travel. SES and senior federal officials are typically on oversight visits, not performing the actual mission.
- Use of a DOI aircraft is permitted if it is the most cost effective means of travel.
- Travelers should not schedule meetings and then claim that only DOI aircraft will accommodate that schedule.
- If an SES/senior federal official boards an aircraft at Point A, overflies a site, and returns to Point A without ANY other stop*, there is no point-to-point transportation, and SOL approval is not required.

***Stops solely for refuel/bathroom breaks, with no official business conducted and no passengers picked up or dropped off, are authorized. Trips with such stops do not require SOL approval.**

- All information about flights is publically available and reported to GSA twice a year.
- If unsure, or have any questions about the trip, call the SOL in advance.

How/When/Where to Submit SES/Senior Travel Request:

1. All SES/senior official travel requests should be sent to the SOL - Division of General Law (DGL).
2. All requests should be sent to SOL – DGL at least a week in advance. A shorter lead time is acceptable only during emergencies.
3. Calls can be placed in advanced to the SOL – DGL to determine if an approval by the Solicitor based upon what information is required.
4. All requests should include a full and complete description of the trip purpose.
5. Requests can be faxed to 202-219-1790 FAX or emailed to Katherine.Aldrich@sol.doi.gov or Timothy.e.murphy@sol.doi.gov
6. Once the request is approved, the process listed below occurs:
    a. DGL reviews the request
    b. Surnamed memorandum to the Solicitor
    c. Solicitor will approve / disapprove
7. Generally this process takes up to 3-4 days to work through the system.
8. Fire and other emergency flights can be approved same day.

SOL – Division of General Law Contacts:

Katherine Aldrich, Attorney-Advisor 202-208-5007
Tim Murphy, Asst. Solicitor, General Legal Services 202-208-5216

Additional information or assistance can be obtained through NBC-AMD's Flight Coordination Centers. Points of contact are:

Jan Bennett / Lark Wuerth – Alaska Regional Office (907) 271-3935 / 6032
Vicki Johnston – Boise Regional Office (208) 334-9314
Shari Moultrie – Atlanta Regional Office (770) 458-2055

/s/ Mark L. Bathrick
Mark L. Bathrick
Associate Director, NBC-AMD

/s/ Arthur E. Gary
Arthur E. Gary
Deputy Solicitor

2.1 What is the purpose of this chapter? This chapter explains how U.S. Fish and Wildlife Service (Service) employees can obtain, schedule, and use aircraft to conduct Service business.

2.2 What is the scope of this chapter? This chapter applies to all Service employees, volunteers, Youth Conservation Corps members and students, and seasonal workers who use or obtain Service aviation resources.

2.3 What are the authorities for this chapter?

A. Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities.

C. OMB Circular A-126, Improving the Management and Use of Government Aircraft.

D. 353 DM 6, Aircraft Acquisition and Disposition.

2.4 Who is responsible for acquiring and scheduling aircraft?

A. The **Director** ensures a Service aircraft replacement program is in place, and that there is policy for managing the program.

B. The **Regional Directors** are responsible for buying, replacing, and transferring aircraft into and out of their Regions.

C. The **Assistant Directors – Migratory Birds and National Wildlife Refuge System and the Chief – Law Enforcement are** responsible for buying, replacing, and transferring aircraft into and out of their respective programs.

D. The **Service Aviation Manager:**

(1) Is the primary Service contact and coordinator:

(a) With the Department for all Service aviation activities, and

(b) With the Service programs and Regions for buying, replacing, and transferring aircraft**.**

(2) Revises and updates this policy, as necessary.

(3) Interprets the Department's and Federal Aviation Management acquisition and scheduling requirements and helps to resolve Servicewide issues about aviation.

E. The **Regional Aviation Managers (RAM):**

(1) Coordinate with the Service Aviation Manager and the Associate Director, Department of the Interior Aviation Management (NBC AM) when buying, replacing, and transferring Regional aircraft**.**

(2) Work with the NBC AM to complete the OMB A-76 cost analysis or lease/purchase agreement when the Region buys new aircraft (also see section 2.6).

(3) Prepare specifications on aircraft requirements and coordinate with the Service Aviation Manager and NBC AM to get feedback on the specifications.

(4) Track the bid process and related activities with NBC AM and inform the Service Aviation Manager about progress.

F. Chief, Branch of Migratory Birds Surveys:

(1) Coordinates buying, replacing, and transferring aircraft for the branch with the Chief, Division of Migratory Bird Management; Assistant Director – Migratory Birds; the Service Aviation Manager; and the NBC AM.

(2) Works with the NBC AM to complete the OMB A-76 cost analysis or lease/purchase agreement when the program buys new aircraft.

(3) Prepares specifications on aircraft requirements and coordinates with the Service Aviation Manager and NBC AM to get their feedback on the specifications.

(4) Tracks the bid process and related activities with NBC AM and informs the Service Aviation Manager about progress.

2.5 What terms do you need to know to understand this chapter?

A. Affiliated Aircraft. Affiliated aircraft are civil aircraft operated for the mutual benefit of the Service and the affiliated party at no cost to the Service.

B. Crew Members. There are two types of crew members air crew members and flight crew members:

(1) Air Crew Member: A person we assign to specialized duties not involving flying the aircraft. Examples include an observer for wildlife surveys, aerial camera operator, and wildlife tracking radio operator.

(2) Flight Crew Member: A pilot, flight engineer, or flight navigator we assign to duty in an aircraft. The flight crew member must hold a valid Federal Aviation Administration (FAA) Airman's Certificate and have passed a flight physical.

C. Official Travel. This chapter includes information on two types of official travel:

(1) Administrative travel is when a Service employee must travel to give speeches, attend conferences or meetings, make routine site visits, or to perform similar work.

(2) Travel for mission requirements is when our mission responsibilities require an employee to fly on an aircraft as part of a job task. Examples include:

(a) Surveying wildlife,

(b) Operating wildlife tracking radios,

(c) Operating data recording computers,

(d) Taking photographs with an aerial camera,

(e) Going to remote field sites to perform biological tasks, and

(f) Surveying Service lands, projects, disaster areas, etc.

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2.6 When does the Service buy aircraft? We may buy aircraft **only** when owning the aircraft is the most efficient and cost-effective option for us. Before buying an aircraft, program offices and Regions must:

A. Coordinate with the Associate Director, NBC AM and the Service Aviation Manager at least 2 years before they need the aircraft.

B. Complete a comparison of the cost of buying an aircraft to the cost of getting comparable aircraft services from the private sector (see OMB Circular A-76 for cost comparison requirements).

2.7 Who is responsible for getting additional or replacement aircraft? NBC AM is responsible for buying additional or replacement aircraft. The Service requests the aircraft and gives NBC AM the money to buy it.

2.8 May the Service own and operate seized aircraft? Yes. We may own and operate aircraft the Government seizes during law enforcement operations. We must coordinate with NBC AM to get the aircraft, and we may only do so **if:**

A. Congress authorizes it, and

B. A court order transfers title of the aircraft to us.

2.9 What are the approved sources for getting aircraft services for official travel?

A. In most circumstances, Service employees use commercial airlines for official travel.

B. The Associate Director, NBC AM must approve and acquire **all other** aircraft, commercial pilot services, and associated aviation equipment (excluding personal pilot gear) that Service employees use. Personal pilot gear includes, but is not limited to, such items as a hand-held GPS, communications radio, and survival equipment.

2.10 What sources are there for Service employees to get aircraft for Service missions, and how do they schedule them? There are several sources of NBC AM-approved aircraft and pilot services that you may use:

A. Fleet aircraft. These are the aircraft we own that our pilots fly. Contact your RAM to find out what fleet aircraft are available and who to contact to schedule their use. We charge the program/station an hourly cost for using fleet aircraft.

B. Aircraft Rental Agreement. NBC AM has contracts with commercial vendors throughout the United States that you may use for Service missions.

(1) You may only use Aircraft Rental Agreement vendors for missions where costs will not exceed $25,000. Procedures for requesting aviation services in excess of $25,000 are in 353 DM 1.

(2) NBC AM:

(a) Inspects all Aircraft Rental Agreement aircraft to make sure they meet Departmental requirements,

(b) After the aircraft pass inspection, issues the vendor a DOI Aircraft Data Card that lists the types of missions/conditions the aircraft may fly.

(c) Reviews the vendor's pilot qualifications and issues DOI Pilot Qualification Cards to pilots who meet the requirements. The DOI Pilot Qualification Card lists the types of missions they may fly (for example, transporting people, wildlife surveys, external load helicopter operations, etc.).

(3) A list of Aircraft Rental Agreement vendors and their qualifications information is on the NBC AM Web site. Before you contact them, you must check to make sure that both the pilot and the aircraft have a current DOI Pilot Qualification Card and Aircraft Data Card approving them for the type of mission you are planning. Contact your RAM or a NBC AM Flight Coordination Center for assistance. You can find current telephone numbers for NBC AM Flight Coordination Centers on the NBC AM Web site.

(4) NBC AM receives the bill for Aircraft Rental Agreement costs and charges us.

C. Call When Needed Helicopter Contracts.

(1) NBC AM has Call When Needed contracts with helicopter vendors we use primarily for interagency firefighting. The helicopters on Call When Needed contracts are larger than those available from Aircraft Rental Agreement vendors. You must schedule Call When Needed helicopters through NBC AM Flight Coordination Centers (East Area, West Area, or Alaska Region) or the National Interagency Fire Coordination Center. Telephone numbers for NBC AM Flight Coordination Centers are on the NBC AM Web site.

(2) NBC AM has special Call When Needed contracts with vendors qualified to conduct Aerial Capture, Eradication, and Tagging of Animals (ACETA). You must contact a NBC AM Flight Coordination Center to schedule a Call When Needed ACETA vendor. (See 330 FW 4 for special considerations related to ACETA missions.)

D. Aircraft Contracts for Costs Exceeding $100,000. Only NBC AM may contract for projects requiring aviation services that exceed $100,000 in total costs. To get the contract in place, you:

(1) Send a Request for Contract Services, Form AM-13, to NBC AM at least 120 days prior to the date you need the service.

(a) Send the form to the NBC AM Headquarters in Boise, Idaho. If you are in Alaska or Hawaii, send it to the DOI Alaska Regional Office. NBC AM mailing addresses are on its Web site.

(b) A Service employee with budget authority must sign the AM-13.

(c) Contact your RAM if you need assistance with the contracting process.

(2) Send a completed Airplane Questionnaire, Form AM-13A, or a Helicopter Questionnaire, Form AM-13H, with the AM-13 to the NBC AM Headquarters or Alaska Regional Office, as appropriate.

E. U.S. Forest Service Approved Vendors and Pilots.

(1) You may use Forest Service-approved vendors and pilots only after following the requirements under Operational Procedure Memorandum-39, DOI Use of Forest Service Approved Flight Services.

(2) You should submit requests to use Forest Service-approved flight services to NBC AM at least 30 days in advance of the planned flight(s).

(3) You must not use Forest Service fixed wing aircraft and pilots for special use activities on flights below 500 feet above ground level. Special use activities are operations that require special equipment, techniques, or skills. Examples include fire suppression and aerial ignition (see 330 FW 3 for more

examples).

(4) Contact your RAM or NBC AM Flight Coordination Centers if you need assistance.

2.11 What do Service employees need to do to fly on a cooperator-operated aircraft?

A. We perform cooperative projects with private corporations, State and other Federal agencies, and the military. We call these agencies/organizations "cooperators." For cooperator flights, you:

(1) Must get NBC AM approval before you fly on cooperator-operated aircraft.

(2) Give the pilot an AM-23 form to complete. You are responsible for sending it to NBC AM.

B. There are three types of cooperator-operated aircraft affiliate (i.e. corporate aircraft), military, and other Government agency aircraft. The aircraft and pilots must meet Departmental standards for us to use them. A Service pilot may not serve as a crew member or pilot on a cooperator-operated aircraft.

(1) Affiliate Aircraft. You may be a passenger on an affiliate aircraft if:

(a) You do not have to pay for the flight,

(b) It is of mutual benefit to the Government and the cooperating person/organization,

(c) The pilot and aircraft meet Departmental standards, **and**

(d) You submit a written request to NBC AM, and NBC AM approves it.

(2) Military Aircraft.

(a) Incidental Use. You may be a passenger on military aircraft if the military requests your help during response to a special event. No NBC AM approval is necessary. For example, you may fly on a military aircraft if they ask for someone from the Refuge to help them look for an aircraft that crashed in or near the Refuge.

(b) Uses Other than for Special Incidents. You may be a passenger on military aircraft for other uses only in the following circumstances:

(i) If there is a Memorandum of Understanding (MOU) in place for uses other than special incidents. Contact one of the NBC AM area offices to find out if there is an MOU.

(ii) If there is a Joint Management Agreement. We sometimes have Joint Management Agreements with the military when Service lands are within the boundaries of military reservations. The management agreement must state the type of aviation support the military will provide, and include a requirement that the pilot must have a minimum of 500 hours flying time in that aircraft category whenever Service employees are on the aircraft.

(3) Other Government Agency Aircraft. You must get approval from the NBC AM to fly on aircraft operated by State or county law enforcement agencies, State Game Departments, the Federal Bureau of Investigation, U.S. Customs, etc.

2.12 What does a Service employee have to do first to engage aircraft services? Before you can use

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aircraft for Service missions, you must get an NBC AM billee code.

A. Billee codes identify the specific organization within the Service that we will bill for aircraft services.

B. To get a code:

(1) Contact your Project Leader, Supervisor, or Regional Finance Office, and

(2) Coordinate with NBC AM.

C. You must put the billee code on the forms you complete after a flight (see section 2.13 below).

D. Billee codes NBC AM has assigned to projects are on their Web site.

2.13 What forms must Service employees complete after they use fleet aircraft, aircraft vendors, cooperator aircraft, or Forest Service aircraft? There are several forms that you must send to NBC AM to record and track billing and aircraft use (flight hours, purpose of flight, etc.).

A. Fleet Aircraft Flight/Use Report, Form OAS-23. You must complete Form OAS-23 to record flight information and project cost codes when you use fleet aircraft. If there are not copies of the form on board the aircraft, you can get them online or from NBC AM Headquarters or area offices.

B. Vendor and Cooperator Aircraft Use Report. You must also use Form OAS-23 to record flight information and project cost codes when you use aircraft from an Aircraft Rental Agreement, contract aircraft, or cooperator-operated aircraft. Copies of the form should be available on board the aircraft, or you can get them online or from NBC AM Headquarters or area offices.

(1) The pilot fills out the form, and you must sign it to authorize payment for the services. Instructions for completing the form are on the NBC AM Web site.

(2) The pilot sends the form to NBC AM. You should keep a copy.

(3) You must also complete Form OAS-23 when you use non-revenue flights. Write "nonrevenue flight - information only" on the form and send it to NBC AM.

C. Forest Service Flight Use Report.

(1) After using Forest Service aircraft, you must complete:

(a) Standard Form FS-6500-122. We use the FS 6500-122 to pay the Forest Service for their services.

(b) Form OAS-23. Include a comment that says, "for information only" and send it to NBC AM. They use the OAS-23 to document the number of flight hours.

(2) If copies of the forms are not available on board, you can get them from NBC AM Headquarters, online, or from area offices.

2.14 Who may travel as a passenger on Service aircraft?

A. Passengers who may travel on Service aircraft in an official capacity include (see section 2.5C and also

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see 330 FW 3 for passenger training requirements):

(1) Officers and employees of the Federal Government traveling on official business.

(2) Members of Congress and employees of Congressional Committees whose work relates to Service programs.

(3) Non-Federal passengers if they are doing work that helps accomplish a Service program, such as:

(a) Employees of cooperating State, county, or local agencies;

(b) Representatives of foreign governments; and

(c) Contractor representatives of those agencies/governments.

(4) Passengers we allow to travel when space is available and who meet the requirements in OMB Circular A-126 (also see section 2.18).

B. No other passengers may travel on aircraft we own or lease or that others operate on our behalf.

2.15 When may Service employees use Government aircraft for administrative travel?

A. You may use Government aircraft for administrative travel if:

(1) Your supervisor and the RAM or the Service Aviation Manager approves it, and

(2) It does not cost more than commercial sources, or

(3) You need to travel within a 24-hour period and there are no commercial flights reasonably available to meet your requirements.

B. The RAM or Service Aviation Manager may make an exception to these requirements if you can document that there are extraordinary circumstances requiring the flight to accomplish Service mission activities.

2.16 Are there special requirements for Senior Executive Service (SES) travel on Government aircraft? Yes. OMB and the Department have many restrictions about when SES employees and other senior officials may travel on Government aircraft. For example, before traveling on Government aircraft, an SES employee must get approval from the Department's Solicitor or the Deputy. These restrictions are available on the NBC AM Web site.

2.17 May Service employees use Government aircraft in an emergency? Yes. Project Leaders and supervisors may authorize the use of Government aircraft (meaning aircraft the Government owns, leases, charters, or rents) to assist in emergencies with life-threatening circumstances such as disaster relief efforts. You must document the circumstances on Form OAS-2 (when you use fleet aircraft) or Form OAS-23 (when you use vendor aircraft).

2.18 In addition to the situations described in sections 2.15 through 2.17, may Service employees use Government aircraft when there is space available?

A. Yes, you may use Government aircraft when space is available if you get approval from your RAM or

2.18 In addition to the situations described in sections 2.15 through 2.17, may Service employees use Government aircraft when there is space available?

A. Yes, you may use Government aircraft when space is available if you get approval from your RAM or the Service Aviation Manager.

B. OMB Circular A-126 includes several restrictions for Government employees traveling on Government aircraft when space is available. For example, if you are traveling on a space-available basis, you may only do so on an aircraft that was already scheduled for an official purpose.

2.19 May Service employees use their own aircraft for official Service business?

A. You may fly your own aircraft for administrative travel if:

(1) It has an FAA registration showing you as the owner or as a member of a flying club that owns the aircraft;

(2) You are a qualified dual-function pilot or incidental pilot to fly aircraft on Government business. A dual-function pilot is a pilot whose job description includes pilot duties and other duties (for example, GS-486 biologist pilot or GS-482 fisheries biologist pilot). An incidental pilot is anyone who pilots an aircraft on Government business, but whose job description does not include pilot duties;

(3) Your aircraft meets all Departmental aircraft maintenance and inspection requirements in 330 FW 4; and

(4) Your Project Leader or supervisor approves the use.

B. You may fly your own aircraft to perform mission-related requirements (see 2.5C) if you certify it as a "vendor" aircraft. See 351 DM 1.

2.20 May Service employees decline to board an aircraft if they think their safety is at risk? Yes. Service employees and volunteers may decide not to fly any time they consider it to be unsafe, **without fear of reprisal**. You must tell your immediate supervisor, Regional line manager, or the Service Aviation Manager as soon as possible after you decide not to get on an aircraft. They will investigate your safety concerns and make sure we take any necessary corrective actions.

Kenneth Stansell
DEPUTY DIRECTOR

Date: March 24, 2008

DOI_00005042_00000429

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 07

Subject: Improving the Management and Use of Government Aircraft

Effective Date: January 1, 2017

Supersedes: OPM-07 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2017

1. Purpose. This OPM implements the policy and procedures contained in the following documents:

A. Office of Management and Budget (OMB) Circular A-126 (copy attached as Appendix 1).

B. Presidential Memorandum, subject: Restricted Use of Government Aircraft, dated February 10, 1993.

C. OMB Bulletin No. 93-11 (copy attached as Appendix 2).

D. U.S. Department of the Interior Solicitor Memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

E. 41 CFR 101-37 (FPMR Amendment G-101), Government Aviation Administration and Coordination. (copy attached as Appendix 4).

2. General. Collectively the documents referenced above prescribe policy and procedures for the management and use of Government aircraft. Additionally, they mandate an aircraft justification process, a cost accounting system, general and special travel approvals and reporting requirements specifically directed toward senior officials traveling on Government aircraft, and provide guidance on "space available" travel. Compliance with the provisions of these instructions is a matter of interest at the highest echelons of Government, including Department of the Interior (DOI). Bureaus must comply with internal control requirements outlined in OMB Circular A-126, paragraph 13a(ii). DOI bureaus can reasonably expect to have implementation of this program an item of review during audits and evaluations by the General Accounting Office and the Inspector General.

3. Definitions. The following definitions supplement or restate those found in the documents referenced in paragraph .1 above

A. Actual Cost - For DOI fleet aircraft is the published per-hour flight rate (the variable cost). This is consistent with the provisions of A-126.

B. Bureau - The term "bureau" denotes Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), Bureau of Reclamation (BOR), Office of Surface Mining Reclamation and Enforcement (OSMRE), U.S. Geological Survey (USGS), Bureau of Ocean Energy Management (BOEM), Bureau of Safety and Environmental Enforcement (BSEE), Territorial and International Affairs, and all other offices of the Secretary of the Interior.

C. Senior Executive Branch Officials - Civilian officials appointed by the President with the advice and consent of the Senate, or civilian employees of the Executive Office of the President.

D. Senior Federal Officials - Employees paid at a rate of pay beyond a GS/GM-15.

E. Space Available Travel - Travel using aircraft capacity that is already scheduled for use for an official purpose that would otherwise be unutilized.

4. Policy. The application of policies and procedures outlined in this OPM and its appendices are the responsibility of the respective bureau utilizing Government aircraft.

A. Except as authorized on a trip-by-trip basis by the Secretary of the Interior, "space available" travel is limited to civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

B. If "space available" travel is authorized by the Secretary, the appropriate reimbursement procedures outlined in 41 CFR 101-37.403 shall apply.

C. "Space Available" travel is only allowed under specific conditions. **Appendix 5 is a flow chart that outlines the decision-making process for "space available" travel.**

D. Travel on government aircraft must be approved in writing by the bureau that sponsors the travel.

E. Authority to approve travel on government aircraft is at the bureau head, or officials designated by the bureau head.

F. Travel on government aircraft must be justified by preparing a travel cost analysis, Form OAS-110 (copy at Appendix 6) or comparable procedure.

G. Approval of the justification form must be at least one organizational level above the person(s) traveling.

H. "Required use" travel requires special approvals. See page 6, paragraph 11.b. of A-126. (Note: "Agency's" senior legal official written approval.)

I. Special approvals[1] are required for Senior Federal Officials for travel that is not to meet "mission requirements" or "required use travel", members of families of such senior Federal officials, and non-Federal travelers. **Appendix 7 is a flow chart that outlines the decision-making process for Senior Federal Official travel using Government aircraft.**

J. Guidance on submitting requests to the Office of the Solicitor for special approvals that involve senior Federal officials and employees pursuant to OMB Circular A-126 is contained in Office of the Solicitor memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

5. Documentation. All uses of aircraft owned, leased, chartered or rented and operated by DOI must be documented and the documentation retained for at least two years.

A. The documentation required for all Government aircraft use is contained in 41 CFR 101-37.407, Appendix 4.

B The documentation for government aircraft used to support official travel must include Form OAS-110 or similar record, and be retained by the sponsoring bureau.

C. In addition to the documentation of government aircraft use, semi-annual reporting is required for travel by Senior Federal Officials, Senior Executive Branch officials, members of families of such officials, and any non-federal travelers. DOI bureaus shall submit a summary report for their bureau direct to GSA. The report requirement is defined in 41 CFR 101-37.408 **Reporting travel by senior Federal officials**. "Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Travel Management Policy Division (MTT), 1800 F Street NW, Room G-219, Washington DC 20405 (FAX 202-501-0349). Agencies shall submit report data using the GSA spreadsheet for Senior Federal Travel (Sample in Appendix 8). Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report (Appendix 9). Agencies are responsible for collecting and maintaining all the detailed data required by 41 CFR 101-37.4, but are only required to report on some of the data.

(1) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:

(2)

a. The traveler's employing or sponsoring agency.
b. The first and last name of the traveler.
c. The total number of flights the traveler took during the reporting period.

[1] Special approvals are required on a trip-by-trip basis and be signed by the agency's senior legal official or his/her principal deputy. (See page 7, paragraph 11.C. of OMB Circular A-126.)

d. The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.

(3) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

(4) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GSA or OMB but must be made available by the agency for review by properly cleared personnel. "

MARK BATHRICK

Digitally signed by MARK BATHRICK
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=MARK BATHRICK, 0.9.2342.19200300.100.1.1=14001000695089
Date: 2016.12.27 14:50:02 -07'00'

Director, Office of Aviation Services

RECLAMATION

Managing Water in the West

National Aviation Management Plan (NAMP)

U.S. Department of the Interior
Bureau of Reclamation

February 2016

DOI_00005042_00000434

DOI_00005042_00000435

National Aviation Management Plan (NAMP)

Reviewed by:

Jack Brynda
National Aviation Manager

2/12/16
Date

Approved by:

Bruce Muller
Director, Security, Safety and Law Enforcement

2/12/16
Date

U.S. Department of the Interior
Bureau of Reclamation

February 2016

DOI_00005042_00000436

DOI_00005042_00000437

Mission Statements

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

DOI_00005042_00000438

DOI_00005042_00000439

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Acronyms

ABOD	Aviation Board of Directors
ALSE	Aviation Life Support Equipment
AMC	Aviation Management Council
AMD	Aviation Management Directorate
AMRB	Aircraft Mishap Review Board
AMIS	Aviation Mishap Information System
AMS	Aviation Management System
ARA	Aircraft Rental Agreement
CFR	Code of Federal Regulations
COA	Certificate of Authorization
DM	Departmental Manual
DOI	U.S. Department of the Interior
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
HAZMAT	Hazardous Materials
IAT	Interagency Aviation Training
IBC	Interior Business Center
IHOG	Interagency Helicopter Operations Guide
MSO	Management Services Office
NAM	National Aviation Manager
NAMP	National Aviation Management Plan
NASM	National Aviation Safety Manager
NTSB	National Transportation Safety Board
OAS	Office of Aviation Services
OMB	Office of Management and Budget
OPM	Operational Procedures Memoranda
PFD	Personal Flotation Device
PASP	Project Aviation Safety Plan
PIC	Pilot-in-Command
PPE	Personal Protective Equipment
RAM	Regional Aviation Manager
RAMP	Regional Aviation Management Plan
Reclamation	Bureau of Reclamation
RD	Regional Director
SAFECOM	Safety Communiqué
SME	Subject Matter Expert
STEP	Single Skid, Toe-In, Hover Exit/Entry Procedure
SOL	Solicitor of the U.S. Department of the Interior
RAM	Regional Aviation Manager
UAS	Unmanned Aerial Systems
USDA	U.S. Department of Agriculture
USFS	United States Forest Service

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Definitions

Best Practices: Practices designed and implemented to ensure operational and organizational success. These practices typically include additional safety and service margins, and are often adopted as industry or Federal agency standards. They tend to be cost beneficial. These practices are dynamic because they are perpetually evolving with changes in customer expectations, as well as advances in the general knowledge base.

Complex Aviation Program: A program with three or more of the following components: Exclusive Use Aircraft Contracts, assigned fleet aircraft, high risk missions (helicopter external loads, helicopter Single Skid, Toe-In, Hover Exit/Entry Procedures [STEP], etc.), and Cooperator Aircraft.

Operational Control: With respect to a flight, operational control means the exercise of authority over initiating, conducting, or terminating a flight.

Additional aviation management definitions can be found in the Departmental Manual, 350 DM 1, Appendix 2, p. 8, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1083

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Chapter 1

Aviation Management Overview

1.1 Background and Purpose

The Bureau of Reclamation (Reclamation) National Aviation Management Plan incorporates instructions, requirements, and operational policies contained in Federal Property Management Regulations, Part 37; Government Aviation Administration and Coordination; the Federal Aviation Administration (FAA); and the U.S. Department of the Interior (DOI) Manual on Aviation Policy; Departmental Manual (DM) 350-354, Operational Procedures Memoranda (OPM), as well as using aviation best practices from other bureaus/agencies. FAA regulations can be found at: http://www.faa.gov/, and DOI policies can be found at https://www.doi.gov/aviation/library/.

With minor exceptions, this aviation plan applies to flight services other than those acquired on a seat-fare basis operating under Federal Aviation Regulations (FAR) Part 135 or from commercial air carriers (e.g., Delta, United) in the United States, Trust Territories, and Possessions operating under FAR Part 121.

1.2 Reclamation Management Policies

1.2.1 Administrative Use

Aviation is a necessary and acceptable management tool when used in a manner consistent with the Reclamation mission. Aviation activities will comply with all applicable policies and regulations issued by the DOI, the FAA, and Reclamation.

1.3 Organizational Responsibilities

Major responsibilities for each of the following organizations include, but are not limited to, those described below.

1.3.1 Department of the Interior

- Effective October 1, 2012, the Aviation Management Directorate (AMD), under the Interior Business Center (IBC), was moved to the Office of the Secretary and renamed the **Office of Aviation Services (OAS)**. OAS will maintain the same responsibilities as did the AMD. This plan will be updated as needed when Web sites and form numbers change. OAS is responsible for DOI-wide functions related to aircraft services and facilities in accordance with 350 DM 1.

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- **The DOI Executive Aviation Board (EAB)** is responsible for the DOI aviation program. The EAB provides executive oversight and performance accountability and assures that Department-wide strategies and initiatives are developed and implemented consistently throughout the Department. The Deputy Commissioner for Policy, Administration and Budget serves on the EAB for the Bureau of Reclamation. In order to improve aviation governance within the DOI, the EAB has established the **Executive Aviation Committee (EAC)**. The EAC is comprised of Senior Executive Service level representatives from each DOI bureau and the OAS. The EAC functions as the primary executive committee responsible for developing strategic aviation objectives and initiatives as well as implementing EAB initiatives and strategies. Under the EAC, is the **Executive Aviation Subcommittee (EAS).** The EAS is comprised of the bureau **National Aviation Managers (NAM)** and **National Aviation Safety Managers (NASM)** who, as **Aviation Subject Matter Experts (SME)**, recommend changes in aviation policy through the EAC to the EAB; see 350 DM 1.

1.3.2 Bureau of Reclamation

- The **Director, Security, Safety and Law Enforcement (SSLE),** is responsible for the implementation, execution, and enforcement of DOI aviation policy and the development and execution of Reclamation aviation policy and program development and oversight. Those responsibilities are exercised through the NAM. Specific responsibilities are outlined in 350 DM 1. The Director is also a member of the DOI EAC.

- The **National Aviation Manager** serves as the principal aviation advisor for Reclamation.

    1. The NAM function and responsibility resides within Reclamation's SSLE Office in Denver and is specifically performed by the SSLE Risk Management Program Manager.

    2. The NAM serves as Reclamation representative to the EAS which reports to the EAC.

    3. Provides national direction to the aviation safety program.

    4. Disseminates aviation related policy and technical information.

    5. Coordinates with OAS for aviation support, when needed, and Reclamation aviation program evaluations.

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6. Assigns representatives to accident review boards and actively works with other program managers to ensure operational aviation issues are addressed in program and policy decisions.

7. Coordinates fleet aircraft acquisition, replacement, and disposal to support agency programs.

8. Assigns a liaison to accident investigation teams.

9. The NAM is responsible for assisting OAS with the coordination of DOI Aviation Program Evaluations.

- **National Aviation Safety Manager (NASM)** serves as the principal aviation safety advisor for Reclamation.

1. Primary responsibility is to implement the Reclamation aviation safety program.

2. Coordinates with OAS for Reclamation aviation program evaluations and safety.

3. Performs as the principal Reclamation representative for accident investigations and review boards.

4. Manages the overall aviation safety effort of Reclamation and serves as principal advisor on all technical and administrative aviation safety matters.

5. Analyzes accident and incident trends and monitors Aviation Mishap Information System (AMIS) Safety Communiqué (SAFECOM) reports and incidental serious safety concerns.

- **Regional Directors (RD)** are responsible for ensuring that a safe and efficient aviation program exists in their region.

1. Ensures all aviation activities are assessed for risk.

2. Supports and disseminate aviation policies and information.

3. Ensures that aviation training is in compliance with requirements and that proper equipment is utilized.

4. Ensures availability of aviation expertise to field managers who are responsible for aircraft operations.

5. Assigns a liaison to aviation accident investigation teams.

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6. Promote and support AMIS. Refer to appendix 4B.

7. Participates in or assigns a senior line officer from the region to participate in an Aircraft Mishap Review Board (AMRB) for incidents occurring within their region.

8. Identifies and submits program requirements.

9. Expands DOI pilot standards and crew requirements as needed.

- **Regional Aviation Manager (RAM)** provides technical expertise and aviation safety oversight in their geographic area. Observes regional aviation activities and provides liaison with the RD, NAM, NASM, Unit Aviation Manager, and other agencies as appropriate.

  1. Reviews proposed changes in policy and procedure.

  2. Coordinates flight services for personnel within their region

  3. Coordinates or may instruct aviation training courses as requested.

  4. Reviews, as requested, district/unit aviation management plans.

  5. Reviews Project Aviation Safety Plans (PASP) (see appendix 3 for an example of topics that may be included in the plan); coordinates the planning and completion project plans and risk assessments.

  6. May be delegated to perform as Reclamation representative for accident investigations and review boards.

- **Unit Aviation Manager** is responsible for providing operational oversight to all flight operations conducted at a field unit.

  1. Responsible for writing and implementing the Unit Aviation Management Plan (see appendix 2 for an example of topics that may be included in the plan).

  2. Reviews Project Aviation Safety Plans (PASP) (see appendix 3 for an example of topics that may be included in the plan) and coordinates the planning and completion of project plans and risk assessments.

  3. Ensures that aircraft and pilots are appropriately approved for the mission.

  4. Requests technical assistance for aviation problems.

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5. Validates that all aviation users meet the training requirements of the *Interagency Aviation Training (IAT) Guide* and OPM-04, *Aviation User Training Program*, can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-04.pdf.

6. Requests waivers, exemptions, or exceptions to policies, standards, procedures, or other instructions. Requests must be submitted to the appropriate authority through the RAM.

7. Ensures that Project Aviation Managers (individuals who plan, organize, and manage the aviation operations of a project using aircraft) are qualified per OPM-04.
8. Appraises the Field Unit and RAM of aviation concerns and problems.

- **Project Manager** plans and manages aircraft use according to applicable directives and policies, develops and submits project plans and risk assessments, and assigns fixed wing or helicopter managers to projects.

- **Pilot-in-Command (PIC)** is responsible for conducting aviation operations in accordance with applicable policy and directives; responsible for maintaining proficiency and qualification standards appropriate to the missions performed; responsible for the safety of the aircraft and personnel on board, and has the sole authority for operations of the aircraft; ensures airworthiness and operates aircraft for maximum safety and efficiency; provides aircraft briefings; reports unsafe operations, conditions, and situations using the AMIS system; complies with Aviation Life Support Equipment (ALSE) requirements; and completes payment documents.

- **Aircrew Member** working in and around aircraft is essential to ensure the safety and successful outcome of the mission. Aircrew members are required to either be on board or attend to the loading and unloading of passengers and cargo at all landings and takeoffs, attend to external loads, and ensure that passengers have received a safety briefing prior to all special use missions.

- **Dispatch Personnel** are responsible for dispatching and flight following aircraft in accordance with DOI and Reclamation policies. Some of their duties include procuring, scheduling, initiating flights, flight following, and processing payments.

- **Flight Followers** are responsible for monitoring aircraft flight activities in accordance with DOI and Reclamation policies. Flight followers must meet the requirements of the training listed in chapter 14.4 of the NAMP. They may work in a dispatch center or at a remote location where they

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have the ability to monitor a flight by radio or a satellite tracking system and the means to initiate an aircraft mishap emergency response should the need arise.

- **Employees** are responsible for knowing and following applicable policy and directives, maintaining training by attending required aviation training in accordance with DOI and Reclamation policies, using appropriate personal protective and life support equipment, reporting potential and actual problems, and ensuring the safety of themselves and others.

1.4 Evaluation and Monitoring

Periodic internal reviews of Reclamation aviation operating procedures are necessary to enhance safety, identify program strengths and weaknesses, help identify fiscal and personnel needs, and ensure the efficient use of aircraft under Reclamation control. These reviews may be supplemental to those conducted by DOI.

1.4.1 Regional Aviation Program Review

Each region's overall aviation program will be reviewed at least once every 5 years by OAS, in coordination with the NAM. The DOI program reviews conducted by the OAS will be in accordance with DOI policy, 352 DM 2, Aviation Program Evaluations.

- Any finding identified as a serious safety concern will be responded to in writing. The response will include corrective actions, effective date, and individual responsible for the correction.

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Chapter 2

Aviation Directives

2.1 General

The following documents must be made available to all unit aviation managers using aviation resources.

2.2 Federal Aviation Regulations

These regulations are the basic guide for piloting and aircraft operations within DOI. Federal Aviation Regulations (Title 14, Chapter 1, of the Code of Federal Regulations [CFR]) may be obtained from the Government Printing Office, commercial book stores selling pilot and aviation materials, or may be viewed on the Internet at: http://www.faa.gov.

2.3 Departmental Manual

Departmental Manual (DM) Parts 350-354 are the aviation policies for all DOI agencies. The DM is available at "Document Library" located at: https://www.doi.gov/aviation/library/. OAS publications and forms, and Office of Management and Budget (OMB) circulars, may be obtained from OAS or viewed at the same Web site.

2.4 DOI Operational Procedures Memoranda

Operational Procedures Memoranda (OPM) are interim directives and may become final policies. They may also be viewed on the Internet at: https://www.doi.gov/aviation/library/.

2.5 DOI Handbooks/Interagency Guides/Standards

The current version of the following handbooks, plans, and guides (as annotated) constitute Reclamation aviation policy, except where noted. They may also be viewed on the Internet at: https://www.doi.gov/aviation/library/.

2.5.1 Handbooks

- Aviation Life Support Equipment Handbook
- Aviation Fuel Handlers Handbook
- Interagency Aviation Transport of Hazardous Materials Handbook

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2.5.2 Guides

- *Interagency Helicopter Operations Guide* (IHOG). This guide provides best practice for helicopter operations and is found at: http://www.fs.fed.us/fire/aviation/av_library/index.html. **IHOG compliance is required for the Reclamation helicopter pilot and support personnel when participating in interagency wildland fire operations.**

2.5.3 Plans

- Reclamation NAMP
- Reclamation Regional Aviation Management Plans (RAMP)
- Reclamation Unit Aviation Plan
- Reclamation PASPs

2.6 DOI and Interagency Information Bulletins

Information bulletins, which contain material of a general nature and do not have a defined expiration date, can be found at: https://www.doi.gov/aviation/library/.

2.7 DOI and Interagency Safety Alerts

Safety alerts, which are time-sensitive documents that are published, as needed, can be found at: https://www.doi.gov/aviation/safety/safety_alerts..

2.8 DOI and Interagency Aviation Accident Prevention Bulletins

These bulletins, which contain material with wide application and are issued as needed, can be found at:
https://www.doi.gov/aviation/safety/accident_prevention_bulletins..

2.9 DOI and Interagency Technical Bulletins

Technical data and recommendations regarding aircraft are published in technical bulletins, when warranted, and can be found at:
http://amd.nbc.gov/dts/index.htm#Tech%20Bulletins.

2.10 Office of Management and Budget Circulars

OMB Circular No. A-11, Part 7, Exhibit 300 Process; A-123 (http://www.whitehouse.gov/omb/circulars_a123); and A-126

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(http://www.whitehouse.gov/omb/circulars_a126) prescribe procedures for acquisition of fleet aircraft, internal program controls, and the management and use of Federal Government aircraft.

2.11 Waivers and Exceptions to Policy

Waivers are requests for departure from personnel protective equipment requirements of the *ALSE Handbook*. These waivers must follow the procedure outlined in the *ALSE Handbook*, which can be found at: https://www.doi.gov/aviation/library/..

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Chapter 3

Records and Reports

3.1 DOI Aircraft Flight/Use and Aircraft Use Reports

For each flight on fleet aircraft, Form AMD-2, Aircraft Flight/Use Report, must be completed for billing and record purposes. For contract, rental, or charter aircraft, Form AMD-23E, Aircraft Use Report, must be used for the same purposes.

3.1.1 Aircraft Use Payment Systems

3.1.1.2 Aviation Management System

The Aviation Management System (AMS) is a Web-based flight use reporting and invoicing system, which replaces the paper versions of the AMD-2, Fleet Aircraft Flight Use Report, and AMD-23E, Flight Use Report. AMS may become the tracking system for maintenance of our fleet aircraft within the DOI. AMS training can be found at: https://www.doi.gov/aviation/safety.

Additional information on AMS can be found at: https://www.doi.gov/aviation/aqd.

3.2 Nonrevenue Flights

Each nonrevenue flight on approved cooperator aircraft (military or other public agencies) or approved privately owned aircraft used for personal transportation on Government travel must be documented on Form AMD-2 or AMD-23E; refer to 350 DM 1.9, which can be found at: https://www.doi.gov/aviation/library/dm. http://elips.doi.gov/ELIPS/DocView.aspx?id=1083

The comment "Not for payment purposes" must be included.

3. 3 Use of Non-Federal Public Aircraft

Reclamation reimbursement for the use of a State/local government owned and operated public aircraft as a first responder resource must be documented to show that consideration was given to commercial operators and that no commercial operator was available to respond to the incident in the same manner and timeframe as the non-Federal public aircraft. Documentation must be maintained with the incident records. (See Section 12.5.) Note: This section refers to the operation of an aircraft by a government agency that does not meet civil standards or that does not have a commercial operating certificate (if one is required).

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Operations that are conducted by a government agency using civil certificated aircraft that do not require an operating certificate, may be utilized when approved as an affiliate aircraft by OAS.

3.4 Aviation Safety Training Records

Aviation training records for Reclamation employees must be maintained by the respective units in accordance with OPM-04, *Aviation User Training Program,* which can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-04.pdf..

Field units may use the IAT records database to meet this requirement. IAT modules received in NWCG/other training will be entered in the IAT records database, which can be found at: https://www.iat.gov/.

Pilot training records must be maintained in accordance with 351 DM 3.6; OPM 11-22, *Pilot Training Program,* which can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-22.pdf..

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Chapter 4

Fleet Aircraft Acquisition and Disposition

4.1 Acquisition

Aircraft bailed by DOI (on loan from another agency), owned by DOI, or leased by DOI with the intent to purchase are fleet aircraft as defined in 350 DM 1, appendix 2. DOI (OAS) fleet aircraft may be assigned to Reclamation by OAS. Fleet aircraft may be acquired by OAS from a variety of sources such as purchase, donation, excess, bailed, or seizure.

The addition of an aircraft to a local unit program, to include Unmanned Aerial Systems (UAS) must be requested through the NAM. The relative merits of purchase versus contracting must be evaluated in accordance with OMB Circular A-11, Part 7, and Exhibit 300 process. The justification shall include mission purpose, the amount and kind of usage, pilot arrangements, acquisition and operating costs, equipment enhancements, and financial reserves for aircraft replacement purposes. Proposals must also include information on opportunities for sharing use with other Reclamation offices or agencies.

Unmanned Aerial Systems are considered fleet aircraft and subject to all policy and procedures governing the acquisition, funding, and use. No field unit may acquire or use UAS for any purpose without advanced approval by the NAM and in compliance with OPM -11, DOI Use of Unmanned Aircraft Systems.

Additional congressional allocations for DOI aircraft must be requested by OAS on behalf of Reclamation well in advance of need and must be supported with detailed information.

Reclamation's Director may request the Associate Director, OAS, to reassign excess fleet aircraft to Reclamation units.

4.2 Disposition

The OAS is responsible for disposing of aircraft in accordance with Federal Property Management Regulations. Disposal of aircraft, to include UASs, must be coordinated with the NAM for possible reassignment or transfer of the aircraft reserve funds.

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Chapter 5

Fleet Aircraft Equipment

5.1 General

Aircraft used in support of aviation activities within DOI must be equipped in accordance with 351 DM 2, found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1090.

5.2 Special

No equipment or device may be permanently added to any aircraft without the concurrence of the RAM. Final approval requires completion of AMD-74 and authorization from Chief, OAS, Technical Services Division.

All aircraft with external devices, such as tracking antennas, must be operated in accordance with the limitations of FAA approval (Supplemental Type Certificate, Form FAA-8110-2, for the aircraft make and model, or Form FAA-337, Major Repair and Alteration). Additional requirements for tracking antennas are found in 351 DM 2.2 H.

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Chapter 6

Personal Protective Equipment/ Aviation Life Support Equipment

6.1 Personal Protective Equipment

Flight crew members, air crew members, and passengers are required to wear Personal Protective Equipment (PPE) on all special use flights (defined in OPM-29, *Special Use Activities and Revised Standards for Technical Oversight*). For most special use flights, PPE minimally consists of fire-resistant clothing (Nomex), aviator's protective helmet (except in multiengine fixed wing aircraft), leather boots extending above the ankles, and flight gloves made completely of Nomex or leather, or a combination of Nomex and leather. The *ALSE Handbook* contains additional information and can be found at: https://www.doi.gov/aviation/library/.

Wearing of materials with low temperature melting characteristics, such as synthetics (e.g., nylon, Dacron, polyester) and synthetic blends, are not permitted without a waiver or exception in accordance with the *ALSE Handbook*.

Procedures for requesting a waiver may be found in the *ALSE Handbook*.

6.2 Personal Protective Equipment Waiver Authority

This authority may be exercised by the Director, MSO, or by written delegation at a lower authority. Exercising this authority requires that the OAS Aviation Safety and Evaluations Division and appropriate OAS Regional Director be provided a copy of the waiver and any written delegation. A waiver must have an expiration date and cannot exceed 3 years.

Copies of waivers must be provided to the NAM, the Reclamation Regional Director, and the RAM.

6.3 First Aid and Survival Kits

6.3.1 First Aid Kits

First aid kits containing specific minimum items listed in the *ALSE Handbook* must be on board aircraft under operational control of Reclamation, except for those procured through the DOI rental system for nonspecial use flights. A survival kit containing the minimum items listed in the *ALSE Handbook* must be onboard all special use flights.

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6.3.2 Personal Survival Kits

Survival following an aircraft mishap requires: (1) the desire to survive, (2) training, (3) survival items carried with you or available from the aircraft, and (4) use of environmental resources. When constructing a personal "survival kit," consider what would be practical, comfortable, and of the highest priority (fire and signal) during an unexpected survival situation.

Note: Aircraft accident experience has shown that survival equipment carried on your person is often the only equipment available to the survivors.

6.4 Personal Flotation Device

6.4.1 Single Engine Aircraft

For operations beyond power-off gliding distance to shore, Personal Flotation Devices (PFDs) will be worn for all flights.

6.4.2 Multiengine Aircraft

Portable flotation devices must be immediately available to each seated occupant.

Note: When water takeoffs or landings are performed, occupants of all aircraft must wear PFDs. **This policy includes Seat Fare operations, except as noted below.**

6.4.3 Exception

PFDs need not be worn, but must be immediately available to each seated occupant in multiengine-land aircraft. These PFDs must meet the over water performance capability required for FAA, Part 121, Air Carrier, and Part 135, Air Taxi and Commercial Operators.

6.5 Emergency Locator Transmitter

An emergency locator transmitter meeting *ALSE Handbook* requirements must be installed in all aircraft owned or operated by Reclamation. The emergency locator transmitter must be installed in the cabin or a conspicuous sign must indicate its location(s).

6.6 Flight Helmets

Instructions for fitting and maintenance/inspection of flight helmets may be found in the *ALSE Handbook* and the *Flight Helmet User's Guide,* which can be found at: https://www.doi.gov/aviation/library/..

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Chapter 7

Aircraft Maintenance and Inspection

7.1 Maintenance

DOI-owned or operated aircraft must be maintained in accordance with the maintenance programs outlined in 351 DM 2, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1090.

7.2 Inspection Programs

DOI-owned or operated aircraft must be inspected in accordance with the inspection programs outlined in 351 DM 2.

7.3 Returning an Aircraft to Service

Fleet aircraft shall not be operated until it has been approved for return to service in accordance with 14 CFR 43. A functional flight test must be performed by a pilot certificated in accordance with 14 CFR 61 following: aircraft overhauls, major repairs, or replacement of engine, power train, rotor system, retractable landing gear system, flight controls, or adjustment of the flight control system. Flight test results shall be recorded in the aircraft maintenance record. No passenger shall be carried during a flight test. Questions regarding rental and/or contract aircraft should be directed to the Contracting Officer's Technical Representative.

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Chapter 8

Aircraft Security

8.1 General

The PIC is responsible for the security and tie down of the aircraft. It is recommended that DOI aircraft be hangered whenever practical.

8.2 Fuel

The pilot must verify security, type, and quantity of fuel.

8.3 Facility Security

Each Reclamation location improved for aircraft takeoff and landing shall have a current written security evaluation in accordance with 352 DM 5, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1107 and the *Field Reference Guide for Aviation Security for Airports or other Aviation Facilities*, which can be found at: https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/Field_Reference_Guide_Aviation_Security_2006.pdf..

The NAM, with the RAM, will ensure that a facility reexamination will be conducted every 3 years.

8.4 Aircraft Security (See 352 DM 5 for Military/Cooperator Aircraft Exemption)

Aircraft must be dual locked whenever it is not under the direct control of a Reclamation employee. At any time DOI-owned or controlled aircraft is not directly attended by DOI-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 352 DM 5, appendix 2, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1107.

Note: Locking aircraft doors and fenced or gated tie down areas are NOT acceptable methods of dual locking.

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Chapter 9

Pilot Flight Authority

9.1 General

Due to the major safety, qualifications, operations, and fiscal issues associated with Reclamation employee pilots, managers must carefully consider the position alternatives when creating and recruiting employees who will have pilot responsibilities.

In maintaining flight proficiency, Reclamation employee pilots must fly a minimum of 100 hours in the PIC category in the preceding 12-month period. Reclamation employee pilots not meeting this requirement must complete a proficiency check ride with a Certified Flight Instructor (CFI) within 30 days of their scheduled OAS recurrent flight check per 351 DM 3. Pilots also must meet all other proficiency flight experience for special-use missions and attend flight crew workshops as required by the DOI Flight Crewmember policy found in the DMs, OPM 22.

Failure to meet flight experience and training requirements will result in withdrawal of Reclamation pilot authorization.

9.2 Reclamation GS-2181 Pilots

Pilots must meet all DOI criteria for flight authorization, qualification standards, and flight check requirements listed in the 351 DM 3 that apply to the operations they will perform.

- Piloting aircraft is the primary duty and comprises more than 50 percent of the employee's duties.
- Position descriptions are classified in the 2181 (Pilot) series.
- Minimum pilot time requirements are higher than in other categories.

9.3 Charter/Contract Pilots

Charter/contract pilots must meet the flight experience, rating requirements, check ride, and carding requirements contained in 351 DM 3 or the procurement document.

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9.4 Medical Certificates

Pilots will maintain a minimum Class II FAA Medical Certificate. UAS pilots and Observers will maintain medical certificates per OPM-11, DOI Use of Unmanned Aircraft Systems.

9.5 Pilot Qualifications for Special Use Activities

Pilots who perform special-use flight activities such as low level flight (within 500 feet of the surface), and helicopter external loads must meet additional PIC training and experience per 351 DM 3.

9.6 Pilot Suspension/Revocation

DOI Pilot Qualification Cards will be suspended temporarily or revoked by OAS after an aircraft accident or Incident With Potential. Failure of the pilot to conform to prescribed DOI standards may result in revocation of the DOI Pilot Qualification Card. Revocation, suspension, and reissuing process for DOI pilot authorization is outlined in the DOI Flight Crewmember policy, 351 DM 3. Under some circumstances, such as a recommendation from an AMRB, OAS may be requested to convene a Pilot Review Board or opt to do so on their own as outlined in OPM- 24, Pilot Review Board.

9.7 Request for Reclamation Pilot Carding and Checkrides

Request for pilot carding and checkrides must be routed through the RAM to OAS to maximize the Aviation Safety Compliance Specialist's time and availability.

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Chapter 10

Flight Operations

10.1 General

All aircraft, including UASs, under operational control of Reclamation will comply with applicable FARs, DOI aviation policy, DOI handbooks, and interagency guides as listed in chapter 2.5.

Anyone can refuse or curtail a flight when an unsafe condition may exist or if conditions change (e.g., weather, communication, priorities, personnel). However, stopping or suspending flight operations for any reason does not result in a suspension/revocation of a pilot's DOI Pilot Qualification Card.

10.2 DOI-Approved Aircraft and Pilots

Reclamation employees must use only aircraft and pilots approved or otherwise authorized by OAS or the United States Forest Service (USFS) for all flight services. OAS must approve the use of USFS carded aircraft in advance.

10.3 Aviation Management Plan

Each field unit that uses aviation resources will have a current Aviation Management Plan. The plan must be reviewed on an annual basis and updated every 3 years at a minimum. Appendix 2, Unit Aviation Management Plan, provides an outline of minimum topics.

10.4 Aviation Operation Planning

Mission planning will be completed for all flights as identified in each unit's aviation management plan. The Project Manager or Fleet Pilot is responsible for completing the information listed. (See Appendix 3, Sample Project Aviation Safety Plan, for an example.)

Aviation mission planning for special use flights will require a risk assessment to asses and verify the following:

1. Methods other than aviation have been considered to accomplish the mission more effectively and efficiently.

2. Reclamation employees meet all qualification and experience requirements to participate in the aviation operation.

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3. Aircraft and pilot are approved or authorized by DOI for the mission.

4. The pilot is proficient and experienced for the mission and has qualification standards and familiarity with the aircraft and its operation.

5 Configuration of the aircraft is appropriate to the need.

6. Weather and other environmental conditions have been considered.

7. Any hazards in the flight path are known and plans are in place avoid them and/or ensure safety.

8. PPE and ALSE are present and in operable condition.

9. First aid/survival equipment is onboard.

10. Human factors and intangible pressures have been considered, such as urgency and time to accomplish the mission.

10.5 Flight Plan and Flight Following

Flight plans must be prepared and flight following must be conducted for all Reclamation aviation activities as outlined in the 351 DM 1.4, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1088.

Reclamation has established a required 30-minute minimum for flight following. To fulfill this requirement, regions are encouraged to establish agreements for flight following with other agency coordination and dispatch centers (i.e., the Bureau of Land Management, USFS).

All Reclamation Exclusive Use and Fleet aircraft using a satellite-based tracking system must be monitored by dispatch or flight following qualified personnel during all flight operations.

10.6 Passenger Manifest

The PIC must ensure that a manifest of all crew members and passengers has been completed. A copy of this manifest must remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. When multiple short flights will be made in a specific geographic area which involves frequent changes of passengers, a single manifest of all passengers involved may be left with an appropriate person to preclude unreasonable administrative burden.

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10.7 Aircraft Preflight/Postflight

Pilots must conduct a visual inspection of the aircraft before and after each flight.

10.8 Checklists

Pilots must use written checklists for all phases of flight, per 351 DM 1.

10.9 Interagency Aircraft Data Card

An Interagency (DOI/USFS) Aircraft Data Card must be maintained in the aircraft and be physically inspected prior to each mission. (Approval of cooperator aircraft may be by letter or agreement process. See Section 13.3, Carding, Letters of Approval, or Memorandum of Understanding.

10.10 USDA-Interagency-DOI Airplane Pilot Qualification Card

The DOI Pilot Qualification Card must be carried by pilots and physically inspected by flight managers prior to each mission. If the card is unavailable, the pilot's authorization to fly the mission must be verified prior to the flight. (Approval of cooperator flight crew members may be by letter or agreement process. See Section 13.3, Carding, Letters of Approval, or Memorandum of Understanding.

10.11 Passenger Briefing

The PIC must ensure that each passenger receives a briefing prior to each mission per FAR 135.117 and 351 DM 1.5 B. It is also the responsibility of the Reclamation employee to ensure that they receive a passenger briefing.

10.12 Crew Duty Time Limitation

All activities must be conducted in accordance with 351 DM 3.6A and/or the procurement document that authorizes their work.

All flight crew members must have a minimum of 10 consecutive hours of rest (off duty), not including any preflight or postflight activity before any assigned duty period.

Time spent traveling to or from a nonlocal duty assignment must not be considered part of a crew rest period.

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For a single pilot crew, the following limitations apply:

- A maximum of 8 hours of flight time during any assigned duty period.
- A maximum of 14 consecutive duty hours during any duty period.
- A maximum of 42 hours of 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 must be granted a 24-hour period of rest (off duty), and then a new 6-day cycle can begin. In the conterminous United States, this 24-hour rest period shall be 1 calendar day off duty.

10.13 Instrument Flight Rules

Flights are permitted in accordance with FAR 61.57, 91.167 through 91.193, applicable areas of the FAR *Aeronautical Information Manual,* and 351 DM 1.

10.14 Transport of Hazardous Materials (HazMat) by Aircraft

Transport is allowed in accordance with the special permit granted to DOI by the Department of Transportation, provided that activities are conducted as stipulated in the *Interagency Aviation Transport of Hazardous Materials Handbook/Guide.* A current copy of that special permit, and other documents as stated in the special permit, must be in the aircraft and at the place of loading when utilizing the special permit, which can be found at: https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/HAZMAT_Handbook_2005.pdf..

The following regulations apply to the transport of hazardous materials by aircraft:

(1) Every 3 years, all involved employees, the pilot, and the ground crew must complete mandatory HazMat training, A-110, Aviation Transport of Hazardous Material

(2) The pilot must be notified in writing that HazMat is being transported

(3) Except for law enforcement officers with a duty belt holster specific to the chemical agent, pepper spray, mace, etc., may not be carried internally in an aircraft unless it is secured in a sealed, nonporous container (e.g., ammunition can).

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10.15 Fuel Reserves

Aircraft must maintain fuel reserves (30-minute reserve) as stipulated in FAR 91.151 and FAR 91.167.

10.16 Transport of Cargo/Equipment

Only cargo and/or equipment necessary for mission accomplishment are permitted on board aircraft under operational control of Reclamation and must be transported in accordance with FARs and DOI policies. For helicopter best practices, refer to IHOG Chapter 11, Cargo Transport, which can be found at: https://www.doi.gov/aviation/library/guides..

External load flights for helicopters are permitted if they are conducted with suitably equipped helicopters that are flown by pilots approved by DOI/USFS for external load operations. The aircraft must also be operated in accordance with FAR 133 and 351 DM 1.5. Fixed wing external load operations will not be permitted, except when authorized by OAS.

10.17 Load Calculations/Weight and Balance

Load calculations/weight and balance will be accomplished by the PIC prior to each Reclamation flight they undertake. These calculations will consider weight of cargo and passengers, center of gravity, etc., relative to environmental conditions and performance capabilities of the aircraft. For helicopters, refer to IHOG Chapter 7, Helicopter Load Calculations and Manifests.

10.18 Environmental Considerations

Flight operations may be restricted because of environment factors such as darkness, temperature, wind, snow, rain, fog, and cloud cover. All flights shall be flowing in accordance with 351 DM 1 (http://elips.doi.gov/ELIPS/DocView.aspx?id=1088). Employees are required to terminate flight operations if the weather is below the applicable minimum by returning to the starting point or landing at the nearest safe spot. Flight operations are prohibited until the weather improves above the minimums. The pilot may set a more restrictive weather minimum if necessary for a safe flight. Additional helicopter guidance can be found in the IHOG.

10.19 Aviation Mishap Response Plan and Hazard Map

Each field unit or other Reclamation office using flight services must maintain a current and complete Aviation Mishap Response Plan in a readily accessible

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location. This plan must be reviewed and updated annually. Appendix 1 provides an Interagency Aviation Mishap Response Guide and Checklist.

Available hazard maps of the planned flight area and altitude must be reviewed prior to the mission. A hazard is any obstacle protruding into the planned flight altitude or path. Known and potential wire strike locations in the flight area must be reviewed, and the pilot must be informed about them during flight planning activities. Any new hazards found in the flight area must be added to the hazard map. Flight managers and pilots are responsible for reviewing hazard maps before each low-altitude flight.

10.20 Lap Belt/Shoulder Harness

Lap belts, shoulder, or approved restraining harness must be worn during all flights. Configuration of lap belt/shoulder harness must meet 351 DM 2, *ALSE Handbook.*

10.21 Special Use Flight Operations

"Special use" is defined in 350 DM 1 and OPM 29 as operations for which special pilot qualifications and techniques, special aircraft equipment, and PPE are required to ensure safe transportation of personnel and property. OAS authorization for both pilot and aircraft is required for special use operations.

Special use flight operations require, at a minimum, a Project Aviation Safety Plan, appendix 3, including a risk assessment, and the elements listed in 352 DM 1.9 C through I, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1099. For cooperators, full-service call-when-needed contracts, and end-service operations, refer to chapters 12 and 13 in this aviation plan.

10.21.1 Single Skid, Toe-In, and Hover Exit/Entry Procedures

These landings require special training and approval from the NAM and OAS. Approvals may be requested for each project or for a field unit program. The establishment of new STEP programs requires approval by the Director, MSO.

10.21.2 Unprepared Landing Areas

Fixed wing aircraft operations using unprepared landing areas are considered a special use operation by the Departmental Manual and require special pilot and/or equipment qualifications.

10.21.3 Aircraft Operations Below 500 Feet Above Ground Level

These operations (also known as "low level flight)," when authorized, may be conducted in accordance with FAR 91.119, subpart D of part 135; part 137; or FAA Exemption 3017B or further grant of exemption if applicable.

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10.21.4 All Hazard Incidents

Reclamation aviation resources and personnel may be asked to respond to all hazard incidents. Response to all hazard incident flight operations may fall under special use flight activities for Reclamation response (i.e., search and rescue, law enforcement, earthquakes, hurricanes, tornadoes, floods, or declared national or State disasters).

10.22 In-Flight Emergency Situations

Pilots will take actions necessary to ensure the safety of personnel and aircraft. Any resulting deviation from applicable FARs, DOI aviation policy, and this NAMP must be reported in writing to the NAM.

10.23 Employee Prerogative

While performing their duties, Reclamation personnel may elect, without fear of reprisal, not to fly under any condition they consider to be unsafe. It is the employee's responsibility to immediately report any aviation hazard that compromises the safety of personnel or equipment via a Safety Communiqué (SAFECOM), which can be found at: https://www.safecom.gov/.

10.24 Unmanned Aerial Systems (UAS)

The FAA establishes rules regarding UAS operations. UAS operations under FAA Advisory Circular AC 91-57, Radio Controlled Aircraft, are intended for hobbyists, not Government or commercial operators. Certificate of Authorization (COA) is required for all UAS operations. Refer to OPM-11 https://www.doi.gov/sites/doi.gov/files/uploads/OPM-11.pdf. for DOI policy guidance. All requests to use UAS must be routed through the respective RAM to the NAM.

10.24.1 UAS Request/Approval Process

Reclamation shall not conduct UAS operations until requests are approved by the RAM, NAM, and OAS, and all minimum requirements have been met. Requests must be initiated at least 6 months (estimated) before the anticipated UAS mission start date.

1. **Request and Proposal by Reclamation Unit**. The local unit will prepare and submit to the RAM a formal request to initiate a UAS project. This proposal shall include the general purpose, objectives, and justification for using UAS.

2. **NAM Review.** The request shall be routed through the RAM office to the bureau NAM manager for review and approval/disapproval. If approved,

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the proposal will be forwarded to OAS, and a request will be made for an online COA account for the project.

3. **OAS Review and Approval.** The OAS UAS Coordinator will review the proposal, communicate directly with the bureau requestor and NAM to gather information, and either approve or disapprove the request.

4. **Request for Certificate of Authorization.** If the bureau proposal is approved, the OAS UAS coordinator will work directly with bureau requestor and NAM to develop the FAA application for a COA. Collaboration and agreement will occur prior to official submission of the application. The OAS UAS coordinator will keep the bureau informed on the status and issuance of the COA. The COA, once issued, shall serve as the UAS operations plan.

10.24.2 Minimum Operational Requirements

The following requirements must be met prior to any operational use of UAS:

1. **PASP.** A PASP will be completed by the Unit Aviation Manager and project manager prior to submitting the COA.

2. **COA.** A valid and current COA issued by the FAA.

3. **DOI UAS Operator Training Requirements.** DOI operators of UAS vehicles must receive training for the specific vehicle they will operate. OAS will identify appropriate training in conjunction with FAA regulations. Operators must possess training certificates from OAS or OAS -approved sources before receiving OAS certification as a DOI UAS operator.

4. **Other DOI UAS Operator Requirements.** Other requirements (to be determined by OAS) may include FAA pilot certificate and FAA medical exams.

5. **DOI UAS Operator Letter of Authorization.** When a DOI employee has satisfied all requirements listed above, the OAS UAS coordinator will issue a DOI UAS Operator/ Pilot Letter of Authorization (LOA). The LOA must specify which UAS vehicle(s) the operator is approved to operate.

10.24.3 PRIVACY, CIVIL RIGHTS, AND CIVIL LIBERTIES PROTECTIONS WITH THE USE OF UAS.

On February 15, 2015, the White House issued a Presidential Memorandum (PM) regarding "Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft

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Systems." The guidance and direction from this PM were incorporated in the Department's Operational Procedures Memorandum (OPM) -11.

1. **Roles and Responsibilities.** Following are the roles and responsibilities within DOI (from Section 5 of OPM-11) as it pertains to privacy, civil rights and civil liberties protections with the use of UAS:

A. The Office of Aviation Services (OAS) has overall responsibility for management, ownership, acquisition, assignment, and disposal of DOI-owned aircraft, including UAS. OAS oversees the UAS program and issues Department-wide policy, procedures, training, and a comprehensive actionable strategy for the use of UAS. In collaboration with Bureau and Office Aviation Programs, OAS establishes UAS requirements and standards to ensure aviation safety and individual privacy, civil rights, and civil liberties protections in compliance with applicable laws, regulations, and policies. Additionally, OAS coordinates with internal and external agencies, partners, and organizations on UAS policy, inspections, audits, compliance reviews, and proposed rulemaking.

B. The Office of the Chief Information Officer (OCIO) has overall responsibility for promulgation and oversight of Department-wide information management policies, guidelines and procedures to bureaus and offices for their implementation to ensure compliance with relevant Federal laws, regulations and policies. Such policies, guidelines and procedures include, but are not limited to, addressing requirements associated with privacy, IT security, and records management. The Departmental Privacy Officer within the OCIO formulates privacy policy, provides guidance, and collaborates with bureaus, offices, and program officials to evaluate program activities to ensure privacy considerations are addressed for the collection, use, retention, and dissemination of personally identifiable information and appropriate safeguards are implemented to protect individual privacy, civil rights, and civil liberties.

C. The Office of Civil Rights (OCR) is responsible for developing policy and guidelines to assure proper implementation of laws, Executive Orders, regulations, and Departmental initiatives relating to affirmative employment, equal opportunity, civil rights and educational partnerships. OCR oversees the management and evaluation of programs, activities, and services receiving Federal financial assistance, and ensures expedient processing and resolution of complaints of discrimination, prevention of discriminatory practices, and equal access to Federal financial assistance and federally conducted programs for all persons regardless of race, color, age, religion, sex, national origin, and disability.

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D. Bureaus and offices are responsible for implementing and executing Departmental and organization-specific policies, procedures, and protections consistent with applicable Federal laws, Executive Orders, regulations, policies, and standards.

The use of UAS significantly expands Reclamation's ability to obtain remote data critical to fulfilling diverse mission objectives. However, this use raises distinct privacy, civil rights, and civil liberties concerns that must be addressed in order to promote the responsible use of UAS and protections for individual privacy, civil rights, and civil liberties in accordance with the Constitution, Federal law, and applicable regulations and policies. Below is a summary of the principles in the PM and OPM-11 as it relates to Reclamation's use of UAS:

2. **Privacy Protections.** In light of the advancements in UAS technologies and diverse potential uses of UAS across Reclamation missions, it is imperative that Reclamation take appropriate steps to implement UAS policies that address privacy protections, procedures, and standards to ensure compliance with the Privacy Act of 1974, DOI Privacy Act regulations, Departmental privacy policies, and other applicable laws, regulations and policies. Accordingly, Reclamation Offices utilizing UAS or UAS-collected information shall meet the following privacy requirements:

A. Reclamation Offices shall only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose and DOI privacy policy.

B. Information collected by or on behalf of Reclamation offices using UAS that may contain personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation.

C. Reclamation offices shall take appropriate steps to ensure that UAS-collected information that is not maintained in a system of records covered by the Privacy Act is not disseminated outside of the agency unless dissemination is required by law, or fulfills an authorized purpose and complies with agency requirements established by appropriate authority.

3. **Civil Rights and Civil Liberties Protections.** To protect civil rights and civil liberties, Reclamation offices shall:

A. Ensure that policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the

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First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, or religion, in violation of law.

B. Ensure that UAS activities are performed in a manner consistent with the Constitution and all applicable laws, Executive Orders, and other Presidential directives.

C. Ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.

4. **Accountability.** To provide for effective accountability, the Office of Aviation Services, in conjunction with the Office of the Chief Information Officer and the Office of Civil Rights, will provide collaborative oversight of the DOI UAS program within their respective areas of expertise and responsibility. Reclamation offices employing UAS or UAS-collected information shall comply with Departmental oversight activities, and take additional appropriate steps to ensure effective oversight and accountability for their respective UAS programs. Accordingly, Reclamation offices shall ensure:

A. Oversight procedures are implemented for UAS use, including audits or assessments, in compliance with all Departmental policies and regulations.

B. Reclamation office personnel and contractors comply with UAS program training requirements, Rules of Behavior, and procedures for reporting suspected cases of misuse or abuse of UAS technologies.

C. Policies and procedures are implemented that provide meaningful oversight of individuals who have access to sensitive information (including any PII) collected using UAS consistent with all applicable Federal laws, regulations, and policies, as well as Departmental policy guidance.

D. Any data-sharing agreements or policies, data use policies, and records management policies applicable to UAS conform to applicable laws, regulations, and policies.

E. Policies and procedures are implemented to authorize the use of UAS in response to a request for UAS assistance in support of Federal, State, local, tribal, or territorial government operations. Any authorized use, letter of authorization, or memorandum of understanding must include the requirements of this policy and appropriate safeguards to protect privacy, civil rights, and civil liberties.

F. State, local, tribal, and territorial government recipients of Federal grant funding for the purchase or use of UAS for their own operations have in

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place policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties prior to expending such funds.

5. **Transparency.** OAS will complete the following activities, in collaboration with bureau and office UAS programs, to promote transparency about DOI UAS activities within the NAS, while not revealing information that could reasonably be expected to compromise law enforcement or national security:

A. Provide notice to the public regarding where DOI's UAS are authorized to operate in the NAS.

B. Keep the public informed about the DOI UAS program as well as changes that would significantly affect privacy, civil rights, or civil liberties.

C. Make available to the public, on an annual basis, a general summary of DOI UAS operations during the previous fiscal year, to include a brief description of types or categories of missions flown, and the number of times the agency provided assistance to other agencies, or to State, local, tribal, or territorial governments.

The following page shows a flow chart which graphically shows how UAS data should be treated if it contains PII.

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Retention of UAS data and information collected using UAS that may contain PII shall not be retained for **more than 180 days** unless retention of the information is **determined to be necessary to an authorized mission of the retaining agency, is maintained in a system of records covered by the Privacy Act, or** is **required to be retained for a longer period by any other applicable law or regulation .**

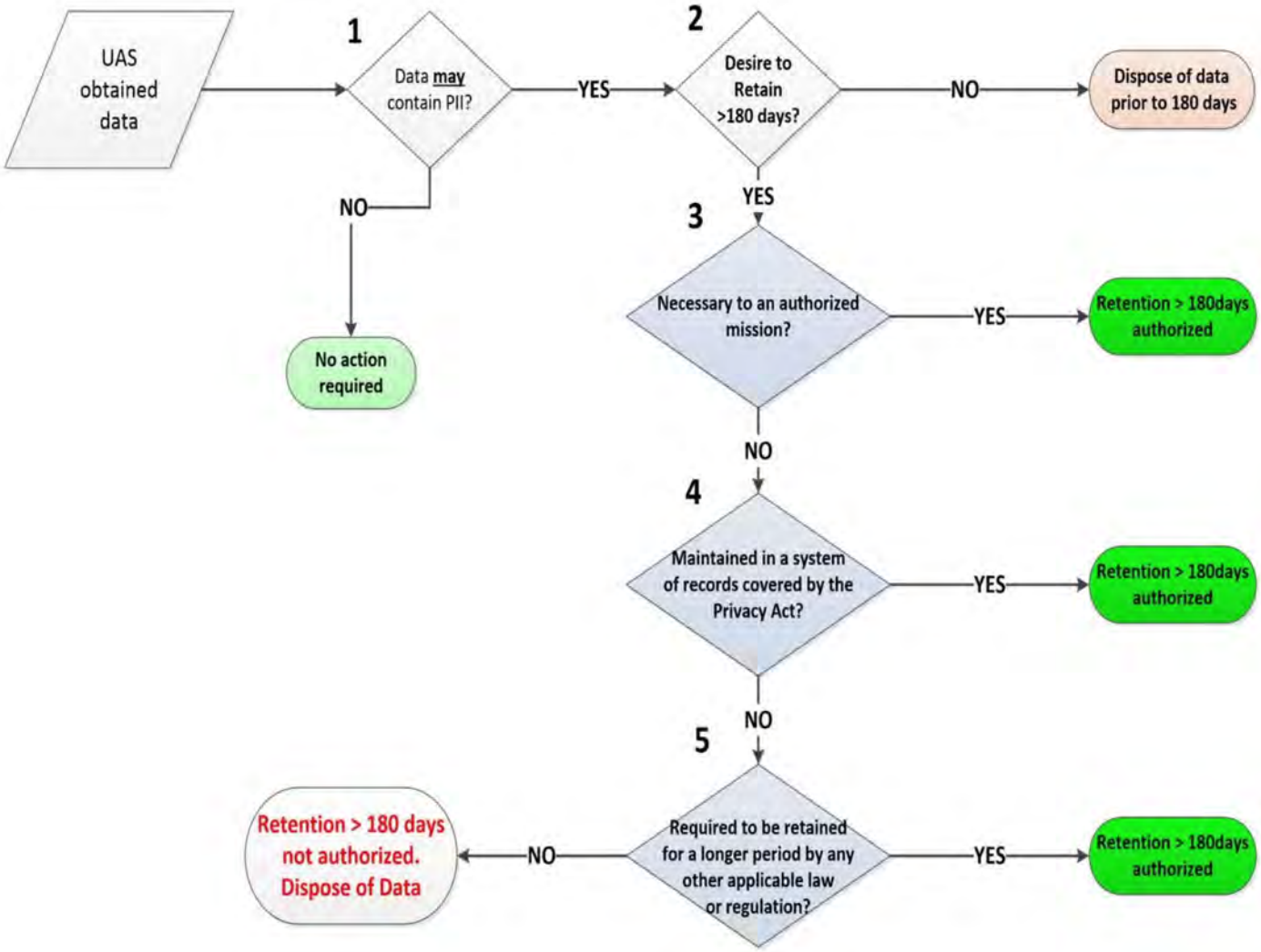

Figure 1

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Chapter 11

Use of Government Aircraft and Solicitor Approvals

11.1 Administrative Travel Justification and Documentation

The primary intent of this process is that taxpayers should pay no more than necessary to transport Government officials. This chapter discusses official travel on Government aircraft and when the DOI Solicitor's (SOL) approval is required for Senior Executive Service (SES), Senior Federal officials, or non-Federal travelers.

- **Senior Executive** officials include all civilian officials appointed by the President or civilian employees of the Executive Office.
- **Senior Federal** officials include all SES employees.
- **Non-Federal** officials include congressional, legislative, State, cooperating agency, and partner officials.

11.2 OMB Circular A-126

The Office of Management and Budget's Circular A-126, Improving the Management and Use of Government Aircraft, breaks "official travel" into three categories, which are discussed below.

11.2.1 Mission Travel

Mission travel is transporting people whose presence aboard an aircraft is required to perform, or is associated with the performance of, a governmental function such as, but not limited to, aeronautical research or biological or geological resource management, firefighting, search and rescue, law enforcement, and other such activities. This OMB definition differs from what Reclamation considers a "mission."

11.2.2 Required Use Travel

Required use travel is rare. An employee is a "required use" traveler if the President or the head of the agency has determined that the person's travel qualifies as such.

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11.2.3 Other Travel for Conducting Agency Business

The SOL considers almost all DOI travel at the SES level and above as nonmission official travel. Even when air travel is the only practical means of transportation to remote or roadless areas, Solicitor approval is required unless the flight is mission travel.

Note: If a SES or Senior Federal official boards an aircraft at Point A and returns to Point A without any stops, with the exception of fuel or bathroom stops, SOL approval is not required. See Information Bulletin 09-01, Revision 1, Guidelines for Requesting Approval from the Office of the Solicitor for SES Travel on Government Aircraft, which can be found at: https://www.doi.gov/aviation/library/ses_travel..

11.3 Requests for SOL Approval

OPM-7, Improving the Management and Use of Government Aircraft, will be used for documenting cost comparisons for administrative travel on Government aircraft. OPM-7 can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-07.pdf.

- All travel on Government aircraft must have advanced authorization.
- There are two documents that may be required:
  - Travel Authorization (Form DI 1020)
  - Appendix 6: AMD-110, Travel Cost Analysis (https://www.doi.gov/aviation/aqd/ams)

Table 1 shows the documents and signatures required to approve various individuals to fly on Reclamation owned or operated aircraft.

Table 1. Requirements for Flying on Reclamation Owned or Operated Aircraft

Who Signs	Travel Authorization	AMD-110	
	Next Level Supervisor	File[1]	Office of the Solicitor
Reclamation and other Federal:	√		
Senior Executive	-	√	√
Senior Federal	-	√	√
GS-level employees	√	-	-
Non-Federal individuals	-	√	√

[1] Copy to be provided to the RAM. Maintain a copy on file for at least 3 years.

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11.4 Space-Available Travel

Space-available travel is using aircraft capacity that would otherwise be unused on an already-scheduled flight. It is generally limited to Federal personnel and their families in remote locations that are not reasonably accessible to regularly scheduled commercial airline service. Space-available travel using Reclamation operated aircraft is not allowed on special-use flights. The use of space-available travel, for other than the transportation of Federal personnel and their families in remote locations, requires trip-by-trip approval by the Secretary of the Interior and requires reimbursement at the full coach rate fare (OMB A-126). Such requests must be processed through the RAM to the SOL at least 10 days prior to the planned travel, with a copy to the NAM.

11.5 Emergency Use

Reclamation supervisors may authorize the use of Federal Government aircraft to assist in life-threatening circumstances, disaster relief efforts, etc. The nature of the circumstances must be noted on Form AMD-2 or Form AMD-23E, with an informational copy to the RAM. Any deviation from policy requires submission of a SAFECOM.

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Chapter 12

Contract, Rental, and Charter Aircraft

12.1 General

Aircraft operators who provide contract, individual charter, or hourly rental service to Reclamation must be approved by OAS. Pilots must meet DOI experience requirements and adhere to flight time and duty limitations.

12.2 Procurement

All aircraft services required by any Reclamation unit must be acquired through the OAS procurement process as outlined below, with the following exceptions:

- Seat fare on flights with scheduled air carrier.

- End Product/Service contracts can be used to obtain services and products such as aerial photographs, per head animal capture, or seeding/fertilization. Aircraft may be used to obtain the product or services; however, there are limits on specifying controls or specific types of aircraft in the solicitation. These types of contracts are not flight service contracts and do not need to be obtained through OAS. There are very strict guidelines that include "operational control" for the use of these types of contracts. Refer to OPM-35, Identification of End Product/ Service and Flight Service Procurement for further guidance, which can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-35.pdf.

12.2.1 Procurement/Documentation of Competition

Any single procurement of flight services that exceeds $3,000 can be obtained through the Aircraft Rental Agreement (ARA) but must use a best value determination of at least three vendors. Cost comparisons must include all anticipated cost factors including ferry time. Pricing information contained in the OAS source list may be used for this comparison. Projects exceeding $25,000 require assistance through OAS contracting services.

12.2.2 Billee Code

Each unit or office using flight services, other than commercially scheduled carriers, must have an individual OAS billee code. This identifier is used for billing flight services and is required to complete Aircraft Flight/Use and Aircraft Use Reports (AMD-23E). Each office is responsible for reconciling billing discrepancies.

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12.2.3 Other Services

Other aviation-related services, such as the purchase of aircraft components, parts and accessories, maintenance services, etc., must be procured through the OAS procurement system.

12.3 Billing/Payments

The aviation services provided to the Reclamation unit must be documented on an Aircraft Use Report (Form AMD-23E).

12.3.1 Approved Sources

Approved sources for flight services include: (1) DOI fleet aircraft, (2) USFS fleet aircraft, (3) OAS procured/contracted aircraft, and (4) Affiliate/Cooperator aircraft approved under an OAS agreement. (See chapter 13.)

12.3.2 Unauthorized Procurement

Unauthorized acquisition of aviation services may go through a ratification process and will include a penalty payment imposed by OAS. Specific details can be found in OPM-6, Services Provided and Use Rates.

12.4 Procurement of Flight Services from Other DOI Bureaus

Before using fleet aircraft assigned to other DOI bureaus, field units are responsible for contacting the provider of the service to determine the payment rates for the use of the aircraft, pilot services, and per diem.

12.5 Procurement of Flight Services from Non-Federal Public Agencies

It is Federal policy not to compete with private industry. Reclamation procurement of and reimbursement for flight services from non-Federal public agencies are generally not authorized unless:

1. That agency is providing the service as a commercial operator.

2. The operation is conducted with civil aircraft when no operating certificate is required.

3. The services are necessary to respond to an imminent threat to life or property, and no service by a commercial operator is reasonably available to meet the threat.

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The decision not to use a commercial operator must be documented in writing and made part of the permanent incident record (14 CFR 1.1). Field units that anticipate using resources belonging to other Government agencies must establish the appropriate approval and agreement documents or cooperator aircraft approval with that unit through their RAM and OAS.

Services are acquired on an hourly rate basis and can be used when the cost of services is $25,000 per transaction or less. OAS provides an approved list of rental sources based on a standard ARA (OAS source list) from which all vendors must be selected.

12.6 Contract Services

If the cost for using non-Reclamation-owned aircraft will exceed $25,000, the aircraft service must be obtained by contract, rather than ARA, and be submitted on Form AMD-13, Request for Contract Services, approved by NAM, as well as an official who has authority to certify that funds are available and submitted to OAS.

12.6.1 Requesting Procedures

Requests for services to be performed in the contiguous 48 States must be submitted to the respective OAS regional office. The requesting office must submit the following:

1. Proposed contract requirements/specifications.
2. List of Government-furnished equipment.
3. Justification for other than full or open competition.
4. Justification for specific make and model.

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.

12.6.2 Exclusive Use Contracts

Exclusive use contracts are awarded for a specific time period (30-day, 90-day, etc.). During this time period, the Government has exclusive use of the aircraft. The Government may, at its option, release the aircraft for other work for a specified period of time.

12.6.3 Aircraft Rental Agreements

The OAS has established ARAs with air taxi commercial operators throughout the contiguous United States, Alaska, and Hawaii, based on user needs. An ARA is not a contract; it is a written instrument of understanding that is negotiated between OAS and a vendor. Current Federal acquisition limitations restrict use of the ARA to procurements less than $25,000.

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12.7 Emergency Aircraft Procurement

12.7.1 Definition of Emergency

The justification for the procurement of emergency aircraft services must meet the following criteria:

1. **Life Threatening.** A situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action to prevent loss of life.

2. **Operational.** An unforeseen combination of circumstances that calls for immediate action but is not life threatening.

12.7.2 Ordering Emergency Aircraft Services

Authorized personnel from the requesting Reclamation unit can contact the appropriate OAS Flight Coordination Center or use the ARA for requests for charter aircraft services to meet emergency needs. Pilot and aircraft will be approved (carded) for the intended mission. If, due to the nature of the emergency, the pilot and/or aircraft are not approved for the intended mission, a SAFECOM will be submitted immediately after the mission.

Note: All such procurements will have a documented risk assessment completed.

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Chapter 13

Cooperator Aircraft

13.1 General

A cooperator or affiliated aircraft can be from: (1) any branch of the military, (2) another public agency, or (3) a private entity. Aircraft and pilots must meet DOI standards for general or special-use flights, and Reclamation employees may not use such aircraft and pilots without prior OAS approval. Any costs incurred by OAS in approving cooperator aircraft, including an onsite inspection and pilot checkride for special-use flights, may be charged to the requesting unit.

Proper planning is critical for the proper development and execution of a cooperator or affiliate agreement. All Reclamation requests must be approved by the NAM prior to submission to OAS.

Additional information may be found in 351 DM 4, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1094.

13.2 Research Work Orders/Cooperative Agreements/Support Services Contracts

Cooperative Agreements or Support Services Contracts that contain provisions for aviation services must follow the policies of this NAMP and all other applicable DOI policies if Reclamation maintains mission operational control.

13.3 Carding, Letters of Approval, or Memoranda of Understanding

Interagency Aircraft Data Cards and DOI Pilot Qualification Cards, or Letters of Approval for aircraft and pilots, will be issued to cooperator aircraft and pilots. In situations involving numerous aircraft and pilots (military facilities, State Fish and Game agencies, etc.), a formal agreement by OAS may negate the need for individual aircraft and pilot cards.

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Chapter 14

Aviation Safety Training

14.1 Aviation Training Equivalencies

The NAM, working with the OAS Training Division, is authorized to determine IAT equivalencies for training that has been acquired from sources other than IAT. This authorization may be delegated. See OPM-04, which can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-04.pdf..

14.2 Required Aviation Safety Training

Regional and unit aviation managers are responsible for ensuring that all employees involved in the use or control of aviation resources receive the required level of aviation safety training. Qualification standards and requirements can be found in OPM-4.

14.3 Aviation User Training

OPM -04 and its appendix, IAT Requirements Matrix, list the recommended and required aviation user training:

Line Manager: Regional Directors and their deputies, and those acting in these positions, shall take M3: Aviation Management Training for Supervisors online or complete M2: Line Managers Briefing, every 3 years.

Supervisors: First and second level supervisors of employees who use aircraft to accomplish agency programs or mission shall, at a minimum, take M3: Aviation Management Training for Supervisors and A-200: Aviation Mishap Review online every 3 years.

Unit Aviation Managers: Unit aviation managers shall complete the aviation manager training as outlined in OPM-04.

Aircrew Members: B3 is the Combination Helicopter/Airplane Safety (also known as Basic Aviation Safety) training. Aircrew member training requirements may be found in OPM-04. These courses may be taken online. Training for these classes is required every 3 years. The following are the mandatory B3 training courses:

- A101: Aviation Safety
- A105: Aviation Life Support equipment

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- A106: Aviation Mishap Reporting
- A108: Preflight Checklist Briefing/Debriefing (online only)
- A113: Crash Survival
- A-116: General Awareness Security Training
- A-200: Mishap Review (previous year's module acceptable)
- A-110: Transportation of hazardous materials (HAZMAT) (if involved in transport of HAZMAT)

14.4 Specialty Training

Helicopter Crewmember: Personnel involved in external load work must be qualified Aircrew Members and complete A-219 Units 1-4 and Unit 6. In addition, personnel desiring to become qualified as Helicopter Long Line Remote Hook Specialists are required to complete A-219 Units 1-4 and Unit 6.

It is recommended that Reclamation employees acting as crewmembers in float equipped aircraft or on over-water flights beyond gliding distance to shore complete Water Ditching and Survival training, IAT course A-312. This requirement can also be satisfied by having attended a DOI AM equivalent course (e.g., airline, military, Bureau Interagency or Part 141/142 course).

Flight Followers: Flight followers must have, as a minimum, the following training: B3, A104, A107, A109, A111, A112, A115, and A207 (all available online). Units or offices will identify in the Unit Aviation Plan the difference between a flight follower and a dispatcher (DOI has mandatory training requirements for aircraft dispatchers). Training for these classes is required every 3 years. The following are the required training courses:

- A-104: Overview of aircraft Capabilities and Limitations
- A-107: Aviation Policy and Regulations-1
- A-109: Aviation Radio Use
- A-11: Flight Payment Documents
- A-112: Mission Planning and Flight Request Process
- A-115: Automated Flight Following
- A-207: Aircraft Flight Scheduling

14.5 Reclamation Pilot Training

Pilot training will be conducted in accordance with the DMs and OPM 22 or AR-10 where applicable. A Reclamation pilot not in compliance with these documents is not authorized to pilot DOI aircraft.

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14.6 Unmanned Aerial System Training

Unmanned Aerial Systems training and use must be requested through the NAM. Requirements can be found at OPM -11, DOI Use of Unmanned Aircraft Systems, which can be found at: https://www.doi.gov/sites/doi.gov/files/uploads/OPM-11.pdf..

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Chapter 15

Aviation Safety Awards Program

15.1 DOI Aviation Awards Program

The NAM is responsible for the overall administration of the program.

Reclamation will use the DOI safety award qualification standards and procedures to recognize aviation safety practices per 352 DM 4 and OPM 06-42, Airwards, for the following categories:

15.1.1 Award for In-Flight Action

This award recognizes crew members and passengers who materially contribute to the successful recovery from an emergency or who minimize or prevent aircraft damage or injury to personnel during an emergency.

15.1.2 Award for Safe Flying

This award recognizes pilots who have distinguished themselves by flying accident free for specific periods of time.

15.1.3 Award for Significant Contribution to Aviation Safety

This award recognizes an individual, group, or organization for significant contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees.

15.1.4 Secretary's Award for Outstanding Contributions to Aviation Safety

This award recognizes any individual or group, including other agencies and non-Government individuals, for outstanding contribution in aviation safety or aircraft accident prevention.

15.1.5 Airwards

This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions that promote DOI aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference.

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Chapter 16

Aircraft Mishap Procedures

16.1 Aircraft Mishaps

All Aircraft Incidents and accidents will be reported, via SAFECOM, to the OAS Aviation Safety Manager and the NAM. Aircraft mishaps are broadly defined below.

16.1.1 Accidents

Accidents involve death, serious injury, or substantial damage to the aircraft. The National Transportation Safety Board (NTSB) is responsible for investigating aircraft accidents. All aviation accidents will be reported immediately to the NAM, RD, and OAS in accordance with 352 DM 3, Aircraft Mishap Notification, Investigation and Reporting and Reclamation policy, which can be found at: http://elips.doi.gov/ELIPS/DocView.aspx?id=1103

16.1.2 Incidents with Potential

Incidents with Potential are occurrences where a significant potential exists for substantial damage or serious injury. **Final classification will be determined by the OAS Aviation Safety Manager.**

16.1.3 Aircraft Incidents

Aircraft Incidents are occurrences that affect, or could affect, the safety of operations.

16.1.4 Mishap – Aviation Mishap

Mishaps include aircraft accidents, Incidents with Potential, Aircraft Incidents, aviation hazards, and aircraft maintenance deficiencies.

16.1.5 Accident/Incident Reclamation Review Process

The RD, in coordination with the Director, MSO, and NAM will determine within 14 days, whether an internal Reclamation review of the mishap is necessary.

16.2 Mishap Notification Procedures

In the event of an aircraft accident, Incident with Potential, or when any of the mishaps listed below occur, the aircraft operator, flight manager, pilot, or person with flight following responsibilities must immediately, and by the most expeditious method, notify the NAM, RD, and the OAS Safety Office, (24/7) at 1-888-4MISHAP (1-888-464-7427).

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16.2.1 Reclamation Internal Aviation Notification and Routing Procedures

1. The NAM or designee is the primary focal point of contact within Reclamation, with the OAS Safety Office, and with other bureaus for notification of significant aviation related events and policy related matters. **Note:** Nothing in this plan should be interpreted to delay the notification of immediately needed and locally available resources in the event of a life threatening emergency or when notification could delay resolution of an ongoing problem.

2. For accidents, Incidents with Potential, serious safety concerns, aviation events of significant policy impact, or aviation events or actions with the potential to cause widespread interest both inside and outside Reclamation, the NAM will, upon receiving notification by any source, notify the Director, MSO, and the OAS Safety Office. If the RAM where the event occurred was not involved in the initial notification to the NAM, the NAM will contact the RAM who serves as the primary focal point of contact for aviation matters within the regions. The RAM will determine and ensure that the appropriate regional management has been notified.

3. Concurrently, the NAM will contact the appropriate person in DOI/OAS.

16.3 Aviation Mishap Response Plan

Each unit will develop an Aviation Mishap Response Plan that will specify national/regional/local points of contact and the necessary actions to be accomplished in the event of an aviation accident. A brief outline of the required actions is listed below (additional information can be found in Appendix 1, Interagency Aviation Mishap Response Guide and Checklist):

1. Take necessary action to rescue survivors.

2. Secure the site and surrounding area to protect the wreckage from further damage and to avoid injury to persons nearby.

3. Designate an Incident Commander to be in charge of the mishap site; get names, addresses, etc., of witnesses; and relay all media inquiries to the investigating team or Reclamation/NTSB public information official.

4. Secure all Reclamation records pertaining to the operation, flight, maintenance, crewmembers, etc.

5. Document the available information on the Aircraft Accident Checklist in Appendix 1, Interagency Aviation Mishap Response Guide and Checklist.

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Provide the information to the OAS Safety Manager and RAM. Do not delay initial reporting to try to fill in all the blanks.

16.4 Aircraft Mishap Investigations

All DOI accidents are the domain of the NTSB and the OAS Safety Office. NTSB may authorize the OAS to investigate accidents for the NTSB. If this occurs, the OAS is working with the NTSB and is bound by 49 CFR 830-831. Reclamation will offer a qualified individual to assist with the investigating agency and may also independently review the mishap internally. The Reclamation RD, in conjunction with the NAM, will offer the appropriate individuals to the OAS Safety Manager. When NTSB investigates DOI accidents, OAS will be included and is the DOI's representative. NTSB and/or OAS may also choose to investigate other DOI Aircraft Incidents. Employee cooperation in mishap investigations involving the NTSB or OAS Safety Division (e.g., interviews, witness statements) is required.

16.5 Aircraft Mishap Review Board

An AMRB is responsible for developing mishap prevention recommendation for all DOI accidents and selected Incidents with Potential. Specific responsibilities, functions, and procedures to be followed are in accordance with 352 DM 3.

16.5.1 DOI Aircraft Mishap Review Board, Reclamation Attendance, Report Routing, and Follow-up Actions

Per 350 DM 1, appendix 4A.11, the NAM is responsible for assigning a bureau representative to the AMRB, who will usually be an aviation SME from an area outside the region where the event occurred. Reclamation policy requires that whenever an AMRB is convened by the Associate Director, OAS, in response to an aircraft mishap that a Senior Line Officer from the region involved in the event will participate in the AMRB as a nonvoting member. The NAM will coordinate with OAS for inclusion of this additional Reclamation participant on the AMRB.

Upon receipt of the AMRB report and final recommendations from the Associate Director, OAS, the NAM will route the report to senior Reclamation management. The NAM will concurrently route copies to the RAM in the affected region for distribution to RD.

Within 30 days of issuing an AMRB report, the RD of the region involved will convene a Board of Review. The Board of Review will include the regional Senior Line Officer who was present at the AMRB, the RAM, and Reclamation flight, air, or ground crew involved in the mishap. The Board of Review will task the responsible parties with responding to and/or implementing the AMRB recommendations in addition to any the Board of Review may develop.

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16.6 Aircraft Mishap Documentation

16.6.1 Pilot/Operator Aircraft Accident Report

The aircraft operator must complete NTSB Form-6120.1/2, Pilot/Operator Aircraft Accident Report, and submit it to the nearest office of NTSB. In the case of DOI-owned/Reclamation-operated aircraft, a copy of the report must also be sent to the RD, NAM, and OAS Aviation Safety Manager within 10 days following an aircraft accident, or when requested by NTSB following any of the occurrences listed in section .2 above.

16.6.2 Aircraft Accident/Incident with Potential

The aircraft operator, passenger, or other person with knowledge of the accident/Incident with Potential must comply with the *Aviation Mishap Notification Investigation and Reporting Handbook*, per 352 DM 4.

16.6.3 Aviation Mishap Information System

The aircraft operator, flight manager, or any other person noting an aviation hazard, maintenance deficiency, airspace conflict, or incident should complete a SAFECOM report within 5 days and submit it to the OAS Aviation Safety Manager and the NASM.

16.6.3.1 Aviation Mishap Information System Definition

The AMIS is an electronic database that 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.

16.6.4 Aviation Safety Communique'

The AMIS system uses the SAFECOM, Form AMD-34/FS1500-14, to report any condition, observance, act, maintenance problem, or circumstance that has the potential to cause an aviation-related mishap. A SAFECOM's sole purpose is to prevent mishaps. Use of a SAFECOM for any other purpose is prohibited. A SAFECOM is not intended to fix blame and should not be utilized to bring disciplinary action against any employee.

16.6.5 SAFECOM Submissions

Any person directly associated with aviation activities within DOI may submit a SAFECOM. This includes contractors and other Government personnel who support 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 Reclamation channels or direct to the OAS Aviation Safety Office. Regardless of the method used, the submitter should always retain a copy for their records.

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16.6.6 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 utilization of the SAFECOM does not replace the requirement to initiate a DI-134, Report of Accident/Incident, as required in DM 485 DM 5.

16.6.7 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.

16.6.8 SAFECOM Access and Follow-up

The OAS 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 DOI aviation safety concerns by the OAS, following coordination with appropriate bureau aviation program management personnel.

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Appendix 1

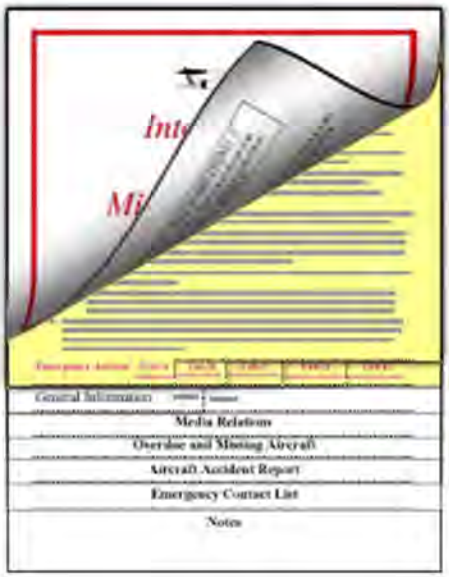
Interagency Aviation Mishap Response Guide and Checklist

1.1 Approval

This Interagency Aviation Mishap Response Guide and Checklist has been approved for use by both the U.S. Department of the Interior - Office of Aviation Services Aviation Safety Manager and the U.S. Department of Agriculture - Forest Service National Aviation Safety and Training Manager. You can order this document through the cache system (NFES 2659). You may also download and print this document, which can be found at: https://www.doi.gov/aviation/safety/iamrgc.

1.2 What You Need to Do

After you download the document, you can tailor the plan to fit your organizational and local area needs by adding names and phone numbers. After printing, you will be able to literally "cut along the dotted lines" and assemble the plan into the familiar layered Interagency Aviation Mishap Response Guide and Checklist format.
We recommend that you print tabs A, B, C, D, and E (pages 3-7) on yellow or another bright colored paper to make those "immediate actions" stand out boldly.



1.3 What the Checklist Does for You

The checklist provides both immediate actions and general instructions to follow in the event of an aviation accident. It has intentionally been developed to be simple and generic. The "Aircraft Accident Report" consolidates the information required for missing aircraft, overdue missing aircraft, and accidents into a single form. We have made it generic to allow the widest possible use with a minimum of additional work.

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Each region must customize according to the region and/or geographical area. This may require multiple response plans.

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Appendix 2

Sample Unit Aviation Management Plan

The complexity of the Unit Aviation Management Plan should match the complexity of the aviation activities. Programs with limited aviation activities may only need a single page, which must include an aviation point of contact. The Unit Aviation Management Plan must contain the following topics:

I. Introduction/Purpose
   A. Bureau of Reclamation Policy
   B. Unit Aviation Policy

II. Program Management
   A. Organization and Responsibility (i.e., Unit Manager - Passengers)
   B. Qualifications/Training Needed to Manage Program
      1. Project Leader
      2. Flight Manager, if required
      3. Helicopter Manager, if required
   C. Dispatching and Controlling Flights
      1. Routine Flights
         a. Routine Flight Request/Flight Plan
         b. Process for Requesting Aircraft
      2. Nonroutine (Emergency) Flights
         a. Search and Rescue Operations
         b. Medical Evacuations
         c. Emergency Fire Operations
         d. Law Enforcement Emergencies
         e. Administrative Emergencies
            - Risk Analysis
            - Process For Requesting Aircraft
   D. Records and Reports

III. Aviation Operations
   A. Aircraft Safety
      1. Aircraft Data Cards
      2. Personal Protective Equipment
      3. Flight Manifest
      4. Load Calculations
      5. Flight Plans/Flight Following
      6. Communications
      7. Pilot Authority
      8. Pilot Duty Limitations
      9. Low Level Flights
      10. Transporting Hazardous Material
      11. Smoking

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12. Fuel Reserves
13. Pilot Briefings
14. Flight Hazard Maps
15. Authorized Passengers, Cargo, and Flights
16. Air Space Restrictions

B. Aviation Security
1. Facilities
2. Aircraft

IV. Specific Missions

V. Emergency Procedures

VI. Program Coordination and Evaluation

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Appendix 3

Project Aviation Safety Plan Template

Title Project Aviation Safety Plan

Your Region/District Local Unit

Mission:	Project Name:	Unit:
Anticipated Project Date:	Start Time:	Ending Time:
Project Plan Prepared by:	Title:	Date:
Note: Signature by the preparer verifies that all personnel have the required training for the mission. **Attach map, clearly showing areas to be flown; aerial hazards must be indicated.**		
Project Plan Reviewed by:	Title:	Date:
Project Plan Reviewed by:	Title:	Date:
Project Plan Approved by:	Title:	Date:

Project Description:		
Attachments: ☐ Map	☐ Other:	
Project Supervisor:	Phone:	Cell:
Helicopter Manager:	Phone:	Cell:

Participants:

Type of Flight:	Desired Aircraft Type:	Charge Code:
Type Procurement:	Method of Payment:	Projected Cost:

Vendor:		Phone:	Cell:
Aircraft N#:	Make & Model:	Aircraft Color:	
Pilot Name:		Pilot Carded: ☐Yes ☐No	A/C Carded: ☐Yes ☐No
Flight Follow:		Request or Flight #:	
Method of Resource Tracking: ☐ Phone ☐ Radio		☐ Prior to Takeoff ☐ Each Stop Enroute ☐ Arrival at Dest.	
Scheduling Dispatch Phone:		Destination Dispatch Phone:	
FM Receive:	FM Transmit:	Tones:	
FM Receive:	FM Transmit:	Tones:	
FM Receive:	FM Transmit:	Tones:	
AM Air to Air:	AM Unicom:	Other:	

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Search and Rescue Procedures: Contact Dispatch, Follow the Aviation Mishap Response Guide

Start Location	Latitude	Longitude	Elevation	Runway Length & Surface or Helispot Size
Destination Location	Latitude	Longitude	Elevation	Runway Length & Surface or Helispot Size

Passenger Name	Weight	Departure Point	Destination Point
Cargo Weight	Cubic Feet	Hazardous Material	Destination
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	

Type of Flight	Personnel Protective Equipment Requirements
☐ Air Ops general/ground personnel	Nomex clothing, hardhat w/chin strap, gloves, leather boots, eye protection, hearing protection, fire extinguisher
☐ Fixed Wing point to point flights	Hearing protection
☐ Fixed Wing mission flights	Nomex clothing, gloves, leather boots, hearing protection
☐ Rotor Wing flights	Flight helmet, Nomex clothing, gloves, leather boots, eye protection, hearing protection, approved secondary restraint harness for doors off flights, PFD for all PAX as required

Justification statement for low-level flights:

Special Instructions:

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Job Risk Analysis: Aircraft manager/pilot review with all participants as part of preflight briefing

Is everything approved with clear instructions, and is the aviation plan signed and reviewed?	☐ Yes	☐ No	☐ NA
Are communications and flight following established, including repeater tones?	☐ Yes	☐ No	☐ NA
Can terrain, altitude, temperature, or weather that could have an adverse effect be mitigated?	☐ Yes	☐ No	☐ NA
Are all aerial hazards identified and known to all participants?	☐ Yes	☐ No	☐ NA
Have mitigating measures been taken to avoid conflicts with military or civilian aircraft?	☐ Yes	☐ No	☐ NA
Have adequate landing areas been identified and or improved to minimum standards?	☐ Yes	☐ No	☐ NA
Are all agency personnel qualified for the mission?	☐ Yes	☐ No	☐ NA
Is the pilot carded and experienced for the mission to be conducted?	☐ Yes	☐ No	☐ NA
Are there enough agency personnel to accomplish the mission safely?	☐ Yes	☐ No	☐ NA
Will adequate briefings be conducted prior to flight to include pilot, passengers and dispatch?	☐ Yes	☐ No	☐ NA
Are all persons involved aware that the pilot has the final authority?	☐ Yes	☐ No	☐ NA
Is the aircraft capable of performing the mission with a margin of safety?	☐ Yes	☐ No	☐ NA
Are manifests of cargo and passengers, load calculations, and/or weight & balance completed?	☐ Yes	☐ No	☐ NA
Is the aircraft properly carded?	☐ Yes	☐ No	☐ NA
Do all personnel have the required personal protective equipment?	☐ Yes	☐ No	☐ NA
Fuel planning, adequate fuel on board, fuel truck location, availability of commercial fuel?	☐ Yes	☐ No	☐ NA
Remember; maps of areas/sites, handheld radios, cell phones, day/survival packs, motion sickness bags	☐ Yes	☐ No	☐ NA
Will the mission be conducted at low levels? (Below 500 feet above ground level?	☐ Yes	☐ No	☐ NA
Can the same objective be achieved by flying above 500 feet above ground level?	☐ Yes	☐ No	☐ NA
Are pilot flight and duty times compromised?	☐ Yes	☐ No	☐ NA
Is there an alternative method that would accomplish the mission more safely?	☐ Yes	☐ No	☐ NA

Job Hazard Analysis: Aircraft manager/pilot review with all participants as part of preflight briefing

Hazard	Mitigation
Military training routes	Practice risk management. Check routes in advance. Confirm that dispatch has made calls.
Private aircraft	See and avoid. Transmit in the blind on 122.925 near backcountry airstrips.
Airport traffic	Stay in radio contact. Announce intentions. Use established patterns.
Weather	Use weather advisory. Maintain visual flight rule minimums. Cancel mission if conditions deteriorate.
Terrain	Avoid performance related situations. Cross terrain at its lowest point. Consider downdrafts.
Low level obstacles	Complete a high level reconnaissance. No unnecessary low-level flight.
Unimproved landings	Reconnaissance landing zone. Download on first load. Stay in radio contact.
Doors off helicopter operations	Use approved secondary restraint harness. Remove loose items from cabin.
Pilot not familiar with area	Supply hazard maps. Complete high level recon prior to low level work.
Noise, rotor wash	Wear ear and eye protection. Use dust abatement.
Internal and external loads	Have trained personnel assigned to the mission. Plan around fuel. Hook and equipment checks.
Unplanned aircraft events	Equip all personnel with required PPE and train them in crash procedures. Maintain flight follow.
Hazardous materials	Trained personnel will handle. Inform pilot. Use Hazmat guide w/current exemption.
Nonaviation personnel	Maintain control. Provide thorough briefings.
Communications	Maintain communications at all times. Establish backup options and know alternate frequencies. Take handheld radio along. Call in prior to landing. If radio contact is lost, climb and check tones. If unable to reestablish radio contact, return to best suitable landing area and check in.
Overload conditions/center of gravity issues	Complete accurate load calculations and/or weight and balance.
Wintertime operations	Use appropriate clothing for varying altitudes/climatic conditions. Use winter survival kit.
Prop/rotor hazards	Pilot will perform aircraft safety brief, approach/depart sensibly after shutdown & prop/rotor stop
Multiple project aircraft	Adequate aerial supervision. Establish and maintain separation. Use common frequencies. Communications.
Aircraft fueling	Vendor responsibility. No agency personnel on board.

Aircraft Manager signature:	Date:	Pilot signature:	Date:

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Chart 3-2: Risk Assessment Matrix			HAZARD PROBABILITY				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
EFFECT	Catastrophic	I	Extremely High	Extremely High	High	Medium	Medium
	Critical	II	Extremely High	High	High	Medium	Medium
	Moderate	III	High	Medium	Medium	Medium	Low
	Negligible	IV	Medium	Low	Low	Low	Low

RISK ASSESSMENT WORKSHEET

Assess the risks involved with the proposed operation. Use additional sheets if necessary.

Assignment: Date: **Describe Hazard:**	Probability (A-E)	Effect (I-IV)	Risk Level
1.			
2.			
3.			
4.			
5.			
6.			
Mitigation Controls:	Probability (A-E)	Effect (I-IV)	Risk Level
1.			
2.			
3.			
4.			
5.			
6.			

FINAL RISK EFFECT: **LOW MEDIUM HIGH** **(CIRCLE ONE)**

Project Risk Assessment Approved by:

Title: Date:

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PROJECT AVIATION SAFETY PLAN BRIEFING

A copy of this briefing page will be submitted to the Unit Aviation Manager within 5 days of the completion of this project.

Briefing Leader: _____

Briefing Date: _____ Time: _____ Location: _____

Discussion Items:

___ a. Hazard Analysis (as outlined in plan)
__ b. Safety Air Ops (ground)
__ c. Safety Air Ops (flight)
__ d. Military Training Routes
__ e. Flight Following
__ f. Frequencies
__ g. Fueling
__ h. Emergency Evacuation Plan
__ i. Authorities
__ j. Weather Considerations
__ k. Other
__ L. Other

Attendees Signature and Concurrence:

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