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Department of the Interior
Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 350: General Program Requirements
Chapter 2: Issuance of Aviation Policy and Guidance

Originating Office: National Business Center

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2.1 Purpose. This chapter provides an overview and general description of the types of policy issuances and guidance for the Department’s aviation management program.

2.2 Issuances. General policy and guidance for the aircraft management program are published in the Departmental Manual (DM), Parts 350-354. Additional aviation policy and guidance not issued in the DM is issued under the authority of the Director, NBC, and includes the following:

A. Operational Procedures Memoranda (OPMs). Temporary or interim Departmental policy directives issued to permit timely dissemination of instructional and/or procedural materials to update, modify, or supplement policy in the DM.

B. Handbooks (HBs). Departmental Handbooks provide detailed procedures and requirements for policy established in the DM.

C. Information Bulletins (IBs). Announcements and information of general interest are published as IBs. IBs are non-directive, bear no expiration date, and may be discarded at the discretion of the recipient. Any superseded IB will be noted in the new release. Annually, the Aviation Management Directorate will issue a listing of all current IBs.

D. Operation Guides (OGs). Guides that communicate preferred procedures for a specific aspect of aviation operations. They are not policy, nor are they mandatory at the Departmental level, but may be adopted as such by a bureau.

2.3 Distribution.


B. Other Issuances. OPMs, HBs, IBs, and OGs are distributed by AMD in accordance with bureau distribution lists. Master distribution lists are maintained by the AMD Headquarters Office. To the extent possible, electronic distribution is encouraged.
2.4 **Contents of DM Chapters.** Material published in Parts 350-354 DM Series, is titled within the following listing:

**Part 350  General Program Requirements**

Chapter 1  General Administration
Chapter 2  Issuance of Aviation policy and Guidance

**Part 351  Aviation Operations**

Chapter 1  Flight Operations Standards and Procedures
Chapter 2  Aircraft Equipment and Maintenance
Chapter 3  Flight Crewmember Policy
Chapter 4  Cooperator Operations
Chapter 5  Aviation Management Service Support for Non-Federal, Government Entities

**Part 352  Aviation Safety**

Chapter 1  Aviation Safety Program
Chapter 2  Aviation Program Evaluations
Chapter 3  Aircraft Mishap Notification, Investigation, and Reporting
Chapter 4  Aviation Safety Awards Program
Chapter 5  Aircraft and Aviation Facility Security

**Part 353  Aviation Services**

Chapter 1  Aircraft Contracting
Chapter 2  Aircraft Acquisition and Disposition

**Part 354  Reserved**