

Department of the Interior

Executive Aviation Subcommittee

Charter





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.

In order to collectively consider aviation issues that are common to all bureaus the EAC has formally established the Executive Aviation Subcommittee (EAS). The EAS is comprised of National Aviation Managers from each DOI bureau and the Office of Aviation Services. The EAS will function as the primary Subject Matter Experts (SMEs) with regards to DOI aviation topics, and will be the primary group to complete any tasking issued by the EAC.



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Executive Aviation Committee Approvals

 Elizabeth Cordova-Harrison Director, Management Services Office, Bureau of Reclamation	Date: 9/16/13
 Cam Sholly Associate Director, Visitor and Resource Protection, National Park Service	Date: 9/17/13
 Tim Murphy Assistant Director for Fire and Aviation, Bureau of Land Management	Date: 11/04/2013
 Doug Morris Chief, Office of Offshore Regulatory Programs, Bureau of Safety and Environmental Enforcement	Date: 9/25/13
 Robert LaBelle Senior Science Advisor, Bureau of Ocean Energy Management	Date: 9/12/13
 Bryan Rice Deputy Director, Bureau of Indian Affairs	Date: Sept 17, 2013



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 <hr/>	Date: Nov 5, 2013
Diane K. Wade Associate Director for AEI, U.S. Geological Survey	
 <hr/>	Date: 9/25/13
Tom Shope Appalachian Regional Director, Office of Surface Mining Reclamation and Enforcement	
 <hr/>	Date: 9/19/13
Jerome Ford Assistant Director, Migratory Birds Program U.S. Fish and Wildlife Service	
 <hr/>	Date: 11-14-13
Mark Bathrick, Director, Office of Aviation Services Office of the Secretary	



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1. INTRODUCTION

1.1 Purpose and Scope. The purpose of the Executive Aviation Subcommittee (EAS) is to provide the expertise necessary to maintain the safest and most efficient aviation programs across all Department of Interior (DOI) Bureaus. The EAS is accountable to the Executive Aviation Committee (EAC), and serves as the Subject Matter Experts in all aviation issues for the DOI. As required, the EAS drafts policy, procedures, and practices on behalf of DOI bureaus. It is recognized that for some specialty aviation programs the expertise resides within some bureaus, and not necessarily with all bureaus.

Background. The Bureaus and the Department seek to enhance collaboration and sharing of strategic aviation opportunities between bureaus. The diversity of aviation mission needs within the DOI is unparalleled in the civilian federal government. DOI bureaus employ aviation assets in unique ways to redeem their specific mission responsibilities. The challenge with aviation managers within the DOI is to continually explore areas of commonality between bureaus to maximize safety and efficiency, while understanding and acknowledging the unique needs of all bureaus. It is the responsibility of the EAS to provide the expertise to bureaus executives to ensure all aspects of program execution are understood and considered.

1.1 Guiding Principles. As part of the overall stewardship responsibility, the EAS also adheres to, empowers, and promotes the following guiding principles in its execution of EAB and EAC 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 are made timely at the lowest appropriate and accountable level.
7. Closed loop governance, no loose ends.
8. Participation at the appropriate level with active engagement.
9. Ensure strategic initiatives are translated into sound tactical programmatic execution.
10. Execute safe and efficient aviation operations within each respective bureau.
11. Ensure strategic initiatives can be executed efficiently and effectively at the programmatic level.
12. Ensure there are no organizational impediments to safe and efficient aviation operations within the Department or the Bureaus.

2. AUTHORITY

The EAS is chartered under the direction of the EAC.

3. GOALS

- a. Assure safety is the foundation of the DOI aviation program.



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- b. Ensure collaboration and cooperation across DOI bureaus and the DOI Office of Aviation Services (OAS).
- c. Explore ways to increase the efficiency of bureau aviation programs by seeking partnership and collaboration across DOI bureaus and other federal agencies.
- d. Ensure all bureaus have the tools and resources necessary for sound risk management decision making.
- e. Where possible, reduce redundancy in asset acquisition between bureaus, reduce unnecessary overlap and costs of aviation operations across bureaus and offices and standardize aviation resources.
- f. Ensure planned aviation enterprise outcomes and business values are realized and that all parties adhere to investment processes.
- g. Ensure all facets of aviation program execution receive appropriate workload prioritization, to include OAS, IBC, and the bureaus.

4. RESPONSIBILITIES

The Executive Aviation Subcommittee has responsibility to:

- a. Serve as primary working group for EAC providing support on aviation related issues at the strategic and operational level.
- b. Report to EAC on activities of the Subcommittee directed by the EAC.
- c. Complete Committee tasking within the established timeframes or convey extenuating circumstances as appropriate.
- d. Provide expertise for the EAC for the development of strategies, business practices, and policies.
- e. Recommend new or amended aviation policies on behalf of DOI bureaus to the EAC.
- f. Engage additional aviation SMEs as needed to complete aviation tasks and priorities.

5. MEMBERSHIP

Permanent members of the EAS are:

- a. Aviation Program Analyst, Office of Aviation Services
- b. National Aviation Manager/Property Program Manager, Bureau of Reclamation
- c. National Aviation Manager, U.S. Fish and Wildlife Service
- d. National Aviation Manager, Safety & Occupational Health Manager, Office of Surface Mining Reclamation and Enforcement
- e. Division Chief, National Aviation Office, Bureau of Land Management
- f. National Aviation Manager, Bureau of Safety & Environmental Enforcement
- g. National Aviation Officer, Bureau of Indian Affairs
- h. National Aviation Officer, Bureau of Ocean Energy Management
- i. National Aviation Manager, U.S. Geological Survey
- j. National Aviation Manager, National Park Service



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5.1 **Chairs.** The EAS will be chaired by a rotating EAS member. The chair will serve for a period of two (2) years and will automatically change to the next bureau at the beginning of each odd calendar year (e.g., 2013, 2015). The EAS chair will be from the same bureau as the EAC Chair. The vice Chair will be the OAS EAS representative. Additionally, the chair and 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 EAS Members;
4. Soliciting agenda items;
5. Soliciting informational documentation for agenda items;
6. Summarizing meeting results;
7. Liaison with EAC.

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.

6.3 **Decisions.** Membership will strive for consensus and not rely on a majority vote for decisions. For decisions that fail to reach consensus a position paper will be prepared for EAC consideration and final decision. The position paper should state the issue, include a discussion and offer both pro and con recommendations.

7. APPLICABILITY

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

8. AMENDMENTS

This charter may be amended by the EAC.