

Department of the Interior

Department of the Interior

Executive Aviation Committee
Charter



Department of the Interior

FOREWORD

The Executive Aviation Board (EAB) is responsible for the Department of the Interior (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 DOI.

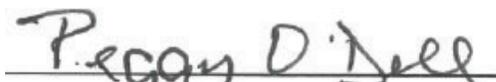
In order to improve aviation governance within the DOI, the EAB has established the Executive Aviation Committee (EAC). The EAC is comprised of Senior Executive Service level representatives from each DOI bureau and the Office of Aviation Services. The EAC will function as the primary executive committee responsible for developing strategic aviation objectives and initiatives as well as implementing EAB initiatives and strategies.

Executive Aviation Committee Charter



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Date: 9/17/13



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Date: 6/7/13



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1. INTRODUCTION

1.1 Purpose and Scope. The purpose of the Executive Aviation Committee (EAC) is to provide executive-level aviation oversight within the bureaus and the Department of the Interior (DOI). The EAC is accountable to the DOI Executive Aviation Board (EAB) and assures that Department-wide aviation strategies and initiatives are developed and implemented consistently. Additionally, the EAC provides review and approval of policy, procedures, and practices on behalf of the Departmental bureaus, when needed.

1.2 Background. The Department seeks to enhance collaboration and sharing of strategic aviation opportunities across bureaus and offices and to promote the use of enterprise aviation services using high value, landscape level information to inform and enhance the Department's priority initiatives, natural resource management decisions and related policy formulation. While the Department presently owns, and procures aviation resources through an enterprise approach, improvement in the enterprise-level management of these assets across the Department is needed to address large scale strategic policy development, implementation, cost, and safety issues.

1.3 Guiding Principles. As part of the overall stewardship responsibility, the EAC adheres to, empowers, and promotes the following guiding principles in its execution of EAB objectives and directives:

1. Promote aviation safety at all levels in the Department.
2. Strategic thinking translated into actionable field activities.
3. Focus on mission support.
4. Clear authorities with defined roles and responsibilities.
5. Promote efficient aviation operations throughout the Department and Bureaus.
6. Risk decisions made at the lowest appropriate and accountable level.
7. Timely decisions based on need and risk.
8. Closed loop governance, no loose ends.
9. Participation at the appropriate level.
10. Participation means active engagement.

2. AUTHORITY

The EAC is chartered under the direction of the EAB.

3. GOALS

- a. Assure safety is the foundation of the DOI aviation program.
- b. Ensure collaboration and cooperation between DOI bureaus and the DOI Office of Aviation Services (OAS).
- c. Develop Department-wide aviation management strategies across bureau programs to improve mission effectiveness, efficiency and safety, reduce redundancy and unnecessary overlap across bureaus and offices, reduce costs of aviation operations where possible, and standardize aviation resources where practical.



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- d. Ensure planned aviation enterprise outcomes and business values are realized and ensure that bureaus adhere to investment processes. (Refer to DOI Operational Procedures Memorandum 11-08- Planning, Budgeting, and Acquisition of Aircraft Assets.)
- e. Ensure aviation investment costs, schedules, risks, and performance are managed and monitored.
- f. Ensure all facets of aviation program execution (i.e. bureau employee training, MOUs/agreements, vendor issues, etc.) receive appropriate workload prioritization from OAS, IBC and the bureaus.

4. RESPONSIBILITIES

The Executive Aviation Committee has responsibility to:

- a. Report to the EAB annually on activities of the Committee.
- b. Develop, refine, and implement aviation strategies outlined by the EAB.
- c. Develop new strategies and business practices, when appropriate, for review and approval by the EAB.
- d. Provide executive level consultation in the formulation of Department aviation policy.
- e. Review and approve aviation policy on behalf of DOI bureaus.
- f. Establish, direct, and maintain an Executive Aviation Sub-Committee (working group) comprised of aviation managers from each bureau and the Office of Aviation Services (OAS). This group will function as the primary working group for the EAC and will provide support on aviation related issues at the strategic and operational level.

5. MEMBERSHIP

Permanent members of the EAC are:

- a. Director, DOI Office of Aviation Services
- b. Assistant Director, Fire and Aviation, Bureau of Land Management
- c. Director Management Services Office, Bureau of Reclamation
- d. Science Advisor to the Director, Bureau of Ocean Energy Management
- e. Deputy Bureau Director, Trust Services, Bureau of Indian Affairs
- f. Chief, Office of Offshore Regulatory Programs, Bureau of Safety and Environmental Enforcement
- g. Associate Director, Visitor and Resource Protection, National Park Service
- h. Appalachian Regional Director, Office of Surface Mining
- i. Assistant Director, Migratory Birds Program, U. S. Fish and Wildlife Service
- j. Associate Director for AEI, U. S. Geological Survey



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5.1 **Chairs.** The EAC will be chaired by a rotating DOI bureau executive. The chair will serve for a period of two (2) years and will automatically change to the next bureau in succession at the beginning of each odd calendar year (e.g., 2013, 2015). The director of the Office of Aircraft Services (OAS) will serve as a standing vice chair to the committee. The chair/vice chair will function as an executive team responsible for calling meetings, setting agendas, and recording decisions. Additionally, the chair/vice chair are responsible for:

1. Providing leadership, direction, and broad guidance;
2. Fostering a positive environment where ideas can be shared openly;
3. Ensuring decisions are made and recommendations finalized efficiently amongst EAC Members;

6. ADMINISTRATION

6.1 **Meetings.** Meetings are called at the request of the Chairs or other Members and occur annually at a minimum. Any member may request that the Chair convene a meeting. Any member may invite additional subject matter experts and specific stakeholders to the meetings in an advisory or supporting capacity; otherwise, attendance is limited to the designated members.

6.2 **Conducting Business.** Business may be conducted outside of formal meetings via e-mail and phone throughout the year.

7. APPLICABILITY

This charter is effective immediately. It is reviewed annually by the EAC to ensure validity and effectiveness.

8. AMENDMENTS

This charter may be amended upon the request and approval of the EAB.