



United States Department of the Interior
Office of Aviation Services
300 E Mallard Drive, Suite 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 06

Subject: DOI National Aviation Management Plan and Project Aviation Safety Plan Requirements

Effective Date: January 1, 2022

Last Updated: January 1, 2022

Expiration Date: December 31, 2022

1. Summary of Changes.

Entire Document: Minor grammatical and formatting changes

Header: Subject/OPM title changed to "DOI National Aviation Management Plan and Project Aviation Safety Plan Requirements".

Section 5:

- Inclusion of OPM-29 and OPM-11 as reference to missions which require a PASP
- Not all min. PASP elements can be completed in advance and clearly identifies any pending content must be captured prior to project implementation (example, aircraft N#, daily load calculation, etc.)
- PASP routing and approval process determined by bureaus but must be commensurate with the overall project risk level

App 1.4: OPM-29 reference to define Special-use missions

App 1.8: Recommendation NAMP include bureau expectations/process for PASP routing/approval

App 2.4: Inclusion of airports, helibases, helispots and/or off airport landing areas from which operations will occur

App 2.6: Specific aircraft information is not always available in the initial planning phase but needed aircraft capabilities, configurations, equipment, etc. must be identified. Any pending content must be documented as part of the PASP prior to project implementation.

App 2.7: Specific pilot information is not always available in planning phase but needed qualification, etc. must be identified. Any pending content must be documented as part of the PASP prior to project implementation.

App 2.8: Updated qualification examples and reworded requirement to capture qualification/training dates.

App 2.11: Title changed from "Protective Clothing and Equipment" to "Personal Protective Equipment (PPE)." Updated to IALSE

App 2.12: Specific aircraft weight & balance / Load Calculations are not available in planning phase but must be documented with the PASP prior to project implementation.

App 2.13:

- Removed SMS reference in section title
- Replaced IHOG reference with NWCG Standards for Aviation Risk Management, PMS 530 and NWCG Aviation Risk Management Workbook, PMS 530-1
- Include overall project risk level is determined by the highest post-mitigation rating, not an average of all associated individual risks

2. **Purpose.** This OPM establishes the minimum elements to be included in a published Bureau National Aviation Management Plan (NAMP) and the required elements of all bureaus' Project Aviation Safety Plans (PASPs).
3. **Background.** Departmental mishap analyses and aviation program evaluations pinpointed aviation planning as a prime area for improvement across the bureaus' aviation enterprises. Further, differing interpretations of departmental aviation policy resulted in widely varying formats and levels of detail in bureau national aviation plans and project plans. This document clarifies departmental policy on required written aviation plans to improve aviation safety and realize operational efficiencies through broad standardization.
4. **Authority.** Authority is authorized under Departmental Manual 112 DM 12; 350 DM 1.1; 352 DM 1; 485 DM 1; and Secretarial Order 3322 dated August 23, 2012.
5. **Policy.** Bureaus will develop and publish a National Aviation Management Plan that addresses the minimum elements listed in Appendix 1. National Aviation Management Plans will be formally reviewed and approved by the respective Bureau Director at a minimum of every three years. Bureau Director approval authority will not be delegated below the bureau's designated aviation executive (DOI Executive Aviation Committee member-SES). Bureau National Aviation Managers will review their NAMP annually and are authorized to make interim revisions as required.

PASPs will be developed for all special use activities (as defined in [OPM-29](#), Special Use Activities for Manned Aircraft) and Unmanned Aircraft Systems (UAS) operations (in accordance with [OPM-11](#), DOI Use of Unmanned Aircraft Systems (UAS)). For those bureaus that perform similar special use aviation missions on a recurring or routine basis, the required PASP can be rolled into a station/unit aviation plan that is reviewed at least annually. PASPs may also be completed well in advance of the anticipated project dates and thus unable to identify specific required elements (example, aircraft registration number, passenger manifest, participant qualification expiration dates, weight and balance/load calculations). In such instances, the bureau must have a documented process to capture the pending elements necessary to meet the minimum PASP requirements prior to the implementation of the project.

Project supervisors and management-level project approvers are responsible for ensuring PASPs are properly completed. The project supervisor should work closely with aviation managers in preparing these plans. PASPs must be approved at a management level that is commensurate with the level of risk associated with the project, as determined by the risk assessment. Bureaus may determine their own routing and approval process for PASPs along with any specific documentation format they may prefer. Project Aviation Safety Plans will include, at minimum, the elements in Appendix 2.

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Frank Crump, III
Acting Director, Office of Aviation Services

Attachments:

- Appendix 1: Minimum Elements for Bureau National Aviation Management Plan
- Appendix 2: Minimum Elements of a Project Aviation Safety Plan (PASP)

Minimum Elements for Bureau National Aviation Management Plan

Instructions: If an element listed in this appendix does not apply to a bureau then the bureau's Plan will list that element as not applicable (N/A). For example, if a bureau does not conduct fixed wing operations, then that section would be listed as "N/A".

1. Aviation Organization

- a. Roles and Responsibilities
- b. Objectives of the aviation enterprise
- c. Authorities
- d. Revision schedule
- e. Bureau-specific organizational requirements (if applicable)

2. Aviation Administration

- a. Contracts (non-fleet)
- b. Acquisition (fleet)
- c. Use reports and payments processes
- d. Record keeping requirements
- e. Bureau-specific administrative requirements (if applicable)

3. Aviation Safety

- a. Policy (SMS, top-down buy-in, safety culture structure, etc.)
- b. Risk Management (programs, procedures, tools, etc.)
- c. Promotion (education, awareness, reporting--i.e., SAFECOM, awards)
- d. Assurance (mishap response, program evaluations, accident investigation)
- e. Documentation requirements
- f. Bureau-specific safety requirements (if applicable)
- g. Reporting airspace conflicts through the SAFECOM system

4. Aviation Operations

- a. Special-use (as defined in [OPM-29](#), Special Use Activities for Manned Aircraft)
- b. Fixed wing
- c. Rotary wing
- d. Fleet operations
- e. Cooperator operations
- f. Passenger transport
- g. Hazardous materials transport
- h. Flight planning (policies, dispatching)
- i. Flight following (policies, mishap response operations)
- j. Unmanned Aircraft Systems (UAS)
- k. Documentation requirements
- l. Bureau-specific operational requirements (if applicable)

5. Aviation Training

- a. Management responsibilities
- b. Required aviation training

Minimum Elements for Bureau National Aviation Management Plan

- c. Specialty training
- d. Contracting Officer's Representative (COR) requirements
- e. Documentation requirements
- f. Bureau-specific training requirements (if applicable)

6. Aviation Security

- a. Aviation facilities (owned, leased, occupied, or operationally controlled)
- b. Aircraft (fleet, leased, contracted, etc.)
- c. Aviation fuel (owned, leased, or operationally controlled)
- d. Bureau-specific security requirements (if applicable)

7. Airspace Coordination

- a. Introduction to interagency process (Ref: Interagency Airspace Coordination Guide)
- b. Definitions (e.g., describe NOTAMs, FTAs, TFRs, and procedures involved, etc.)
- c. Deconfliction procedures (foreign borders, airspace boundaries, agreements and requests)
- d. Emergency Security Control of Air Traffic (ESCAT) procedures
- e. Bureau-specific airspace requirements (if applicable)

8. Aviation Project Planning Requirements

The bureau adopts at a minimum the Project Aviation Safety Plan (PASP) elements as listed in Appendix 2. Recommend the bureau specifically addresses its PASP routing/approval process.

Minimum Elements of a Project Aviation Safety Plan (PASP)

Instructions: If an element listed in this appendix does not apply to the project then the PASP will list that element as not applicable (N/A). For example, if the mission does not require protective clothing or equipment, then that section would be listed as "N/A".

- 1. Project Name and Objectives** - Brief description of the project and its objectives.
- 2. Justification** - Indicate why the project will require the use of an aircraft in special use flight conditions/environments and list the most practical alternative for completion of the project.
- 3. Project Dates** - Dates the project will begin and end. These may be approximate, since the exact dates of flight may not be known.
- 4. Location** - Enter a descriptive location and include a map clearly showing the area where the flights will occur. Aerial hazards must be clearly indicated. Identify airports, helibases, helispots and/or off airport landing areas from which operations will occur.
- 5. Projected Cost of Aviation Resources** - Enter cost coding, projected flight hours and cost, projected miscellaneous expenses (overnight charges, service truck mileage, etc.), and total cost of the aviation portion of the project.
- 6. Aircraft** – Specific aircraft information may not be known at the time of initial PASP completion. Identify anticipated project needs such as aircraft type, capabilities, performance minimums, configuration, ancillary equipment (e.g., bucket, seeder, long-line, floats, fuel truck) and/or missions for which the aircraft must be approved. Once aircraft is secured/ordered, document vendor/fleet aircraft to be used, registration number, aircraft type, and missions for which the aircraft is approved.
- 7. Pilot** - Specific pilot information may not be known at the time of initial PASP completion, but pilot mission qualifications necessary to complete the project should be identified. Once known, identify the pilot(s), including aircraft types and missions for which they are qualified.
- 8. Participants** - List individuals involved in flights, their project responsibilities, qualifications (Aircrew Member, Flight Follower, Fixed-Wing Flight Manager, Helicopter Manager, etc.), and qualification expiration dates.
- 9. Communication Plan, Flight Following and Emergency Search and Rescue** - Identify the procedures to be used.
- 10. Aerial Hazard Analysis** - An aerial hazard analysis with attached map will be provided to the pilot before the flight. Flights made in confined areas (e.g., deep, narrow canyons) require that a prior ground and/or aerial survey of hazards be made. A copy of the hazards map shall be provided to the pilot prior to any project flight. The necessary temporary flight restrictions and coordination with the Federal Aviation Administration and, if appropriate, military authorities, must be accomplished prior to project.
- 11. Personal Protective Equipment (PPE)** - Identify the protective equipment and clothing for the operation as required in the Interagency Aviation Life Support Equipment Handbook ([IALSE](#)). Survival equipment (extra water, flotation devices, sleeping bags, etc.) beyond the normal PPE complement may be required.
- 12. Weight & Balance / Load Calculations** – The pilot is responsible for the accurate completion of weight and balance load calculations. Trained aviation personnel shall ensure that aircraft scheduled are capable of performing the mission(s) safely and within the capability of the aircraft selected. The helicopter or fixed wing manager shall ensure that manifests and weight and balance load calculations are completed properly and completed daily. Specific aircraft performance planning documentation may not be available at the time

Minimum Elements of a Project Aviation Safety Plan (PASP)

of initial PASP completion but must be documented along with the PASP prior to the implementation of the project.

- 13. Risk Assessment** - Utilize the principles within the NWCG Standards for Aviation Risk Management, [PMS 530](#) or other bureau-approved risk assessment process. The NWCG Risk Management Workbook, [PMS 530-1](#) includes additional tools, such as a Risk Assessment Worksheet, Risk Assessment Matrix and an inventory of hazards and identified mitigations associated with those hazards, to assist in the completion of a risk assessment specific to your project and/or mission. The overall risk level assigned to a project is determined by the highest post-mitigation rating and must not be an average of the associated individual risks.
- 14. Signatures** - Line Manager or appropriate level of approval based on the risk assessment or other bureau requirement.