



**United States Department of the Interior
Office of Aviation Services**

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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 04

Subject: Aviation User Training Program

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1. **Purpose.** This OPM establishes the Department of the Interior (DOI) Aviation User Training Program as called for in Departmental Manual 112 DM 12. Emphasis is placed on increasing employee knowledge of DOI aviation and accident prevention policy, procedures, and safe operating practices. This document identifies minimum aviation management and user training requirements for DOI and other personnel participating in aviation activities conducted by DOI. A complete description of the DOI aviation training courses in this document can be found in the *Interagency Aviation Training Guide*.
2. **Introduction.** Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc. The safe, efficient, and effective utilization of aviation resources is a Departmental objective. Increasing aviation awareness through educational and training program efforts is one method of obtaining this objective. Individuals holding a current qualification under the Incident Qualification Certification System (a performance-based system) are also qualified to perform equivalent non-fire and/or resource aviation positions under Interagency Aviation Training guidelines and do not require additional Interagency Aviation Training. Some National Wildfire Coordinating Group (NWCG) courses and positions are equivalent to and fulfill the required aviation training identified within this document. Those equivalencies can be found in Appendix B and Appendix C.
3. **Authority.** This policy is established by the Director, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 10: 350 DM 1.
4. **Definitions.**
 - A. **Aircrew Member.** Personnel (not pilot/passenger) required to be on board the aircraft to perform an active mission function during a flight to ensure the successful outcome of the mission. (Example: loadmaster accompanying bulk fuel, spotter, photo/video operator, ATGS, etc.) For public aircraft operations, an aircrew member is also defined as a "qualified non-crewmember" (see definition for qualified non-crewmember below).
 - B. **Aviation Dispatcher.** A person who may receive, process, and place orders for aircraft, provide flight following and other aviation support services.
 - C. **Aviation Manager.** A person with aviation management responsibilities for a unit, State regional, or national level and serves as the focal point for aviation services and management. These include such positions as unit aviation officer (UAO/UAM), State, regional and national aviation program managers, helicopter and fixed-wing operations specialists.
 - D. **Fixed-Wing Flight Manager.** Government representative who works jointly with the pilot-in command and aircrew members to ensure safe, efficient flight management on point-to-point flights. This position does not include special-use operations. The Flight Manager is not required to be on board for most flights. For those flights that have multiple legs or are complex in nature, a Flight Manager should attend the entire flight.

- E. Fixed-Wing Flight Manager. (Special Use). Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management of missions other than point-to-point flying; i.e., reconnaissance below 500 feet, infrared, aerial photo, and other missions requiring special training and/or equipment. Refer to agency specific policy for a complete listing of special use missions.
 - F. Flight Crewmember. A pilot, flight engineer, or flight navigator, assigned to duty in an aircraft during flight time, that holds a valid Federal Aviation Administration (FAA) Airman's Certificate and flight physical.
 - G. Helicopter Flight Manager. Individual who supervises missions such as transport of personnel from one developed heliport/airport to another developed helicopter/airport, low- and high-level reconnaissance, and landings or takeoffs at unimproved landing sites.
 - H. Helicopter Manager. (Resource). Responsible for coordinating, scheduling, managing, and supervising non-fire resource helicopter operations. Fire helicopter manager training and experience requirements are found in the PMS 310-1 and specific agency and bureau policies.
 - I. Line Managers. Those who are responsible and accountable for using aviation resources to accomplish bureau programs.
 - J. Passenger. Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member.
 - K. Project Aviation Manager. An individual who plans, organizes, and manages the aviation operations of a project utilizing aircraft. The Project Aviation Manager may or may not be at the site.
 - L. Qualified non-crewmember. A person flying onboard a Government aircraft whose skills or expertise are required to perform or are associated with performing the Governmental function for which the aircraft is being operated (qualified non-crewmembers may be researchers, law enforcement agents, fire fighters, agricultural engineers, biologists, etc.) Qualified non-crewmembers are not passengers.
 - M. Supervisor. Those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the agency).
5. **Responsibilities.** The education, training, and qualification of DOI personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI OAS and bureau management.
- A. DOI Aviation Executives. The DOI Executive Aviation Board (EAB) and Committee (EAC) is responsible for providing executive level bureau involvement in the formulation of aviation policy and the management aspects of aviation activities in the Department in accordance with the EAB and EAC Charters.
 - B. Bureau Responsibilities. Bureaus are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed in this OPM is the minimum for promoting aircraft accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs shall be accomplished as required. Bureaus shall:
 - 1. Ensure managers provide adequate resources and time for employees and/or those over whom they have operational control (volunteers, cooperators, students, etc.) to effectively perform their jobs in a safe manner.
 - 2. Ensure employees have received required DOI aviation training prior to participating in or overseeing aviation operations.

3. Ensure bureau aviation training instructors are certified by OAS Training Division (OAS-TD) and comply with required course management processes.
 4. Designate bureau aviation personnel to coordinate with OAS-TD in the development and implementation of aviation training courses.
 5. Provide bureau representation to DOI EAS aviation training workgroups as required.
- C. DOI OAS Responsibilities. DOI OAS is responsible for developing, implementing, and maintaining an aviation-training program to meet Department-wide and bureau-specific needs. The DOI OAS has responsibility for:
1. Developing, managing, and maintaining the aviation training curriculums to meet Departmental aviation user training needs through coordination with the bureaus and interagency partners.
 2. Providing module and instructor standardization for the DOI Aviation User Training Program.
 3. Administering the DOI aviation training schedule on the Interagency Aviation Training website.
 4. Coordinating, facilitating, and presenting national level training.
 5. Supporting DOI OAS aviation training needs.
 6. Developing, overseeing, and maintaining the Interagency Aviation Training program standards and curriculums .
 7. Administrative oversight of an electronic database of DOI OAS and Interagency Aviation Training course presentation accomplishments including training courses presented by title, instructor, date, and location of training and number of trainees by bureau.
 8. Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.
 9. Identifying with the bureaus the need for Interagency Aviation Trainers (IATs) and selecting, qualifying, scheduling, evaluating, and certifying the IATs.
6. **Required Aviation Safety Training for Persons Involved in DOI Non-Fire Aviation Operations or Flight Activities.** A matrix outlining these training requirements can be found in Appendix A.
- A. Mandatory Training for Flight Activities.
 1. Aircrew Member Objective. Identify the minimum level of aviation safety training required prior to being allowed to participate as an aircrew member in non-point to point flight activities. This training provides the knowledge and awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public and the responsibility for the safety of passengers. Aircrew members are required to complete mandatory training every 3 years per Appendix A.
 2. Passenger Objective. Identify the minimum level of knowledge required for passengers. A safety-of-flight briefing shall be performed prior to every flight. Passengers must receive a briefing by an aircrew member or flight crewmember for all special use missions. An aircrew member or flight crewmember is required to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs to ensure the safety of the passengers for all special use missions. This includes individuals who must participate in special use flight activities on very short notice, on an irregular basis, and without having

attended basic aviation safety training. These are rare situations where (1) the flight must remain in the special use category due to mission parameters and (2) it is not possible or practical to provide the required basic aviation safety training to participating personnel prior to the flight. Examples of individuals who may fit this category might include senior line managers conducting an observation, reconnaissance or orientation flight, cooperators, other Government agency personnel, or members of Congress. Passengers participating in point-to-point or non-special use missions must, at a minimum, receive a safety briefing by the flight crew/pilot. The mandatory elements of this safety-of-flight briefing shall include: (See 14 CFR Part 135.117 for additional requirements.)

- a. Passenger safety briefing to include the *Interagency Aviation User Pocket Guide* (NFES 1373).
 - b. Location and means for opening the passenger entry door and emergency exit procedures.
 - c. If the flight involves extended overwater operation, ditching procedures and the use of required flotation equipment.
 - d. If the flight involves operations above 12,000 feet MSL, the normal and emergency use of oxygen.
 - e. Placement of seat backs.
 - f. Use of personal protective equipment and aviation life support equipment.
3. **Flight Crew/Pilot Objective.** Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well as aviation mishap analysis and aircraft accident prevention techniques. See OPM-22 for training requirements.
4. **Mandatory Training for Personnel with Aviation Management Responsibilities.** All managers and supervisors having oversight of programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this broad category. Individuals who have aviation duties and/or responsibilities that are identified in more than one position in the matrix (i.e., supervisor and Aviation Manager) must take the required training for all positions that apply.
- a. **Supervisory Personnel.** Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Supervisors must complete M-3 Aviation Management for Supervisors and A-200 Mishap Review every 3 years. In lieu of completing the M-3 course, a supervisor may complete all of the following aviation training courses every 3 years:
 - A-107 Aviation Policy and Regulations I
 - A-205 Risk Management I
 - A-302 Personal Responsibility and Liability
 - A-303 Human Factors in Aviation
 - A-305 Risk Management II
 - A-307 Aviation Policy and Regulations IICompleting the M-3 course does not grant equivalency for completing the above courses.
 - b. **Line Managers.** Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line Managers must complete the M-3 Aviation Management for Supervisors or complete the M-2 Aviation Management Line Managers Briefing course every 3 years.
7. **Interagency Aviation Trainer (IAT) Certification.** Individuals certified to instruct the Interagency Aviation Training program curriculum will be approved to teach courses based on the following process:

- A. Objective. This part identifies minimum aviation management training qualifications for instructors of courses within the Interagency Aviation Training Program. Because of the complexity and/or technicality of aviation skills needed to perform aviation missions, instructors need to possess certain knowledge, skill and abilities to ensure information is being presented as effective as possible. Knowledge required includes agency policies and procedures as well as Interagency Aviation Training program curriculum and presentation skills. Individuals who meet these standards will be approved as an IAT instructor and given instructor access on the Interagency Aviation Training website.

It is recognized that the instruction of skill courses under the auspices of the NWCG do not fall under the IAT certification process. Individuals instructing NWCG aviation skills courses are required to meet instructor qualifications as outlined in the *NWCG Field Managers Course Guide* or individual course instructor guides.

B. Requirements.

1. Initial IAT Instructor Certification. Interagency Aviation Trainers must complete A-220 Train-The-Trainer or M410 Facilitative Instructor. For certification, instructors must be evaluated by DOI OAS-TD or designee.

In lieu of completing A-220 or M-410, potential instructors may request course equivalency from DOI OAS-TD for other instructor training courses or experience.

Upon certification, instructors are authorized to teach the A-100 Basic Aviation Safety Course.

2. Authorization to instruct IAT courses in addition to A-100. Instructors wishing to teach additional courses shall follow the process outlined below.

Instructor shall meet the requirements of paragraph 7(B)(1) above.

Must have successfully completed the course as a student, or have been granted equivalency.

To be granted authorization to teach each additional course, instructors must be evaluated by an OAS-TD or designee. Evaluators shall forward the completed documentation (OAS-105) to OAS-TD.

3. Additional Instructor Prerequisites. Some courses require additional instructor prerequisites beyond the process in paragraph 7(B)(2) above. See Interagency Aviation Training Guide for those specific instructor prerequisites.

Note: Instructors are encouraged to co-teach with a qualified instructor prior to requesting an evaluation.

4. Instructors seeking authorization to teach specific courses based on past training or experience shall submit the request to their bureau aviation manager. If approved by the bureau aviation manager the request will be submitted to OAS-TD for OAS approval.

Note: Instructors are encouraged to co-teach with a qualified instructor prior to requesting the authorization.

- C. Maintaining Interagency Aviation Trainer Certification. Interagency Aviation Trainers must do the following to maintain certification:

1. Have agency and supervisor approval.

2. Teach a minimum of one IAT course every 24 months.
3. Maintain a minimum of a 4.0 average rating (5 point scale) on instructor evaluation questions on the OAS-111 course evaluation form.
4. Comply with required IAT course management processes (e.g. registering class on IAT web site, having student's complete OAS-111 course evaluations, closing out course, etc.)
5. Participate in an A-225 IAT instructor update session once every 24 months, delivered by OAS-TD.
6. Instructors not meeting the above requirements may work with their bureau/agency aviation manager in partnership with OAS-TD for recertification.

D. Water Ditching and Survival Instructors. Individuals certified to instruct the course A-312, Water Ditching and Survival. Instructors must meet the minimum standards listed in paragraphs below.

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises. The following requirements apply.

1. Successfully complete the A-312 course (or OAS approved equivalent) as a student.
2. Hold a current CPR and basic first aid certificate.
3. Must be certified in one of the following: scuba diver (PADI or OAS-approved equivalent), basic water rescue, or lifeguard (Red Cross or OAS-approved equivalent).
4. Must complete A-223, Water Ditching and Survival Train-The-Trainer, provided by OAS-TD. Basic water rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based.
5. During the mentoring process, the instructor trainee will be required to:
 - a. Observe/assist a qualified instructor presenting the entire course.
 - b. Instruct under the supervision of a qualified instructor.
 - c. Demonstrate thorough knowledge of emergency procedures.
6. Must maintain the currency listed below:
 - a. At a minimum instructor co-instruct A-312 once every two years
 - b. Hold current CPR, basic first aid and other certifications specified above for initial qualification.
 - c. Provide copies of training certificates to OAS-TD (CPR, First-aid, PADI, etc.)
7. Instructors whose qualifications have lapsed must meet the following requirements:
 - a. Demonstrate proficiency under the supervision of an OAS instructor or approved designee
 - b. Demonstrate thorough knowledge of emergency procedures.

Note: A-312 instructors are strongly encouraged to attend a commercial water ditching facility at least once.

**Appendix C
One-Way NWCG Position to IAT Position Crosswalk**

NWCG Position		Aircrew Member (see note)	Fixed Wing Flight Manger	Fixed Wing Flight Manager Special Use	Helicopter Flight Manager	Resource Helicopter Manager	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
ACAC	Area Command Aviation Coordinator							X	X	
AOBD	Air Ops Branch Director							X	X	
ACDP	Aircraft Dispatcher						X			
ASGS	Air Support Group Supervisor							X	X	
ATGS	Air Tactical Group Supervisor	X	X	X						
DECK	Deck Coordinator	X								
HEB1/2	Helibase Manager	X			X			X		
HLCO	Helicopter Coordinator	X			X					
HECM	Helicopter Crewmember	X								
HMGB	Helicopter Manager	X	X ²		X	X				
SEMG	SEAT Manager	X	X							

Example: As a qualified and current NWCG Air Operations Branch Director (AOBD), IAT recognizes the individual’s ability to successfully function as a Project Aviation Manager or Aviation Manager for non-fire aviation jobs described in *OPM-04* and the *IAT Guide* without additional training except as stated in Note³ below.

Aircrew Member:

- Helicopter qualified personnel lacking fixed wing experience shall complete A-100 Basic Aviation Safety prior to working as an Aircrew Member for fixed wing operations.
- Fixed wing qualified personnel lacking helicopter experience shall complete A-100 Basic Aviation Safety prior to working as an Aircrew Member for helicopter operations.

Note²: HMGB wishing to act as a Fixed Wing Flight Manager shall complete A-100 Basic Aviation Safety.

Note³: All DOI personnel in IAT positions are required to complete A-200 Mishap Review and A-110 Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials) every 3 years. Recurrent aviation training requirements for other inter-agency personnel or state cooperators will be stated in the agreements governing the cooperating operations.