

Department of the Interior

Departmental Manual

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Part 112: Policy, Management and Budget

Chapter 12: Office of Aviation Services

Originating Office: Office of Aviation Services

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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.

- (3) Administering the Interior Aviation Mishap Information System.
- (4) Representing DOI during National Transportation Safety Board (NTSB) investigations and conducting investigations on behalf of the NTSB when requested.
- (5) Maintaining and improving the DOI aircraft accident prevention programs.
- (6) Maintaining a Departmental aviation safety awards program.
- (7) Disseminating Departmental aviation safety bulletins and information.
- (8) Developing and providing aviation safety training to DOI aviation users, managers and executives.

E. Coordination and Collaboration.

- (1) Coordinating the Department's aviation management programs with DOI's bureaus and offices, other Federal agencies, national-level partners for states, tribes, counties, cities, and non-governmental organizations and international government agencies and organizations.
- (2) Representing the Department on interagency committees, working groups, task forces, similar groups within DOI, and other Federal and non-Federal agencies as appropriate.
- (3) Coordinating the Department's international aviation management activities with DOI's Office of International Affairs and bureaus, the U.S. Department of Agriculture Forest Service, Department of State, and other Federal and non-Federal agencies.
- (4) Providing aviation subject matter expertise to the Department's leadership.

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

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

Boards; management of Department-level evaluations of bureau aviation programs; and management of the OAS occupational safety and health program. The primary focus of the Division is accident prevention and policy development.

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

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

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

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

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

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

Office of Aviation Services

