

Department of the Interior Departmental Manual

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Chapter 3: Flight Crewmember Policy

Originating Office: National Business Center

351 DM 3

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

A. Certificates.

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

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

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

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

(2) Adequate security of the aircraft.

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

(4) Determining aircraft weight and balance.

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

(1) An assigned SIC is fully qualified in the aircraft certificated for a crew of two or more; pilot duties may be shared at the discretion of the PIC when passengers are on board. On a flight where no passengers are on board, a SIC/prospective PIC-in-training may manipulate

aircraft controls at the discretion of the PIC when the PIC holds a current instructor's rating and an appropriate type rating and full dual controls are available. A SIC shall not assume PIC authority except in emergency situations due to incapacitation of the PIC.

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

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

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

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

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

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

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

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

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

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

(5) Rappel Operations. Meet the following requirements:

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

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

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

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

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

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

(ii) Seating arrangement for rappellers 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 rappellers.

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

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

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

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

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

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

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

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

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

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

(4) Notwithstanding Office of Personnel Management (OPM) Classification series requirements for GS-2181 Professional Pilots, for IFR operations, the minimum pilot experience required is:

- (a) 1,500 hours of total pilot time;
- (b) 1,200 hours PIC in category;
- (c) 25 hours PIC night in category;
- (d) 25 hours PIC in make and model (see OPM “DOI Like Make and Models” grouping list), and series for helicopters for transport of passengers, other than a flight crewmember;
- (e) 75 hours of actual or simulated instrument time, at least 50 hours of which were in actual flight; and
- (f) 200 hours PIC multiengine airplane, when applicable.

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

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

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

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

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

(10) Large Airplanes -

- (a) Meet the requirements of (4) above;
- (b) 250 hours PIC in large aircraft in category or approval by the Interagency Aircraft Commander Evaluation Board as specified in the *Interagency Smokejumper Operations Guide* (www.aviation.blm.gov/airops.htm); and
- (c) 50 hours PIC in make and model for transporting passengers (25 hours if pilot has attended an NBC AMD-approved transition-training course, professionally conducted to include classroom ground school in make and model, including flight evaluation with check pilot).

(11) Turboprop and Jet Airplanes:

- (a) Meet the requirements in paragraph 3.2A(4) and (5) above,
- (b) 100 hours PIC of turbine-powered aircraft, or
- (c) 50 hours PIC of turbine-powered aircraft plus an NBC AMD-approved school. Operations shall be limited to day VMC flight activities and,
- (d) 50 hours PIC in make and model (see OPM “DOI Like Make and Models” grouping list) for transporting passengers (25 hours PIC if pilot has attended a formal transition-training course, to include an AMD-approved ground school in make and model, including flight training curriculum, and an AMD flight evaluation).

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

(13) DOI pilots supporting interagency fire incidents shall:

- (a) Be authorized by their respective bureau to provide such support.
- (b) Meet the pilot qualification requirements of 351 DM 3.3, except 3.3A(1)(e).

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

C. Incidental/Dual-Function Pilot.

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

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

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

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

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

D. Second-in-Command.

(1) Aircraft certificated for single pilot:

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

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

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

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

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

(a) 500 hours PIC in category.

(b) 25 hours PIC night in category.

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

(d) 100 hours PIC in multiengine aircraft.

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

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

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

3.3 Vendor Pilot Qualifications.

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

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

(a) 1,500 hours total pilot time.

(b) 1,200 hours PIC.

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

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

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

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

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

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

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

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

(b) 250 hours PIC in large airplanes; and

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

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

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

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

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

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

(1) 1,500 hours PIC.

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

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

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

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

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

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

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

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

3.4 **Volunteer Pilots.** Some bureaus within the Department of the Interior have authority to use volunteers to assist with the accomplishment of certain bureau functions. This policy is to augment the existing bureau authority regarding the use of volunteers as pilots (see OPM “*Volunteer Pilots*”).

3.5 **Flight Evaluations.**

A. General. Flight evaluations shall be conducted in accordance with the appropriate FAA or NBC AMD Practical Test Standards (PTS), which describes the standards acceptable to

an NBC AMD approved inspector as evidence of competency in various pilot operations. Only individuals authorized by the NBC AMD Associate Director may approve pilots for DOI use.

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

C. Flight Evaluations - DOI PICs.

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

(2) Frequency.

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

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

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

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

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

(4) Initial Flight Evaluation.

(a) Pilots shall show evidence of dual instruction within 60 days of the scheduled flight evaluation, from a CFI in make and model in which the flight evaluation is to be conducted. A pilot who cannot provide such evidence, but has logged PIC duties in a like make

and model of aircraft (see OPM “DOI Like Make and Models” grouping list) may be exempt from these requirements, if authorized by an NBC AMD pilot inspector.

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

(5) Recurrent Flight Evaluations.

(a) General.

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

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

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

(b) VFR Recurrent Flight Evaluations.

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

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

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

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

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

(c) IFR Recurrent Flight Evaluations.

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

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

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

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

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

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

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

D. Flight Evaluations - DOI SICs.

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

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

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

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

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

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

G. Flight Evaluation - Unsatisfactory.

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

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

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

I. Flight Evaluation Costs - DOI Pilots.

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

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

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

3.6 **Administrative Procedures.**

A. Flight and Crew Duty Limitations.

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

(a) All flight crewmembers shall have two 24-hour periods of rest (off duty) within any 14 consecutive calendar days. In the conterminous United States, these two 24-hour rest periods shall be 2 calendar days off duty. Flight crewmembers on large helicopters and all offshore vendor personnel may work 14 consecutive days provided they take 7 calendar days off duty before beginning a new 14-day period.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Reporting.

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

(a) Military;

- (b) Charter;
- (c) Flight instruction, to include Flight Reviews;
- (d) FAA designees;
- (e) Any flight time for which flight crewmembers are compensated;
- (f) Any other flight time of a commercial nature whether compensated or not; and
- (g) Performing flight crewmember duties to and from a duty station (commuting).

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

C. Drugs and Alcohol.

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

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

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

- (1) DOI pilot files shall include:
 - (a) Office of Personnel Management (OPM) form 1170/21 (formerly CSC form 671) or equal (www.nts.gov/vacancies/forms/1170_21.pdf).
 - (b) DOI pilot annual information update, form AMD-64D (www.nbc.gov/amd).
 - (c) Initial and recurrent flight check form AMD-69 (www.nbc.gov/amd) or equal.
 - (d) Letter of Authorization for incidental pilots.

- (e) Copies of the pilot's current FAA Airman Certificate and medical certificate.
- (f) Correspondence, waivers, etc., pertinent to pilot's information file.
- (g) Pertinent training records.
- (h) Accident/incident information.

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

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

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

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

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

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

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

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

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

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

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

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.

[illegible]

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

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

NOTES:

1. If at any time during this process, a decision is made to proceed with the revocation of an individual's pilot authorization to conduct flight operations for the Department of the Interior, the temporary suspension shall remain in effect until the final outcome is determined.
2. Requests for extension of any of the above process time limits must be made in writing by the responsible party to the NBC-AMD Associate Director or his/her designated representative ahead of the subject deadline. NBC-AMD Associate Director will respond in writing to such requests within 10 calendar days of receipt.
3. A Pilot Review Board (PRB) may be convened in accordance with established procedures to assist in the collection and examination of evidence, and make recommendations on pilot status at any stage of the process at the discretion of the NBC AMD Associate Director or designated representative.