DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 01

Subject: Index of Departmental Manual (Office of Aviation Services) Information

Effective Date: January 1, 2019

Supersedes: OPM-01 dated January 1, 2015

Expiration Date: December 31, 2019

Purpose. Appendix 1 is an alphabetical index of information contained in Parts 350 through 353 of the Departmental Manual (DM).
INDEX

A

Abbreviations: 350 DM 1.3 & Appendix 4

Administrative Procedures: 351 DM 2.5; 351 DM 3.5; 351 DM 4.1

Aerial Delivery: 351 DM 2.3


Air Carrier/Commercial Operations: 350 DM 1.6 & Appendix 4

Aircraft:

Acquisition: 350 DM 1 Appendix 5; 353 DM 6

Certification: 350 DM 1.6

Contracting: 353 DM 1

Data Cards: 350 DM 1 Appendix 2; 351 DM 2.5; 351 DM 4.2F; 351 DM 4.4G

Definitions: 350 DM 1.4 & Appendix 5

Disposition: 353 DM 6.4

Equipment: 351 DM 2; 351 DM 4.1B

Excessing: 353 DM 6.4

Maintenance

Inspections: 350 DM1 Appendix 2; 351 DM 2.4

Records: 351 DM 2.4

Responsibility: 350 DM 1 Appendix 2; 351 DM 2.4

Standards: 350 DM 1 Appendix 2; 351 DM 2.4A(2)

Rental System: 353 DM 2

Restricted Category: 351 DM 1.1I; 351 DM 4.1B

Services: 353 DM 1.2B

Uncertificated: 350 DM 1.6(B); 351 DM 1.1I; 351 DM 2.4D; 351 DM 4.1(B)
Aircraft Accident:

Definition: 350 DM 1 Appendix 5
Investigations: 350 DM 1 Appendix 5; 352 DM 1.8; 352 DM 6.6
Prevention Plan: 352 DM 1.9
Reports: 352 DM 6.9
Reporting Procedure: 352 DM 6.5; Aircraft Mishap Notification, Investigation and Reporting Handbook

Aircraft Incident:

Definition: 350 DM 1 Appendix 5
Reporting Procedures: 352 DM 6.5; Aircraft Mishap Notification, Investigation and Reporting Handbook

Aircraft Mishap:

Definition: 350 DM 1 Appendix 5
Investigations: 352 DM 6.7
Notification: 352 DM 6.5; Aircraft Mishap Notification, Investigation and Reporting Handbook
Procedures: 352 DM 6.6
Reports: 352 DM 6.9
Review Board: 352 DM 6.11

Aircraft Purchase: 350 DM 1 Appendix 5; 353 DM 6
Aircraft Rental Agreement: 350 DM 1 Appendix 5; 353 DM 2.4A
Aircrew Member: 350 DM 1 Appendix 5
Airfreight: Airfreight/Paracargo Handbook
Airman Certificate: 350 DM 1 Appendix 5; 351 DM 3.1A(2)
Airplane Limitations: 351 DM 1.3
Airports: 351 DM 1.8
Airtanker Base Facilities: 351 DM 1.8B(2)
Airworthiness Directives: 351 DM 2.4A(2)(e)

Altimeter: 351 DM 2.4A(2)(f)

AMIS: See Aviation Mishap Information System


Animal Eradication & Tagging: 351 DM 1.7C(7); ACETA Handbook

Animal Gathering and Capturing: 351 DM 1.7C(6); ACETA Handbook

Autopilot Requirements: 351 DM 1.3D(2)(e)

Aviation Life Support Equipment: 351 DM 1.7B; 351 DM 4.1B(2); 352 DM 1.9F; 352 DM 2.2F; ALSE Handbook

Aviation Management Board of Directors:
   - Awards Processing and Approval: 352 DM 7.6
   - Charter: 350 DM 1 Appendix 1

Aviation Management Training: 352 DM 1.5B

Aviation Mishap Information System: 352 DM 1.10; Aviation Mishap Notification, Investigation and Reporting Handbook

Aviation Mishap Information Dissemination: 352 DM 1.11; Aviation Mishap Notification, Investigation and Reporting Handbook

Aviation Safety
   - Awards Program: 352 DM 7.1
   - Education and Training: 352 DM 1.5(B); 352 DM 1.7(B)

   - Policy: 352 DM 1.3A
   - Program: 352 DM 1.1
   - Program Responsibilities: 352 DM 1.6
   - Publications: 352 DM 1.11(B)
   - Staffing and Training: 352 DM 1.5

Award of Contract: 353 DM 1.6C

Awards Program: 352 DM 1.4D
Bailed Aircraft: 350 DM 1 Appendix 5
Billing Procedures: 353 DM 1.8; 353 DM 2.7
Boots: 351 DM 1.7; ALSE Handbook
Briefing Passengers: 351 DM 1.5(B)
Bureau Aviation Manager: 350 DM 1.9B; 352 DM 1.5A(2)b; 352 DM 7.5B
Bureau Aviation Safety Manager: 352 DM 1.5A(2)b; 352 DM 7.5C
Bureau Reports: 350 DM 1.8

C
Certification:
   Aircraft: 350 DM 1.6
   Vendor: 351 DM 1.1
Checklists: 351 DM 1.1E
Cold Weather Operations: 351 DM 1.6
Contract
   Administration: 353 DM 1.7
   Competition: 353 DM 1.3C
   Services: 353 DM 1.2
Contracting: 353 DM 1
Cooperator Aircraft: 351 DM 4
   Administrative Procedures: 351 DM 4.1C
   Flight Operations Standards and Procedures: 351 DM 4.1B
   Military Aircraft: 351 DM 4.3
   Other Government Agency Aircraft: 351 DM 4.4
Co-pilot: See Second-In-Command
COR: 353 DM 1.7
COTR: 353 DM 1.7

Crew Complement Requirements: 351 DM 1.2

Crew Member

  Approval: 351 DM 1.2B; 351 DM 1.7; 351 DM 3.1; 351 DM 4.2E; 351 DM 4.4E&F
  Currency: 351 DM 3.4C(5)
  Definitions: 350 DM 1.4 Appendix 5
  Duty Time Limitations: 351 DM 1.11, 351 DM 3.5
  Qualifications: 351 DM 3.1D; 351 DM 3.2; 351 DM 3.3
  Medical Certificates: 351 DM 3.1A
  Record Keeping: 351 DM 3.5A
  Safety Training: 352 DM 1.1; 352 DM 2.5B(7)

D

Deplaning Passengers: 350 DM 1.7

Designated Pilot Inspector: 351 DM 3.4B

Drugs & Alcohol: 351 DM 3.5B

Dual Function Pilots: 351 DM 3.2B

E

ELT (Emergency Locator Transmitter): 351 DM 2.1E

Emergency: 351 DM 1.1H; 353 DM 2.2C

Emergency Equipment: 351 DM 2.10

Enplaning Passengers: 351 DM 1.5C

Enroute Communication: 351 DM 1.4C

Equipment

  Airplane/Helicopter: 351 DM 2

  Government Furnished: 353 DM 1.3B

Exceptions: 350 DM 1.9; 351 DM 1

**F**

Facilities: See Airports/Heliports

Federal Aviation Regulations: 351 DM 1.1B

Fire Extinguishers, Aircraft: 351 DM 2.2A

First Aid Kit: 351 DM 2.3F

Flight Checks: 351 DM 3.4

  DOI PICs: 351 DM 3.4C

  DOI SICs: 351 DM 3.4D

  Interim: 351 DM 3.4F

  Post-Aircraft Accident/Serious Incident: 351 DM 3.4E

  Unsatisfactory: 351 DM 3.4G

  Vendor Special Use: 351 DM 3.4H

Flight Check Costs - DOI Pilots: 351 DM 3.4I

Flight Following: 351 DM 1.4

Flight Manuals: 351 DM 1.1A

Flight Meter

  Helicopter: 351 DM 2.2G

Flight Operations: 351 DM 1; 351 DM 2.2

Flight Plan: 351 DM 1.4

Flight Time:

  Reporting of: 351 DM 3

  Vendor Aircraft: 351 DM 1

Floats: 352 DM 2.2C

Form AMD-23, Aircraft Use Report: 350 DM 1.8; 351 DM 4.1C(1); 353 DM 1.8; 353 DM 2.2B; 353 DM 2.5A

Fuel Handling: 351 DM 3.1B(3); Aviation Fuel Handling Handbook; ALSE Handbook
G


General Program Requirements: 350 DM 1

Harnesses: 350 DM 2.3

Handbooks: 350 DM 2.3

Hazard, Aviation: 350 DM 1 Appendix 5; 352 DM 1.9D(2)


Helicopter Limitations: 351 DM 1.3E

Helicopter Short-Haul: Helicopter Short-Haul Handbook

Heliports: 351 DM 1.8(3); Heliport Installation Handbook

Helmet: 351 DM 2.3H; 353 DM 1.2B; ALSE Handbook

I

Incident: See Aircraft Incident

Incidental Pilot: 350 DM 1 Appendix 5; 351 DM 3.2B; 351 DM 3.4I(2)

Information Bulletins: 350 DM 2.5

Inspection Costs: 351 DM 3.4I; 351 DM 4.1C(2)

Interagency Boards and Committees: 350 DM 1.10

Interagency Helicopter Operations Guide: 351 DM 1.8(4)

Intercom System: 351 DM 2.3D

Interphone: ACETA Handbook

Issuing Authority: 350 DM 2.2

L

Lap/Seat Belt: ACETA Handbook; ALSE Handbook

Leadplane: 351 DM 2.3B

Limitations
Airplane, External Load: 351 DM 1.3A & E(5)
Airplane, Multiengine, DOI: 351 DM 1.3D
Airplane, Single-Engine, DOI: 351 DM 1.3B
Airplane, Single-Engine, Vendor: 351 DM 1.3C
Flight Hour & Duty Hour: 351 DM 3.5
Flight Manual: 351 DM 1.1A
Helicopter: 351 DM 1.3E
Special Use: 351 DM 1.7
Unauthorized Passengers: 350 DM 1.7B

Management Responsibility: 350 DM 1.5
Maintenance: 350 DM 1.6; 351 DM 2.4; 351 DM 4.3D
    Deficiencies: 351 DM 1.1E
    Military: 350 DM 1 Appendix 5
    Personnel: 351 DM 2.4A(2)(k); 351 DM 2.4A(2)(l)
    Records: 351 DM 2.4A(2)(j); 351 DM 2.4A(1)
    Requirements: 351 DM 2.4; 351 DM 4.2D; 351 DM 4.4D
Manifest: See Passenger Manifesting
Medical Certificates: 351 DM 3.1A(1)
Military Aircraft: 350 DM 1 Appendix 5; 351 DM 4.3

Night Vision Goggles: 351 DM 1.3E(1)(e)

AMD Instructions: 350 DM 2.2
Offshore Operations: 350 DM 1 Appendix 5; 351 DM 3.1D(4)
OMB Circular A-76: 351 DM 4.4A; 353 DM 6.2B; 353 DM 6.3
OMB Circular A-126: 350 DM 1.7(4)351 DM 4.4A; 353 DM 2.6; 353 DM 6.3

OPAC: 353 DM 1.8

Operation Guides: 350 DM 2.2; 350 DM 2.6

Operating Limitations: 351 DM 1.1; 351 DM 1.3; 351 DM 2.2; 351 DM 2.3; 351 DM 4.1B; 351 DM 4.2

Operational Environment Considerations: 352 DM 1.9E

Operational Procedure Memorandum (OPM): 350 DM 2.4

Ordering Procedure: 353 DM 2.5B

Other Government Agency Aircraft: 351 DM 4.4

Overwater Flights: 351 DM 2.2D; ALSE Handbook

Oxygen: 351 DM 1.5B(2)

Paracargo: Airfreight/Paracargo Handbook

Passengers

  Briefing: 350 DM 1.7; 351 DM 1.5B
  Definition: 350 DM 1 Appendix 5
  Enplaning/Deplaning: 351 DM 1.5C
  Manifesting: 351 DM 1.5A
  Pilot Validation: 353 DM 2.5B(2)
  Safety Training: 352 DM 1.5; 352 DM 1.9B
  Transport of: 350 DM 1.7

Payment Processing: 353 DM 1.8; 353 DM 2.7

Personal Flotation Devices: 351 DM 1.7B; ALSE Handbook

Personal Protective Equipment (PPE): 351 DM 1.7B; 351 DM 4.1B(2); ALSE Handbook

Personnel at Controls: 351 DM 1.2B

Pilot

  DOI GS-2181: 351 DM 3.2A
Incidental/Dual Function Experience: 351 DM 3.2B

Vendor: 351 DM 3.3

Pilot Card

Issuance: 351 DM 3.5D; 351 DM 4.2F; 351 DM 4.3E; 351 DM 4.4G

Revocation/Suspension: 351 DM 3E, Appendix 1

Pilot Duty Limitations - See Crew Member

Pilot Files: 351 DM 3.5C

Pilot-In-Command (PIC): 351 DM 3.1B; 351 DM 3.3A & B; 351 DM 3.4C

Experience: 351 DM 3.2; 351 DM 3.3

Private Aircraft: 351 DM 1.1; 350 DM 1 Appendix 5; 351 DM 2.1; 351 DM 2.4A & B

Project Planning: 352 DM 1.9C

Public Aircraft

Definitions: 350 DM 1 Appendix 5

Policy: 350 DM 1.2

Purchase, Aircraft: 353 DM 6
Radio Equipment: 351 DM 2.2B & E
Rappelling Devices: 351 DM 2.3E

Rating Requirements
  DOI Pilot: 351 DM 3.2
  Mechanic: 351 DM 2.4A(2)(K)
  Vendor: 351 DM 3.3

Rental Agreement System: 353 DM 2
Request for Contract Services: 353 DM 1.3
Request for Rental Services: 353 DM 2.5
Risk Assessment: 351 DM 1.3E(6)(B); 352 DM 1.9A
Roles and Responsibilities: 350 DM 1, Appendix 2
Restricted Category Aircraft: See Aircraft, Restricted Category

Safety Alert: 352 DM 1.9A; 352 DM 1.11B(1)
Seat Belts: 351 DM 1.1G; 351 DM 2.2F; ALSE Handbook
Second-In-Command: 351 DM 3.1C; 351 DM 3.2C
  Crew Complement Requirement: 351 DM 1.2
  DOI: 351 DM 3.2C
  Flight Checks, DOI: 351 DM 3.4D
  Vendor: 351 DM 3.3C
Serious Injury: 350 DM 1 Appendix 5
Short-Haul: Helicopter Short-Haul Handbook
Shoulder Harness: 351 DM 1.1G; ACETA Handbook; ALSE Handbook
Single Engine Limitations: 351 DM 1.3B & C
  Helicopter: 351 DM 1.3E
Small and Disadvantaged Business Contracting: 353 DM 1.5
Solicitation: 353 DM 1.6
Source List: 353 DM 2.4C
Special Flight Permits: 351 DM 2.4A(i)
Special Operations: 351 DM 1.6

Special Use Activities

  Categories: 351 DM 1.7A, B
  Definition: 350 DM 1 Appendix 5
  Equipment: 351 DM 2.2; 351 DM 4.1b
  Inspections: 351 DM 2.4A(2)
  Operational Requirements: 351 DM 1.7A; 351 DM 2.3
  Pilot Qualifications: 351 DM 3.1D; 351 DM 3.4H

Specifications, Contract: 353 DM 1.3A
Substantial Damage: 350 DM 1 Appendix 5
Survival Kits: 351 DM 2.3G; ALSE Handbook

Temporary Flight Restrictions: 351 DM 1.6C
Training: 352 DM 1.5
Transponder: 351 DM 2.4A(2)(g)
Tundra/Snow Pads: ACETA Handbook
Two-pilot Crew: 351 DM 3.1B; 351 DM 3.5A(2)(e)

Uncertificated Aircraft: See Aircraft, Uncertificated

Vendor Pilot Qualifications: 351 DM 3.3
Vendor Requirements: 353 DM 2.4B
Certification: 351 DM 1.1

Selection: 353 DM 2

Specifications: 351 DM 1.1C

Waivers (exceptions): 350 DM 1.9

Weight and Balance: 351 DM 1.1F; 351 DM 2.4A(1)(f); 351 DM 2.4A(h)

Wirestrike Prevention: 352 DM 1.9D
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 02

Subject: Fleet Aircraft Use Reporting

Effective Date: January 1, 2019

Supersedes: OPM-02 dated October 1, 2015

Expiration Date: December 31, 2019

1. **Purpose.** This OPM establishes policy for recording and submitting information on flight and billing information for aircraft owned and operated by the Department of the Interior.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 10: 350 DM 1; Secretarial Order 3322 dated August 23, 2012.

3. **Background.** On Oct 1, 2012, the Office of the Secretary and seven of ten bureaus began to transition to the Department’s Financial and Business Management System (FBMS) Deployment 7 (D7). Among the new features included in D7 were fleet aircraft billing and maintenance management functions, FAIRS reporting and inventory control functions previously performed by the AMS and Maximo 4.1.1 systems. As a result, the Maximo system operated by the Alaska Regional Office is scheduled to be decommissioned and the AMS system is being retained to support commercial aviation service contracts only. The AMD 2-A Aircraft Flight/Use Report, dated 9/06 was discontinued, effective Oct 1, 2012. Due to changes in FBMS data requirements and processes, paper or electronic versions of the AMD 2-A are no longer accepted for aircraft use reporting.

4. **Basic AUR Process.**

   A. Flight time shall be recorded using the Hobbs meter, if installed; otherwise, a recording tachometer shall be used. If neither is installed, clock/watch time shall be used to record time from takeoff roll until the aircraft returns to the chocks.

   B. The Aircraft Use Report (AUR) Function within FBMS provides data for billing fleet aircraft usage, updating aircraft maintenance plans, and general aviation reporting. Bureau personnel may obtain role approval to input aircraft use report information directly into FBMS from their government computer systems. However, pilots and field offices will usually find it more efficient to use the Aircraft Use Report Manager (AURM), which is an Excel/Visual Basic application for Windows-based computers. The AURM does not require FBMS system access. Instead, it produces a tab delimited data file
which can be emailed from any computer to: OASFleetManager@ios.doi.gov. The AURM automatically produces a unique external AUR file name using the naming convention shown in Appendix 1. Fleet Activity Assistants from the OAS Division of Technical Services upload submitted files into FBMS at the beginning of each business day by using the FBMS AUR Upload Utility.

C. The FBMS Upload Utility performs error checking to ensure required fields are completed and meet established field parameters. If the FBMS Upload Utility rejects an AUR with errors, OAS Fleet Assistants may contact the PIC or the using field office for assistance in correcting the error. In some cases, FBMS will accept an AUR with certain types of errors and automatically save the AUR in “Parked” status until the errors are corrected. If the AUR file uploads without error or is subsequently corrected, OAS personnel will change the primary status of the AUR to “Approved”. This allows the aircraft meter time and cycles information to be passed directly to the maintenance planning function so fleet managers can more accurately predict and coordinate upcoming maintenance requirements.

D. OAS Fleet Assistants will monitor incoming Aircraft Use Reports for each aircraft to detect gaps in use reporting. When gaps are detected, Fleet Assistants may ask pilots or maintenance personnel to check the aircraft’s OAS-2 Aircraft Log (dated 10/2013) for PIC information. See para 5B and Appendix 2 below for more information on using this new form.

E. The Fleet Accountant will enter monthly rate bills in FBMS. Once loaded in FBMS, monthly rate charges are handled in the same manner as AURs.

F. Once an AUR is “Approved”, bureau personnel with the Bureau Customer Validator (AMD_BCV) role can review the Report in FBMS and correct errors in accounting code information. If the AUR information appears to be correct or has been corrected, BCVs change the secondary status of the AUR to “Charge Code OK” to signify the AUR is ready for billing. To assist in this process, OAS can produce “Not OK” reports for each bureau, which lists all AURs in the system that have been approved but not validated with the “charge code OK” flag. Bureaus can produce similar FBMS reports in their own instances of FBMS. If a bureau/agency believes that a flight should be charged to another bureau or agency, they should contact the Fleet Accountant for assistance.

Note: It is important to note that AURs can contain flights billed to different cost centers. If a BCV validates an AUR, they are confirming that the correct accounting codes have been used for ALL flights in that AUR. Bureaus are encouraged to develop processes to prevent incorrect accounting codes from “sneaking through” with correct codes in a single AUR. Possible solutions include limiting the lines in an AUR to the same “family” of cost centers or having BCVs double check validated AUR lines on the “OK” Report.

G. OAS will coordinate monthly fleet billing schedules with IBC Finance and bureau finance offices. By mutual agreement, OAS will usually only bill AURs, which have been
validated by the bureau with a secondary status of "Charge Code OK." Each month, OAS will submit fleet bills for each bureau/agency to IBC Finance in Excel files, which list all “OK” AURs, by line. Many AURs may have multiple flights or lines, each of which can be viewed in this format. For those bureaus using FBMS, OAS will also provide an IF122 billing file, which can be uploaded directly into the bureau’s instance of FBMS. IBC Finance, in turn, processes the IPAC and submits it to the bureaus with the IF122 report (if applicable) and “OK” report. Monthly fleet bills for non-FBMS bureaus or external agencies are submitted to IBC Finance and billed through a manual process.

H. The Fleet Accountant is responsible for providing IBC Finance with a report for each bill indicating which accounts within the WA revolving fund should be credited with the revenue. IBC Finance will, in turn, provide the Fleet Accountant with a report for each bill listing the IPAC number, total value of the IPAC, and AUR numbers included in that bill. Fleet Assistants will update the status of each of these AURs to “Billed” and add the IPAC number in the appropriate field. Following a quality assurance check, the Fleet Accountant will change the status of these AURs to “Complete”.

5. Bureau Responsibilities.

A. Fleet pilots are responsible for ensuring aircraft use report information is submitted for all flights on which they are the pilot in command. Because timely reporting is essential to the accuracy and relevancy of the maintenance management function, pilots are encouraged to submit AURs at the end of each flying day by transmitting AURM data files by email to: OASFleetManager@ios.doi.gov In the event a fleet pilot is unable to directly submit AUR report data directly to OAS Fleet Manager, they may satisfy the requirement by coordinating with the Bureau office/dispatch providing flight following to submit AUR data on behalf of the pilot.

B. Fleet pilots will record the time for which they are the PIC of record on a particular aircraft by using the OAS-2 form to record the start date and start/stop meter times. PICs should close out their PIC time on the aircraft by entering a stop meter time on the OAS-2 if they are going to be away from the aircraft for an extended time period or expect another PIC to fly the aircraft before they return for the next flight. If another pilot subsequently flies the aircraft as PIC and notes that the previous pilot has NOT entered a stop meter time, they will record the current meter time as their start and the previous pilot’s stop times. Pilots should also “close out” their meter times if they enter a grounding discrepancy on the OAS-2.

**Note:** The OAS-2 cannot be used for fleet billing purposes.

C. DOI fleet pilots shall comply with 14 CFR 91.213 (Inoperative instruments and equipment) as it relates to their specific aircraft. All discrepancies shall be documented on an OAS-2 as they occur and signed by the pilot. When a discrepancy is recorded, the pilot must contact the appropriate Fleet Services for direction. In the case of deferrable
discrepancies, Fleet Services will provide the pilot or contract maintenance facility with the appropriate entry to be recorded in the corrective action block of the OAS-2. When the discrepancy is corrected and signed off, the original copy of the OAS-2 will be submitted with the invoice to the appropriate OAS Fleet Manager in Boise or Anchorage for filing and a new form will be opened in the log.

D. Bureau offices, which utilize fleet aircraft services, are responsible for designating knowledgeable personnel for the Bureau Customer Validator (BCV) in FBMS. OAS Technical Services can provide telephonic/webex assistance to BCVs on request. BCVs are responsible for reviewing Aircraft Use Reports flown against their assigned cost centers, using either the “Not OK reports” or locally developed equivalent as an aid. The BCV should ensure they review every transaction line on the AUR before they validate the AUR as this action applies to all lines on the AUR, not just the first one. If a BCV is unable to correct billing information on an AUR against one of their cost centers (e.g., actual customer is in another bureau) they should contact OAS Fleet Manager for assistance.

E. Pilots operating privately owned aircraft (as defined in 350 DM 1, Appendix 2), if authorized for use on official business, can record flight time on form OAS-2 for the purpose of documenting travel expenses only. AURs will not be accepted for non-fleet aircraft.

Attachments:
Appendix 1: External AUR File Naming Convention
Appendix 2: OAS-2 Aircraft Status Log Notes
The Aircraft Use Report Manager (AURM) will produce a unique external file name with the following elements:


- Hyphen

- State – Typically “home state” of the aircraft or pilot. Although a different state may be indicated on each line of an AUR, only the first state entered is used in the file name. Bureaus may elect to indicate region (e.g., “R7”) or two-letter park abbreviation in this field. Also, use “MX” for flights, which will be billed against a maintenance work order.

- F – Indicates Fleet aircraft

- Aircraft category – one character (A – airplane, R – rotorcraft, U - UAS) Note: An error in computing the category code was corrected in AURM V18.

- S – Indicates fleet sales order used for billing

- Month/Day/Year of first flight recorded on the AUR (mmddyy)

- FAA Registration (“N”) Number

- Hyphen

- AURM sequence number – Each copy of the AURM will generate a set of sequence number unique to that copy. Sequence number one is the first AUR produced by that copy; two is the second, etc.

Example: NPS-AZFAS031513N132PS-16 - National Park Service-Arizona, Fleet, Airplane, Sales order, first flight starts March 15, 2013, tail number N132PS, 16th AUR from that AURM

Example: FWS-R4FRS031613N351FW-4 - Fish and Wildlife Service-Region4, Fleet, Rotorcraft, Sales order, first flight starts March 16, 2013, tail number N351FW, 4th AUR from that AURM
OAS-2 Aircraft Status Log Notes

1. The new OAS-2 will be printed in the same pad format as the previous AMD 2-A. Each log has the original and two copies and is marked with a unique reference number.
   a. The original copy is used to document the corrective action(s) on one or more discrepancies. It is also used to document completion of maintenance inspections. Once the correction or inspection has been signed off, the original copy will be submitted to the appropriate Fleet Manager in Anchorage or Boise for inclusion in the aircraft records and FBMS.
   b. The second copy can be removed by the maintenance repair facility for their records or invoicing, as desired. Alternatively, the pilot can remove this copy for later use in filling out the Aircraft Use Report (AUR) on their computer.
   c. Retain the third copy in the pad in the aircraft until the pad is replaced. Replaced pads should be sent to the appropriate OAS fleet manager for retention.

2. If, during preflight, the pilot does not find an original form in the pad that has already been started, they should start a new form as follows:
   a. Enter in the header row aircraft make and model, Registration number and home base. Pilots can use the “local use” block to record preflight pilot, home base, etc.
   b. Enter today’s date, PIC name, and the current Hobbs/tach time. For maintenance engine runs, enter “MX” followed by the last name of the person doing the run in parentheses.
   c. The columns for departure and destination airports are optional and will be most useful for pilots who wish to record a single flight per line.
   d. If desired, refer to the aircraft inspection data sheet (which should be kept with the Status Log) and copy the meter time or dates when the 50-hour, 100-hour and annual inspections are due.

3. The columns for oil quarts, landings and engine cycles are designed to be used as a memo pad for the pilot to track oil consumption, and aircraft metrics reported into FBMS. PICs can start a new line whenever they want (e.g. at the start of new flight, a new day, a new week). If, for example, the PIC wants to close out a line at the end of the week, they would enter the meter end time and calculate the hours flown. Then, they could figure out the number of quarts of oil consumed per hour and decide if the oil consumption is within manufacturer’s tolerance. Or another example, if the pilot liked to report an entire day’s flying on one line of an AUR, they could track the meter start and end times for the day, and tick off the landings or RINS (for helicopters) and engine start cycles after each flight.
OAS-2 AIRCRAFT STATUS LOG NOTES

Then, when they are ready to complete an AUR on their computer, they could tally up the ticks and report them in the appropriate fields on the maintenance page of the AURM.

4. PICs should close out a line on the Status Log if they are going to be away from the aircraft for an extended period or expect another PIC to fly the aircraft on subsequent flights. They should also close out a line if they write up a grounding discrepancy. That way, if the maintenance facility has to perform engine runs, it will be easier for the Fleet Assistants to break out which Hobbs time is the PIC’s responsibility and which should be billed as a maintenance expense.

5. If another pilot subsequently flies the aircraft as PIC and notes that the previous pilot has NOT entered a stop meter time, they will record the current meter time as their start and the previous pilot’s stop times.

6. The aircraft inspected and engine installed blocks are used to document specific maintenance actions. W/O refers to FBMS work order number so maintenance managers can cross-reference the signature signoff with a documented maintenance action in FBMS.

7. Pilots are encouraged to provide as much detail on discrepancy as they can to help mechanics more fully understand the nature of the problem and ensure the corrective action adequately addresses the issue. Pilots should sign the “discovered by” block and legibly print their name and contact number in the event the mechanics need to contact them with follow up questions.

8. Mechanics will sign off corrective action blocks as per FAA standards. When the return to service flight (if required) has been satisfactorily completed and all discrepancies are addressed, the pilot will make an entry in the OAS-2 accepting the aircraft for return to service. The maintenance facility should send the original copy to the appropriate OAS Fleet Manager (add addresses) with the invoice.
<table>
<thead>
<tr>
<th>Date</th>
<th>Aircraft Use Record</th>
<th>Flight Log</th>
<th>Engine Log</th>
<th>Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/17/19</td>
<td>WILKINS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/17/19</td>
<td>WILKINS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/19/19</td>
<td>WILKINS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/19/19</td>
<td>WILKINS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/19/19</td>
<td>WILKINS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks:
- Proj: 10/19/19 W/O 2448367
- Signed: D.L. Payne
- Certificate No: 152780B

Corrective Action:
- Air Flute Illuminated After Flight
- No Other Discerned Action

Defected Internal .51, 305 E09, Unit Reset
No Exceedances Noticed

Discovered by: 829 Maintenance 215-585-9976 Date: 10/18/19
Signed & Cart #: D.L. Payne

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:

Discovered by: Date: Signature & Cart #:
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 03

Subject: Fleet Services Operational Procedures for Alaska Region Fixed Wing Aircraft

Effective Date: January 1, 2019

Supersedes: OPM-03 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. This OPM establishes maintenance procedures for all Alaska Region fleet aircraft. These requirements and procedures are in addition to Department of the Interior’s Manual, and Operational Procedures Memorandums issued by the Office of Aviation Services (OAS).

2. Background. A task force was convened to study Alaska fleet maintenance procedures. It identified the need to separate the fleet management responsibilities from the Alaska Region Repair Station.

3. Procedures. Maintenance of all aircraft operated through the OAS Alaska Region is managed by Fleet Services. All requests for maintenance must be coordinated through this office. All maintenance will follow the procedures outlined below. For the purposes of this OPM, the term facility refers to both commercial vendor and the OAS Repair Station.

A. Primary Maintenance Facilities: To the extent possible, each aircraft will be assigned to a facility that will be asked to provide both preventative and remedial maintenance for a designated period of time (i.e., an entire field season). Maintenance assignments will be made by Fleet Services based upon geographic location and an assessment of what facility can provide the best support and service for the required task. Fleet Services reserves the right to make changes to assigned aircraft or rotate aircraft to different facilities should the need arise.

1) Scheduling of Routine and Non-Routine Maintenance:

a) Scheduled Maintenance Scheduled maintenance events (i.e.: annual inspections or 100 hour inspections) are to be scheduled with fleet service at least 14 days in advance of the event. This will allow time for Fleet Services to provide the facility with necessary information and aircraft records, and establish a work order number and procurement approvals for work to be performed.

At that time, the facility will be authorized to commence an inspection of the aircraft to determine if any repairs are required. A written discrepancy list and
corrective action estimate will be required. The corrective action list shall include an estimate of the labor required to correct the problem as well as parts and their associated cost. This information shall be hand delivered, faxed, or emailed to Fleet Services for their review and NBC Contracting Staff approval.

b) Unscheduled Maintenance – Individual pilots will be authorized to deliver aircraft to the facility for unscheduled, remedial maintenance. Pilots are required to record **ALL** unscheduled maintenance discrepancies in the OAS-2 Flight Log.

(1) Minor Discrepancies - Based upon the written discrepancies, the maintenance facility is authorized to inspect the aircraft to validate the discrepancy and determine an appropriate remedy. The maintenance facility may be authorized to expend up to four hours of labor to inspect and, if possible, correct (all recorded) discrepancies. No prior approval is required for the correction of these small, unscheduled discrepancies (subject to the four-hour limitation) that affect the airworthiness of the aircraft. However the maintenance facility is required to provide timely (same day) verbal notice to Fleet Services that unscheduled maintenance was required. The original OAS-2 Flight Log, containing the original discrepancy, must be annotated with the mechanic’s corrective actions, including a return to service signature and mechanic certificate number. The completed OAS-2 (original) along with the facilities work order/invoice shall be submitted to Fleet Services for review. Upon receipt and review of these documents, the facility will be contacted and payment arrangements will be made if the facility is a commercial vendor.

(2) Major Discrepancies – Upon receipt of an aircraft containing major unscheduled discrepancies, the facility shall notify Fleet Services that the aircraft has arrived at their facility. At that time the facility is authorized to commence an inspection of the aircraft to determine the cause of the problem and prepare a written discrepancy list and corrective action list. The corrective action list shall include an estimate of the labor required to correct the problem as well as parts and their associated cost. This information shall be hand delivered, faxed, or emailed to Fleet Services for their review and approval. [See paragraph .3a (3), (a), (b), (c), and (d)]. Upon receipt and review of these documents, the facility will be contacted and payment arrangements will be made if a commercial vendor is the facility.

2) **Parts** - Maintenance facilities shall have the primary responsibility for furnishing parts required for repairing aircraft. A limited number of items, such as replacement engines, propellers, or radio replacements may be available from Fleet Services. Major components may be discussed at the time of inspection. In the event OAS does furnish parts, the facility shall be required to return cores to OAS, prepaid, along with appropriate paperwork, before payment for services will be made. Shipping of cores and returned items will be reimbursed to the facility as part of the
maintenance cost. The facility will tag the cores with the aircraft number they were removed from, the discrepancy, and the OAS work order number.

3) **Procurement Approvals** – All work, with the exception of the 4-hour inspection correction procedure identified above, requires **prior approval** before any work is accomplished. The following procedures must be followed.

   a) **Approvals** - All requests for maintenance services must be assigned an OAS Work Order number and a procurement identification number. The latter can be a Purchase Order, Blanket Purchase Agreement (BPA), a credit card number or in-house identifier. Both BPA’s and credit card transactions also have a unique “Call” number that identifies a specific transaction with a specific facility. No work shall be performed unless there is a signed estimate, Work Order and a procurement number; complete with call number and a dollar amount (where appropriate) that shall not be exceeded without prior approval.

   b) **Payment for Services** - No payments will be processed without an ORIGINAL facility statement, (no facsimile or copies), to include the return to service signature, all required documents (FAA Form 337’s, maintenance records, parts tags, Weight and Balance changes, etc., including the return of cores for parts furnished by OAS). Payments in amounts beyond that previously approved will not be processed.

   Although credit card transactions are encouraged, a facility may choose (on a case-by-case basis) the method of payment. The payment method shall be written on the original statement (i.e.: Credit Card or EFT). An Electronic Funds Transfer (EFT) may be selected and the net amount will be paid within 30 calendar days from the date of submission of a correct statement. Credit card transactions may not be processed through a financial institution until Fleet Services formally approves the transaction. Failure to comply with the foregoing may result in a charge being contested.

   c) **Responsibilities and Authorities** - The following individuals are authorized as follows:

      (1) **Chief, Fleet Services** – Responsible for the overall operation of Fleet Services as well as providing technical oversight on maintenance activities. The Chief, Fleet Services will evaluate maintenance requests, the corrective actions proposed, and provide technical concurrence for all maintenance events.

      (2) **Quality Assurance Specialist**. This person is authorized to obligate OAS for expenditure of Government Funds for aircraft maintenance and parts not to exceed $3,000.00 per individual transactions. This person may also provide technical concurrence for maintenance events.
(3) For Maintenance events exceeding $3,000.00 per individual transaction, approval from Fleet Services will require processing through the NBC Contracting Staff.

4. **Limitations.** This OPM outlines maintenance procedures however; either party giving written notice may cancel individual assignment of aircraft to a facility at any time. Continuation of a facility to maintain an assigned aircraft is subject to the facility furnishing a high quality of aircraft maintenance while providing a high level of customer satisfaction at a reasonable cost and down time. Nothing in this agreement shall be construed to limit OAS from seeking maintenance support from other facilities. Major aircraft alterations or rebuilds are not included in this OPM, and may be competitively bid if it is determined to be in the best interest of the government.

5. **Expectations.**

A. **What the facility should expect.** If the aircraft comes due for a scheduled maintenance event, the pilot should notify fleet services in adequate time (14 Days advance notification) for the maintenance package to be in the facility’s hands. Contact between the pilot and the Fleet Services will insure the schedule will be kept in an acceptable manner. A complete list of known discrepancies will be entered in the OAS-2 Flight Log book before the aircraft and book are turned over to the facility. If any modifications are to be done by another facility during the same event (i.e.: avionics), both facilities will be scheduled before the work starts.

If the aircraft comes in for an unscheduled airworthiness maintenance event, the facility can expend up to four person-hours to troubleshoot and repair while contact is being made with Fleet Services. This will be used to reduce response time and improve mission availability. It will not be used for Pilot responsibilities (oil changes, etc) or as a means to circumvent the system when normal arrangements can reasonably be made. The pilot and facility will notify Fleet Services as soon as possible when such quick response maintenance is required. All discrepancies will be entered on the OAS-2.

If an operational flight is required, the appropriate pilot will complete the necessary flight, log it on the OAS-2, and return the white copy to the facility for submittal with the invoice. Once the complete package is returned to Fleet Services, the facility will be paid as quickly as is legally feasible.

B. **What OAS should expect.** The pilot and facility will notify OAS of upcoming maintenance as soon as possible (pilot notification 14 days in advance of scheduled events). All required paperwork will be complete and submitted with the bill after the aircraft is returned to service. The facility will furnish all required parts and materials, with the exception of a few specialty, or big-ticket items (engines, propellers, and some avionics). If OAS furnishes parts, return of the properly identified cores will be one of the prerequisites for processing payment.
C. **What the pilot should expect.** When maintenance is complete, the facility will brief the pilot on the work accomplished. The reasons that a check flight is required and anything that might affect the flight characteristics of the aircraft will be pointed out. Any required changes to the Aircraft Operating Manual or Pilot’s Operating Handbook, weight and balance, or equipment list will be in the aircraft. There will be an entry in the OAS-2 indicating that maintenance is complete and the aircraft is released for return to service, with the inspector’s name and certificate number. When the return to service flight is complete and all discrepancies are addressed, the pilot will make an entry in the OAS-2 accepting the aircraft for return to service. That OAS-2 will be returned to the facility for inclusion in the billing package.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 04

Subject: Aviation User Training Program

Effective Date: January 1, 2019

Supersedes: OPM-04 dated January 1, 2016

Expiration Date: December 31, 2019

1. Summary of Changes:

Minor grammatical changes. Added Aviation Manager Training requirements. Added A-225 IAT instructor Update requirement for M-410 and Other Train the Trainer equivalencies. Removed language requiring all instructor to be evaluated instructing A-100 prior to being certified to teach other A-courses. Formally recognized adjunct instructors. Updated language for maintaining instructor currency.

2. Purpose. This OPM establishes the Department of the Interior (DOI) Aviation User Training Program as called for in Departmental Manual 112 DM 12. This document identifies five positions which have required training for DOI personnel and other personnel participating in manned aircraft activities. The required positions are: Aircrew member, Aviation Manager, Flight Follower, Line Manager and Supervisor.

There are six additional positions which have suggested training. The suggested positions are: Aviation Dispatcher, Fixed-Wing Flight Manager, Fixed-Wing Flight Manager - Special Use, Helicopter Flight Manager (DOI Only), Helicopter Manager – Resource and Project Aviation Manager. Bureaus may choose to adopt these additional position requirements in their agency policy.

DOI Flight Crewmember/Pilot training requirements are identified in OPM-22 Pilot Qualifications and Training Program for manned aircraft.

Unmanned Aircraft System (UAS) Pilots /Crewmembers refer to OPM-11 DOI Use of Unmanned Aircraft Systems (UAS).

A complete description of the DOI interagency aviation training courses in this document can be found in the Interagency Aviation Training Guide.

3. 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. Individuals holding a current qualification under the Incident Qualification Certification 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. Equivalencies are found in Appendix 2 and Appendix 3.

4. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1, and Secretarial Order 3322 dated August 23, 2012.

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.

A. **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 mishap prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs is the responsibility of bureau management and 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 per this OPM and comply with required course management processes.

4) Designate bureau aviation personnel to coordinate with OAS Training Branch (OAS-TB) in the development and implementation of aviation training courses.

5) Provide bureau representation to DOI Executive Aviation Subcommittee, aviation training workgroups and the Interagency Aviation Training Sub-Committee (IATS) as required.

B. **DOI OAS Responsibilities.** DOI OAS is responsible for collaborating with bureaus to develop, implement, coordinate, and maintain an aviation-training program to meet Department-wide and bureau-specific needs. These include:

1) Providing module and instructor standardization for the DOI Aviation User Training Program in coordination with the Interagency Aviation Training Sub-Committee.
2) Administering the DOI aviation training schedule on the Interagency Aviation Training website.

3) Coordinating, facilitating, and presenting national level training.

4) Supporting DOI OAS aviation training needs.

5) Developing, overseeing, and maintaining the Interagency Aviation Training program standards and curriculums in coordination with the Interagency Aviation Training Sub-Committee.

6) 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.

7) Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.

8) Identifying with bureaus the need for Interagency Aviation Training Instructors and selecting, qualifying, scheduling, evaluating, and certifying the instructors.

6. **Required Aviation Safety Training for Personnel Involved in ANY Aviation Operations or Flight Activities.**

   **A. Mandatory Training by position for personnel with Aviation Management Responsibilities.** All managers and supervisors responsible for administering oversight of programs that use aviation resources for mission accomplishment, aviation personnel, flight activities, UAS, etc., fit within this broad category. Personnel assigned with aviation duties and/or responsibilities that are identified in more than one position in the matrix in Appendix 1 (i.e., Supervisor and Aviation Manager, this includes both fire and non-fire positions) must satisfy all of the applicable training requirements.

   1) **Supervisors.** 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.

   2) **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.

   3) **Aviation Managers.** Shall be designated to administer the bureau aviation program at the national level. All National, Regional/State Aviation Managers must meet the identified Aviation Manager position training requirements. Unit level training requirements will be determined by each bureau.
7. **Required Aviation Safety Training for Persons Involved in DOI Flight Activities that do not include Fire Aviation Operations.** A matrix outlining these training requirements can be found in Appendix 1.

8. **Interagency Aviation Training Instructor Certification**

   A. **Objective** This part identifies minimum 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, skills and abilities to ensure information is being presented in an effective manner. Individuals who meet these standards will be approved as an instructor, authorized to instruct specific IAT courses and provided instructor access to the Interagency Aviation Training (IAT) website.

   Qualified instructors who have taught a course within the currency requirement period will receive credit for completing that course.

   Individuals instructing NWCG aviation course are required to meet instructor qualifications identified in the *NWCG Field Managers Course Guide* or individual course instructor guides.

   B. **Instructor Certification Requirements**

   1) Agency and supervisor approval.

   2) Completion or approval of one of the following instructor training paths

      a. A-220 or

      b. M-410 and A-225 or

      c. Train-the-Trainer training equivalent and experience and A-225. In lieu of completing A-220 or M-410, potential instructors may request course/experience equivalency from their respective DOI Chief ASTPE or USFS National Aviation Training Program Manager (USFS ATPM). Requests should be routed and supported through the bureau national aviation manager.

   3) The instructor candidate must have successfully completed the course they wish to instruct within 36 months preceding the evaluation.

   4) Prior to Instructor certification, instructors must be evaluated by the DOI OAS-Training Branch (TB), USFS National Aviation Training Program Manager (USFS ATPM) or a Bureau designee. Designee approval must be in writing.

   5) Instructor evaluators will complete and submit an OAS-105, Interagency Aviation Training (IAT) Instructor Evaluation form to the DOI OAS-Training Branch (TB) or USFS National Aviation Training Program Manager (USFS ATPM) with a recommendation for certification.
Upon successful evaluation, instructors are authorized to instruct the course for which they were evaluated.

A separate evaluation and OAS-105 must be completed for each course an individual wishes to instruct.

Some courses may require additional instructor prerequisites or qualifications. See Interagency Aviation Training Guide for those specific instructor prerequisites.

C. **Maintaining Interagency Aviation Training Instructor Certification.**

Instructors must meet the following requirements to maintain certification:

1) Have agency and supervisor approval.

2) Teach at least one IAT course for which you are qualified every 36 months.

3) Complete the following course management processes:
   a. Register class on Interagency Aviation Training (IAT) web site.
   b. Collect completed OAS-111, Training Course Evaluation forms.
   c. Within 90 days of course completion:
      - Submit completed OAS-106, Course Presentation Record form.
      - Record and submit student status (pass, fail, no show, or score).
      - Submit a completed OAS-113 Course Feedback Form.

4) Complete an A-225 Interagency Aviation Training Instructor Update session once every 36 months.

5) Instructors who fail to meet these requirements may work with their bureau/agency aviation manager in partnership with OAS-TB to demonstrate knowledge and competency for recertification.

D. **Adjunct Instructors** Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor or course coordinator. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise. (Examples of this might include Subject Matter Experts, Contracting Officers, Solicitors, Pilot Inspectors, Maintenance Inspectors and Accident Investigators.)

E. **Water Ditching and Survival Instructors.** Individuals certified to instruct the course A-312, Water Ditching and Survival.

**Objective.** The following identifies the minimum aviation management training qualifications for instructors to teach the A-312 Course.
Certification: The following requirements (steps 1 through 5) do not need to be completed in sequence.

1) Meet criteria above in section 7(B)(1),(2)
2) Successfully complete the A-312 course as a student.
3) Hold a current Adult CPR, AED, and basic first aid certificate.
4) Must complete A-223 Water Ditching and Survival Train-The-Trainer.
5) Complete the Instructor Trainee Task Book.
6) Must be evaluated instructing the A-312
   a. The final instructor certification will be documented on the OAS-105 Instructor Evaluation and Certification Form by an OAS/USFS A-223 Water Ditching and Survival Train the Trainer instructor or approved designee. Designee approval will be in writing from the ASTPE or USFS ATPM.
   b. A-312 classes shall be limited to two instructor trainees

Currency:
1) Instructors must meet the requirements in 7C. Maintaining Interagency Aviation Training Instructor Certification.
2) Co-instruct an A-312 once every 36 months.
3) Provide copies of current CPR, AED, and First-Aid certificates to OAS-TB.
4) Attend A-223R Water Ditching and Survival Train-the-Trainer Refresher once every 36 months.

Recertification: Instructors who have not maintained currency (excluding First-Aid, CPR, AED) must meet the following requirements to recertify:
1) Contact OAS-TB/Bureau Leads/USFS Aviation Training Program Manager (USFS ATPM) to initiate recertification.
2) Demonstrate knowledge and competency to an OAS, USFS A-223 instructor or approved designee. Designee approval will be in writing from their respective bureau Lead. (This may be accomplished by instructing an A-312 course)

F. A-223 Water Ditching and Survival Train the Trainer Instructor. Individuals certified to instruct course A-223

Objective. Demonstrate skill in presenting the A-223 course curriculum and safety procedures associated with providing pool exercises.
Certification Requirements

Instructors must be:

1) Meet criteria above in section 7(B)(1),(2)

2) Qualified and current as an A-312 Water Ditching & Survival Instructor.

3) A-223 Instructors will maintain basic water rescue or lifeguard certification.

4) A-223 instructors are required to complete a commercial water ditching course at least once. Courses will be approved by OAS-TB or the Bureaus or the USFS. Commercial course curriculum shall be provided to OAS for informational purposes and to ensure there are no conflicts between commercial course instruction and agency instruction.

5) OAS-TB Training Specialists are required to complete a commercial water ditching course once every 36 months.

Attachments:
Appendix 1: 2017 IAT Position Requirements Matrix
Appendix 2: 2017 One Way S-Course (NWCG) to A-Course(s) IAT Equivalency Matrix
Appendix 3: 2017 One-Way NWCG Position to IAT Position Crosswalk
## 2017 IAT Position Requirements Matrix

**YELLOW** = OPM-04 identifies five positions which have required training for DOI and other personnel participating in manned aircraft activities. Aircrew member, Aviation Manager, Flight Follower, Line Manager and Supervisor.

**BOLD** - Course Available Online

**X** = Requires Completion Once

**3** = Requires initial completion and every 3 years

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>Course Length (Hours)</th>
<th>Aircrew Member</th>
<th>Aviation Dispatcher</th>
<th>Aviation Manager</th>
<th>Fixed-Wing Flight Manager</th>
<th>Fixed-Wing Flight Manager - Special Use</th>
<th>Flight Follower</th>
<th>Helicopter Flight Manager (DOI)</th>
<th>Helicopter Manager - Resource</th>
<th>Line Manager (DOI)</th>
<th>Project Aviation Manager</th>
<th>Supervisor (DOI)</th>
<th>Supervisor (USFS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-100</td>
<td>Basic Aviation Safety</td>
<td>5</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-102</td>
<td>USFS Alaska Region Fixed-Wing Safety</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-103</td>
<td>FAA NOTAM System</td>
<td>1</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-104</td>
<td>Overview of Aircraft Capabilities &amp; Limitations</td>
<td>1</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-107</td>
<td>Aviation Policy &amp; Regulations I</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-109</td>
<td>Aviation Radio Use</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-110</td>
<td>Aviation Transportation of HAZMAT (*if applicable)</td>
<td>2</td>
<td>3*</td>
<td>X</td>
<td>3*</td>
<td>3*</td>
<td>3*</td>
<td>3*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-112</td>
<td>Mission Planning &amp; Flight Request Process</td>
<td>1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-115</td>
<td>Automated Flight Following</td>
<td>2</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-116</td>
<td>General Awareness Security Training</td>
<td>.5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-200</td>
<td>Mishap Review</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>A-202</td>
<td>Interagency Aviation Organizations</td>
<td>1.5</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-203</td>
<td>Basic Airspace</td>
<td>3</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-204</td>
<td>Aircraft Capabilities &amp; Limitations</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-205</td>
<td>Risk Management-I</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-207</td>
<td>Aircraft Flight Scheduling</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-208</td>
<td>Aircraft and Pilot Approval</td>
<td>2</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-209</td>
<td>Helicopter Operations (helicopter aircrew member)</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-218</td>
<td>Aircraft Pre-Use Inspection</td>
<td>.5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-219</td>
<td>Helicopter Transport of External Cargo (*if applicable)</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-220</td>
<td>Train-The-Trainer</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-223</td>
<td>Water Ditching and Survival Train-The-Trainer</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-225</td>
<td>IAT Instructor Update</td>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-302</td>
<td>Personal Responsibility &amp; Liability</td>
<td>2</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-303</td>
<td>Human Factors in Aviation</td>
<td>2</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-304</td>
<td>Aircraft Maintenance</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-305</td>
<td>Risk Management II</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-306</td>
<td>Aviation Contract Administration Parts I &amp; II</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-307</td>
<td>Aviation Policy and Regulations-II</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-309</td>
<td>Helicopter Flight Manuals</td>
<td>2</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-310 **</td>
<td>Overview of Crew Resource Management</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-311</td>
<td>Aviation Planning</td>
<td>3</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-312</td>
<td>Water Ditching and Survival</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M-3*</td>
<td>Aviation Management for Supervisors - DOI</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M-2*</td>
<td>Aviation Management Line Managers Briefing – DOI</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>USFS Required Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-314</td>
<td>Aviation Program Overview for Forest Service Agency Administrators</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N9059 **</td>
<td>Crew Resource Management 7 Skills **in lieu of A-310</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RT9059F **</td>
<td>Crew Resource Management 7 Skills Refresher**in lieu of A-310</td>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Line managers must complete the M-3 Aviation Management for Supervisors OR M-2 Aviation Management Line Managers Briefing every 3 years.

As specified by bureau or agency policy

Reference Part 3 Interagency Aviation Training Instructor Certification

As specified by bureau or agency policy

*Line managers must complete the M-3 Aviation Management for Supervisors OR M-2 Aviation Management Line Managers Briefing every 3 years.*
2017 One Way S-Course (NWCG) to A-Course(s) IAT Equivalency Matrix

This matrix shows the approved one-way S-Course (NWCG) equivalents (E) for the IAT “A” Courses. It is recognized that personnel may receive aviation-related training from sources other than that found in the IAT curriculum. It is the goal of the IAT system to diminish redundancy and promote effective and efficient training. Supervisors should review the following list of DOI approved course equivalents when assessing the training needs of their employees. Outside course curriculum can be used to satisfy the requirements of the IAT Guide. It is incumbent upon the supervisor and the employee to ensure that training records are maintained that support completion of equivalency courses in place of the IAT curriculum.

<table>
<thead>
<tr>
<th>IAT COURSES</th>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>S - COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-100</td>
<td>Basic Aviation Safety</td>
<td>S-270 Basic Air Operations</td>
</tr>
<tr>
<td></td>
<td>A-104</td>
<td>Overview of Aircraft Capabilities &amp; Limitations</td>
<td>S-271 Helicopter Crewmember</td>
</tr>
<tr>
<td></td>
<td>A-107</td>
<td>Aviation Policy &amp; Regulations-I</td>
<td>S-272 SEAT Manager</td>
</tr>
<tr>
<td></td>
<td>A-109</td>
<td>Aviation Radio Use</td>
<td>S-273 SEAT Manager Refresher</td>
</tr>
<tr>
<td></td>
<td>A-110</td>
<td>Aviation Transportation of HAZMAT (if applicable)</td>
<td>S-371 Helibase Manager</td>
</tr>
<tr>
<td></td>
<td>A-112</td>
<td>Mission Planning &amp; Flight Request Process</td>
<td>S-372 Helicopter Manager</td>
</tr>
<tr>
<td></td>
<td>A-115</td>
<td>Automated Flight Following</td>
<td>S-375 Air Support Group Supervisor</td>
</tr>
<tr>
<td></td>
<td>A-116</td>
<td>General Awareness Security Training</td>
<td>S-470 Air Operations Branch</td>
</tr>
<tr>
<td></td>
<td>A-200</td>
<td>Mishap Review</td>
<td>Course equivalencies to be determined by DOI OAS Chief ASTPE / USFS ATPM</td>
</tr>
<tr>
<td></td>
<td>A-202</td>
<td>Interagency Aviation Organizations</td>
<td>Course equivalencies to be determined by DOI OAS Chief ASTPE / USFS ATPM</td>
</tr>
<tr>
<td></td>
<td>A-203</td>
<td>Basic Airspace</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-204</td>
<td>Aircraft Capabilities &amp; Limitations</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-205</td>
<td>Risk Management-I</td>
<td>E E E E</td>
</tr>
<tr>
<td></td>
<td>A-207</td>
<td>Aircraft Flight Scheduling</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-208</td>
<td>Aircraft and Pilot Approval</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-209</td>
<td>Helicopter Operations</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-216</td>
<td>Aircraft Operations Security</td>
<td>E E</td>
</tr>
<tr>
<td></td>
<td>A-218</td>
<td>Aircraft Pre-Use Inspection</td>
<td>E E</td>
</tr>
<tr>
<td></td>
<td>A-219</td>
<td>Helicopter Transport of External Cargo (if applicable)</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-302</td>
<td>Personal Responsibility &amp; Liability</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-303</td>
<td>Human Factors in Aviation</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-304</td>
<td>Aircraft Maintenance</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-305</td>
<td>Risk Management-II</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-306</td>
<td>Aviation Contract Administration Parts I &amp; II</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-307</td>
<td>Aviation Policy and Regulations-II</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-309</td>
<td>Helicopter Flight Manuals</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>A-310</td>
<td>Overview of Crew Resource Management</td>
<td>E</td>
</tr>
</tbody>
</table>
## 2017 One-Way NWCG Position to IAT Position Crosswalk

<table>
<thead>
<tr>
<th>NWCG Position</th>
<th>IAT Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aircrew Member&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>ACAC Area Command Aviation Coordinator</td>
<td>X</td>
</tr>
<tr>
<td>AOBD Air OpsBranch Director</td>
<td>X</td>
</tr>
<tr>
<td>ACDP Aircraft Dispatcher</td>
<td></td>
</tr>
<tr>
<td>ASGS Air Support Group Supervisor</td>
<td></td>
</tr>
<tr>
<td>ATGS Air Tactical Group Supervisor</td>
<td>X</td>
</tr>
<tr>
<td>DECK Deck Coordinator</td>
<td>X</td>
</tr>
<tr>
<td>HEB1/2 Helibase Manager</td>
<td>X</td>
</tr>
<tr>
<td>HLMCO Helicopter Coordinator</td>
<td>X</td>
</tr>
<tr>
<td>HECM Helicopter Crewmember</td>
<td></td>
</tr>
<tr>
<td>HMGB Helicopter Manager</td>
<td>X</td>
</tr>
<tr>
<td>SEMG SEAT Manager</td>
<td>X</td>
</tr>
</tbody>
</table>

**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.

**Note<sup>1</sup>: 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.

**Note<sup>2</sup>: HMGB wishing to act as a Fixed-Wing Flight Manager shall complete A-100 Basic Aviation Safety.**
1. **Purpose.** This memorandum establishes policy and procedures for night routes for Department of the Interior (DOI) bureaus and offices within the State of Alaska.

2. **Policy.** Restrictions have been placed on airplane flight operations in designated mountainous areas at night with certain exceptions as stipulated in 351 DM 1.

3. **Procedure.**

   A. **Request for Approval.** Bureaus requesting approval for a specific night route to be flown by their pilots shall complete Form OAS-76, *Request for Authorization of Approved Flight Routes*, and submit the form to the Alaska Regional Director.

   B. **Approval of Designated Routes.**

      1) **Initial Route Approval.** If a requested route has not been previously designated, an Office of Aviation Services (OAS) pilot inspector will fly the route with each bureau pilot requiring route approval. The route will be flown in the type aircraft equipped for that route.

      2) **Initial Pilot Approval.** OAS will review the pilot’s experience and past performance. Pilots shall meet DOI flight time requirements without waiver. A request shall be submitted for each pilot to be evaluated for a night route. Should OAS approve the route, each pilot will be individually evaluated based on familiarity and experience in the area.

A file shall be maintained at the Alaska Regional Office of all pilot(s) and route approvals and limitations, if any.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 06

Subject: Aviation Management Plans

Effective Date: January 1, 2019

Supersedes: OPM-06 dated January 1, 2015

Expiration Date: December 31, 2019

1. **Purpose.** This OPM establishes the minimum elements to be included in a published Bureau National Aviation Management Plan and the required elements of all bureaus’ Project Aviation Safety Plans.

2. **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 in order to improve aviation safety and realize operational efficiencies through broad standardization.

3. **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.

4. **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.

Project Aviation Safety Plans (PASPs) will be developed for all special use missions. 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. In this instance, in place of a PASP the bureau must have a documented process to capture the unique and special circumstances (ex. dispatch log, passenger manifest). Project supervisors and management-level project approvers are responsible for ensuring PASPs are completed. The Project supervisor should work closely with aviation managers in preparing these plans. The level at which a PASP is approved is based on the risk level as determined by the written risk assessment/bureau approved SMS (Safety Management System) within the PASP. Project Aviation Safety Plans will include, at minimum, the elements in Appendix 2.
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. 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 (fire, low-level, law enforcement, SAR, etc…must list and describe all)
   - 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 systems
   - k. Documentation requirements
   - l. Bureau-specific operational requirements (if applicable)

5. **Aviation Training**
   - a. Management responsibilities
   - b. Required aviation training
   - c. Specialty training
   - d. Contracting Officer’s Representative (COR) requirements
   - e. Documentation requirements
Minimum Elements for Bureau National Aviation Management Plan

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.
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. 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.

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** – If known, identify company (ies) that own(s) aircraft anticipated to be used, registration number, aircraft type, date of aircraft data card expiration and missions for which the aircraft is approved.

7. **Pilot** – If known, identify Pilot(s), types of aircraft qualified in, types of missions qualified for and Pilot card expiration date.

8. **Participants** – List individuals involved in flights, their qualifications (Helicopter Manager, Passenger, Helibase Manager, etc.), dates of last aviation training, and include individual’s project responsibilities.

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. **Protective Clothing and Equipment** – Identify the protective equipment and clothing necessary for the particular operation. Survival equipment (extra water, flotation devices, sleeping bags, etc.) beyond the normal PPE complement may be required.
Minimum Elements of a Project Aviation Safety Plan (PASP)

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.

13. **Risk Assessment/SMS** – Risk assessment utilizing the tools listed in Appendix J of IHOG or bureau approved SMS.


14. **Signatures** – Line Manager or appropriate level of approval based on the risk assessment or other bureau requirement.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 07

Subject: Improving the Management and Use of Government Aircraft

Effective Date: January 1, 2019

Supersedes: OPM-07 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. This OPM implements the policy and procedures contained in the following documents:

   A. Office of Management and Budget (OMB) Circular A-126 (copy attached as Appendix 1).


   C. OMB Bulletin No. 93-11 (copy attached as Appendix 2).


   E. 41 CFR 101-37 (FPMR Amendment G-101), Government Aviation Administration and Coordination. (Copy attached as Appendix 4).

2. General. Collectively the documents referenced above prescribe policy and procedures for the management and use of Government aircraft. Additionally, they mandate an aircraft justification process, a cost accounting system, general and special travel approvals and reporting requirements specifically directed toward senior officials traveling on Government aircraft, and provide guidance on "space available" travel. Compliance with the provisions of these instructions is a matter of interest at the highest echelons of Government, including Department of the Interior (DOI). Bureaus must comply with internal control requirements outlined in OMB Circular A-126, paragraph 13a (ii). DOI bureaus can reasonably expect to have implementation of this program an item of review during audits and evaluations by the General Accounting Office and the Inspector General.

3. Definitions. The following definitions supplement or restate those found in the documents referenced in paragraph .1 above

   A. Actual Cost - For DOI fleet aircraft is the published per-hour flight rate (the variable
cost). This is consistent with the provisions of A-126.

B. **Bureau** - The term "bureau" denotes Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), Bureau of Reclamation (BOR), Office of Surface Mining Reclamation and Enforcement (OSMRE), U.S. Geological Survey (USGS), Bureau of Ocean Energy Management (BOEM), Bureau of Safety and Environmental Enforcement (BSEE), Territorial and International Affairs, and all other offices of the Secretary of the Interior.

C. **Senior Executive Branch Officials** - Civilian officials appointed by the President with the advice and consent of the Senate, or civilian employees of the Executive Office of the President.

D. **Senior Federal Officials** - Employees paid at a rate of pay beyond a GS/GM-15.

E. **Space Available Travel** - Travel using aircraft capacity that is already scheduled for use for an official purpose that would otherwise be unutilized.

4. **Policy**. The application of policies and procedures outlined in this OPM and its appendices are the responsibility of the respective bureau utilizing Government aircraft.

A. Except as authorized on a trip-by-trip basis by the Secretary of the Interior, "space available" travel is limited to civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

B. If "space available" travel is authorized by the Secretary, the appropriate reimbursement procedures outlined in 41 CFR 101-37.403 shall apply.

C. "Space Available" travel is only allowed under specific conditions. **Appendix 5 is a flow chart that outlines the decision-making process for "space available" travel.**

D. Travel on government aircraft must be approved in writing by the bureau that sponsors the travel.

E. Authority to approve travel on government aircraft is at the bureau head, or officials designated by the bureau head.

F. Travel on government aircraft must be justified by preparing a travel cost analysis, Form OAS-110 (copy at Appendix 6) or comparable procedure.

G. Approval of the justification form must be at least one organizational level above the person(s) traveling.

H. "Required use" travel requires special approvals. See page 6, paragraph 11.b. of A-126. (Note: "Agency's" senior legal official written approval.)
I. Special approvals\(^1\) are required for Senior Federal Officials for travel that is not to meet "mission requirements" or "required use travel", members of families of such senior Federal officials, and non-Federal travelers. **Appendix 7 is a flow chart that outlines the decision-making process for Senior Federal Official travel using Government aircraft.**

J. Guidance on submitting requests to the Office of the Solicitor for special approvals that involve senior Federal officials and employees pursuant to OMB Circular A-126 is contained in Office of the Solicitor memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

5. **Documentation.** All uses of aircraft owned, leased, chartered or rented and operated by DOI must be documented and the documentation retained for at least two years.


B. The documentation for government aircraft used to support official travel must include Form OAS-110 or similar record, and be retained by the sponsoring bureau.

C. In addition to the documentation of government aircraft use, semi-annual reporting is required for travel by Senior Federal Officials, Senior Executive Branch officials, members of families of such officials, and any non-federal travelers. DOI bureaus shall submit a summary report for their bureau direct to GSA. The report requirement is defined in 41 CFR 101-37.408 **Reporting travel by senior Federal officials.** Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Travel Management Policy Division (MTT), 1800 F Street NW, Room G-219, Washington DC 20405 (FAX 202-501-0349). Agencies shall submit report data using the GSA spreadsheet for Senior Federal Travel (Sample in Appendix 8). Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report (Appendix 9). Agencies are responsible for collecting and maintaining all the detailed data required by 41 CFR 101-37.4, but are only required to report on some of the data.

1) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:

\(^{11}\)Special approvals are required on a trip-by-trip basis and be signed by the agency's senior legal official or his/her principal deputy. (See page 7, paragraph 11.C. of OMB Circular A-126.)
a) The traveler’s employing or sponsoring agency.
b) The first and last name of the traveler.
c) The total number of flights the traveler took during the reporting period.
d) The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.

2) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

3) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GSA or OMB but must be made available by the agency for review by properly cleared personnel. “
OTOH Circular No. A-126

May 22, 1992

Circular No. A-126

(Revised)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improving the Management and Use of Government Aircraft

1. Purpose
2. Authority
3. Background
4. Scope and Coverage
5. Definitions
6. Acquisition and Management
7. Use of Government Aircraft
8. Travel on Government Aircraft
9. Reimbursement for Use of Government Aircraft
10. Approving the Use of Government Aircraft
11. Approving Travel on Government Aircraft
12. Documenting the Use of Government Aircraft
13. Responsibilities
14. Accounting for Aircraft Costs
15. Effective Date
16. Information Contact

1. **Purpose.** This Circular is being issued to minimize cost and improve the management and use of government aviation resources. It prescribes policies to be followed by Executive Agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft.

2. **Authority.** This Circular is issued under the authority of the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and 31 U.S.C. 1344.

3. **Background.** The Office of Management and Budget has concluded that the government-wide policy guidance with respect to the use of government aircraft should be clarified to restrict the operation of government aircraft to defined official purposes; restrict travel on such aircraft; require special review of such travel on government aircraft by senior officials or non-Federal travelers in circumstances described hereafter; and codify policies for reimbursement for the use of government aircraft.

4. **Scope and Coverage.** This Circular applies to all government-owned, leased, chartered and rental aircraft and related services operated by Executive Agencies except for aircraft while in use by or in support of the President or Vice President.

5. **Definitions.** For purposes of this Circular, the following definitions apply.

   a. **Government aircraft** means any aircraft owned, leased, chartered or rented and operated by an Executive Agency.
b. **Mission requirements** means activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport of troops and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attaché-controlled aircraft, aeronautical research and space and science applications, and other such activities. For purposes of this Circular, mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.

c. **Official travel** means (i) travel to meet mission requirements, (ii) required use travel, and (iii) other travel for the conduct of agency business.

d. **Required use** means use of a government aircraft for the travel of an Executive Agency officer or employee, where the use of the government aircraft is required because of bona fide communications or security needs of the agency or exceptional scheduling requirements.

e. **Senior Federal officials** are persons:

   (i) employed at a rate of pay specified in or fixed according to subchapter II of chapter 53 of title 5 of the U.S. Code;

   (ii) employed in a position in an Executive Agency, including any independent agency, at a rate of pay payable for level I of the Executive Schedule or employed in the Executive Office of the President at a rate of pay payable for level II of the Executive Schedule;

   (iii) employed in a position in an Executive Agency that is not referred to in clause (i) (other than a position that is subject to pay adjustment under Section 1009 of Title 37 of the U.S. Code) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under section 5304 of title 5 of the U.S. Code (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of basic pay payable for the Senior Executive Service under Section 5382 of title 5 of the U.S. Code; or

   (iv) appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 of the U.S. Code or by the Vice President to a position under section 106(a)(1)(A), (B), or (C) of title 3 of the U.S. Code.

   Generally, these are persons employed by the White House and executive agencies, including independent agencies, at a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service. Exempted from this definition, for purposes of this Circular, are active duty military officers.

f. **Full coach fare** means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.

g. **Actual cost** means all costs associated with the use and operation of an aircraft. (See Attachment A for detailed definition.)
6. **Acquisition and Management.**

   a. The number and size of aircraft acquired by an agency and the capacity of those aircraft to carry passengers and cargo shall not exceed the level necessary to meet the agency's mission requirements.

   b. Agencies must comply with OMB Circular No. A-76 before purchasing, leasing or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

   c. Agencies shall review periodically the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with the requirements of OMB Circular No. A-76. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

   d. Agencies shall use their aircraft in the most cost effective way to meet their requirements.

7. **Use of Government Aircraft.** Agencies shall operate government aircraft only for official purposes. Official purposes include the operation of government aircraft for (i) mission requirements, and (ii) other official travel.

8. **Travel on Government Aircraft.** Government aircraft shall only be used for (i) official travel; or (ii) on a space available basis subject to the following policies:

   a. Official travel that is not also required use travel or to meet mission requirements shall be authorized only when:

      (i) No commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements within a 24 hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period) to fulfill effectively the agency requirement; or

      (ii) The actual cost of using a government aircraft is not more than the cost of using commercial airline or aircraft (including charter) service. When a flight is being made to meet mission requirements or for required use travel (and is certified as such in writing by the agency which is conducting the mission as required in Section 10.b.), secondary use of the aircraft for other travel for the conduct of agency business may be presumed to result in cost savings (i.e., cost comparisons are not required).

   b. Travelers may not use government aircraft on a "space available" basis unless:

      (i) The aircraft is already scheduled for use for an official purpose;

      (ii) Such "space available" use does not require a larger aircraft than needed for
the official purpose;

(iii) Such "space available" use results only in minor additional cost to the government; and

(iv) Reimbursement is provided as set forth in Section


a. For travel that is not required use travel:

(i) Any incidental private activities (personal or political) of an employee undertaken on an employee's own time while on official travel shall not result in any increase in the actual costs to the government of operating the aircraft.

(ii) The government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as provided in subsection (d) below).

b. For required use travel. The government shall be reimbursed as follows (except as may otherwise be required by subsection (d)) for required use travel:

(i) For a wholly personal or political trip, the full coach fare for the trip;

(ii) For an official trip during which the employee engages in political activities, the appropriate share of the full coach fare for the entire trip;

(iii) For an official trip during which the employee flies to one or more locations for personal reasons, the excess of the full coach fare of all flights taken by the employee on the trip over the full coach fare of the flights that would have been taken by the employee had there been no personal activities on the trip.

c. "Space available" travel. For "space available" travel other than for the conduct of agency business, whether on mission or other flights, the government shall be reimbursed at the full coach fare except (i) as authorized under 10 U.S.C. 4744 and regulations implementing the statute; and (ii) by civilian personnel and their dependents in remote locations (i.e., locations not reasonably accessible to regularly scheduled commercial airline service).

d. In any case of political travel, reimbursement shall be made in the amount required by law or regulation (e.g., 11 C.F.R. 106.3) if greater than the amount otherwise required by the foregoing reimbursement rules.

10. Approving the Use of Government Aircraft. The following policies apply to the procedures under which the use of government aircraft for official travel may be approved by the agency which owns or operates the aircraft:

a. Only an agency head, or officials designated by the agency head, may approve the use of agency aircraft for official travel.

b. Whenever a government aircraft used to fulfill a mission requirement is used also to transport senior Federal officials, members of their families or other non-
OMB Circular No. A-126

Federal travelers on a "space available" basis (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), the agency that is conducting the mission shall certify in writing prior to the flight that the aircraft is scheduled to perform a bona fide mission activity, and that the minimum mission requirements have not been exceeded in order to transport such "space available" travelers. In special emergency situations, an after-the-fact written certification by an agency is permitted.

c. Agencies that use government aircraft shall report semi-annually to GSA each use of such aircraft for non-mission travel by senior Federal officials, members of the families of such officials, and any non-Federal travelers (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute). Such reports shall be in a format specified by GSA and shall list all such travel conducted during the preceding six month period. The report shall include: (i) the name of each such traveler, (ii) the official purpose of the trip, (iii) destination(s), and (iv) for travel to which Section 8.a.(ii) applies, the appropriate allocated share of the full operating cost of each trip and the corresponding commercial cost for the trip. In addition, agencies shall report a summary of these data to OMB semi-annually in a format specified by GSA. (Reports on classified trips shall not be reported to GSA but must be maintained by the agency using the aircraft and available for review as authorized.)

11. **Approving Travel on Government Aircraft.** The following policies apply to the procedures under which travel on government aircraft may be approved by the agency which sponsors the travel:

a. **General approval requirements** - All travel on government aircraft must be authorized by the sponsoring agency in accordance with its travel policies and this Circular and, when applicable, documented on an official travel authorization. Where possible, such travel must be approved by at least one organizational level above the person(s) traveling. If review by a higher organizational level is not possible, another appropriate approval is required.

b. **Special approval requirements for required use travel** - Use of government aircraft for required use travel must be approved in advance and in writing. A Federal officer or employee must obtain written approval for all required use travel on a trip-by-trip basis from the agency’s senior legal official or his/her principal deputy, unless (1) in the case of an officer or employee who is not an agency head, the agency head has determined that all travel by the officer or employee or travel in specified categories qualifies as required use travel, or (2) in the case of an agency head, the President has determined that all travel, or travel in specified categories, by the agency head qualifies as required use travel. Any determination by an agency head that travel by an officer or employee of that agency qualifies as required use travel must be in writing and set forth the basis for that determination. In special emergency situations, an after-the-fact written certification by an agency is permitted.

Any agency head opting to determine that travel by an officer or employee may be required use travel shall establish written standards for determining when required use travel is permitted. Such travel is not permitted unless in conformance with such written standards.
c. **Special approval requirements for travel that is not to meet mission requirements or required use travel** - Use of government aircraft for such travel by the following categories of people must be authorized in advance and in writing:

(i) Senior Federal officials;

(ii) Members of families of such senior Federal officials; and

(iii) Non-Federal travelers.

Such authorizations must be approved on a trip-by-trip basis and be signed by the agency’s senior legal official or his/her principal deputy; or be in conformance with an agency review and approval system that has been approved by OMB. In special emergency situations, an after-the-fact written certification by an agency is permitted.

Travel by such individuals that is deemed to be official travel shall be subject to the same rules and conditions as any other official travel. Travel by such individuals that is not official travel is subject to the reimbursement requirements in Section 9.c. for "space available" travel.

12. **Documenting the Use of Government Aircraft.** All uses of government aircraft must be documented and this documentation must be retained for at least two years. At a minimum, the documentation of each use of government aircraft must include:

- The tail number of the plane used
- The date(s) used
- The name(s) of the pilot(s) and flight crew
- The purpose(s) of the flight
- The route(s) flown
- The names of all passengers

When government aircraft are used to support official travel, the documentation must also include evidence that the applicable provisions of this Circular have been satisfied.

13. **Responsibilities.**

a. All Executive Agency officials with statutory authority to procure aircraft will assure that:

(i) Their agency’s internal policies and procedures for procuring aircraft and related services are consistent with the requirements of OMB Circular No. A-76.

(ii) Their agency's aircraft programs comply with the internal control requirements of OMB Circular No. A-123 and that they are included in the agency’s Management Control Plan. Any material weaknesses in these programs are to be reported in the annual internal control reports to the President and the Congress.
Appendix 1

OMB Circular No. A-126

(iii) Their agency cooperates with the General Services Administration in the development of aircraft management policies and standards and in the collection of aircraft information.

(iv) Their agency has an aircraft information system that conforms to the generic data and reporting standards developed by GSA. Agencies that do not already have systems that conform to these standards are required to implement such systems within one year from the issuance of the GSA standards.

b. The Secretaries of Defense and "the uniformed services," the Secretary of State, and the Administrator of General Services shall incorporate the applicable policies in this Circular into the travel regulations which they promulgate for uniformed service, Foreign Service, and civilian employees, respectively. The necessary changes to these regulations should be issued no later than 180 days from the date of this Circular.

c. The Administrator of General Services shall maintain a single coordinating office for agency aircraft management. The responsibilities of this office shall include, but not be limited to, the following:

(i) Coordination of the development of effectiveness measures and standards, policy recommendations, and guidance for the procurement, operation, safety, and disposal of civilian agency aircraft;

(ii) Operation of a government-wide aircraft management information system;

(iii) Identification, for agencies and OMB, of opportunities: to share, transfer, or dispose of underutilized aircraft; to reduce excessive aircraft operations and maintenance costs; and to replace obsolete aircraft;

(iv) Development of generic aircraft information system standards and software;

(v) Other technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting the cost analyses required by this Circular;

(vi) Review of proposed agency internal aircraft policies for compliance with OMB guidance and notification to OMB of any discrepancies; and

(vii) Conduct of an annual study of the variable and fixed costs of operating the different categories of government aircraft and dissemination of the results for use in making the cost comparisons required in Section 8.a.(ii) and reporting the trip costs as required in Section 10.c.

In order to carry out these responsibilities, the Administrator of General Services shall maintain an interagency aviation policy working group to advise him in developing or changing aircraft policies and information requirements.

d. Except for provisions of this Circular which specify their own implementation dates, each agency head shall issue internal agency directives to implement this Circular no later than 180 days from the date of the Circular. These internal
agency directives must include all policies contained in this Circular, but may also contain additional policies unique to the agency. Responsibility for these policies shall be assigned to a senior management official who has the agency-wide authority and resources to implement them.

14. **Accounting for Aircraft Costs.** Agencies must maintain systems for their aircraft operations which will permit them to: (i) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (ii) recover the costs of operating government aircraft when appropriate; (iii) determine the cost effectiveness of various aspects of their aircraft programs; and (iv) conduct the cost comparisons required by OMB Circular A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. Although agency accounting systems do not have to be uniform in their design or operation to comply with this Circular, they must accumulate costs which can be summarized into the standard Aircraft Program Cost Elements defined in Attachment B. The use of these elements to account for aircraft costs is discussed in Attachment A.

15. **Effective Date.** This Circular is effective on publication.

16. **Information Contact.** All inquiries should be addressed to the General Management Division, Office of Management and Budget, telephone number (202) 395-5090.

Richard Darman
Director

Attachments
ACCOUNTING FOR AIRCRAFT COSTS

The costs associated with agency aircraft programs must be accumulated to: (1) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (2) recover the costs of operating government aircraft when appropriate; (3) determine the cost effectiveness of various aspects of agency aircraft programs; and (4) conduct the cost comparisons required by OMB Circular No. A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program costs into the Standard Aircraft Program Cost Elements defined in Attachment B. The remainder of this Attachment presents guidance for accomplishing each of these purposes.

Justify Use of Aircraft

The cost comparison to justify the use of a government aircraft for a proposed trip under Section 8.a. (ii) of this Circular should be made prior to authorizing the use of the aircraft for that trip. Agencies that propose to use their aircraft to support recurring travel between locations are encouraged to develop standard trip cost justification schedules. These schedules would summarize the projected costs of using one or more specific types of agency aircraft to travel between selected locations as compared to using commercial aircraft (including charter) or airline service between those locations. Comparative costs for varying passenger loads would also be shown. Agencies that chose to use this approach would be able to see at a glance the minimum number of official travelers needed to justify the use of a particular aircraft or aircraft type for a trip between locations on the schedule. Agencies that are not able to use such schedules are required to do a cost justification on a case by case basis.

To make the cost comparisons necessary to justify the use of a government aircraft, the agency must compare the actual cost of using a government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a government aircraft is either: (a) the amount that the agency will be charged by the organization that provides the aircraft, (b), if the agency operates its own aircraft, the variable cost of using the aircraft; or (c), if the agency is not charged for the use of an aircraft owned by another agency, the variable cost of using the aircraft as reported to it by the owning agency.

Agencies should develop a variable cost rate for each aircraft or aircraft type (i.e., make and model) in their inventories before the beginning of each fiscal year. These rates should be developed as follows:

1. Accumulate or allocate to the aircraft or aircraft type all historical costs (for the previous 12 months) grouped under the variable cost category defined in Attachment B. These costs should be obtained from the agency's accounting system.

2. Adjust the historical variable costs from Step 1 for inflation and for any known upcoming cost changes to project the new variable cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Divide the total projected variable costs of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the projected variable cost or usage rate (per flying hour).
To compute the variable cost of using an agency’s own aircraft for a proposed trip, multiply the variable cost rate computed in Step 3 (above) by the estimated number of flying hours for the trip. The number of flying hours should include all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations, if no follow-on trip is scheduled. If a follow-on trip requires any repositioning time, it should be charged with that time. If one aircraft mission (i.e., a series of flights scheduled sequentially) supports multiple trips, the use of the aircraft for the total mission may be justified by comparing the actual cost of the entire mission to the commercial aircraft (including charter) or airline costs for all the component trips.

The cost of using commercial airline or aircraft services for the purpose of justifying the use of government aircraft must:

1. Be the current government contract fare or price or the lowest fare or price known to be available for the trip(s) in question;

2. Include, as appropriate, any differences in the costs of any additional ground or air travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the government, including benefits) between the two options; and

3. Only include costs associated with passengers on official business. Costs associated with passengers traveling "space available" may not be used in the cost comparison.

Recover Cost of Operation

Under the Economy Act of 1932, as amended, (31 U.S.C.S. 1535), and various acts appropriating funds or establishing working funds to operate aircraft, agencies are required to recover the costs of operating their aircraft for use by other agencies, other governments (e.g., state, local, or foreign), or non-official travelers. Depending on the statutory authorities under which its aircraft were obtained or are operated, an agency may use either of two methods for establishing the rates charged for using its aircraft: (1) the full cost recovery rate or (2), the variable cost recovery rate.

The full cost recovery rate for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft or aircraft type is described under the previous paragraph "Justify Use of Aircraft." The fixed cost rate for an aircraft or aircraft type is computed as follows:

1. Accumulate from the agency’s accounting system the fixed costs listed in Attachment B that are directly attributable to the aircraft or aircraft type (e.g. crew costs-fixed, maintenance costs-fixed, and aircraft lease-fixed).

2. Adjust the historical fixed costs from Step 1 for inflation and for any known upcoming cost changes to project the new fixed cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Add to the adjusted historical fixed costs amounts representing self insurance costs and the annual depreciation or replacement costs, as described in Attachment B.
4. Allocate operations and administrative overhead costs to the aircraft or aircraft type based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.

5. Compute a fixed cost recovery rate for the aircraft or aircraft type by dividing the sum of the projected directly attributable fixed costs (from Step 3) and the allocated fixed costs (from Step 4) by the annual flying hours projected for the aircraft or aircraft type.

To compute the full cost of using a government aircraft for a trip, add the variable cost rate for the aircraft or aircraft type to the corresponding fixed cost rate (computed in Step 5 above) and multiply the result by the estimated number of flying hours for the trip using the proposed aircraft.

The **variable cost recovery rate** for an aircraft or aircraft type is the same as the variable cost or usage rate described under the previous paragraph "Justify Use of Aircraft." If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft separately from the appropriation which supports the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly or flying hour basis.

**Determine Aircraft Program Cost Effectiveness**

Although cost data are not the only measures of the effectiveness of an agency's aircraft program, they can be very useful in identifying opportunities to reduce aircraft operational costs. These opportunities might include changing maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel efficient and have lower operations and maintenance costs.

The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile for certain types of aircraft costs. These measures may be developed using the Standard Aircraft Cost Elements and include, but are not limited to: maintenance costs/flying hour, fuel and other fluids cost/flying hour, accident repair costs/flying hour (or per aircraft), and variable cost/passenger mile.

The Administrator of General Services should coordinate the development of specific cost effectiveness measures with an interagency aircraft policy working group.

**Justify In-House Operation**

OMB Circular No. A-76, "Performance of Commercial Activities," requires Federal agencies to conduct cost comparisons of commercial activities they operate and, where appropriate, to determine the most economical way to perform the work -- whether by private commercial source or using in-house government resources. The guidelines for conducting these cost comparisons are presented in the Supplement to the Circular.
STANDARD AIRCRAFT PROGRAM COST ELEMENT DEFINITIONS

VARIABLE COSTS

The variable costs of operating aircraft are those costs that vary depending on how much the aircraft are used. The specific variable cost elements include:

**Crew costs - variable** - The crew costs which vary according to aircraft usage consist of travel expenses (particularly reimbursement of subsistence (i.e., per diem and miscellaneous expenses), overtime charges, and wages of crew members hired on an hourly or part-time basis.

**Maintenance costs - variable** - Unscheduled maintenance and maintenance scheduled on the basis of flying time vary with aircraft usage and, therefore, the associated costs are considered variable costs. In addition to the costs of normal maintenance activities, variable maintenance costs shall include aircraft refurbishment, such as painting and interior restoration, and costs of or allowances for performing overhauls and modifications required by service bulletins and airworthiness directives. If they wish, agencies may consider all of their maintenance costs as variable costs and account for them accordingly. Otherwise, certain maintenance costs will be considered fixed as described in a subsequent paragraph. Variable maintenance costs include the costs of:

- **Maintenance labor - variable** - This includes all labor (i.e., salaries and wages, benefits, travel, and training) expended by mechanics, technicians, and inspectors, exclusive of labor for engine overhaul, aircraft refurbishment, and/or repair of major components.

- **Maintenance parts - variable** - This includes cost of materials and parts consumed in aircraft maintenance and inspections, exclusive of materials and parts for engine overhaul, aircraft refurbishment, and/or repair of major components.

- **Maintenance contracts - variable** - This includes all contracted costs for unscheduled maintenance and for maintenance scheduled on a flying hour basis or based on the condition of the part or component.

- **Engine overhaul, aircraft refurbishment, and major component repairs** - These are the materials and labor costs of overhauling engines, refurbishing aircraft, and/or repairing major aircraft components.

**NOTE 1:** In general, the flight hour cost is computed by dividing the costs for a period by the projected hours flown during the period. However, when computing the flight hour cost factor for this cost category, divide the total estimated cost for the activities in this category (e.g., overhaul, refurbishment and major repairs) by the number of flight hours between these activities.

**NOTE 2:** Separate cost or reserve accounts for engine overhaul, aircraft refurbishment, major component repairs, and other maintenance cost elements, may, at the agency's discretion, be identified and quantified separately for mission-pertinent information purposes. Reserve accounts are generally used when the aircraft program is funded through a working capital or revolving fund.

**Fuel and other fluids** - The costs of the aviation gasoline, jet fuel, and other fluids (eg. engine oil, hydraulic fluids and water-methanol) consumed by aircraft.
Lease costs - variable - When the cost of leasing an aircraft is based on flight hours, the associated lease or rental costs are considered variable costs.

Landing and tie down fees - Landing fees and tie down fees associated with aircraft usage are considered variable costs. Tie down fees for storing an aircraft at its base of operations should be considered part of operations overhead, a fixed cost.

FIXED COSTS

The fixed costs of operating aircraft are those that result from owning and support the aircraft and that do not vary according to aircraft usage. The specific fixed cost elements include:

Crew costs - fixed - The crew costs which do not vary according to aircraft usage consist of salaries, benefits, and training costs. This includes the salaries, benefits, and training costs of crew members who also perform minimal aircraft maintenance. Also included in fixed crew costs are the costs of their charts, personal protective equipment, uniforms, and other personal equipment.

Maintenance costs - fixed - This cost category includes certain maintenance and inspection activities which are scheduled on a calendar interval basis and take place regardless of whether or how much the aircraft are flown. Agencies are encouraged to simplify their accounting systems and account for all maintenance costs as variable costs. However, if they wish, agencies may account for the following costs as fixed costs:

Maintenance labor - fixed - This includes all projected labor expended by mechanics and inspectors associated with maintenance scheduled on a calendar interval basis. This does not include variable maintenance labor or work on items having a TBO or retirement life.

This category also includes costs associated with unallocated maintenance labor expenses, i.e., associated salaries, benefits, travel expenses and training costs. These costs should be evenly allocated over the number of the aircraft in the fleet.

Maintenance parts - fixed - This includes all parts and consumables used for maintenance scheduled on a calendar basis.

Maintenance contracts - fixed - This includes all contracted costs for maintenance or inspections scheduled on a calendar basis.

Lease costs - fixed - When the cost of leasing an aircraft is based on a length of time (e.g., days, weeks, months, or years) and does not vary according to aircraft usage, the associated leased costs are considered fixed costs.

Operations overhead - These include all costs, not accounted for elsewhere, associated with direct management and support of the aircraft program. Examples of such costs include: personnel costs (salaries, benefits, travel, uniform allowances, training, etc.) for management and administrative personnel directly responsible for the aircraft program; building and ground maintenance; janitorial services; lease or rent costs for hangers and administrative buildings and office space; communications and utilities costs; office supplies and equipment; maintenance and depreciation of support equipment; tie down fees for aircraft located on base; and miscellaneous operational support costs.

Administrative overhead - These costs represent a pro-rated share of salaries, office
supplies and other expenses of fiscal, accounting, personnel, management, and similar common services performed outside and the aircraft program but which support this program. For purposes of recovering the costs of operations, agencies should exercise their own judgment as to the extent to which aircraft users should bear the administrative overhead costs. Agencies may, for example, decide to charge non-agency users a higher proportion of administrative overhead than agency users. For purposes of A-76 cost comparisons, agencies should compute the actual administrative costs that would be avoided if a decision is made to contract out the operation under study.

**Self-insurance costs** - Aviation activity involves risks and potential casualty losses and liability claims. These risks are normally covered in the private sector by purchasing and insurance policy. The government is self-insuring; the Treasury's General Fund is charged for casualty losses and/or liability claims resulting from accidents. For the purposes of analyses, government managers will recognize a cost for "self-insurance" by developing a cost based on rates published in OMB Circular No. A-76.

**Depreciation** - Depreciation represents the cost or value of ownership. Aircraft have a finite useful economic or service life. Depreciation is the method used to spread the cost of the purchase price, less residual value, over an asset's useful life. A-76 provides guidance on computing depreciation charges to be used in computing the fixed costs of an aircraft or aircraft program. Although these costs are not direct outlays in the sense of most other aircraft costs, it is important to recognize them for A-76 cost comparison purposes and when replenishing a working capital fund by recovering the full cost of aircraft operations. Depreciation costs depend on aircraft acquisition or replacement costs, useful life, and residual or salvage value. To calculate the cost of depreciation that shall be allocated to each year, subtract the residual value from the total of the acquisition cost plus any capital improvements and, then, divide by the estimated useful life of the asset.

**OTHER COSTS**

There are certain other costs of the aircraft program which should be recorded but are not appropriate for inclusion in either the variable or fixed cost categories for the purposes of justifying aircraft use or recovering the cost of aircraft operations. These costs include:

**Accident repair costs** - These costs include all parts, materials, equipment and maintenance labor related to repairing accidental damage to airframes or aircraft equipment. Also included are all accident investigation costs.

**Aircraft costs** - This is the basic aircraft inventory or asset account used as the basis for determining aircraft depreciation charges. These costs include the cost of acquiring aircraft and accessories, including transportation and initial installation. Also included are all costs required to bring aircraft and capitalized accessories up to fleet standards.

**Cost of Capital** - The cost of capital is the cost to the Government of acquiring the funds necessary for capital investments. The agency shall use the borrowing rate announced by the Department of Treasury for bonds or notes whose maturities correspond to the useful life of the asset.
Fiscal Responsibility and Reducing Perquisites

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503
April 19, 1993

THE DIRECTOR

BULLETIN NO. 93-11

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Responsibility and Reducing Perquisites


2. Background. On Friday February 10, 1993 the President signed three memoranda to Executive Departments instructing them to curtail use of Government vehicles, government aircraft, executive dining facilities and conferences. These memoranda instruct the Office of Management and Budget to issue any necessary directives and plans to implement the policies and to monitor compliance.

3. Coverage. This Bulletin applies to all Executive Departments and Agencies.

4. Policy. As American taxpayers are being asked to make a contribution to reducing the deficit it is imperative that we not spend their hard-earned tax dollars in ways that may appear to be improper. Specific policy guidance and definitions are attached to this bulletin covering the use of government vehicles and aircraft, executive dining facilities and conferences.

5. Action Requirements. It is the responsibility of every Department and agency to ensure compliance with the President’s policies and attached guidance both in spirit and in fact.

6. Effective Date. The provisions of this Bulletin are effective upon issuance.

7. Information Contact: Inquiries should be directed to the person named in the attachments.

Leon E. Panetta
Director
Fiscal Responsibility and Reducing Perquisites

Use of Government Aircraft

Policy: The taxpayers should pay no more than necessary to transport Government officials. In general, government aircraft shall not be used for nongovernmental purposes. When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available.

Scope and Coverage: This guidance applies to Executive Departments and agencies.

Definitions: For purposes of this guidance, definitions for “government aircraft,” “full coach fare,” “reasonably available,” and “official travel” are the same as defined in OMB Circular a-126. In addition:

Aircraft configured for passenger use means fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the aircraft flight crew, whether or not the seats are normally installed in the aircraft. This designation is made based on capability, not on use. In the case of the Department of Defense and the Coast Guard, this designation means fixed-wing “Operational Support Aircraft” (OSA).

Senior Executive Branch Officials mean civilian officials appointed by the President with the advice and consent of the Senate and Civilian employees of the Executive Office of the President (EOP).

Actions:

a. Agencies may authorize the use of government aircraft by Executive Branch officials and employees only for travel to meet mission requirements or other travel for the conduct of agency business and then only when commercial airline or aircraft (including charter) service is not reasonably available, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization shall be granted in accordance OMB Circular A-126.

b. Agencies shall report all uses of government aircraft by Senior Executive Branch Officials, including for mission travel. In addition to information on non-mission travel by Senior Federal officials and others already reported under OMB Circular A-126, these reports must include the amount of reimbursement collected for travel by Senior Executive Branch Officials. As provided in the Presidents February 10 memorandum, documentation of use of government aircraft by Senior Executive Branch Officials must be “disclosed to the public upon request unless classified.”

c. The Administrator of General Services shall modify the current guidance on agency reports on non-mission uses of government aircraft to incorporate the additional requirements in subparagraph b. above. The revised guidance should be issued no later than 60 days from the date of this Bulletin.

d. The Administrator of General Services shall evaluate the reports on agencies’ continuing need for aircraft configured for passenger use in the context of the aircraft inventory data and other information maintained by GSA and shall provide OMB the results of such evaluation.

Exceptions:

a. The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau
Fiscal Responsibility and Reducing Perquisites

of Investigation, and the Director of the Central Intelligence may use government aircraft for travel other than (1) to meet mission requirements or (2) for the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

b. “Space Available” travel shall continue to be authorized consistent with the provisions of OMB Circular A-126.

**Reporting:** Not later than 45 days from the issuance of this guidance, agencies shall report on their continuing need for aircraft configured for passenger use. These reports will be provided in the format and according to instructions given in Exhibit 3A. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.

Contact: Jack Kelly, OMB, (202) 395-6106.

Attachments

Exhibit 3A
Exhibit 3B
Fiscal Responsibility and Reducing Perquisites

Agency Report on the Continuing Need for Aircraft Configured for Passenger Use

The February 10, 1993 Presidential memorandum on “Restricted Use of Government Aircraft” requires agencies to report to OMB on their continuing need for aircraft configured for passenger use. For purposes of meeting this requirement such aircraft have been defined to be “fixed-wing aircraft equipped with seats capable of carrying four or more passengers, in addition to the pilot and other members of the flight crew, whether or not the seats are normally installed in the aircraft.” To meet this requirement, agencies shall:

1. Submit a copy of the agency’s 1992 FAMIS inventory list (or the 1991 list if 1992 is not available) annotated as follows:
   a. Mark the list to indicate all changes in location and mission that have occurred since the list was published as well as the “Del. Dt.” Column for aircraft removed from inventory. For aircraft removed from the inventory, note the type of disposal (e.g., transfer, sale, donation, etc.) and to whom title was transferred, in addition to the data deleted from the inventory.
   b. Amend the FAMIS list to add any aircraft acquired since the FAMIS list was published or aircraft that are included in the agency’s property records that were not reported to FAMIS. Such aircraft might include aircraft that are in non-operational status, e.g., storage, and seized or forfeited aircraft that have been acquired subsequently for agency use. Do not list aircraft that are on loan to a state or local government or seized or forfeited aircraft which the agency has not acquired for use.

2. For each aircraft on the annotated FAMIS list that is configured for passenger use, mark “P” in the left margin next to the Aircraft Type.

3. For other aircraft, mark “NP” in the left margin next to the Aircraft Type.

4. List the Aircraft Type and FAA No. (i.e., “tail number”) for each aircraft marked “P” on the FAMIS report on the separate “Report on Aircraft Configured for Passenger Use,” the format for which is provided as Exhibit 3B, and provide the remaining information as follows:
   a. Passenger Capacity, Designed and Normal – indicate in the appropriate columns the number of passenger seats that the aircraft is designed or capable of holding (including seats that are designed to be moved in on an as needed basis) and the number of seats the aircraft carries normally.
   b. Annual Hours Flown – indicate the number of hour’s aircraft was flown in 1991, 1992, and thus far in 1993.
   c. 1992 Operating Costs – indicate the total operating costs for the aircraft in FY 1992. These costs should include the total of both the variable and fixed cost elements defined in OMB Circular A-126.

5. For each aircraft listed on the “Report on Aircraft Configured for Passenger Use,” provide a paragraph justifying the use of the aircraft. Justifications are:

   (1) commercial aircraft or aircraft services are unable to meet the agency’s need; or
   (2) the agency can operate its aircraft at lower cost than it can acquire the comparable service from commercial sources.

Each of these justifications should be explained in sufficient detail and the agency should provide copies of any reports or other analyses that support them. If several aircraft are justified on the same grounds, they may be grouped together and justified in the same paragraph.
6. Submit the annotated FAMIS list, the “Report on Aircraft Configured for Passenger Use,” and the justification paragraphs to OMB by April 12, 1993. Agencies shall provide GSA with a copy of their reports concurrent with providing them to OMB.
## Report on Aircraft Configured for Passenger Use

**Department______________________________**

**Agency/Bureau______________________________**

<table>
<thead>
<tr>
<th>Aircraft Type</th>
<th>FAA No.</th>
<th>Passenger Capacity</th>
<th>Annual Hours Flown</th>
<th>1992 Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Agency Contact______________________________**

**Phone______________________________**
Use of Government-Owned and Operated Aircraft

United States Department of the Interior
OFFICE OF THE SOLICITOR
Washington, D.C. 20240

December 23, 1999

Memorandum

To: Director, Office of Aircraft Services,
   Policy, Management and Budget

From: Robert S. More, Associate Solicitor
   Division of Administration

Subject: Use of Government-Owned and Operated Aircraft

Pursuant to OMB Circular A-126 and 41 C.F.R. Subpart 101-37.4, approval by the Solicitor or Deputy Solicitor is required for the use of government aircraft by senior Federal officials, members of their families, and non-Federal travelers. (The term "senior Federal officials" includes any departmental employee whose pay is equal to or greater than the minimum rate of basic pay for the Senior Executive Service.) This memorandum is a reminder of the procedures that Bureaus and Offices within the Department should use in requesting such approval. Please distribute this memorandum to all affected organizations.

Requests for approval of government aircraft travel should be submitted to this office (Office of the Solicitor, Division of Administration) using form OAS-110, or its equivalent. Detailed cost information should be provided for all applicable categories, including ground transportation costs, employee diem, hourly flights rates, and crew standby charges. If the cost comparison shows that the travel method chosen is not the most cost-effective of the options available, additional detailed information should be provided showing why a less cost-effective method was chosen. For example, if use of a commercial airline, although cheaper, would not allow the travelers to make their meeting schedule, a statement to that effect should be provided, along with an explanation as to why the meeting schedule could not be changed to take advantage of the cheaper travel method.

Completed requests for approval should be sent to this office by mail (MS 7456-MIB) or facsimile (202-219-6780) at least five work days prior to the scheduled travel. This will allow sufficient time for review, surnaming, and approval or disapproval of the request by the Solicitor or Deputy Solicitor. This office will notify the requesting organization promptly upon receipt of approval or disapproval from the Solicitor or Deputy Solicitor.

Questions concerning this memorandum maybe directed to Pat Taborn at 202-208-6538.
Sec. 101-37.000 Scope of part.
Subpart 101-37.1--Definitions

101-37.100 Definitions.

Subpart 101-37.2--Accounting for Aircraft Costs
101-37.200 General.
101-37.201 Standard aircraft program cost elements.
101-37.202 Policy.
101-37.203 [Reserved]
101-37.204 Operations cost recovery methods.
101-37.205 Aircraft program cost effectiveness.

Subpart 101-37.3--Cost Comparisons for Acquiring and Using Aircraft
101-37.300 General.
101-37.301 Applicability.
101-37.302--101-37.303 [Reserved]
101-37.304 Variable cost rate.
101-37.305 Acquisition and management.

Subpart 101-37.4--Use of Government-Owned and -Operated Aircraft
101-37.400 General.
101-37.401 [Reserved]
101-37.402 Policy.
101-37.403 Reimbursement for the use of Government aircraft.
101-37.404 approving the use of Government aircraft for transportation of passengers.
101-37.405 approving travel on Government aircraft.
101-37.406 Justification of the use of Government aircraft for transportation of passengers.
101-37.407 Documentation.
101-37.408 Reporting travel by senior Federal officials.

Subpart 101-37.5--Management Information Systems (MIS)
101-37.500 General.
101-37.501 [Reserved]
101-37.502 GSA MIS responsibilities.
101-37.503 Reporting responsibilities.
101-37.504 Reports.
101-37.505 Aircraft used for sensitive missions.
101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Subpart 101-37.6--Management, Use, and Disposal of Government Aircraft Parts
Public Contracts and Property Management

101-37.600 What does this subpart do?
101-37.601 What responsibilities does the owning/operating agency have in the management and use of Government aircraft parts?
101-37.602 Are there special requirements in the management, use, and disposal of military Flight Safety Critical Aircraft Parts (FSCAP)?
101-37.603 What are the owning/operating agency's responsibilities in reporting excess Government aircraft parts?
101-37.604 What are the procedures for transferring and donating excess and surplus Government aircraft parts?
101-37.605 What are the receiving agency's responsibilities in the transfer and donation of excess and surplus Government aircraft parts?
101-37.606 What are the GSA approving official's responsibilities in transferring and donating excess and surplus Government aircraft parts?
101-37.607 What are the State Agency's responsibilities in the donation of surplus Government aircraft parts?
101-37.608 What are the responsibilities of the Federal agency conducting the sale of Government aircraft parts?
101-37.609 What are the procedures for mutilating unsalvageable aircraft parts?
101-37.610 Are there special procedures for the exchange/sale of Government aircraft parts?

Subparts 101-37.7--101-37.10 [Reserved]

Subpart 101-37.11--Aircraft Accident and Incident Reporting and Investigation
101-37.1100 What are my general responsibilities for aircraft accident and incident reporting and investigation?
101-37.1101 What aircraft accident and incident response planning must I do?
101-37.1102 When must I give initial notification of an aircraft accident, incident, or overdue aircraft?
101-37.1103 What information must I give in an initial notification of an aircraft accident, incident, or overdue aircraft?
101-37.1104 What are my responsibilities for preserving aircraft wreckage, cargo, mail, and records resulting from aircraft accidents and incidents?
101-37.1105 What must I report regarding an aircraft accident, incident, or overdue aircraft?
101-37.1106 What must I do when the NTSB investigates an accident or incident involving my aircraft?
101-37.1107 What must I do if I observe a condition, act, maintenance problem, or circumstance that has the potential to cause an aviation related mishap?
101-37.1108 Why is it important that I be provided aircraft accident/incident related guidance in the form of this subpart, in addition to that found in 49 CFR parts 830 and 831?
101-37.1109 What training must I have to participate in an NTSB investigation?

Subparts 101-37.12--Federal Agency Aviation Safety Program
101-37.1200 General.
101-37.1201 Applicability.
101-37.1202 Agency aviation safety responsibilities.
101-37.1203 Aviation safety manager qualifications.
101-37.1204 Program responsibilities.
Public Contracts and Property Management

101-37.1205 Program elements.
101-37.1206 Aviation safety council.
101-37.1207 Inspections and evaluations.
101-37.1208 Hazard reporting.
101-37.1209 Aircraft accident and incident investigation and reporting.
101-37.1210 Education and training.
101-37.1211 Aviation protective equipment.
101-37.1212 Aircrew qualification and certification.
101-37.1213 Aircraft accident and incident database.
101-37.1214 Aviation safety awards program.

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms
101-37.1400 General.
101-37.1401 GSA forms availability.

Authority: Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c); the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1970; Executive Order 11541; and OMB Circular No. A-126 (Revised May 22, 1992).

Source: 56 FR 5356, Feb. 11, 1991, unless otherwise noted.

Sec. 101-37.000 Scope of part.

(a) The provisions of this part prescribe policies and procedures
And make recommendations for executive agencies governing the efficient and effective
management and utilization of Government-owned, leased, chartered and rented aircraft and
related support services.

(b) Agencies are responsible for establishing clear accountability for aircraft management at a
senior management level.


Sec. 101-37.100 Definitions.

In part 101-37, the following definitions apply:

Acquisition date means the date the agency acquired the asset.

Acquisition value means the value initially recorded on agency property records and/or
accounting records at the time of acquisition. If the aircraft is acquired through an interagency
transfer, the acquisition value is the greater of the aircraft net book value plus the cost of
returning the aircraft to an airworthy, mission ready condition or the commercial retail value of
that aircraft in average condition. If it is a military aircraft without a commercial equivalent, the
acquisition value is equal to the scrap value plus the cost of returning the aircraft to an
airworthy, mission ready condition.
Public Contracts and Property Management

Actual cost means all costs associated with the use and operation of an aircraft as specified in Sec. 101-37.406(b).

Agency aircraft means an aircraft, excluding aircraft owned by the Armed Forces, which is: (1) owned and operated by any executive agency or entity thereof, or (2) exclusively leased, chartered, rented, bailed, contracted and operated by an executive agency.

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage.

Aircraft part means any part, component, system, or assembly primarily designated for aircraft.

Bailed aircraft means any aircraft borrowed by a department or agency from the Department of Defense (DOD), State or local government, or other non-Federal entity.

Capital asset means any tangible property, including durable goods, equipment, buildings, facilities, installations, or land, which:

(1) Is leased to the Federal Government for a term of 5 or more years; or
(2) In the case of a new asset with an economic life of less than 5 years, is leased to the Federal Government for a term of 75 percent or more of the economic life of the asset; or
(3) Is built for the express purpose of being leased to the Federal Government; or
(4) Clearly has no alternative commercial use; e.g., special-purpose Government installation.

Charter aircraft means a one time procurement for aviation resources and associated services.

Civil aircraft means any aircraft other than a public aircraft.

Contract aircraft means aircraft procured for an agency's exclusive use for a specified period of time in accordance with the requirements of the Federal Acquisition Regulation (FAR) 48 CFR Chapter 1 or other applicable procurement regulations.

Criticality Code is the one-digit code assigned by Department of Defense to designate an aircraft part as a Flight Safety Critical Aircraft Part (FSCAP).

Deep cover aircraft means an agency aircraft that is utilized to gather information for law enforcement purposes. This aircraft does not display any agency markings. Although the registration filed with the Federal Aviation Administration (FAA) may indicate ownership by persons other than the owning or using agency, actual ownership will be maintained by the owning Federal agency.

Fatal injury means any injury which results in death within 30 days of the accident.

Fixed costs means the costs of operating aircraft that result from owning and supporting the aircraft and do not vary according to aircraft usage. For specific fixed aircraft program cost information, see Sec. 101-37.201(b).

Flight Safety Critical Aircraft Part (FSCAP) means any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shut-down resulting in an unsafe condition.

Forfeited aircraft means an aircraft acquired by the Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States.

Full coach fare means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred.

Government aircraft means any aircraft owned, leased, chartered or rented and operated by an executive agency.
Head of executive agency means the head of a Department, agency, bureau, or independent establishment in the executive branch, including any wholly owned Government corporation, or an official designated in writing to act on his or her behalf.

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Intelligence agencies refers to the following agencies or organizations within the intelligence community:

1. Central Intelligence Agency;
2. National Security Agency;
3. Defense Intelligence Agency;
4. Offices with the Department of Defense for the collection of specialized national foreign intelligence through reconnaissance programs;
5. The Bureau of Intelligence and Research of the Department of State;
6. Intelligence elements of the Army, Navy, Air Force, Marine Corps, Federal Bureau of Investigation, Drug Enforcement Administration, Department of the Treasury, and Department of Energy; and
7. The staff elements of the Director of Central Intelligence.

Investigator-in-charge means the investigator who organizes, conducts, and controls the field phase of the investigation. This investigator shall assume responsibility for the supervision and coordination of all resources and the activities of all personnel involved in the on-site investigation.

Lease purchase aircraft means a leased aircraft for which the Government holds an option to purchase.

Leased aircraft means an aircraft that the Government has a contractual right to use for a specific period of time.

Loaned aircraft means an aircraft owned by a Department or independent office which is on loan to a State, cooperator, or other entity.

Military surplus aircraft part is an aircraft part that has been released as surplus by the military, even if subsequently resold by manufacturers, owner/operators, repair facilities, or any other parts supplier.

Mission requirements mean activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport of troops and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attaché-controlled aircraft, aeronautical research and space and science applications, and other such activities. Mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits. Routine site visits are customary or regular travel to a location for official purposes.

Net book value means the acquisition value plus the cost of capital improvements minus accumulated depreciation.

Non-operational aircraft means an owned, leased, lease purchased, or bailed aircraft that cannot be flown or operated by the owning or using agency for an extended period (6 months or more).

Official travel means travel for the purpose of mission requirements, required use travel, and other travel for the conduct of agency business.

Operational aircraft means an owned, leased, lease purchased, or bailed aircraft that is flown and operated or capable of being flown and operated by the owning or using agency.
Public Contracts and Property Management

Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

Owned aircraft means aircraft registered to a Department or an independent agency in conformity with the regulations of the Federal Aviation Administration of the Department of Transportation (14 CFR Chapter 1, Part 47) or in conformity with appropriate military regulations.

Owning agency means any executive agency, including any wholly owned Government corporation, having accountability for owned aircraft. This term applies when an executive agency has authority to take possession of, assign, or reassign the aircraft regardless of which agency is the using agency.

Production approval holder is the holder of a Federal Aviation Administration Production Certificate (PC), Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) who controls the design and quality of a product or part thereof, in accordance with Part 21 of the Federal Aviation Regulations (14 CFR 21.305).

Reasonably available means commercial airline or aircraft (including charter) is able to meet the traveler's departure and/or arrival requirements within a 24-hour period (unless the traveler demonstrates that extraordinary circumstances require a shorter period of time).

Rental aircraft means aviation resources or services procured through a standing ordering agreement which is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and contractor that contains: (1) terms and clauses applying to future contracts (orders) between parties during its term, (2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders.

Replacement means the process of acquiring property specifically to be used in place of property which is still needed but will no longer adequately perform all the tasks for which it was used.

Required use means use of a Government aircraft for the travel of an executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements. An example of a bona fide communications requirement is having to maintain continuous 24-hour secure communications with the traveler. Bona fide security requirements include, but are not limited to, life threatening circumstances. Exceptional scheduling requirements include emergencies and other operational considerations which make commercial transportation unacceptable.

Residual value means the estimated value of an asset at the conclusion of its useful life, net of disposal costs. It is the dollar value below which the asset will not be depreciated. Residual value is established at the time of acquisition.

Seized aircraft means an aircraft that has been confiscated by the Federal Government either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States and whose care and custody will be the responsibility of the Federal Government until final ownership is determined by judicial process.

Senior executive branch official means civilian officials appointed by the President with the advice and consent of the Senate and civilian employees of the Executive Office of the President (EOP).

Senior Federal official means a person:

(1) Employed at a rate of pay specified in, or fixed according to, subchapter II of chapter 53 of title 5 of the United States Code;
Public Contracts and Property Management

(2) Employed in a position in an executive agency, including any independent agency, at a rate of pay payable for level I of the Executive Schedule or employed in the Executive Office of the President at a rate of pay payable for level II of the Executive Schedule;

(3) Employed in an executive agency position that is not referred to in paragraph (1) of this definition, (other than a position that is subject to pay adjustment under 37 U.S.C. 1009) and for which the basic rate of pay, exclusive of any locality-based pay adjustment under 5 U.S.C. 5304 (or any comparable adjustment pursuant to interim authority of the President), is equal to or greater than the rate of the basic pay payable for the Senior Executive Service under 5 U.S.C. 5382; or

(4) Appointed by the President to a position under 3 U.S.C. 105(a) (2) (A), (B), or (C) or by the Vice President to a position under 3 U.S.C. 106(a) (1) (A), (B), or (C). Generally, a senior Federal official is employed by the White House or an executive agency, including an independent agency, at a rate of pay equal to or greater than the minimum rate of basic pay for the Senior Executive Service. The term senior Federal official does not include an active duty military officer.

Serious injury means any injury which: Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received: results in a fracture of any bone (except simple fractures of fingers, toes, or nose); causes severe hemorrhages, nerve, muscle, or tendon damage; involves any internal organ; or involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Space available means travel using aircraft capacity that is already scheduled for use for an official purpose that would otherwise be unutilized. For the purposes of this part, space available travel is travel other than for the conduct of agency business.

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowlings, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wing tips are not considered `substantial damage.'

Support service agreement means a pre-established agreement with a commercial vendor for specific aviation services.

Undercover aircraft means an owned, leased, lease purchased, or bailed aircraft that is utilized to gather information for law enforcement purposes. An undercover aircraft does not display agency markings but is registered with the FAA to the owning agency.

Unsalvageable aircraft part is an aircraft part which cannot be restored to an airworthy condition due to its age, physical condition, a non-repairable defect, insufficient documentation, or non-conformance with applicable specifications. For additional information on disposition of such parts refer to FAA Advisory Circular No. 21-38, or other current applicable guidelines.

Useful life means the service life, in years, of the aircraft as estimated by the manufacturer or evidenced by historical performance. The useful life is established at the time of acquisition.

Using agency means an executive agency using aircraft for which it does not maintain ownership. This term applies when an agency obtains aircraft from any other executive agency on a temporary basis.

Variable costs means the costs of operating aircraft that vary depending on how much the aircraft are used. For specific variable aircraft program cost information see Sec. 101-37.201(a). [60 FR 3548, Jan. 18, 1995, as amended at 62 FR 43472, Aug. 14, 1997]
Subpart 101-37.2--Accounting for Aircraft Costs

Source: 60 FR 3550, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.200 General.

The provisions of this subpart prescribe policies and procedures for accounting for aircraft costs. This subpart also prescribes provisions and procedures contained in OMB Circulars A-76 and A-126.

Sec. 101-37.201 Standard aircraft program cost elements.

The following cost elements will be used for the establishment of cost accounting systems and for reporting Government-owned and operated aircraft cost and utilization data to the Federal Aviation Management Information System (FAMIS) on GSA Form 3552.

(a) Variable costs. The variable costs of operating aircraft are those costs that vary depending on how much the aircraft are used. The specific variable cost elements include:

(1) Crew costs. The crew costs which vary according to aircraft usage consist of travel expenses, particularly reimbursement of subsistence (i.e., per diem and miscellaneous expenses), overtime charges, and wages of crew members hired on an hourly or part-time basis.

(2) Maintenance costs. Unscheduled maintenance and maintenance scheduled on the basis of flying time vary with aircraft usage and, therefore, the associated costs are considered variable costs. In addition to the costs of normal maintenance activities, variable maintenance costs shall include aircraft refurbishment, such as painting and interior restoration, and costs of or allowances for performing overhauls and modifications required by service bulletins and airworthiness directives. If they wish, agencies may consider all of their maintenance costs as variable costs and account for them accordingly. Otherwise, certain maintenance costs will be considered fixed as described in paragraph (b) of this section. Variable maintenance costs include the costs of:

(i) Maintenance labor. This includes all labor (i.e., salaries and wages, benefits, travel, and training) expended by mechanics, technicians, and inspectors, exclusive of labor for engine overhaul, aircraft refurbishment, and/or repair of major components.

(ii) Maintenance parts. This includes cost of materials and parts consumed in aircraft maintenance and inspections, exclusive of materials and parts for engine overhaul, aircraft refurbishment, and/or repair of major components.

(iii) Maintenance contracts. This includes all contracted costs for unscheduled maintenance and for maintenance scheduled on a flying hour basis or based on the condition of the part or component.

(iv) Engine overhaul, aircraft refurbishment, and major component repairs. These are the materials and labor costs of overhauling engines, refurbishing aircraft, and/or repairing major aircraft components.

(A) In general, the flight hour cost is computed by dividing the costs for a period by the projected hours flown during the period. However, when computing the flight hour cost factor for this cost category, divide the total estimated cost for the activities in this category (e.g., overhaul, refurbishment, and major repairs) by the number of flight hours between these activities.
Public Contracts and Property Management

(B) Cost or reserve accounts for engine overhaul, aircraft refurbishment, and major component repairs may, at the agency’s discretion, be identified and quantified separately for mission-pertinent information purposes. Reserve accounts are generally used when the aircraft program is funded through a working capital or revolving fund.

(3) Fuel and other fluids. The costs of the aviation gasoline, jet fuel, and other fluids (e.g., engine oil, hydraulic fluids, and water-methanol) consumed by aircraft.

(4) Lease costs. When the cost of leasing an aircraft is based on flight hours, the associated lease or rental costs are considered variable costs.

(5) Landing and tie down fees. Landing fees and tie down fees associated with aircraft usage are considered variable costs. Tie down fees for storing an aircraft at its base of operations should be considered part of operations overhead, a fixed cost.

(b) Fixed costs. The fixed costs of operating aircraft are those that result from owning and supporting the aircraft and do not vary according to aircraft usage. The specific fixed cost elements include:

(1) Crew costs. The crew costs which do not vary according to aircraft usage consist of salaries, benefits, and training costs. This includes the salaries, benefits, and training costs of crew members who also perform minimal aircraft maintenance. Also included in fixed crew costs are the costs of their charts, personal protective equipment, uniforms, and other personal equipment when the agency is authorized to purchase such items.

(2) Maintenance costs. This cost category includes maintenance and inspection activities which are scheduled on a calendar interval basis and take place regardless of whether or how much an aircraft is flown. Agencies are encouraged to simplify their accounting systems and account for all maintenance costs as variable costs. However, if they wish, agencies may account for the following costs as fixed costs:

(i) Maintenance labor. This includes all projected labor expended by mechanics, technicians, and inspectors associated with maintenance scheduled on a calendar interval basis. This does not include variable maintenance labor or work on items having a retirement life or time between overhaul. This category also includes costs associated with nonallocated maintenance labor expenses; i.e., associated salaries, benefits, travel expenses, and training costs. These costs should be evenly allocated over the number of aircraft in the fleet.

(ii) Maintenance parts. This includes all parts and consumables used for maintenance scheduled on a calendar interval basis.

(iii) Maintenance contracts. This includes all contracted costs for maintenance or inspections scheduled on a calendar interval basis.

(3) Lease costs. When the cost of leasing an aircraft is based on a length of time (e.g., days, weeks, months, or years) and does not vary according to aircraft usage, the lease costs are considered fixed costs.

(4) Operations overhead. This includes all costs, not accounted for elsewhere, associated with direct management and support of the aircraft program. Examples of such costs include: personnel costs (salaries, benefits, travel, uniform allowances (when the agency is authorized to purchase such items), training, etc.) for management and administrative personnel directly responsible for the aircraft program; building and ground maintenance; janitorial services; lease or rent costs for hangars and administrative buildings and office space; communications and utilities costs; office supplies and equipment; maintenance and depreciation of support equipment; tie down fees for aircraft located on base; and miscellaneous operational support costs.
(5) Administrative overhead. These costs represent a prorated share of salaries, office supplies, and other expenses of fiscal, accounting, personnel, management, and similar common services performed outside the aircraft program but which support this program. For purposes of recovering the costs of operations, agencies should exercise their own judgment as to the extent to which aircraft users should bear the administrative overhead costs. Agencies may, for example, decide to charge non-agency users a higher proportion, not to exceed 100 percent of administrative overhead, than agency users if the agency has the authority to do so. If an aircraft is provided pursuant to an interagency agreement under the Economy Act of 1932 (31 U.S.C. 1535), the agency must charge based on the actual costs of the goods or services provided. For purposes of OMB Circular A-76 costs comparisons, agencies should compute the actual administrative costs that would be avoided if a decision is made to contract out the operation under study.

(6) Self-insurance costs. Aviation activity involves risks and potential casualty losses and liability claims. These risks are normally covered in the private sector by purchasing an insurance policy. The Government is self-insuring; the Treasury's General Fund is charged for casualty losses and/or liability claims resulting from accidents. For the purposes of analyses, Government managers will recognize a cost for "self-insurance" by developing a cost based on rates published by GSA's Aircraft Management Division.

(7) Depreciation. The cost or value of ownership. Aircraft have a finite useful economic or service life (useful life). Depreciation is the method used to spread the acquisition value, less residual value, over an asset's useful life. Although these costs are not direct outlays as is the case with most other aircraft costs, it is important to recognize them for analyses required by OMB and other cost comparison purposes and when replenishing a working capital fund by recovering the full cost of aircraft operations. Depreciation costs depend on aircraft acquisition or replacement costs, useful life, and residual or salvage value. To calculate the cost of depreciation that shall be allocated to each year, subtract the residual value from the total of the acquisition cost plus any capital improvements and, then, divide by the estimated useful life of the asset.

(c) Other costs. There are certain other costs of the aircraft program which should be recorded but are not appropriate for inclusion in either the variable or fixed cost categories for the purposes of justifying aircraft use or recovering the cost of aircraft operations. These costs include:

(1) Accident repair costs. These costs include all parts, materials, equipment, and maintenance labor related to repairing accidental damage to airframes or aircraft equipment. Also included are all accident investigation costs.

(2) Aircraft costs. This is the basic aircraft inventory or asset account used as the basis for determining aircraft depreciation charges. These costs include the cost of acquiring aircraft and accessories, including transportation and initial installation. Also included are all costs required to bring aircraft and capitalized accessories up to fleet standards.

(3) Cost of capital. The cost of capital is the cost to the Government of acquiring the funds necessary for capital investments. The agency shall use the borrowing rate announced by the Department of the Treasury for bonds or notes whose maturities correspond to the manufacturer's suggested useful life or the remaining useful life of the asset.

Sec. 101-37.202 Policy.
Agencies shall maintain cost systems for their aircraft operations which will permit them to justify the use of Government aircraft in lieu of commercially available aircraft, or the use of one Government aircraft in lieu of another; recover the costs of operating Government aircraft when appropriate; determine the cost effectiveness of various aspects of their aircraft program; and conduct the cost comparisons to justify in-house operation of Government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program cost into the standard aircraft program cost elements specified in Sec. 1010-37.201.

Sec. 101-37.203 [Reserved]

Sec. 101-37.204 Operations cost recovery methods.

Under 31 U.S.C. 1535, and various acts appropriating funds or establishing working funds to operate aircraft, agencies are generally required to recover the costs of operating all aircraft in support of other agencies and other governments. Depending on the statutory authorities under which its aircraft were obtained or are operated, agencies may use either of two methods for establishing the rates charged for using their aircraft; full cost recovery rate or the variable cost recovery rate.

(a) The full cost recovery rate for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft is described in Sec. 101-37.304. The fixed cost recovery rate for an aircraft or aircraft type is computed as follows:

1. Accumulate the fixed costs listed in Sec. 101-37.201(b) that are directly attributable to the aircraft or aircraft type. These costs should be taken from the agency’s accounting system.
2. Adjust the total fixed cost for inflation and for any known upcoming cost changes to project the new fixed total costs. The inflation factor used should conform to the provisions of OMB Circular A-76.
3. Allocate operations and administrative overhead costs to the aircraft based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.
4. Compute a fixed cost recovery rate for the aircraft by dividing the sum of the projected directly attributable fixed costs, adjusted for inflation, from paragraph (a) (2) of this section and the allocated fixed costs from paragraph (a) (3) of this section by the annual flying hours projected for the aircraft.

(b) The variable cost recovery rate is the total variable cost rate of operating an aircraft described in Sec. 101-37.304. If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft from the appropriations which support the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly, or flying hour basis.

(c) To compute the full cost recovery rate of using a Government aircraft for a trip, add the variable cost recovery rate for the aircraft or aircraft type to the corresponding fixed cost recovery rate and multiply this sum by the estimated number of flying hours for the trip using the proposed aircraft.

Sec. 101-37.205 Aircraft program cost effectiveness.

Although cost data are not the only measures of the effectiveness of an agency’s aircraft program, they can be useful in identifying opportunities to reduce aircraft operational costs.
These opportunities include changing maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel efficient and have lower operation and maintenance costs. The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile (one passenger flying one mile). These measures may be developed using the standard aircraft program cost elements (see Sec. 101-37.201) and include, but are not limited to: maintenance costs/flying hours, fuel and other fluids/flying hours, and variable cost/passenger mile. GSA will coordinate the development of other specific cost-effectiveness measures with the appropriate Interagency Committee for Aviation Policy subcommittees (ICAP).

(a) Maintenance costs per flying hour. Maintenance costs per flying hour identifies on an aggregate basis relative cost effectiveness of maintenance alternatives. This measure is among those necessary to identify and justify procurement of less costly aircraft.

(b) Fuel and other fluids cost per flying hour. Fuel per flying hour identifies the relative fuel efficiency of an individual aircraft. The measure identifies the requirement to replace inefficient engines or to eliminate fuel inefficient aircraft from the fleet.

(c) Crew costs-fixed per flying hour. When based on the total fixed crew costs and flying hours, can be used to determine the impact of crew utilization on overall operating costs; can also be used to compare crew utilization and salary levels among different agency or bureau aircraft programs.

(d) Operations overhead per flying hour. Operations overhead may be used on an aggregate basis (i.e., total operations overhead expenditures divided by hours flown) to compare the overhead activities in direct support of aircraft operations among agencies or bureaus. This factor can indicate excess overhead support costs.

(e) Administrative overhead per flying hour. Administrative overhead may be used on an aggregate basis (i.e., total administrative overhead divided by hours flown) to compare the level of administrative support to other agencies and bureaus.

Subpart 101-37.3--Cost Comparisons for Acquiring and Using Aircraft

Source: 60 FR 3552, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.300 General.

The provisions of this subpart prescribe policies and procedures for conducting cost comparisons for the acquisition, use, or lease of aircraft. This subpart incorporates selected provisions of OMB Circulars A-76 and A-126.

Sec. 101-37.301 Applicability.

This subpart applies to all agencies in the executive branch of the Federal Government. It does not apply to the United States Postal Service, to the Government of the District of Columbia, or to non-Federal organizations receiving Federal loans, contracts, or grants.

Secs. 101-37.302--101-37.303 [Reserved]

Sec. 101-37.304 Variable cost rate.
Public Contracts and Property Management

For the purpose of comparing costs (Government, commercial charter, and airline) associated with passenger transportation flights, as required by Sec. 101-37.406, the agency should develop a variable cost rate for each aircraft or aircraft type as follows:

(a) Accumulate or allocate to the aircraft or aircraft type all historical costs, for the previous 12 months, grouped under the variable cost category defined in Sec. 101-37.201. These costs should be obtained from the agency's accounting system.

(b) Adjust the historical variable costs for inflation and for any known upcoming cost changes to determine the projected variable cost. The inflation factor used should conform to the provisions of OMB Circular A-76.

(c) Divide the projected variable cost of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the variable cost rate (per flying hour).

(d) To compute the variable cost for a proposed trip, multiply the variable cost rate by the estimated number of flying hours for the trip. The number of flying hours should include:

(1) If no follow-up trip is scheduled, all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations.

(2) If a follow-on trip requires repositioning, the cost for repositioning should be charged to the associated follow-on trip.

(3) If an aircraft supports a multi-leg trip (a series of flights scheduled sequentially), the use of the aircraft for the total trip may be justified by comparing the total variable cost of the entire trip to the commercial aircraft cost (including charter) for all legs of the trip.

Sec. 101-37.305 Acquisition and management.

(a) The number and size of aircraft acquired by an agency and the capacity of those aircraft to carry passengers and cargo shall not exceed the level necessary to meet the agency's mission requirements.

(b) Agencies must comply with OMB Circular A-76 before purchasing, leasing, or otherwise acquiring aircraft and related services to assure that these services cannot be obtained from and operated by the private sector more cost effectively.

(c) Agencies shall review on a 5-year cycle the continuing need for all of their aircraft and the cost effectiveness of their aircraft operations in accordance with OMB approved cost justification methodologies. A copy of each agency review shall be submitted to GSA when completed and to OMB with the agency's next budget submission. Agencies shall report any excess aircraft and release all aircraft that are not fully justified by these reviews.

(d) Agencies shall use their aircraft in the most cost effective way to meet their requirements.

Subpart 101-37.4--Use of Government-Owned and -Operated Aircraft

Source: 58 FR 53660, Oct. 18, 1993, unless otherwise noted.

Sec. 101-37.400 General.

The provisions of this subpart prescribe policies and procedures for the use of Government aircraft. This subpart incorporates certain provisions of OMB Circular A-126 and OMB Bulletin Number 93-11.

Sec. 101-37.401 [Reserved]
Sec. 101-37.402 Policy.

Government aircraft shall be used for official purposes only in accordance with applicable laws and regulations, including this subpart.

(a) Use of Government aircraft. Agencies shall operate Government aircraft only for official purposes. Official purposes include the operation of Government aircraft for:

(1) Mission requirements, and
(2) Other official travel.

(b) Use of Government aircraft for official travel or on space available travel is subject to paragraphs (b) (1) and (2) of this section.

(1) Use of a Government aircraft for official travel other than required use travel or mission requirement travel; i.e., for the conduct of agency business, shall be authorized only when:

(i) No commercial airline or aircraft service (including charter) is reasonably available to fulfill effectively the agency's requirement; or

(ii) The actual cost of using a Government aircraft is not more than the cost of commercial airline or aircraft service (including charter). When a flight is made for mission requirements or required use travel (and is certified as such in writing by the agency which is conducting the mission), it is presumed that secondary use of the aircraft for other travel for the conduct of agency business will result in cost savings.

(2) Use of a Government aircraft on a space available basis is authorized only when:

(i) The aircraft is already scheduled for use for an official purpose;

(ii) Space available travel does not require a larger aircraft than needed for the already scheduled official purpose;

(iii) Space available use results in no, or only minor, additional cost to the Government; and

(iv) Reimbursement is provided as set forth in Sec. 101-37.403 of this subpart.

(c) The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of Central Intelligence may use Government aircraft for travel other than:

(1) To meet mission requirements, or

(2) For the conduct of agency business, but only upon reimbursement at full coach fare and with authorization by the President or his designated representative on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

Sec. 101-37.403 Reimbursement for the use of Government aircraft.

A passenger transported by Government aircraft is required to reimburse the Government under the circumstances specified, and in the amount indicated, in paragraphs (a) through (d) of this section.

(a) For travel that is not required use travel:

(1) Any incidental private activities (personal or political) of an employee undertaken on an employee's own time while on official travel shall not result in any increase in the actual costs to the Government of operating the aircraft, and

(2) The Government shall be reimbursed the appropriate share of the full coach fare for any portion of the time on the trip spent on political activities (except as otherwise provided in paragraph (d) of this section).
Public Contracts and Property Management

(b) For required use travel (except as otherwise provided in paragraph (d) of this section).
   (1) For a wholly personal or political trip, the Government shall be reimbursed the full coach
       fare for the trip,
   (2) For an official trip during which the employee engages in political activities, the
       Government shall be reimbursed the appropriate share of the full coach fare for the entire trip,
       and
   (3) For an official trip during which the employee flies to one or more locations for personal
       reasons, the Government shall be reimbursed the excess of the full coach fare of all flights taken
       by the employee on the trip over the full coach fare of the flights that would have been taken by
       the employee had there been no personal activities on the trip.
   (c) For space available travel, whether on mission requirements or other flights, the
       Government shall be reimbursed at the full coach fare except:
       (1) As authorized under 10 U.S.C. 4744 and regulations implementing that statute, and
       (2) By civilian personnel and their dependents in remote locations not reasonably accessible
           to regularly scheduled commercial airline service.
   (d) In any case of political travel, reimbursement shall be made in the amount required by
       law or regulation (e.g., 11 CFR 106.3) if greater than the amount otherwise required under
       paragraphs (a) through (c) of this section.

Sec. 101-37.404 Approving the use of Government aircraft for transportation of passengers.

   (a) Use of Government aircraft for official travel may be approved only by the agency head or
       official(s) designated by the agency head.
   (b) Whenever a Government aircraft used to fulfill a mission requirement is used also to
       transport senior Federal officials, members of their families or other non-Federal travelers on a
       space available basis (except as authorized under 10 U.S.C. 4744 and regulations implementing
       that statute), the agency that is conducting the mission shall certify in writing prior to the flight
       that the aircraft is scheduled to perform a bona fide mission activity, and that the minimum
       mission requirements have not been exceeded in order to transport such space available
       travelers. In emergency situations, an after-the-fact written certification by the agency is
       permitted.

[60 FR 3552, Jan. 18, 1995]

Sec. 101-37.405 Approving travel on Government aircraft.

   Policy and practices under which travel on Government aircraft may be approved by the
   agency are specified in paragraphs (a) through (c) of this section.
   (a) All travel on Government aircraft must have advance authorization by the sponsoring
       agency in accordance with its travel policies, OMB Circular A-126 and, when applicable,
       documented on an official travel authorization. Where possible, such travel authorization must
       be approved by at least one organizational level above that of the person(s) traveling. If review
       by a higher organizational level is not possible, another appropriate approval is required.
   (b) All required use travel must have written approval on a trip-by-trip basis from the
       agency's senior legal official or the principal deputy, unless:
       (1) The President has determined that all travel or travel in specified categories by an agency
           head is qualified as required use travel, or
Public Contracts and Property Management

(2) The agency head has determined that all travel or travel in specified categories by an officer or employee other than the agency head, is qualified as required use travel.

(i) Any determination by an agency head that travel by an officer or employee of that agency qualifies as required use travel must be in writing and set forth the basis for that determination. In emergency situations an after-the-fact written certification by an agency is permitted.

(ii) An agency head opting to determine that travel by an officer or employee may be required use travel shall establish written standards for determining when required use travel is permitted. Such travel shall not be permitted unless the travel is in conformance with the written standards.

(c) All travel by senior Federal officials, family members of senior Federal officials, and non-Federal travelers that is not to meet mission requirements or required use travel must be authorized in advance and in writing.

(1) Such authorization must be approved on a trip-by-trip basis and must be signed by the agency’s senior legal official or the principal deputy, or be in conformance with an agency review and approval system that has been approved by the Office of Management and Budget (OMB). In emergency situations, an after-the-fact written certification by an agency is permitted.

(2) In addition to the provisions of this subpart, Federal employees on official travel shall be subject to all other applicable travel rules and regulations. Travel by such individuals that is not official travel, for purposes of this subpart, is subject to the reimbursement requirements in Sec. 101-37.403(c) of this subpart for space available travel.

Sec. 101-37.406 Justification of the use of Government aircraft for transportation of passengers.

(a) The cost comparison justifying the use of a Government aircraft for a proposed trip as required by Sec. 101-37.402(b) (1) (ii) of this subpart should be made prior to authorizing the use of the aircraft for that trip. Standard trip cost justification schedules developed by agencies may be used for this purpose. Agencies that are not able to use such schedules are required to conduct a cost justification on a case-by-case basis.

(b) When conducting a cost comparison, the agency must compare the actual cost of using a Government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a Government aircraft is either:

(1) The amount that the agency will be charged by the organization that provides the aircraft,

(2) The variable cost of using the aircraft, if the agency operates its own aircraft, or

(3) The variable cost of using the aircraft as reported by the owning agency, if the agency is not charged for the use of an aircraft owned by another agency.

(c) The cost of using commercial airline or aircraft services for the purpose of justifying the use of Government aircraft:

(1) Must be the current Government contract fare or price, or the lowest fare or price available for the trip(s) in question,

(2) Must include, as appropriate, any differences in the cost of ground travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the Government, including benefits), between using Government aircraft and commercial aircraft services, and

(3) Must include only the costs associated with passengers on official business. Costs associated with passengers traveling on a space available basis may not be used in the cost comparison.
Public Contracts and Property Management

Sec. 101-37.407 Documentation.

All uses of Government aircraft must be documented, and this documentation must be retained for at least 2 years by the aircraft operations manager. The documentation of each use of Government aircraft must include the information specified in paragraphs (a) through (g) of this section:

(a) Aircraft registration number (the registration number assigned by the Federal Aviation Administration or military-designated tail number);
(b) Purpose of the flight (the mission the aircraft was dispatched to perform);
(c) Route(s) flown;
(d) Flight date(s) and times;
(e) Name of each traveler;
(f) Name(s) of the pilot(s) and aircrew;
(g) When Government aircraft are used to support official travel, the documentation must also include evidence that Sec. 101-37.408 and other applicable provisions of this FPMR have been satisfied.

Sec. 101-37.408 Reporting travel by senior Federal officials.

Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Aircraft Management Division, Washington, DC 20406. A copy of each report shall also be submitted to the Deputy Director for Management, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503. Agencies shall submit report data using the Federal Aviation Management Information System structure and management codes for automated reporting or GSA Form 3641, Senior Federal Travel. Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report. These reports shall be disclosed to the public upon request unless classified.

(a) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal traveler (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:

(1) The names of the travelers;
(2) The destinations;
(3) The corresponding commercial cost had the traveler used commercial airline or aircraft service (including charter);
(4) The appropriate allocated share of the full operating cost of each trip;
(5) The amount required to be reimbursed to the Government for the flight;
(6) The accounting data associated with the reimbursement; and
(7) The data required by Sec. 101-37.407 (a), (b), and (d) of this subpart.

(b) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.
Public Contracts and Property Management

(c) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GAS or OMB but must be made available by the agency for review by properly cleared personnel.

[60 FR 3553, Jan. 18, 1995]
Subpart 101-37.5--Management Information Systems (MIS)

Source: 60 FR 3553, Jan. 18, 1995, unless otherwise noted.

Sec. 101-37.500 General.

Executive agencies must maintain an aviation MIS. Agency systems will include computer applications appropriate to the complexity of the operation. Systems should be integrated among bureaus, agencies, and Departments as appropriate to maximize efficiency and effectiveness Government wide. MIS capabilities will include, but are not limited to, collecting, consolidating, and producing the reports and analyses required by: field-level organizations for day-to-day operations, agencies to justify the continuing use of aircraft or new acquisitions, GSA to develop Government wide aviation management guidance, and OMB and other oversight agencies to capitalize on opportunities to improve efficiency and effectiveness.

Sec. 101-37.501 [Reserved]

Sec. 101-37.502 GSA MIS responsibilities.

The Aircraft Management Division will operate the Government wide aircraft MIS (also known as the Federal Aviation Management Information System (FAMIS)), develop generic aircraft MIS standards and software, and provide technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting cost analyses required by OMB. The FAMIS will collect and maintain summary data including, but not limited to:
(a) Aircraft and aviation related facilities inventories;
(b) Cost and utilization for owned aircraft and aviation facilities;
(c) Cost and utilization for chartered, rented, or contracted aircraft;
(d) Inventories of support service agreements; and
(e) Senior Federal official and special category travel data.

Sec. 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:
(a) Owned aircraft. The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.
(b) Bailed aircraft. The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
(c) Leased or lease/purchased aircraft. The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
Public Contracts and Property Management

(d) Loaned aircraft. The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.

(e) Contract, charter, and rental aircraft. The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.

(f) Support services. The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.

(g) Senior Federal official and special category travel. Each executive agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

Sec. 101-37.504 Reports.

Executive agencies will submit aviation management data using FAMIS structure format for automated reporting or appropriate forms. FAMIS data shall be submitted to the General Services Administration, Aircraft Management Division, Washington, DC 20406. Interagency report control number 0322-GSA-AN has been assigned to these reports. To the extent that information is protected from disclosure by statute, an agency is not required to furnish information otherwise required to be reported under this subpart.

(a) Each executive agency will provide GSA with reports as changes occur for:

(1) Facilities inventories. Additions, deletions, and changes shall be submitted using GSA Form 3549, Government-owned/leased Maintenance, Storage, Training, Refueling Facilities (per facility) or FAMIS file structures.

(2) Aircraft inventories. Additions, deletions, and changes shall be submitted using GSA Form 3550, Government Aircraft Inventory (per aircraft) or FAMIS file structures. Any aircraft operated or held in a non-operational status, must be reported to FAMIS regardless of its ownership category.

(3) Aviation support services cost data. This data will be submitted using GSA Form 3554, Aircraft Contract/Rental/Charter Support Services Cost Data Form or FAMIS file structures, as support service agreements become effective.

(b) Each executive agency will provide GSA with reports annually on or before January 15 for the previous fiscal year ending September 30 for:

(1) Contract, rental, and charter aircraft cost and utilization data. Each form or FAMIS database record must contain only one aircraft for each type of mission performed. The data is submitted using GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization or FAMIS file structures.

(2) Government aircraft cost and utilization data. The cost and utilization information must be tracked by serial number and must reflect the actual use and expenditures incurred for each individual aircraft. These reports are to be submitted using GSA Form 3552, Government Aircraft Cost and Utilization or FAMIS file structures.

(c) Each executive agency will provide GSA with a report semiannually on or before May 31 for the period October 1 through March 30, and on or before November 30 for the period April 1 through September 30 for senior Federal official and special category travel. These reports are to be submitted using GSA Form 3641, Senior Federal Travel or FAMIS file structures. Executive agencies that did not transport any senior Federal officials or special category travelers during
the relevant time frame must submit a written response that acknowledges the reporting requirements and states that they have no travel to report. For detailed explanation see Sec. 101-37.408.

Sec. 101-37.505 Aircraft used for sensitive missions.

Inventory, cost, and utilization data submitted to GSA for agency aircraft dedicated to national defense, law enforcement, or interdiction missions will be safeguarded as specified in Sec. 101-37.506. GSA will not allow identification (registration number, serial number, etc.), location, or use patterns to be disclosed except as required under the Freedom of Information Act.

Sec. 101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Agencies using aircraft for law enforcement, national defense, or interdiction missions may use reporting provisions which provide for agency information protection as specified in paragraphs (a) and (b) of this section.

(a) Undercover aircraft. Agencies operating undercover aircraft as defined in Sec. 101-37.100, will report to GSA all FAMIS data in accordance with Sec. 101-37.504, to include the registration number and serial number as reported to the Federal Aviation Administration (FAA), Office of Aircraft Registry.

(b) Deep cover aircraft. Agencies operating deep cover aircraft as defined in Sec. 101-37.100, will report to GSA all FAMIS data in accordance with Sec. 101-37.504, except for that data requiring special handling by the FAA. Specific identifying data for those aircraft requiring special handling by the FAA will be reported as follows:

(1) Special number data. Initially, agencies will supply the actual aircraft serial number with a unique code number. The code number will be used for all future data submissions. GSA will maintain the actual serial number and associated code in a secured file independent from all other FAMIS data. The secured file containing aircraft serial number data will not be printed or distributed.

(2) Registration number data. Agencies will not submit registration number (FAA registration number) for deep cover aircraft.

(3) Location data. Agencies will not submit location data.

Subpart 101-37.6--Management, Use, and Disposal of Government Aircraft Parts


Sec. 101-37.600 What does this subpart do?

This subpart prescribes special policies and procedures governing the management, use, and disposal of Government-owned aircraft parts.

Sec. 101-37.601 What responsibilities does the owning/operating agency have in the management and use of Government aircraft parts?
Public Contracts and Property Management

(a) The owning/operating agency is responsible for ensuring the continued airworthiness of an aircraft, including replacement parts. The owning/operating agency must ensure that replacement parts conform to an approved type design, have been maintained in accordance with applicable standards, and are in condition for safe operation.

(b) In evaluating the acceptability of a part, the owning/operating agency should review the appropriate log books and historical/maintenance records. The maintenance records must contain the data set forth in the latest version of Federal Aviation Administration (FAA) Advisory Circular 43-9. When the quality and origin of a part is questionable, the owning/operating agency should seek guidance from the local FAA Flight Standards District Office (FSDO) in establishing the part’s airworthiness eligibility.

Sec. 101-37.602 Are there special requirements in the management, use, and disposal of military Flight Safety Critical Aircraft Parts (FSCAP)?

(a) Yes. Any aircraft part designated by the Department of Defense as a FSCAP must be identified with the appropriate FSCAP Criticality Code which must be perpetuated on all documentation pertaining to such parts.

(b) A military FSCAP may be installed on a FAA type-certificated aircraft holding either a restricted or standard airworthiness certificate, provided the part is inspected and approved for such installation in accordance with the applicable Federal Aviation Regulations.

(c) If a FSCAP has no maintenance or historical records with which to determine its airworthiness, it must be mutilated and scrapped in accordance with Sec. 101-37.609. However, FSCAP still in its original unopened package, and with sufficient documentation traceable to the Production Approval Holder (PAH), need not be mutilated. Undocumented FSCAP with no traceability to either the original manufacturer or PAH must not be made available for transfer or donation. For assistance in the evaluation of FSCAP, contact the local FAA Flight Standards District Office (FSDO).

Sec. 101-37.603 What are the owning/operating agency’s responsibilities in reporting excess Government aircraft parts?

(a) The owning/operating agency must report excess aircraft parts to GSA in accordance with the provisions set forth in part 101-43 of this chapter. The owning/operating agency must indicate on the reporting document if any of the parts are life-limited parts and/or military FSCAP, and ensure that tags and labels, applicable historical data and maintenance records accompany these aircraft parts.

(b) The owning/operating agency must identify excess aircraft parts which are unsalvageable according to FAA or DOD guidance, and ensure that such parts are mutilated in accordance with Sec. 101-37.609. The owning/operating agency should not report such parts to GSA.

Sec. 101-37.604 What are the procedures for transferring and donating excess and surplus Government aircraft parts?

(a) Transfer and donate excess and surplus aircraft parts in accordance with part 101-43, Utilization of Personal Property, and part 101-44, Donation of Personal Property.

(b) Unsalvageable aircraft parts must not be issued for transfer or donation; they must be mutilated in accordance with Sec. 101-37.609.
Sec. 101-37.605 What are the receiving agency's responsibilities in the transfer or donation of excess and surplus Government aircraft parts?

(a) The receiving agency must verify that all applicable labels and tags, and historical/modification records are furnished with the aircraft parts. The receiving agency must also ensure the continued airworthiness of these parts by following proper storage, protection and maintenance procedures, and by maintaining appropriate records throughout the life cycle of these parts.

(b) The receiving agency must perpetuate the DOD-assigned Criticality Code on all property records of acquired military FSCAP. The receiving agency must ensure that flight use of military FSCAP on civil aircraft meets all Federal Aviation Regulation requirements.

(c) The receiving agency must certify and ensure that when a transferred or donated part is no longer needed, and the part is determined to be unsalvageable, the part must be mutilated in accordance with Sec. 101-37.609 and properly disposed.

Sec. 101-37.606 What are the GSA approving official's responsibilities in transferring and donating excess and surplus Government aircraft parts?

(a) The GSA approving official must review transfer documents of excess and surplus aircraft parts for completeness and accuracy, and ensure that the certification required in Sec. 101-37.605(c) is included in the transfer document.

(b) The GSA approving official must also ensure the following statement is included on the SF123, Transfer Order Surplus Personal Property:

``Due to the critical nature of aircraft parts failure and the resulting potential safety threat, recipients of aircraft parts must ensure that any parts installed on a civil aircraft meet applicable Federal Aviation Administration Regulations, and that required certifications are obtained. The General Services Administration makes no representation as to a part's conformance with FAA requirements."

Sec. 101-37.607 What are the State Agency's responsibilities in the donation of surplus Government aircraft parts?

(a) The State Agency must review donation transfer documents for completeness and accuracy, and ensure that the certification provisions set forth in Sec. 101-37.605(c) is included in the transfer documents.

(b) The State Agency must ensure that when a donated part is no longer needed, and the part is determined to be unsalvageable, the donee mutilates the part in accordance with Sec. 101-37.609.

Sec. 101-37.608 What are the responsibilities of the Federal agency conducting the sale of Government aircraft parts?

(a) The Federal agency must sell Government aircraft parts in accordance with the provisions set forth in Part 101-45, Sale, Abandonment, or Destruction of Personal Property of this chapter.
Public Contracts and Property Management

(b) The Federal agency must ensure that the documentation required pursuant to Sec. 101-37.603(a) accompanies the parts at the time of sale, and that sales offerings on aircraft parts contain the following statement:

```
Purchasers are warned that the parts purchased herewith may not be in compliance with applicable Federal Aviation Administration requirements. Purchasers are not exempted from and must comply with applicable Federal Aviation Administration requirements. Purchasers are solely responsible for all FAA inspections and/or modifications necessary to bring the purchased items into compliance with 14 CFR (Code of Federal Regulations).''
```

(c) The Federal agency must ensure that the following certification is executed by the purchaser and received by the Government prior to releasing such parts to the purchaser:

```
The purchaser agrees that the Government shall not be liable for personal injuries to, disabilities of, or death of the purchaser, the purchaser's employees, or to any other persons arising from or incident to the purchase of this item, its use, or disposition. The purchaser shall hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to purchase or resale of this item.''
```

Sec. 101-37.609 What are the procedures for mutilating unsalvageable aircraft parts?

(a) Identify unsalvageable aircraft parts which require mutilation.

(b) Mutilate unsalvageable aircraft parts so they can no longer be utilized for aviation purposes. Mutilation includes destruction of the data plate, removing the serial/lot/part number, and cutting, crushing, grinding, melting, burning, or other means which will prevent the parts from being misidentified or used as serviceable aircraft parts. Obtain additional guidance on the mutilation of unsalvageable aircraft parts in FAA AC No. 21-38, Disposition of Unsalvageable Aircraft Parts and Materials.

(c) Ensure an authorized agency official witnesses and documents the mutilation, retain a signed certification and statement of mutilation.

(d) If unable to perform the mutilation, turn in the parts to a Federal or Federally-approved facility for mutilation and proper disposition. Ensure that contractor performance is in accordance with the provisions of this part.

(e) Ensure that mutilated aircraft parts are sold only as scrap.

Sec. 101-37.610 Are there special procedures for the exchange/sale of Government aircraft parts?

Yes. Executive agencies may exchange or sell aircraft parts as part of a transaction to acquire similar replacement parts in accordance with FPMR part 101-46. In addition to the requirements of this subpart, agencies must ensure that the exchange/sale transaction is accomplished in accordance with the methods and procedures contained in part 101-46 of this chapter, and comply with the restrictions and limitations under Sec. 101-46.202 of this chapter.

(a) Prior to the proposed exchange/sale, agencies should determine whether the parts identified for disposition are airworthy parts. For additional guidance refer to the applicable FAA Advisory Circular(s), or contact the local FAA FSDO.
OPM – 07
Appendix 4

Public Contracts and Property Management

(b) At the time of exchange or sale, agencies must ensure that applicable labels and tags, historical data and modification records accompany the aircraft parts prior to release. The records must contain the information and content as required by current DOD and FAA requirements for maintenance and inspections.

(c) Life limited parts that have reached or exceeded their life limits, or which have missing or incomplete documentation, must either be returned to the FAA production approval holder as part of an exchange transaction, or mutilated in accordance with Sec. 101-37.609.

(d) Unsalvageable aircraft parts, other than parts in paragraph (c) of this section, must not be used for exchange/sale purposes; they must be mutilated in accordance with Sec. 101-37.609.

Subparts 101-37.7--101-37.10 [Reserved]

Subpart 101-37.11--Aircraft Accident and Incident Reporting and Investigation

Source: 63 FR 43638, Aug. 14, 1998, unless otherwise noted.

Sec. 101-37.1100 What are my general responsibilities for aircraft accident and incident reporting and investigation?

You must:
(a) Develop a Federal agency specific aircraft accident and incident response plan for your agency;
(b) Be prepared to participate in National Transportation Safety Board (NTSB) investigations of Federal agency aircraft accident or incidents involving your agency;
(c) Conduct a parallel investigation of an aviation accident/incident involving your agency aircraft as appropriate;
(d) Report any condition, act, maintenance problem, or circumstance which has potential to cause an aviation related mishap;
(e) Provide training to your agency personnel who may be asked to participate in an NTSB investigation;
(f) Assure that your reporting requirements are in compliance with the NTSB definitions contained in 49 CFR 830.2; and
(g) Refer to 49 CFR part 830 for further details when required to report an aircraft accident, incident, or overdue aircraft to the NTSB.

Sec. 101-37.1101 What aircraft accident and incident response planning must I do?

You must develop an agency specific aircraft accident and incident response plan which include the following:
(a) Reporting aircraft accidents, incidents, and overdue or missing aircraft,
(b) Wreckage site safety,
(c) Wreckage security,
(d) Evidence preservation, and
(e) A point of contact list with current telephone numbers for fire, crash rescue, medical, and law enforcement support personnel and trained agency accident investigators.
Sec. 101-37.1102 When must I give initial notification of an aircraft accident, incident, or overdue aircraft?

You must assure that the operator of any aircraft that is owned, leased, or under your exclusive use and operational control for more than 180 days immediately notifies the nearest NTSB field office when an accident or incident occurs.

Sec. 101-37.1103 What information must I give in an initial notification of an aircraft accident, incident, or overdue aircraft?

You must assure that the notification contains the following information, if available:
(a) Type and registration of the aircraft;
(b) Name of the owning agency;
(c) Name of the pilot-in-command;
(d) Date and time of the accident;
(e) Last point of departure and the point of intended landing;
(f) Position of the aircraft with reference to a geographical point;
(g) Number of persons aboard, number fatally injured, and number seriously injured;
(h) Nature of the accident, extent of damage, and the weather; and
(i) A description of any explosives, radioactive materials, or any other dangerous substances carried on the aircraft.

Sec. 101-37.1104 What are my responsibilities for preserving aircraft wreckage, cargo, mail, and records resulting from aircraft accidents and incidents?

You must assure that the operator of your aircraft is responsible for preserving to the extent possible any wreckage, cargo, and mail carried aboard the aircraft that was involved in an accident or incident. All records such as history data recordings of flight and maintenance information and voice recordings pertaining to the flight and all records pertaining to the operation and maintenance of the aircraft and to the airmen must be preserved until the NTSB takes custody. If items must be moved from the aircraft or the scene of the accident/incident for safety or health reasons, sketches, descriptive notes, or photographs should be made if possible of the original positions and conditions of items moved. If classified material is involved in an accident or incident, you must coordinate its protection and recovery with the National Transportation Safety Board as required by 49 CFR 830.10 and 831.12.

Sec. 101-37.1105 What must I report regarding an aircraft accident, incident, or overdue aircraft?

You must assure that the operator of your aircraft files a report on NTSB Form 6120.1 or 7120.2 within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report involving a reportable incident shall be filed only if requested by the NTSB.

Sec. 101-37.1106 What must I do when the NTSB investigates an accident or incident involving my aircraft?
You should request designation as "party" to the investigation in accordance with 49 CFR 831.11 and assist the NTSB to the maximum extent possible. The NTSB shall allow you to participate in any investigation, except that you may not participate in the NTSB's determination of the probable cause of the accident. You may conduct your own parallel investigation. You and the NTSB must exchange appropriate information obtained or developed in the course of the investigation(s) in a timely manner.

Sec. 101-37.1107 What must I do if I observe a condition, act, maintenance problem, or circumstance that has the potential to cause an aviation related mishap?

You must report such observations to a senior aviation safety manager of your agency.

Sec. 101-37.1108 Why is it important that I be provided aircraft accident/incident related guidance in the form of this subpart, in addition to that found in 49 CFR parts 830 and 831?

You may be excluded from some civil standards because of your unique operational and/or airworthiness requirements. Therefore, in addition to meeting the requirements found in 49 CFR parts 830 and 831, you must do the following: Make personnel who are knowledgeable about your missions and trained as aircraft accident investigators available to work with the NTSB. Develop accident and incident response plans. And understand that a parallel investigation may be conducted. Such teamwork will enhance both NTSB's and your aircraft accident investigation and prevention efforts.

Sec. 101-37.1109 What training must I have to participate in an NTSB investigation?

You must be trained in aircraft accident investigation, reconstruction, and analysis. You must also receive aircraft accident investigation recurrency training and be familiar with NTSB accident investigation procedures.

Subpart 101-37.12--Federal Agency Aviation Safety Program

Source: 59 FR 27486, May 27, 1994, unless otherwise noted.

Sec. 101-37.1200 General.

(a) This subpart sets forth guidance to agencies for establishing aviation safety programs in accordance with the direction given to GSA in OMB Circular A-126, but the subpart is not binding on other agencies.

(b) The aviation safety program objective is the safe accomplishment of the agency mission, and is a direct result of effective management which should include attention to detail sufficient to preclude the occurrence of an accident. Each agency should establish appropriate key management positions and define their responsibilities and qualifications. Agencies should ensure these positions are staffed with properly qualified personnel.

Sec. 101-37.1201 Applicability.
Public Contracts and Property Management

As prescribed in this subpart 101-37.12, the requirement to develop and operate an aviation safety program which addresses all program facets including, but not limited to, flight, ground, and weapons environments, is applicable to all Federal aviation programs.

Sec. 101-37.1202 Agency aviation safety responsibilities.

Agencies operating aviation programs are responsibilities for establishing and conducting a comprehensive aviation safety program. Agencies should appoint qualified aviation safety managers at both the national and operational program level.

Sec. 101-37.1203 Aviation safety manager qualifications.

(a) Aviation safety manager positions may be full time or additional duty, based on program mission requirements. In general, an aviation safety manager should, regardless of management level:
   (1) Be knowledgeable in agency aviation program activities within his/her purview;
   (2) Have experience as a pilot, crew member, or in aviation operations management; and
   (3) Be a graduate of a recognized aviation safety officer or accident prevention course, or qualified within 1 year through attendance at formal courses(s) of instruction.
   (b) These standards should be used as a guide to ensure that qualified personnel are selected as safety managers. However, they do not supersede those job classifications prescribed by the Office of Personnel Management or other appropriate authority.

Sec. 101-37.1204 Program responsibilities.

Agencies will ensure that policies, objectives, and standards are established and clearly defined to support an effective aviation accident prevention effort. The aviation safety manager should develop and implement an agency aviation safety program which integrates agency safety policy into aviation related activities.

Sec. 101-37.1205 Program elements.

As a recommendation, aviation safety program elements should include, but not be limited to, the following:
   (a) Aviation safety council;
   (b) Inspections and evaluations;
   (c) Hazard reporting;
   (d) Aircraft accident and incident investigation;
   (e) Education and training;
   (f) Aviation protective equipment;
   (g) Aviation qualification and certification; and
   (h) Awards program.

Sec. 101-37.1206 Aviation safety council.

(a) Each agency should establish aviation safety councils at the appropriate aircraft operations level. The purpose of the council is to promote safety by exchanging ideas,
Public Contracts and Property Management

reviewing, and discussing hazard reports and accident and incident reports, and assessing the threat to safe operation inherent in mission operations plans. The council should function to recommend changes to agency policies, rules, regulations, procedures, and operations based upon such discussions, reviews, and assessments. The council should meet regularly and should consist, at a minimum, of those individuals within the organization responsible for the following areas:

1. Operations/mission planning;
2. Safety;
3. Aircrew training;
4. Maintenance; and
5. Aircrew scheduling.

(b) Safety meetings for operations and maintenance personnel are used to increase the education and awareness of agency personnel regarding the hazards associated with aviation and to discuss mishap prevention. Meetings should be scheduled and conducted on a regular basis.

Sec. 101-37.1207 Inspections and evaluations.

The purpose of any inspection or evaluation is to prevent aviation accidents and to foster aviation safety.

(a) Each agency should establish and maintain an inspection and evaluation program for all aviation activities. All operational elements of the aviation activity should be regularly inspected and evaluated based on standardized criteria established by the agency. The purpose of this program is to ensure that the agency mission is being carried out in accordance with Federal and agency safety regulations and directives.

(b) Records should be kept and will identify the function or work area involved, date(s), hazard(s) identified, and recommended corrective action(s). All agencies will ensure appropriate resolution and close-out.

Sec. 101-37.1208 Hazard reporting.

Each agency safety program should include an aviation hazard reporting and resolution tracking system. Hazards are identified as conditions, practices, or procedures that constitute an immediate or potential threat to the safe conduct of aviation operations and may be reported by any person. Reports may be submitted on any event, procedure, practice, or condition that adversely affects safety of aviation operations. Prompt resolution of hazards, by safety threat priority, should be the goal of the agency.

Sec. 101-37.1209 Aircraft accident and incident investigation and reporting.

Each agency aviation safety program should have an aircraft accident and incident investigation and reporting capability (see subpart 101-37.11).

Sec. 101-37.1210 Education and training.

Each aviation operations program should develop and conduct aviation safety training within applicable OPM guidelines. Identification, development, and presentation of training needs that
Public Contracts and Property Management

are unique to respective programs should be accomplished as required. Training frequency, duration, and currency requirements should be developed for each safety discipline, and should consist of initial and recurring training.

Sec. 101-37.1211 Aviation protective equipment.

Each agency should establish an aviation protective equipment program. Such a program should ensure that all personnel flying aboard agency aircraft are equipped with, or have at their disposal, appropriate aviation life support equipment.

Sec. 101-37.1212 Aircrew qualification and certification.

Minimum standards for aircraft operations are established by OPM Position Classification Series GS-2181. Agencies should periodically review operational requirements to establish or revise aircrew standards. Such standards should ensure that aircrew members meet the minimum qualification and certification necessary for the continued safe operation of aircraft.

Sec. 101-37.1213 Aircraft accident and incident database.

Each agency should establish an aircraft accident and incident data collection system to support an effective aviation safety and accident prevention program. The database should include:

(a) Owner and operator of the aircraft;
(b) Federal Aviation Administration registration number or assigned tail number;
(c) Aircraft make, model, and serial number;
(d) Location of occurrence;
(e) Date of mishap (month/day/year);
(f) Type of mishap, accident, or incident (see Sec. 101-37.1101, Definitions);
(g) Estimated damage to the aircraft;
(h) Type of injury; no injury, serious injury, or fatal injury (see Sec. 101-37.1101, Definitions);
(i) Brief description of the circumstances; and
(j) Name of the investigator as it appears on the factual report (see Sec. 101-37.1108).

Sec. 101-37.1214 Aviation safety awards program.

Each agency should establish an aviation safety awards program to recognize individuals and organizations for exceptional acts or service in support of the organizational aviation safety program. Such a program should provide for awards in flight, ground, and weapons safety, if applicable.

Subpart 101-37.13 [Reserved]

Subpart 101-37.14--Forms

Sec. 101-37.1400 General.
Public Contracts and Property Management

This subpart provides the necessary information to obtain forms prescribed or available for use in connection with the subject matter covered in part 101-37. These forms are designed to provide a uniform method of requesting and transmitting aviation management information and uniform documentation of transactions among Government agencies.

Sec. 101-37.1401 GSA forms availability.

Copies of the forms identified in paragraphs (a) through (e) of this section may be obtained from the General Services Administration (FBX), Washington, DC 20406.

(a) GSA Form 3549, Government-owned/Leased Maintenance, Storage, Training, Refueling Facilities (Per Facility).
(b) GSA Form 3550, Government Aircraft Inventory (Per Aircraft).
(c) GSA Form 3551, Contract/Rental/Charter Aircraft Cost and Utilization.
(d) GSA Form 3552, Government Aircraft Cost and Utilization (Per Aircraft).
(e) GSA Form 3554, Aircraft Contract, Rental/Charter and Support Services Cost Data Form.
FLOW CHART AND DECISION PROCESS

Use of Government Aircraft for "Space Available" Travel
Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

General Conditions for "Space Available" travel:
1) The aircraft is already scheduled for use for an official purpose (101-37.402(b) (2)).
2) "Space available" use does not require a larger aircraft than needed for official purposes (101-37.402(b) (2)).
3) "Space available" use results only in minor additional cost to the Government (101-37.402 (b) (2)).

Has the agency conducting the mission certified in writing, prior to the flight, that the aircraft is scheduled to perform a bona fide mission activity and that the minimum mission requirements have not been exceeded in order to transport "space available" travelers? (101-37.404(b)).

Is the "Space Available" travel by civilian personnel and their dependents in remote locations not reasonably accessible to regularly scheduled commercial airline service? (101-37.403(c) (2)).

Yes

No

Has the agency's senior legal official or the deputy signed an authorization on a trip-by-trip basis? (101-37.405(c)).

Yes

No

Has the "Space Available" travel been authorized by the Secretary of the Interior on a trip-by-trip basis? (OAS OPM 97-7.4A)

Yes

No

Use Government aircraft for "Space Available" travel.

Reimbursement not required (101-37.403(c)).

For "Space Available" travel, other than for the conduct of agency business, the Government shall be reimbursed at the full coach fare (101-37.403(c)).

Travel reported on bureau consolidated semi-annual report submitted to GSA (101-37.408(a)).
TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Hours required to be on site to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manifest (only persons required to be at TDS):

<table>
<thead>
<tr>
<th>Name</th>
<th>Hourly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL Hours Cost of All Required Travelers $ ____________________________

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

B. COST COMPARISON:

1. Commercial Airline Costs to meet the required TDS locations and times.
   - Individual ticket cost x number of required travelers.
   - Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.
   - Cost of required per diem and ground transportation.
   - TOTAL Cost by commercial transportation $ ____________________________

2. Leased, Contract, or Rental Aircraft.
   - Flight hours x flight hour costs $ ____________________________
   - Cost of total duty hours away from office or regular duty station.
   - Cost of required per diem and ground transportation.
   - Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.
   - TOTAL Cost by Lease, Contract, or Rental aircraft. $ ____________________________

3. DOI-Operated Aircraft – identify specific aircraft: ____________________________
   - Flight hours required x variable flight hour cost.
   - Cost of total duty hours away from office or regular duty station.
   - Cost of required per diem and ground transportation.
   - Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)
   - Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et.
   - TOTAL COST by DOI Fleet aircraft. $ ____________________________

(Continue on attached sheet if needed)
Travel Cost Analysis

C. MOST COST EFFECTIVE METHOD:

- Commercial
- Lease, Contract or Rental – N#________________. Pilot/Crew __________________________
  Purpose __________________________

- DOI Fleet -----------------N# __________________. Pilot/Crew __________________________
  Purpose __________________________

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official __________________________
Signature __________________________ Date __________________________

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official __________________________
Signature __________________________ Date __________________________

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE: (See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

1) Senior Executive Branch Officials
2) Senior Federal Officials
3) Members of Families of Senior Executive Branch and Senior Federal Officials
4) Non-Federal travelers

Print name of designated approving official __________________________
Signature __________________________ Date __________________________
Flow Chart and Decision Process

FLOW CHART AND DECISION PROCESS
Use of Government Aircraft for Travel by Senior Federal Officials & Senior Executive Branch Officials
Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

DEFINITIONS:

**Government Aircraft** – Any aircraft owned, leased, chartered, or rented and operated by an Executive Agency

**Official Travel** – (a) Travel for the conduct of agency business; (b) Travel to meet mission requirements; (c) Required use travel

**Mission Requirements** – See 101-37.401. Mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site

Footnotes:

*1* Exercising this criteria places the travel in “Required Use” category (as defined in 101-37.401) and involves approval process prescribed in 101-37.405(b).

*2* Only an agency head, or officials designated by the agency head, may approve use of agency aircraft for official travel (101-37.404). Use normal authorization of delegated authority media.

*3* Requests for approval of Government aircraft travel to the Solicitor should be submitted to MS7456-MIB FAX 202-219-6780
INSTRUCTIONS FOR SFTR SPREADSHEET

**Traveler’s Agency** – The traveler’s employing or sponsoring agency.

**Traveler’s Name** – The first and last name of the traveler.

**No. of Flights** – The total number of flights the traveler took during the reporting period.

**Traveler’s Status** – The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.
Instructions for SFTR Spreadsheet

SENIOR FEDERAL TRAVEL REPORT
APRIL 1, 2001 TO SEPTEMBER 30, 2001

<table>
<thead>
<tr>
<th>Traveler’s Agency</th>
<th>Traveler’s Name</th>
<th>No of Flights</th>
<th>Traveler’s Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: GSA</td>
<td>Calvin Pittman</td>
<td>6</td>
<td>Other Official Traveler</td>
</tr>
</tbody>
</table>
NEGATIVE REPORT OF SENIOR FEDERAL TRAVEL
FOR THE PERIOD

FOR THE REPORTING PERIOD OF ______________________

TO: General Services Administration
Travel Management Policy Division (MTT)
1800 F Street, NW, Room G-219
Washington, DC 20405
(202) 501-0349 (FAX)

FROM: YOUR AGENCY

For the above period this department/agency had no travel to report pursuant to FPMR 101-37.4. Travel considered includes (i) all non-mission travel on Government aircraft by senior Federal officials (including those acting in an aircrew capacity when they are also aboard the flight for transportation), family members of such officials and non-Federal travelers including persons from other departments or agencies, and (ii) all mission and non-mission travel on Government aircraft for senior executive branch officials from this or other agencies. Government aircraft include all aircraft owned, leased, chartered or rented by this agency.

__________________________________________
Signature

__________________________________________
Name (Please print or type)

__________________________________________
Title

__________________________________________
Date
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) – 08

Subject: Planning, Budgeting and Acquisition of Aircraft Assets

Effective Date: January 1, 2019

Supersedes: OPM-08 dated September 29, 2015

Expiration: December 31, 2019

1. Purpose. To implement policy and procedures contained in Office of Management and Budget (OMB) Circular A-11 when funding is requested for acquisition and maintenance of aircraft and to prescribe procedures to be followed within the Department for aircraft acquisition when specific budgetary authority is not required (e.g. for replacement aircraft purchased with Aviation Working Capital Fund reserves.) This OPM also implements the guidance contained in 41 CFR 102-33, Federal Management Regulation; Management of Government Aircraft. This OPM update has significant changes impacting business process flows and approvals. There are some efficiencies that will be achieved in the long term but during the interim period of implementation, the bureau Executive Aviation Committee member, at the recommendation of their Executive Aviation Sub-Committee/National Aviation Manager, may request a temporary extension to the Director, Office of Aviation Services for the following requirement in 4.a: Business cases previously submitted in Exhibit 300 format must be converted to ABCS format by the end of FY16

2. Scope. This OPM applies to all aircraft purchases within the Department of the Interior.

3. Background. OMB Circular A-11, Paragraph 51.19 provides that “The Government should have a high level of assurance that the funds dedicated to capital acquisitions support the agency mission and provide value to the taxpayer. In addition, agencies should be able to justify the acquisition and operation of an asset. The generation of a sound business case is a best practice for providing that justification and assurance. A business case should include the rationale for the investment and reference any supporting analysis”. Circular A-11, Section 25-5, Table 1, provides a link to the “Business Case for the Acquisition and Maintenance of Aircraft” template, also known as the Aviation Business Case Summary (ABCS), which must be completed for each aircraft for which budget year funding is requested and submitted with the Department’s budget request. Instructions for completing the ABCS are contained in OMB Circular A-11, Part, Section 51, Aircraft Capital Asset Planning (CAP) Guide.

   A. Paragraph 300.8 of the Aircraft CAP Guide stipulates that an A-11 ABCS is required for all acquired aircraft. Further, federal agencies are required to periodically review/evaluate submitted ABCS in a five year cycle. Aircraft not accounted for under previously submitted ABCS must be baselined from the current fiscal year forward. Base linin
entails forecasting an aircraft’s life cycle, life cycle costs, and replacement timing.

B. The Department’s Aviation Governance Structure has underscored the need to analyze individual acquisition requests against the Department’s aviation fleet as a whole. These reviews help the Department achieve its strategic objective of (a) reducing the number of makes/models of aircraft we operate as a way to reduce acquisition and maintenance costs, simplify training requirements, etc. and; (b) right sizing the DOI aircraft fleet, to serve the total needs of the Department. For example, the Executive Aviation Committee’s endorsement of a plan to standardize the tandem airplane fleet with a single very capable make/model has reduced overall acquisition costs, simplified maintenance management AND improved mission capability.

4. **Policy.** In general, the application of policies and procedures outlined in this OPM and its appendices are the joint responsibility of OAS and each bureau within the Department which uses or operates government owned aircraft in the performance of their mission. This policy applies to both manned and unmanned aircraft.

A. To ensure that the Department can provide evidence, on demand, of sound capital investment in aviation assets, an ABCS must be approved and on file for each aircraft or class of aircraft in the DOI inventory. These ABCSs reside on the GSA FAIRS website in a manner which is accessible to OMB, GSA and OAS. Record copies of these business cases will be maintained by the OAS Fleet Accountant. Business cases previously submitted in Exhibit 300 format must be converted to ABCS format by the end of FY16.

B. All requests to purchase aircraft with a per unit acquisition cost of less than $2 million require approval by the EAC representative of the bureau making the request and concurrence of the Director, Office of Aviation Services. All EAC members will be provided with information copies of all ABCSs approved under this process within 30 days of OAS signature.

C. All requests to purchase aircraft with a per unit acquisition cost of more than $2 million but less than $10 million require consensus approval of the Aviation Business Case Summary by the Executive Aviation Committee. Unanimous approval is not required. However, a majority of the EAC, including the EAC Chairperson, requesting bureau EAC representative and OAS Director, must document their concurrence with the action before a purchase order will be issued.

D. Aviation Business Cases for aircraft which exceed $10 million require consensus approval of the Executive Aviation Board and the Deputy Assistant Secretary for Budget, Finance, Performance and Acquisition. Unanimous approval is not required. However, a majority of the EAB, including the EAB Chairperson, must document their concurrence with the action before a purchase order will be issued.

5. **Procedures.**

A. Since OMB A-11 allows agencies the flexibility of grouping aircraft collectively by mission, region or geographic location, DOI will exercise the option to create baseline ABCSs on the following “groups” of aircraft. Individual baseline ABCSs must be completed on all
aircraft not falling within one of these classes.

2) “Light Utility” – Found FBA-2C
3) “Medium utility” - Cessna 185/206 class (sub-grouped by amphibious, conventional gear)
4) “Long range survey” - Kodiaks
5) “Type III Helicopters” – Bell 206B/L
6) “Type II Helicopters” – Bell 412
7) Unmanned Aircraft Systems - one ABC for each make/model of UAS procured.

B. Baseline ABCSs will contain five year lookback charts depicting hours flown, operating costs and mission type percentages for each aircraft. Planned replacement year must be documented for each aircraft. Baseline ABCSs are also required to forecast anticipated costs out to current fiscal year plus two. Each year at the fleet rate meeting, participants will review actual costs and flying hours against the forecast numbers and determine if there any outliers that require action. The information, in executive summary format, will be submitted to the EAC annually.

C. All requests to acquire a fleet aircraft begin with submission of an OAS-13F to OAS Division of Technical Services. The OAS-13F largely replaces the Aircraft Requirements Analysis portion of the Exhibit 300 in that it documents basic information regarding the purpose of acquisition, anticipated missions to be flown and aircraft performance characteristics required to safely and efficiently perform these missions. The form also documents the coordination and approval history of the ABCS. Specific instructions for completing the OAS-13F are contained in Attachment 1. Note: purchases above the $2 million threshold will required a separate EAC signature page.

D. OAS Technical Services personnel will assist bureau points of contact (POC) in completing the OAS-13F Request for Aircraft Acquisition. The OAS Fleet Accountant must verify the estimate of expected exchange sales proceeds and availability of Aviation working capital fund (WCF) reserves in the funding plan. Bureau funds certifiers must provide the FBMS accounting code for any direct bureau contribution to the acquisition. Usually those funds will be transferred to the appropriate Aviation WCF reserve account in advance of the actual purchase.

E. Once the OAS-13F has been completed and signed by the bureau National Aviation Manager, Technical Services will assist the requesting bureau in completing the ABCS on line and provide the bureau POC with five year lookback data for the flying hour and mission history charts for the ABCS. Operating cost data for current fleet aircraft can be derived with the CAP Tool, which uses FAIRS data.

1) If the acquisition request is for an aircraft to service a new mission or mission location for which a baseline ABCS has not previously been submitted and approved, the ABCS must compare and evaluate at least three alternate aircraft and a contractor owned/contractor operated (COCO) or contractor owned/government operated (COGO) option as appropriate.
2) If the requested aircraft is a different make/model, with significant cost/performance differences, from that currently operated, the ABCS must document the reasons (e.g. new mission responsibilities) for the change. In this case the ABCS must compare cost estimates for the current aircraft (status quo), the proposed aircraft, one additional aircraft that meets or exceeds mission requirements and the COCO/COGO option.

3) If the requested aircraft is the same make and model as the current aircraft OR has been designated as the Department standard make and model for that class/grouping of aircraft, the comparison must include the current aircraft, the proposed standard aircraft and the COCO/COGO option.

4) In each of the three cases above, evaluation of the COCO/COGO option will ensure that an OMB Circular A-76 comparison is accomplished even though one may not be currently required by OMB.

F. To support a request for budgetary authority in a Congressional appropriation, an Aviation Business Case in the format required by OMB Circular A-11 (see Attachment 2 for sample) must be submitted with the appropriate fiscal year budget request by the deadline established by OMB.

G. The signature block for OAS Technical Services coordination on the OAS-13F indicates that the package has been reviewed for technical accuracy and compliance with this OPM and applicable Department guidance. Once the acquisition package has been approved by the appropriate authority, OAS will change the status of the ABCS submitted online to “approved.” OAS will also be responsible for completing the post-acquisition cost and schedule performance fields in the ABCS and complete the annual update of O&M costs.

H. For acquisitions which do not exceed the $2 million threshold, once the Bureau EAC member and OAS Director have documented their concurrence/approval, OAS Technical Services will provide information copies of the package to each EAC and EAS member and document the date these copies were distributed.

I. For acquisitions in the $2 million to $10 million range, EAC members will document their concurrence by signature on separate signature sheet provided by the OAS Assistant Director. The OAS Director’s signature indicates that EAC consensus has been obtained. Following EAC approval, OAS will submit an information copy of the ABCS package to the PAM office.

J. For acquisitions with a cost equal to or greater than $10 million, EAB members will document their concurrence by signature on the Aviation Business Case itself. Once the ABC package has been approved by the EAB, OAS shall provide an information copy to PAM.

K. Once the business case has been approved at the appropriate level and necessary budgetary resources have been approved, OAS, in coordination with the requesting bureau and IBC/AQD, may proceed with actual procurement of the aircraft. If the
funding plan depends on the proceeds from the exchange sale of an aircraft being replaced, the bureau is authorized to “borrow” funds from the WCF equal to the anticipated proceeds until such time as the replacement aircraft has been purchased and the old aircraft is sold. EAC members will document their concurrence by signature on the Aviation Business Case itself.

Attachments:
Appendix 1: OAS-13F Instructions
Appendix 2: Aviation Business Case Template (FY2015)
# Request for Acquisition of Fleet Aircraft

**Requesting Bureau and Office:**

**Point of Contact (POC) Name:**

**POC Email:**

**POC Telephone:**

## Procurement Type
- [ ] New Asset
- [ ] Replace Existing Make/Model
- [ ] Change Existing Make/Models
- [ ] Transfer/Bail from __________

## Aviation Business Case
- [ ] Baseline ABC on file.
- [ ] Updated ABC Attached
- [ ] New ABC Attached

## Current/Proposed Primary Operating Location
- [ ] Government Owned/Operated
- [ ] Govt Dusted/Contract Pilot
- [ ] Commercial Owned/Operated
- [ ] Commercial Owned/Government Pilot

## Current Asset Used to Meet This Requirement
- **Year:**
- **Make/Model/Series:**
- **FAA Reg #:**
- **Lt. Airframe Hours:**
- **Status:**
  - [ ] Airworthy
  - [ ] Out of Service

## Landing Gear Configurations
- [ ] Wheels
- [ ] Skis
- [ ] Floats
- [ ] Amphibious
- [ ] Std Skis
- [ ] Extended Height Skids
- [ ] Other __________

## Other Specialized Equipment installed:
- [ ] VFR/IFR Capable
- [ ] VFR Only
- [ ] operated by contract:
- [ ] VFR/IFF Capable

**Note:** If this is a new aircraft or change from previous make/model, a Aviation Business Case is required. List aircraft to be compared in RCA above.

## Landing Gear Configurations (Check all required):
- [ ] Wheels
- [ ] Skis
- [ ] Floats
- [ ] Amphibious
- [ ] Std Skis
- [ ] Extended Height Skids
- [ ] Other __________

## Specialized Equipment Requirements (Check all required):
- [ ] VFR FM
- [ ] AFF
- [ ] Satphone
- [ ] Flight Data
- [ ] Tracking Antenna
- [ ] VFR/LIF

## Modifications to Standard Make/Model Required:
- [ ] Required Delivery Date:

### Performance Requirements

<table>
<thead>
<tr>
<th>Typical Mission Profile</th>
<th>Avg. Wt</th>
<th>Total</th>
<th>Typical Operating Radius</th>
<th>HEGE-1</th>
<th>lbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilots</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crew/Fax</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survival Gear</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Typical Max Payload:**

**Required Mission Fuel Weight:**

**Maximum Seats Available:**

**Mission Range or Endurance:**

**Category:**

<table>
<thead>
<tr>
<th>Type Missions To Be Flown (use standard DOD mission descriptions - see Tech Bulletin 10/01)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Description</td>
</tr>
</tbody>
</table>

**Funding Plan**

- **Source**
  - Appropriation - FY
  - Exchange Sale Proceeds
  - Aircraft Reserve (WCF)
  - Bureau Contribution
  - Other Source

- **Amount**

**Total Estimated Acquisition Cost**

**OAS Fleet Accountant (sign/date)**

**Proposed Total Annual Program**
# OAS 13F - Instructions

## Coordinating Approval History

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Comments</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Aviation Manager Coordination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bureau Funds Certifier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bureau EAS Member Concur:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OAS Technical Services Coordination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bureau EAC Member Concur:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OAS Director Concur:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAC Member Notification By:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Comments

---
Instructions for Completing

Aviation Business Case Summaries

for New or Replacement Aircraft

or creating

Baseline Aviation Business Cases

For

(Operating Location)
Airplane/Helicopter/UAS

Prepared By:
Agency Office
Address
Address
Date

(Sample Cover Sheet)
Aviation Business Case Template (2015)

NOTE: This appendix contains expanded instructions for completing an Aviation Business Case using the online Capital Asset Planning (CAP) Tool located on the General Services Administration Federal Aircraft Interactive Reporting System (FAIRS) website. The general format of this appendix follows the flow of CAP Tool and contains examples of charts and text produced by the Tool in pdf format. Text in italics is explanatory. Examples are printed in Arial font.

Step 1 - Identify Agency: Department of the Interior

Step 2 - Identify Business Case Type: The user has three choices:
- New – choose this type if there is no fleet aircraft currently fulfilling these mission requirements.
- Replacement – alternative comparison will include status quo with current aircraft
- Baseline – used to project costs through aircraft life cycle only, no alternative comparisons needed

Step 3 – Acquiring Organization:
- Agency: Department of the Interior
- Bureau/Office: Fish & Wildlife Service

Step 4 – Select Current Aircraft: Only required for replacement or baseline ABCSs. Choose the FAA registration number from the pulldown of fleet aircraft loaded in FAIRS. Once you have selected an aircraft for use in an ABCS, it may not be available for use in another ABCS until after the first ABCS is approved.

Step 5 - Justification for Investment: Provide a brief justification for the investment. The justification should address each of the following items. For best results, the justification should be prepared in Microsoft word and then pasted into the CAP tool.

a. Purpose – “This ABC is for acquisition of an aircraft to replace N______, a (year make/model/series). The primary mission of this aircraft is to patrol the _____ National Park or Wildlife Refuge or conduct aerial surveys of wildlife in the _____ area.

Or, if this aircraft is for a new requirement, describe the program actions that have resulted in the new requirement for an additional aircraft in the fleet.

b. Historical Data – Historical data is the best indicator of the amount of use we can expect for an aircraft in the intended role. If there are documented reasons why you expect the annual flying hour program for this aircraft to increase, describe them in this section as well. Also if the aircraft will only be used for a seasonal basis (e.g., summer flying in Alaska) please document that here.

If an aircraft is being replaced, insert a five year look back chart of flying hours for that aircraft. OAS can provide this data in spreadsheet format. If there are other fleet aircraft (of any bureau) based within the mission radius of the aircraft, it would be helpful to show their five year lookbacks as well to demonstrate that we’ve looked to see if there are low utilization aircraft in the area that could be used to meet this requirement.
Example 1 – Five Year Lookback – Flying Hours

If contract aircraft are flying all or part of the hours to be flown by the acquired aircraft, insert a five year Flying Hour Look Back for contract aircraft which have been used to help meet the organization’s mission requirements. This data may be combined with fleet data as shown in the above chart. OAS can provide contract flight data as well; it is particularly helpful if the bureau knows the tail numbers that were used and/or the billee codes and mission codes for the flights flown. The bureau will need to scrub the OAS produced reports to ensure that only contract hours that can be reasonably expected to flown by a fleet aircraft are included in the chart. In general, the contracted aircraft should have been the same category, class, and cabin configuration (e.g., six seat single engine airplane) as the proposed aircraft.

Five year average missions flown – Both the fleet and CAS data includes mission code information that can be sorted to calculate the Type Missions Flown data entered on the OAS-13F.

Example 2 – Five Year Lookback Mission Analysis

<table>
<thead>
<tr>
<th>Mission</th>
<th>5yr Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconnaissance - Above 500 feet</td>
<td>198.2</td>
</tr>
<tr>
<td>Personnel Transport</td>
<td>59.2</td>
</tr>
<tr>
<td>Aerial Imagery - Above 500 feet</td>
<td>28.8</td>
</tr>
<tr>
<td>Other</td>
<td>22.7</td>
</tr>
<tr>
<td>Pilot Proficiency</td>
<td>17.1</td>
</tr>
<tr>
<td>Animal Tracking/Survey</td>
<td>13.5</td>
</tr>
<tr>
<td>Maintenance Flight</td>
<td>12.0</td>
</tr>
<tr>
<td>Cargo Transport</td>
<td>2.7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>354.3</td>
</tr>
</tbody>
</table>

c. Aircraft Requirements: The Aviation Business Case requires a systematic comparison of at least three aircraft and the status quo. To aid in developing a list of alternative aircraft, OAS recommends building three tiers of aircraft requirements and documenting these requirements here in Step 5 of the CAP tool. The first of the three tiers is the non-negotiable (minimum) requirements. If an aircraft does not meet the minimum requirements, it should not be posted as an alternative. Examples of minimum requirements; the aircraft must be suitable for observation/survey (high wing) or it must be certified for amphibious floats. FAA certification in the normal or restricted category (the latter in special use configurations) is required for all DOI fleet acquisitions unless otherwise approved in advance by the OAS Director. A stated requirement that an aircraft must be manned is acceptable, but users should consider whether a required mission could be performed as well with an unmanned aircraft system (UAS).
Minimum Requirements

Following is an example of minimum requirements.

Minimum Aircraft Requirements:

- Must have a Standard Airworthiness Certificate.
- An aircraft make and model for which engineering and logistical support for continued airworthiness is provided from the current type certificate holder or supplemental type certificate holder.
- IFR/VFR, day/night.
- Turbo-charged reciprocating engine.
- Four seat configuration; one pilot seat and three passenger seats.

Performance Requirements

The second tier is performance requirements. Evaluation of this tier determines how capable the aircraft is of meeting mission requirements. The OAS-13F asks the users to specify desired aircraft performance requirements. For most fleet aircraft, the most useful measure of merit may be mission range/endurance with a typical load out for the most important/critical mission. The OAS-13F allows the bureau to specify the number of pilots, crew, survival gear, and other cargo in the typical profile and compute the resultant weight. Users are cautioned against writing specifications which are unique to a single aircraft or are not performance based. (e.g. max gross takeoff weight must equal 1330 pounds). Also, when comparing aircraft, in some cases it may be necessary to establish a common set of parameters against which two or more aircraft may be measured. For example, if two competing aircraft have different payload capacities, a comparison of takeoff distance over a 50 foot obstacle should specify that the distance be calculated using the payload capacity of the less capable aircraft rather than the maximum gross weight of each. An example follows:

The Desired Performance Requirements (in priority order) are:

- Mission endurance with typical mission weight at cruise airspeed (min 4 hours)
- Maximum range at typical mission weight and max range airspeed (not specified)
- Useful load at max gross weight (min 1200 pounds)
- Takeoff distance to clear 50 foot obstacle with 1200 pounds of total payload

Target Requirements

The third tier of requirements includes target requirements. Target requirements are not normally used to determine which make/model/series of aircraft will best meet mission needs. Rather, they are used during the contracting/acquisition process to determine those feature or capabilities for which the government assign addition value in a competitive bidding process. Target requirements are also used to estimate costs to configure the aircraft for the mission after initial acquisition (e.g., P-25 compliant radios). It is important that target requirements be documented in the Aviation Business Case to substantiate their inclusion in contract solicitation specifications. Examples include:

Target Aircraft Requirements:
Aviation Business Case Template (2015)

- Engine monitoring system.
- Electronic fuel flow monitor.
- Engine preheating system.
- Short takeoff and landing (STOL) kit.
- Right-hand crew door.
- Aircraft currently maintained to 14 CFR 135 standards
- Factory float kit installed.

c. Executive Summary - Briefly summarize any conditions that prompted the decision to replace the aircraft and any external factors impacting an acquisition decision. Confirm that a government pilot position has been established and funded to support the selected aircraft.

d. Conclusion - The full analysis of alternative aircraft and business models is contained in Step13. In this section briefly discuss the results of the analysis. Specifically, indicate the dollar cost advantage or penalty incurred in selecting the preferred alternative.

e. Recommendation – This is the bottom line (e.g. Recommend the EAC approve acquisition of a replacement of this aircraft in accordance with the acquisition plan.

Step 6. - Contact Information:

Enter the names and contact information for the following officials.

a. Agency Headquarters Business Sponsor
   i. Name: Within the Bureau, the individual with the authority to allocate resources and make personnel decisions.
   ii. Title
   iii. Telephone
   iv. Email

b. Aviation Program Manager
   i. Name: Bureau/Agency State/Regional/Aviation Manager
   ii. Telephone
   iii. Email

c. Contracting Officer
   i. Name: This will usually be left TBD (to be determined) until the acquisition is actually approved.
   ii. Telephone
   iii. Email

7. Summary of Funding:

The Summary of Funding must include the total cost of planning, acquiring, operating, maintaining and disposing of the investment. The amounts reported must include all of the costs incurred by the managing partner and any other Federal agencies. Typically, disposal costs will be $0 until the final year of the lifecycle. The OAS Fleet Accountant can help provide these numbers.

Enter the total estimated life-cycle cost of the investment in Table 1. All amounts represent budget authority in millions of dollars. Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions.
Indicate how many years does the column “PY - 1 and Earlier” represent?
Indicate how many years does the column “BY + 4 and Beyond” represent?
If the summary of funding has changed from the previous budget request, briefly explain the changes.

### Table 1: Summary of Spending for Project Phases

(Reported in Then Year $ Million)

<table>
<thead>
<tr>
<th></th>
<th>PY 2012 &amp; Earlier</th>
<th>CY 2013</th>
<th>BY 2014</th>
<th>BY+1 2015</th>
<th>BY+2 2016</th>
<th>BY+3 2017</th>
<th>BY + 4 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning:</td>
<td>-</td>
<td>0.015</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.015</td>
</tr>
<tr>
<td>Acquisition:</td>
<td>-</td>
<td>-</td>
<td>2.1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Planning &amp; Acquisition</td>
<td>0.015</td>
<td>2.1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2.115</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>-</td>
<td>1.031</td>
<td>1.05</td>
<td>1.069</td>
<td>1.088</td>
<td>20.328</td>
<td>24.566</td>
</tr>
<tr>
<td>Residual Value/Disposal Cost</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-3.49</td>
<td>-3.49</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>0.015</td>
<td>3.131</td>
<td>1.05</td>
<td>1.069</td>
<td>1.088</td>
<td>16.838</td>
</tr>
</tbody>
</table>

Step 8 – **Acquisition Plan**: The Acquisition Plan should maximize competition to ensure the government receives a fair price. Expected values are as follows:

a. Has an Acquisition been developed (yes/no)? The plan for this acquisition will be developed by IBC/DOI once the ABCS has been approved and will be available to OMB upon request.

b. If an Acquisition Plan has been developed, answer the following questions.
   i. Does the Acquisition Plan reflect the requirements of FAR Subpart 7.1 (yes/no)?
   ii. Was the Acquisition Plan approved in accordance with agency requirements (yes/no)?
   iii. If the Plan was approved, enter the date of approval. TBD
   iv. Is the Acquisition Plan consistent with the agency Strategic Sustainability Performance Plan (yes/no)?
   v. Does the Acquisition Plan meet the requirements of EO 13423 (yes/no)?
   vi. Does the Acquisition Plan meet the requirements of EO 13514 (yes/no)?

c. If an Acquisition Plan has not been developed, provide a brief explanation. An Acquisition Plan will be developed when approval to move forward with procurement of the required aircraft is received.

d. Enter all (including non-Federal) current and planned contracts and task orders in Table 2. Completed contracts and task orders do not need to be listed. Total Value should include option years. If a contract has not been awarded, estimates of dates, dollar values and any other information should be provided. Data definitions can be found at www.usaspending.gov/learn?tab=FAQ#2.

e. Do all Procurement Instrument Identifier (PIID) and Indefinite Delivery Vehicle (IDV) PIID entries match www.USAspending.gov (yes/no)?

f. Do all Solicitation IDs match FedBizOpps at www.fbo.gov (yes/no)?

g. If Earned Value Management is not required or will not be a contract requirement for any of the contracts or task orders, provide a brief explanation.
<table>
<thead>
<tr>
<th>Field</th>
<th>Data Description</th>
<th>Contract 1</th>
<th>Contract 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Status</td>
<td>1. Awarded&lt;br&gt;2. Pre-award Post-solicitation&lt;br&gt;3. Pre-award Pre-solicitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting Agency ID</td>
<td>Required only if the contracting agency is different than the agency submitting the exhibit. Use the agency four digit code as used in FPDS. NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement Instrument Identifier (PIID)</td>
<td>See [<a href="http://www.usaspending.gov/learn?tab=FAQ#2">www.usaspending.gov/learn?tab=FAQ#2</a> TBD](<a href="http://www.usaspending.gov/learn?tab=FAQ#2">www.usaspending.gov/learn?tab=FAQ#2</a> TBD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indefinite Delivery Vehicle (IDV) Reference ID</td>
<td>Required only for IDVs. See [<a href="http://www.usaspending.gov/learn?tab=FAQ#2">www.usaspending.gov/learn?tab=FAQ#2</a> TBD if applicable](<a href="http://www.usaspending.gov/learn?tab=FAQ#2">www.usaspending.gov/learn?tab=FAQ#2</a> TBD if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solicitation ID</td>
<td>See <a href="www.fbo.gov">www.fbo.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Financing</td>
<td>ESPC, UESC, EUL or N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVM Required</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ultimate Contract Value</td>
<td>Total value of contract including all options. TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Contract/Task Order (Pricing)</td>
<td>See FAR Part 16. Examples include fixed price, cost, cost plus, incentive, IDV, T&amp;M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Contract a Performance Based Service Acquisition (PBSA)?</td>
<td>Y/N Indicates whether the contract is a PBSA as defined by FAR 37.601. A PBSA describes the requirements in terms of results rather than the methods of performance of the work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>MM/DD/YYYY Actual or expected start date of the contract/task order. The date that the parties agree will be the starting date for the contract requirements. TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual or Expected End Date of Contract/Task Order</td>
<td>MM/DD/YYYY TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extent Competed</td>
<td>A. Full and open competition&lt;br&gt;B. Not available for competition&lt;br&gt;C. Not competed&lt;br&gt;D. Full and open competition after exclusion of sources&lt;br&gt;E. Follow-on to competed action&lt;br&gt;F. Competed under simplified acquisition procedures&lt;br&gt;G. Not competed under simplified acquisition procedures (CDO) Competitive Delivery Order (NDO) Non-competitive Delivery Order TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Description of Acquisition</td>
<td>See [<a href="http://www.usaspending.gov/learn?tab=FAQ#2">www.usaspending.gov/learn?tab=FAQ#2</a> To be provided](<a href="http://www.usaspending.gov/learn?tab=FAQ#2">www.usaspending.gov/learn?tab=FAQ#2</a> To be provided)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 8 - Defining Alternatives:

The standard alternatives analysis developed by the GSA does not contain a methodology for selecting which aircraft makes/models/series will be considered and analyzed for a cost perspective. Although a requesting bureau may offer a more complex methodology for aircraft selection, the following process is recommended. Information contained in this section should be developed in this stage of the process and pasted in Step 13 of the CAP Tool.

The ABCS must compare the lifecycle costs, etc., for three different alternatives, one of which should be a contractor owned option. Each alternative to be considered should be capable of meeting the minimum requirements stated in Step 5 above. For replacement acquisition projects, an additional "status quo" alternative must also be considered; this status quo alternative assumes that the lifespan of the aircraft being replaced will be extended to a comparable lifespan as to the other acquisition alternatives. The “status quo” alternative is not required if the aircraft to be replaced is no longer operational (i.e., not airworthy, not economically repairable).

In Step 8 of the CAP Tool, each alternative must be created and assigned a name, which usually consists of the manufacturer/model of aircraft to be acquired and an indication of whether aircraft will be purchased new or used. The name will appear in the columnar headings on the Cost Comparison worksheets.

The definition of these alternatives will be used in later steps to produce a lifecycle cost analysis worksheet specifically for this ABCS. To make the comparison equal, we strongly recommend making the life cycles the same length for each alternative. The standard life cycle is 20 years, since that’s the basis our auditors expect us to use when expensing depreciation. Even though the average contract length is four to five years, you must specify a 20 year life in order to keep the life cycle comparison “apples to apples” between fleet and contract aircraft alternatives. If you have an asset that is already 20 plus years or are planning to buy a 35 year old airplane, you will need to plan for refurbishment or overhaul expenses in Step 10.

Note that thus far in the process, the CAP Tool will only allow designation of the alternatives. Although the user will need to develop the aircraft requirements in Step 5 above in order to choose viable alternatives, comparison of the alternatives against those requirements comes after the cost comparison analysis in the CAP tool in 12. OAS recommends the comparison of alternative aircraft against established aircraft requirements be captured in a work file and saved for use in Step 13.

Step 9 - Select Worksheet Method

If a currently owned aircraft has reasonably complete and correct historical operational data in FAIRS, that historical data can be used as the basis for prepopulating the operational profile for the remaining anticipated lifespan for that aircraft. The CAP Tool in step 9 can summarize each of the most recent 3 years of historical data on file in FAIRS for this aircraft (if available) as well as the average annual value for each of the components of the baseline. Select the "Pre-Filled Worksheet" option above the table to display this data. You should review this historical data to determine which column, if any, best represents a typical year for pre-filling the baseline template. Select the "use as base" link below the desired column to prepopulate the "Basis for Projections" column. You may then update individual values within the "Basis for Projections" column, as appropriate. Enter the percentage value for the "Yearly Cost Increase Factor". Under the “Status Quo” column, select Use Historic Data” to populate this column. Then, before you download, enter the estimated costs for the other alternatives.
If an aircraft does not have reasonably complete and correct operational data on file in FAIRS, you may still use a pre-filled worksheet to streamline this process. Select the "Pre-Filled Worksheet" option above the table, provide the desired basis values and yearly cost increase factor within the "Basis for Projections" column. The yearly cost increase factor is important because the CAP Tool will use this number to estimate how costs will increase over the life cycle of the aircraft. The single cost increase factor will be equally applied against all the alternatives you have created.

The example on the next page shows a base year spreadsheet for four alternatives. The status quo column uses historical data. Base year cost data for the alternative aircraft may be extracted from FAIRS data collected on other fleet aircraft or from the Life Cycle Cost Analyzer (LCCA) software which GSA acquired from Conklin & de Decker. The OAS Accountant has a copy.

NOTE: In subsequent steps, you will download and upload an Excel workbook which is composed of separate sheets for each alternative. The CAP Tool requires that most of the cost data be in INTEGER format. If you populate the fields in the base year spreadsheet as completely as possible, the CAP Tool will convert all the cost figures to integer format for you. If you subsequently change those numbers you will probably need to enter them as =INT ($ value).

Once you have the base year spreadsheet as complete as you can get it and select the "Submit" button below the table to proceed to the next step.
### Basis for Projections

<table>
<thead>
<tr>
<th>Basis for Projections</th>
<th>Status Quo</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly Cost Increase Factor</td>
<td>3.00</td>
<td></td>
<td></td>
<td>%</td>
</tr>
</tbody>
</table>

### Acquisition/Disposal Value/Cost

<table>
<thead>
<tr>
<th>Projected Annual Flying Hours</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
</tr>
<tr>
<td># of Crewmembers</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td># of Maintenance &amp; Flight Support</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Aircraft Acquisition Cost including SLEP/LEP</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>$123,000</td>
<td>$155,620</td>
<td>$557,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SLEP/LEP / Re-Engine</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000</td>
<td>$400,000</td>
<td>$45,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Market Value</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000</td>
<td>$175,000</td>
<td>$505,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residual Value (estimated @ 20% market value)</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000</td>
<td>$35,000</td>
<td>$101,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Variable Costs (Hourly)

<table>
<thead>
<tr>
<th>Variable Costs (Hourly)</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel/Oil/Lubricants/Gasses Cost per flight hour</td>
<td>116</td>
<td>120</td>
<td>90</td>
</tr>
<tr>
<td>Maintenance Labor Cost per flight hour</td>
<td>95</td>
<td>105</td>
<td>100</td>
</tr>
<tr>
<td>Maintenance Scheduled Parts Cost per flight hour</td>
<td>40</td>
<td>57</td>
<td>45</td>
</tr>
<tr>
<td>Maintenance Unscheduled Parts Cost per flight hour</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Flight Crew (Variable) Cost per flight hour</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Flight/Ground Support &amp; Other Costs (away from home airfield)</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Fixed Costs

<table>
<thead>
<tr>
<th>Fixed Costs</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Aircraft &amp; Engine Inspections</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance Engine Overhauls</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance Labor</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance Parts (Fixed)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Flight Crew</td>
<td>90,000</td>
<td>90,000</td>
<td>90,000</td>
</tr>
<tr>
<td>Flight &amp; Ground Support (Home Airfield)</td>
<td>38,400</td>
<td>38,400</td>
<td>38,400</td>
</tr>
<tr>
<td>Operations Overhead</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### CAS Costs

<table>
<thead>
<tr>
<th>CAS Costs</th>
<th>Turbo 206G</th>
<th>New 206H</th>
<th>COGO Turbo 206G</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS In-house Costs (agency-provided pilot &amp; fuel expenses)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>CAS Paid Out Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
Aviation Business Case Template (2015)

Step 10 - Download Worksheet

Having identified the base year costs for each of the alternatives, the next step is to assemble the life cycle baseline for the remaining lifespan for each. The CAP Tool will create an Excel workbook, entitled “CAPworksheet.xls” that displays the projected costs through the life cycle of each of the alternatives. In the workbook, there is a separate spreadsheet for each alternative. Each spreadsheet has essentially the same rows as the base year spreadsheet that you filled out. However, in the CAPworksheet, the columns extend out to the stipulated life cycle of that alternative (e.g., 20 years), showing the projected costs for each fiscal year weighted for the annual cost increase factor.

Step 10 in the CAP Tool will prompt you to download the file. We recommend you give the file a unique name (particularly if you plan to do more than one ABCS in your lifetime!) and save it in your system. Log out of FAIRS so that your online data will be saved. Open the spreadsheet in Microsoft Excel and flesh out the various cost and operational data fields for the remaining years for the selected aircraft. If you’re projecting costs for an aged aircraft, don’t forget to program in overhauls and refurbishments. In DOI, engine overhaul costs are factored into the per hour flying rate so you don’t have to account for those separately.

While the variable cost per hour data is fairly straight forward, you should also partner with OAS Technical Services to work up the fixed costs. The “Operations Overhead” row is used to capture depreciation, accident reserves (self-insurance), replacement reserves and refurbishement reserves as applicable. As the bureau representative, you will need to provide the baseline costs of the pilot. Ask your HR shop for the fully encumbered (base pay plus benefits) cost of the pilot at the anticipated pay grade. The CAP Tools annual cost increase factor will more than cope with time in grade promotions. Unless the pilot performs flight related duties exclusively, you can attribute just a percentage of the full encumbered cost to the cost of the aircraft program. Generally, the pilot cost you compute for one fleet aircraft alternative will be valid for all alternatives which include a government pilot.

Another cost which should be documented is the cost of equipping the aircraft with mission unique equipment. If you intent to remove equipment from the current aircraft to install on the acquired aircraft (e.g. VHF-FM radios) document that so that the exchange sale value of the replaced aircraft can be accurately estimated.

The fleet activity assistants at OAS can also provide you with a history of other fleet aircraft expenses which are paid by OAS by charge card and then later billed to the Bureau. Remember, the object of the exercise is to help you better identify and anticipate cost/expenses that you will need to include in your operating budget for the life cycle of the aircraft. The more accurate your forecast, the more your business off will like you!

Step 11 - Upload Worksheet

In this step, you will be prompted to upload the Worksheet you downloaded and modified in Step 10. The FAIRS CAP Tool will scan the information in the spreadsheet, check that the needed data is present and valid, and (if valid) extract that data and save it as part of this ABCS. If the data is not valid, any problems found will be listed. In that situation, you should update the copy of the spreadsheet you saved to your computer's hard drive and return to this step to attempt to upload the completed worksheet again.
Step 12 - Alternatives Review

The CAP Tool produces two cost comparison charts. The first compares the Lifecycle costs of alternatives you’ve developed. The second focuses on the first year costs associated with the four alternatives. This step will also display CAP Tool versions of the individual alternative spreadsheets that you uploaded.
### Lifecycle Cost Comparison (NPV)

<table>
<thead>
<tr>
<th></th>
<th>T210N</th>
<th>T206H</th>
<th>C421</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acquisition/Disposal Value/Cost</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New, Used or Refurbished</td>
<td>Used</td>
<td>New</td>
<td>Refurbished</td>
</tr>
<tr>
<td>Useful Life (Years)</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Projected Annual Flying Hours (average)</td>
<td>315</td>
<td>450</td>
<td>315</td>
</tr>
<tr>
<td># of Crewmembers</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td># of Maintenance &amp; Flight Support Personnel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Original Aircraft Acquisition Cost</td>
<td>$300,000</td>
<td>$565,500</td>
<td>$390,000</td>
</tr>
<tr>
<td>SLEP/LEP / Re-Engine</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Projected Acquisition Cost (Investment)</td>
<td>$300,000</td>
<td>$565,500</td>
<td>$390,000</td>
</tr>
<tr>
<td>Market Value</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Residual Value (estimated @ 20% market value)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Variable Cost (total life cycle cost)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel/Oil/Lubricants/Gasses Cost</td>
<td>$1,455,615</td>
<td>$1,557,000</td>
<td>$2,187,360</td>
</tr>
<tr>
<td>Maintenance Labor Cost</td>
<td>$548,730</td>
<td>$727,200</td>
<td>$1,002,645</td>
</tr>
<tr>
<td>Maintenance Scheduled Parts Cost</td>
<td>$310,275</td>
<td>$294,750</td>
<td>$1,129,905</td>
</tr>
<tr>
<td>Maintenance Unscheduled Parts Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight Crew (Variable) Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight/Ground Support &amp; Other Costs (away from home airfield)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Variable Cost</td>
<td>$2,314,620</td>
<td>$2,578,950</td>
<td>$4,319,910</td>
</tr>
<tr>
<td>Total Variable Cost per Year (Costs per hour x hours/year)</td>
<td>$115,731</td>
<td>$128,948</td>
<td>$215,996</td>
</tr>
<tr>
<td><strong>Fixed Cost</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Aircraft &amp; Engine Inspections</td>
<td>$119,297</td>
<td>$102,256</td>
<td>$217,135</td>
</tr>
<tr>
<td>Maintenance Engine Overhauls</td>
<td>$262,452</td>
<td>$499,913</td>
<td>$676,015</td>
</tr>
<tr>
<td>Maintenance Labor</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Maintenance Parts (Fixed)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight Crew</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight &amp; Ground Support (Home Airfield)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Operations Overhead</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Fixed Cost per Year</td>
<td>$19,087</td>
<td>$30,108</td>
<td>$44,658</td>
</tr>
<tr>
<td><strong>CAS Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS In House Costs (agency provided pilot/fuel)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>CAS Paid Out Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total CAS Cost per Year</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Average Annual Cost per Hour</td>
<td>$428</td>
<td>$353</td>
<td>$827</td>
</tr>
<tr>
<td>Total Average Annual Cost</td>
<td>$134,818</td>
<td>$159,056</td>
<td>$260,653</td>
</tr>
<tr>
<td>Total Life Cycle Cost (NPV)</td>
<td>$2,996,369</td>
<td>$3,746,619</td>
<td>$5,603,060</td>
</tr>
</tbody>
</table>
### Aviation Business Case Template (2015)

<table>
<thead>
<tr>
<th>First Year Acquisition and Operating Costs</th>
<th>T210N</th>
<th>T206H</th>
<th>C421</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acquisition/Disposal Value/Cost</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New, Used or Refurbished</td>
<td>Used</td>
<td>New</td>
<td>Refurbished</td>
</tr>
<tr>
<td>Useful Life (Years)</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Projected Annual Flying Hours</td>
<td>315</td>
<td>450</td>
<td>315</td>
</tr>
<tr>
<td># of Crewmembers</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td># of Maintenance &amp; Flight Support</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Original Aircraft Acquisition Cost including SLEP/LEP</td>
<td>$300,000</td>
<td>$565,500</td>
<td>$390,000</td>
</tr>
<tr>
<td>SLEP/LEP / Re-Engine</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Acquisition Cost (Total Capital Investment)</td>
<td>$300,000</td>
<td>$565,500</td>
<td>$390,000</td>
</tr>
<tr>
<td>Market Value</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Residual Value (estimated @ 20% market value)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Variable Costs (Hourly)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel/Oil/Lubricants/Gasses Cost per flight hour</td>
<td>$183</td>
<td>$137</td>
<td>$275</td>
</tr>
<tr>
<td>Maintenance Labor Cost per flight hour</td>
<td>$69</td>
<td>$64</td>
<td>$126</td>
</tr>
<tr>
<td>Maintenance Scheduled Parts Cost per flight hour</td>
<td>$39</td>
<td>$26</td>
<td>$142</td>
</tr>
<tr>
<td>Maintenance Unscheduled Parts Cost per flight hour</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight Crew (Variable) Cost per flight hour</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight/Ground Support &amp; Other Costs per flight hour</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Variable Cost per Hour</td>
<td>$291</td>
<td>$227</td>
<td>$543</td>
</tr>
<tr>
<td>Total Variable Cost</td>
<td>$91,665</td>
<td>$102,150</td>
<td>$171,045</td>
</tr>
<tr>
<td><strong>Fixed Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Aircraft &amp; Engine Inspections</td>
<td>$4,725</td>
<td>$4,050</td>
<td>$8,600</td>
</tr>
<tr>
<td>Maintenance Engine Overhauls</td>
<td>$10,395</td>
<td>$19,800</td>
<td>$26,775</td>
</tr>
<tr>
<td>Maintenance Labor</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Maintenance Parts (Fixed)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight Crew</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Flight &amp; Ground Support (Home Airfield)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Operations Overhead</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Fixed Cost per Year</td>
<td>$15,120</td>
<td>$23,850</td>
<td>$35,375</td>
</tr>
<tr>
<td><strong>CAS Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS In-house Costs (agency-provided pilot &amp; fuel expenses)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>CAS Paid Out Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total CAS Cost per Year</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost per Hour</td>
<td>339</td>
<td>280</td>
<td>655</td>
</tr>
<tr>
<td>Total Annual Cost</td>
<td>$106,785</td>
<td>$126,000</td>
<td>$206,420</td>
</tr>
</tbody>
</table>
Aviation Business Case Template (2015)

Step 13 - Preferred Alternative: In this step, the CAP Tool will ask you to first select your preferred alternative and then explain your choice! Here’s an example selection screen:

Title: Replacement Acquisition: N32PS – 1984 Cessna Aircraft Company 206G

Please select your preferred alternative?

- Status Quo
- Turbo 206G
- New 206H
- COGO Turbo 206G

The CAP Tool will then ask you to provide rationale for your selection. This is the place to insert clipboard text that compares the capabilities/performance of your designated alternatives against the aircraft requirements you defined in Step 5. This can be as simple or complex as the user desires. We do not recommend using weighting factors as these are too easy to manipulate to force an outcome. As a minimum, compare the published performance of the alternative aircraft against the performance metrics. Here is an example:

<table>
<thead>
<tr>
<th>Performance Metrics Priority Order</th>
<th>Desired Performance</th>
<th>Cessna 182JT-A</th>
<th>Cessna T206H</th>
<th>GippsAero GA-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Endurance @ profile weight, cruise speed</td>
<td>4 hours</td>
<td>6</td>
<td>4.5</td>
<td>4.2</td>
</tr>
<tr>
<td>Max Range @profile weight, cruise speed</td>
<td>500</td>
<td>1360</td>
<td>593</td>
<td>474</td>
</tr>
<tr>
<td>Useful Load with full fuel</td>
<td>1200 lbs.</td>
<td>435</td>
<td>1286</td>
<td>1850</td>
</tr>
<tr>
<td>Max Cruise Speed at altitude</td>
<td>NA</td>
<td>156</td>
<td>164</td>
<td>129</td>
</tr>
<tr>
<td>Takeoff Distance 50 foot obstacle at common TOW (1200 pound)</td>
<td>NA</td>
<td>NA</td>
<td>1740</td>
<td>1378</td>
</tr>
<tr>
<td>Max Cruise Altitude/service ceiling</td>
<td>NA</td>
<td>20000</td>
<td>25000</td>
<td>20000</td>
</tr>
<tr>
<td>Technical Ranking</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Requesting agencies are encouraged to add notes to explain technical rankings. For the example above, it might be appropriate to note that the Cessna 182 Jr-A is still in low rate production or mention that the Department lacks experience operating the GA-8. In addition, since the aircraft in this example will primarily be used for medium altitude camera survey work, the user should emphasize that the ability to cover long distances with the standard cabin load and maximum fuel is valued over payload capacity or short takeoff performance.

Following the comparison of alternative aircraft against the stated performance requirements, the requester/user should, in this paragraph, document which aircraft the best value in terms of life cycle costs versus performance. If the selected aircraft make model has been designated as a “fleet standard” then state that here. This documentation will be used by the contracting officer to develop justification for a sole source acquisition action.
Aviation Business Case Template (2015)

If fewer than three alternatives are to be evaluated, please provide a brief explanation.

Step 14 - Contracts

IBC/AQD Aviation Branch will provide initial values for this step. These values should be updated once the ABCS is approved at the required level and again at the conclusion of the acquisition process.

<table>
<thead>
<tr>
<th>Field</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Status</td>
<td></td>
</tr>
<tr>
<td>Contracting Agency ID</td>
<td></td>
</tr>
<tr>
<td>Procurement Instrument Identifier (PIID)</td>
<td></td>
</tr>
<tr>
<td>Indefinite Delivery Vehicle (IDV) Reference ID</td>
<td></td>
</tr>
<tr>
<td>Solicitation ID</td>
<td></td>
</tr>
<tr>
<td>Alternative Financing</td>
<td></td>
</tr>
<tr>
<td>EVM required</td>
<td></td>
</tr>
<tr>
<td>Ultimate Contract Value</td>
<td></td>
</tr>
<tr>
<td>Type of Contract/Task Order (Pricing)</td>
<td></td>
</tr>
<tr>
<td>Performance Based Service Acquisition (PBSA)?</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td></td>
</tr>
<tr>
<td>Actual or Expected End Date of Contract/Task Order</td>
<td></td>
</tr>
<tr>
<td>Extent Competed</td>
<td></td>
</tr>
<tr>
<td>Short Description of Acquisition</td>
<td></td>
</tr>
</tbody>
</table>

Do all Procurement Instrument Identifier (PIID) and Indefinite Delivery Vehicle (IDV) PIID entries match www.USAspending.gov?

- Yes
- No

Do all Solicitation IDs match FedBizOpps at www.fbo.gov?

- Yes
- No

If Earned Value Management is not required or will not be a contract requirement for any of the contracts or task orders, provide a brief explanation in the space provided below.

Step 15 - Summary of Funding: The CAP Tool will generate the chart below based on worksheet inputs in Step 11.
Summary of Spending for Project Phases
(Reported In Then Year $ Million)
Estimates for BY+1 and beyond for planning purposes only and do not represent budget decisions

<table>
<thead>
<tr>
<th></th>
<th>PY 2012 &amp; Earlier</th>
<th>CY 2013</th>
<th>BY 2014</th>
<th>BY+1 2015</th>
<th>BY+2 2016</th>
<th>BY+3 2017</th>
<th>BY + 4 and beyond</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning:</td>
<td></td>
<td>0.015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.015</td>
</tr>
<tr>
<td>Acquisition:</td>
<td></td>
<td></td>
<td>2.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.1</td>
</tr>
<tr>
<td>Subtotal Planning &amp; Acquisition</td>
<td>0.015</td>
<td>2.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.115</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td></td>
<td>1.031</td>
<td>1.05</td>
<td>1.069</td>
<td>1.086</td>
<td>20.328</td>
<td>24.566</td>
<td></td>
</tr>
<tr>
<td>Residual Value/Disposal Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-3.49</td>
<td></td>
<td>-3.49</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.015</td>
<td>3.131</td>
<td>1.05</td>
<td>1.069</td>
<td>1.086</td>
<td>16.636</td>
<td>23.191</td>
</tr>
</tbody>
</table>

How many years does the column "PY-1 and Earlier" represent?

If the summary of funding has changed from the previous budget request, briefly explain the changes.

Note: For the cross-agency investments, this table should include all funding (both managing partner and partner agencies). Government FTE Costs should not be included as part of the TOTAL represented.

Note: for “BY + 4 & Beyond” column; you may roll-up the remaining life-cycle costs thru disposal of the aircraft.

Step 16 - Risk Management: Following are the standard DOI responses for this step.

Has a Risk Management Plan been developed?

- Yes
- No

If "Yes", what is the date of the plan?

01/01/2012

If "Yes" does the plan include a list or risks?

- Yes
- No

If "Yes" does the plan include the probability of an occurrence of each risk?

- Yes

If "Yes" does the plan include the impact of each risk?

- Yes
- No
Aviation Business Case Template (2015)

If "Yes" does the plan include a mitigation strategy for each risk?

- [ ] Yes
- [x] No

If "Yes" does the plan include actively managing risk throughout the lifecycle?

- [x] Yes

If "No" please provide a brief explanation:

No, the proposed acquisition is for commercial available, FAA certificated, aircraft. There are no developmental costs associated with the aircraft itself. The make and model are currently operated within the DOI fleet and the operating bureau has experience flying the aircraft. OAS has experience managing maintenance/inspection programs for this type of aircraft and high confidence in the cost estimates provide. All modifications required to prepare the aircraft for bureau special use missions will be coordinated through the fleet manager and based on FAA-approved data. Should the aircraft not prove suitable for its intended mission, the Department will retain the ability to sell the aircraft at current market price and apply the proceeds against another aircraft.

Step 17 - Performance Information: Document the strategic goals supported by this acquisition. Bureaus are encouraged to cite agency unique strategic goals. As a generic strategic goal, it is acceptable to list “Increase Safety of Fleet Aircraft” as a strategic goal with “Age of Aircraft” as the performance metric and “No aircraft older than 40 years” as the performance goal.

Step 18 - Cost and Schedule Performance:

<table>
<thead>
<tr>
<th></th>
<th>Planned</th>
<th>Actual</th>
<th>Variance</th>
<th>Variance (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost ($M)</td>
<td>170000</td>
<td>175000</td>
<td>-5000</td>
<td>-0.029</td>
</tr>
<tr>
<td>Schedule (days)</td>
<td>30</td>
<td>35</td>
<td>-5</td>
<td>-0.167</td>
</tr>
</tbody>
</table>

Step 19 – Stakeholders: Designate if other Bureaus or Departments are partners in this acquisition and the date they approved the acquisition.

Step 20 - Send for Approval: Congratulations! You have completed the process of drafting a new Aviation Business Case Summary (ABCS). The status of this ABCS has now changed from being shown as "In Progress" to "Draft". To continue working with this draft ABCS, use the "Existing BCS" link in the left navigation panel to

- Preview the completed BCS,
- Make changes to the draft,
- Submit the draft BCS for review and approval
Once the Aviation Business Case is completed online, OAS Technical Services will assist the requesting agency in printing out a record copy of the ABCS and bundling it with the completed OAS-13F, the title sheet and, for acquisitions valued in excess of $2 million, the Document Acceptance and Release Notice shown on the next page.
DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is the ___ (date) ____ Aviation Business Case for NXXXX (or [Field Office Designation] Aircraft)

Changes will be issued only as a complete replacement document.

SUBMITTED: ____________________________DATE: ___/___/___
(For acceptance) (National Aviation Manager, Requesting Bureau)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Bureau of Indian Affairs)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Bureau of Land Management)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Bureau of Ocean Energy Management)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Bureau of Reclamation)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Bureau of Safety and Environmental Enforcement)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Fish & Wildlife Service)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, National Park Service)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, Office of Surface Mining Reclamation and Enforcement)

ACCEPTED: ____________________________DATE: ___/___/___
(For release) (EAC Member, U.S. Geological Survey)

APPROVED: ____________________________DATE: ___/___/___
(For release) (Director, Office of Aviation Services)
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 09

Subject: Fuel Procurement Procedures

Effective Date: January 1, 2019

Supersedes: OPM-09 dated January 1, 2015

Expiration Date: December 31, 2019

1. **Purpose.** This OPM establishes the Department of the Interior, Office of Aviation Services (OAS) procurement service procedures for the acquisition of aviation fuel and other related services.

2. **General.** Upon request, OAS will furnish fuel procurement, billing, payment and other services to all Interior bureaus, to the extent described below. OAS will be responsible for procurement, billing, payment, for aviation fuels only. Receipt, inspection (quality and quantity), and accounting for fuel at bureau locations are the responsibility of the requesting bureau. OAS can provide advice and assistance for development of programs to meet their responsibilities. OAS will furnish previously listed services to non-DOI agencies when requested. All costs will be fully reimbursed in accordance with OPM-6.

3. **Bulk Fuel and Oil.** OAS will procure bulk fuels and oil required by DOI bureaus to support activity needs. Bureaus desiring this service shall follow the procedures outlined below.

   A. Establish a special reimbursable service agreement for fuel/oil procurement through OAS. Submit requisitions to OAS identifying following requirements: product type(s), estimated quantities, type of delivery (e.g., bulk, drums, into-plane), delivery location, frequency or delivery dates, names of individual(s) authorized to order, ordering method (verbal or written), and bureau accounts to be charged. Requisitions may initiate one-time purchases or Blanket Ordering Agreements to cover a specific period of time at one location.

   B. Requesting bureaus will be billed for all bulk fuel and oil in one of two ways:

      1) **Payment upon delivery and receipt:** Is required for bulk delivery ordered through OAS on a one-time or infrequent basis. A bureau representative shall sign for product(s) delivered and forward the signed receipt to OAS. OAS will pay the vendor and bill the bureau for the cost of product. Deposits charged by a vendor for returnable barrels will be credited to the user bureau when the barrels are returned and the vendor passes the credit back to OAS.
2) Payment upon issue and use: Is required for bulk delivery ordered through OAS on a recurrent basis for bureau managed fuel sites. Fuel is charged to customers as it is issued through the use of form OAS-59, Fuel and Oil Issue Record. The direct cost of fuel will be billed to the agency for fuel issued. It is the managing bureau's responsibility to assure that fuel receipt delivery tickets vendor invoices and OAS-59s are mailed promptly to OAS. Issue and receipt documents are due at OAS on the 10th and 25th of each month. Rates are based on fuel cost, transportation costs, taxes, etc. Rates are subject to change due to cost fluctuations during the year. Rates will be adjusted as needed, but not more than once each month. Only OAS purchased fuel will be stored in these facilities. OAS retains ownership until fuel is issued.

Note: Bureau management must maintain an accounting ledger of all fuel activity, to include beginning inventory, receipts, and issues. The accounting ledger balance must agree within 1% of the actual physical inventory, determined by gauging or other acceptable measurement. Variances greater than 1% shall be investigated. OAS shall be reimbursed for unexplained losses.

a) The bureau is responsible for fuel receipt activity and acceptance inspection (quality and quantity). Bureaus are also responsible for maintaining fuel sites according to established safety and EPA standards. All fuel issues shall be recorded on OAS-59 in whole gallons. Joint bureau/OAS physical inventories shall be accomplished at the beginning and end of the use period for seasonal sites. For year-round sites, joint physical inventories are required on the last workday of March and September. The amount of fuel on hand shall be recorded on the OAS-59. A line entry shall be made stating "physical inventory amount," date taken, and names of individuals accomplishing the physical inventory. The OAS-59 is dated and submitted to the OAS with gallons on hand entered as the last entry.

b) A beginning fuel balance will be established and adjusted by quantities delivered and issued throughout the reporting period. The OAS will bill the bureau for the quantity not accounted for after reconciliation at the end of the reporting period.

C. Present fuel locations with type of fuel available are:

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Type of Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Ft. Wainwright</td>
<td>AVGS/JETF</td>
</tr>
<tr>
<td>116</td>
<td>Galena</td>
<td>AVGS/JETF</td>
</tr>
<tr>
<td>134</td>
<td>Fort Wainwright (AFS) Fuel Trucks</td>
<td>AVGS/JETF</td>
</tr>
<tr>
<td>138</td>
<td>NPS, Big Bend, TX</td>
<td>AVGS</td>
</tr>
<tr>
<td>500</td>
<td>Park Police, Washington D.C.</td>
<td>JETF</td>
</tr>
</tbody>
</table>

Offices 114-Ft. Wainwright and 116-Galena are supported by the OAS contracted fueler. All others are staffed by Bureau of Land Management-Alaska Fire Service (BLM-AFS) personnel. Those locations staffed by BLM-AFS personnel are operated during the fire season only and are primarily for BLM-AFS use.

Bureaus desiring to draw fuel from these locations must have an OAS billee code or BLM
reimbursable agreement and coordinate their requirements with the BLM-AFS Logistics Coordinator at 907-356-5680. The Washington, DC, stores site is operated by the U.S. Park Police solely for their helicopters. The Big Bend, TX stores site is operated by NPS solely for their aircraft.

4. **Government Credit Cards.** Upon written request by bureaus, OAS will arrange for the issue of the Government charge cards for fuel acquisition. OAS will pay charges incurred and, in turn, bill the user bureau for costs, or through the aircraft use rate (Lower-48 states).

The customer copy of the charge card transaction must be submitted promptly to OAS. Following are charge cards authorized for fuel procurement listed in descending order of preference:

A. Department of Defense Jet Fuel Ident-A-Plate (DD Form 1896) or U.S. Air Force AVGAS Ident-A-Plate (AF Form 1245). The Ident-A-Plate allows the bearer to charge fuel from military installations. These cards are issued at bureau request and assigned to a specific fleet aircraft, by FAA registration number. Ident-A-Plates may only be used for acquiring fuel for the aircraft to which the card is assigned. The card remains with the aircraft, however the assigned pilot and the Bureau to which the aircraft and card are assigned are responsible for proper use and security. Requests for card issuance must include the number of cards required, the FAA registration number of the aircraft to which it will be assigned. In Alaska, the request must also include an appropriate four-digit billee code, to be embossed on the card, for charging back to the bureau. DOD is phasing out Ident-A-Plates. When all military installations are equipped with electronic card readers, the Ident-A-Plate cards will be replaced with the contracted Air Card.

B. Department of Defense Jet Fuel Ident-A-Plate (DD Form 1896) or U.S. Air Force AVGAS Ident-A-Plate (AF Form 1245). The Ident-A-Plate allows the bearer to charge fuel from military installations. These cards are issued at bureau request and assigned to a specific fleet aircraft, by FAA registration number. Ident-A-Plates may only be used for acquiring fuel for the aircraft to which the card is assigned. The card remains with the aircraft, however the assigned pilot and the Bureau to which the aircraft and card are assigned are responsible for proper use and security. Requests for card issuance must include the number of cards required, the FAA registration number of the aircraft to which it will be assigned. In Alaska, the request must also include an appropriate four-digit billee code, to be embossed on the card, for charging back to the bureau. DOD is phasing out Ident-A-Plates. When all military installations are equipped with electronic card readers, the Ident-A-Plate cards will be replaced with the contracted Air Card.

C. Air Card (Gold). This is a commercial fuel card for use at commercial sites. This card can be presented at any Defense Energy Support Center (DESC) contracted Commercial Fixed Base Operator location in lieu of the old Ident-A-Plate cards. This card is available for purchase of overwing fuel, oil, tie downs, or landing fees for fleet aircraft operated by a Government pilot, or for bulk fuel purchases from a major oil company only. Users should assure, in advance, that the vendor would accept it.

User bureaus should submit requests to the OAS, indicating quantities desired and appropriate four-digit billee code (FAA identifier in lower-48 states) to be embossed on the cards.
D. Bank of America MasterCard. The MasterCard issued by Bank of America may be used to procure aviation fuel if the vendor will not accept the DOD or Air Card. Master Cards are assigned to individual bureau employees who are responsible for their proper use. Requests for issuance of this charge card must include the name of the bureau employee and work address and must be submitted by the employee’s immediate supervisor or Bureau Aviation Officer. Monthly statements must be reconciled, signed by the individual using it, and forwarded promptly to the OAS Approving Official. The transmittal to the OAS must include the statement, receipt copies of the charge slips, billee code and bureau account data, and cardholder signature certifying that all charges are only for official government business.

Lost, stolen or misplaced charge cards. Bureaus are responsible for prompt reporting to the OAS (unless otherwise instructed) of any loss or theft of charge cards. The Bureau remains responsible for charges made against the card until such time the OAS is notified. When so notified, the OAS will report the loss or theft to the card issuer.

5. Fuel Purchases by Aircraft Contractors in Alaska and Hawaii. Many contract and rental aircraft are provided to the Government under dry rates, with the Government either providing fuel and oil or reimbursing the contractor for fuel and oil purchases necessary for Government missions. When necessary for contract or rental operations, the following procedures will apply:

A. The Contracting Officer’s Administrative Representative (COAR) or the Government representative responsible for the flight shall confirm that Government provided fuel is authorized by the Contract/Agreement. The COAR may then authorize the contractor to procure (and pay for) commercial fuel directly, and seek reimbursement from the OAS on the OAS-23 Aircraft Use Report, or OAS will arrange for the issue of the Government charge cards for fuel acquisition.

B. When purchased by the contractor, fuel quantity and costs shall be recorded as a line entry and summarized under “Other Charges/Credits” on the Aircraft Use Report (Form OAS-23) and shall be supported by paid itemized invoices from the supplier. Certified true copies may be submitted in lieu of the original invoice.

C. Due to the fluctuation of aviation fuel taxes and inconsistent amounts billed to OAS by various DOD fuel stations, costs of procuring fuel cannot be billed to various agencies until such time that the OAS processes payment to DOD. The billing process will take into consideration direct DOD costs, all aviation fuel taxes and any additional charges per OPM-6.

6. Technical Fuel Services Available in Alaska and Hawaii. The OAS/Alaska Regional Office will provide on request the following fuel management services. Assistance in developing specific fuel site operation and maintenance procedures, fuel quality control procedures, fuel system specification development, equipment design, new fuel system installation, and assistance in retrofitting existing systems. Services also include the periodic inspection of existing systems to ensure operation as designed, as well as ensuring compliance with existing national codes and safety regulations. The OAS also provides training
sessions for fuel quality control, the proper operation of fuel systems and for tests and quality control measures that can be performed on-site.

Mark L. Bathrick
Director, Office of Aviation Services
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 10

Subject: Continuous Improvement of DOI Aviation Policy through Field Input

Effective Date: January 1, 2019

Supersedes: September 15, 2017

Distribution: A, B, & C

Expiration Date: December 31, 2019

1. **Purpose:** The purpose of this OPM is to provide the Department of the Interior (DOI) with policy on a new initiative to enhance the relevancy and agility of Department aviation policy through a process that encourages regular field user inputs in support of continuous improvement.

2. **Authority:** This policy is established by the Director, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. **Scope:** This OPM applies to all bureaus and offices within DOI.

4. **Background:** OPM’s were instituted to ensure DOI aviation policy remained current and relevant in the face of changing legislation, regulation, improvements in technology, changes in mission operations, and lessons learned from mishap investigations. While OPM’s historically provided annual opportunities to improve DOI aviation policies, they lacked a process that encouraged regular field input that could be adjudicated by OAS and bureau aviation managers for potential OPM incorporation. As a result, OPM versions were their most relevant when first signed, but gradually became less so as lessons were learned from putting them into practice, derived from mishap investigations, etc.

5. **Policy:** This OPM closes that gap, providing a process that encourages timely field input to the aviation policy process and OAS and bureau national aviation manager assessment of inputs for possible incorporation. In general, the application of policies and procedures outlined in this OPM are the joint responsibility of OAS and each bureau within the Department, which uses or operates government owned or contracted aircraft in the performance of their mission. All DOI office and bureau aviation managers are responsible for promoting the use and compliance with this OPM in an effort to make DOI aviation policy as current and relevant as possible. Timely and relevant feedback to the field regarding their inputs to improve OPM’s is key to the success of this policy. OAS and bureau aviation managers are responsible for providing this timely feedback.
6. **Procedure:** The following flow chart outlines the process for submitting suggested changes to DOI Policy. Inputs may come from any DOI federal or contract employee.
7. **Submissions**: Submissions must be made via the following link: ([OPM-10 Submission Form](https://www.doi.gov/aviation/eab/nam_members)) or via email to the respective bureau/office aviation manager (list available at: [https://www.doi.gov/aviation/eab/nam_members](https://www.doi.gov/aviation/eab/nam_members)). Submissions must include the following minimum information:

   a. Name of the submitter:
   b. Email address:
   c. Phone number (best daytime contact #):
   d. Bureau/Unit or Region/Division, (e.g. BLM/CA/ Calif Desert District, OAS AK Region/Hangar):
   e. Current position: Resource advisor, helicopter crew member, wildlife biologist, etc.:
   f. What you utilize aviation for (e.g. fire, SAR, ACETA, recon):
   g. Name of your RAM/SAM/NAM/RD/Div. Chief, etc.:
   h. What policy document this recommendation pertains to (e.g. DM351-chapter page 4-section 2B or OPM-4):
   i. Existing Text to correct:
   j. Recommended language (new or correction):
   k. Narrative/justification: why you are recommending either a change or the addition of new language (e.g. new updated information, policy is no longer valid, info is incorrect):
   l. Your estimate of how critical this request is:
      i. requires immediate attention,
      ii. can occur during next revision
      iii. can occur during annual update.

Digitally signed by MARK

MARK BATHRICK

Date: 2018.12.19 09:17:34

Mark L. Bathrick
Director. Office of Aviation Services
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) - 11

Subject: DOI Use of Unmanned Aircraft Systems (UAS)

Effective Date: January 1, 2019

Supersedes: January 1, 2018

Expiration: December 31, 2019

1. **Summary of Changes:**
   Minor grammatical changes have been made. Language clarifying qualifications for certain operations was added. Added language to clarify the training required for certain ground control station software.

2. **Purpose:**
   The purpose of this OPM is to provide DOI with policy on the operations and management of DOI operated Unmanned Aircraft Systems (UAS).

3. **Authority:**
   This policy is established by the Director, Department of the Interior (DOI or Department), Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; Secretarial Order 3322 dated August 23, 2012, and the Presidential Memorandum on Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, dated February 15, 2015.

4. **Scope:**
   This policy covers all UAS use under the operational control of DOI bureaus and offices.

5. **Policy:**
   Policy for the use of all aircraft within DOI is contained in Departmental Manuals 350-353 (DMs) and the associated Operational Procedures Memoranda (OPMs).

   A. Bureau specific UAS policy pertaining to the use of UAS can be found in each bureau’s national aviation management plan.

   B. Current Federal Aviation Administration (FAA) policy is provided in 14 CFR Parts 91 and 107 and/or FAA Order 8900.1, Volume 16, Unmanned Aircraft Systems (UAS).

   C. For all DOI UAS operations the following fundamental provisions apply:

      i. 14 CFR 1.1 defines “aircraft” as a device that is used or intended to be used for flight in the air. UAS are considered aircraft and must comply with applicable regulations, policies and procedures required by FAA and DOI and its bureaus and offices.
ii. Aircraft and pilots must maintain compliance with OPM-11 and with applicable sections of Title 14 CFR to operate in the National Airspace System (NAS). The FAA retains the sole authority to approve UAS operations within the NAS. The controlling agency has the authority to approve UAS operations in active Prohibited and Restricted Areas, Special Flight Rules Areas, and the Washington DC Flight Restricted Zone.

iii. UAS are defined as an aircraft and the associated elements (including communication links and the components that control the unmanned aircraft) that are required for safe and efficient operation.

iv. Per 351 DM 1.2 B, DOI employees are not authorized to manipulate the controls of DOI UAS unless they possess a current DOI Remote Pilot card, are receiving a flight evaluation from an OAS-designated UAS pilot inspector or are attending an approved DOI UAS training course.

v. When operating in Class A, B, C, D, E and G airspace, DOI UAS must be operated in accordance with 14 CFR Parts 91 and 107, FAA Certificate of Waiver or Authorization (COA) or Emergency COA (ECOA) and any terms and conditions outlined in agreements between DOI/FAA.

vi. UAS operations in Restricted, Prohibited, or Warning airspace will be regulated and approved by the controlling authority.

6. **Roles and Responsibilities:**

A. OAS ([https://www.doi.gov/aviation/uas](https://www.doi.gov/aviation/uas)):

   i. Coordinates fleet management, acquisition, and disposal of DOI-owned UAS.

   ii. Issues Department-wide policies, procedures, and training requirements.

   iii. Establishes UAS specifications and standards to ensure aviation safety and individual privacy, civil rights, and civil liberties protections in compliance with applicable laws, regulations, and policies.

   iv. Coordinates with internal and external agencies, partners, and organizations on UAS policy, acquisition, inspections, audits, compliance reviews, and proposed rulemaking.

B. Office of the Chief Information Officer:

   i. Promulgates and provides oversight of Department-wide information management policies, guidelines and procedures to bureaus and offices for their implementation to ensure compliance with relevant Federal laws, regulations and policies. Such policies, guidelines and procedures include, but are not limited to, addressing requirements associated with privacy, IT security, and records management.
ii. Publishes privacy policy, provides guidance, and collaborates with bureaus, offices, and program officials to evaluate program activities to ensure privacy considerations are addressed for the collection, use, retention, and dissemination of personally identifiable information and appropriate safeguards are implemented to protect individual privacy, civil rights, and civil liberties.

C. Office of Civil Rights:

i. Develops policy and guidelines to assure proper implementation of laws, Executive Orders, regulations, and Departmental initiatives relating to affirmative employment, equal opportunity, civil rights and educational partnerships.

ii. Oversees the management and evaluation of programs, activities, and services receiving Federal financial assistance, and ensures expedient processing and resolution of complaints of discrimination, prevention of discriminatory practices, and equal access to Federal financial assistance and federally conducted programs for all persons regardless of race, color, age, religion, sex, national origin, disability, and sexual orientation.

D. Bureau or Office:

i. Implements departmental and bureau or office UAS specific policies, procedures, and protections consistent with applicable Federal laws, executive orders, regulations, policies, and standards.

ii. Bureaus are responsible for developing, organizing, and conducting training required and authorized by DOI OAS.

7. UAS Acquisition:

A. All acquisitions of commercially available systems by DOI personnel shall be routed through OAS and the Interior Business Center, Acquisitions Services Directorate (IBC-AQD). Specifications for UAS used by DOI will be developed collaboratively between the bureaus and OAS. Acquisition activities including requests for information, quotation, or proposal will be coordinated through the NAM’s office.

B. Procurement Methods:

i. For UAS acquisitions under the capital asset threshold of $25,000 the bureau shall complete the DOI UAS Acquisition Request Form (OAS-13U, Appendix 1).

ii. UAS purchases above the capital asset threshold will require an Aviation Business Case as described in OPM-08.

8. UAS Flight Services:
Contractor provided UAS Flight Services must follow the processes outlined in 353 DM 1 and OPM-35.

9. **UAS Airworthiness Certification:**

   A. All UAS operated under DOI operational control, including cooperator aircraft, must have a current OAS-36U DOI UAS Data Card or letter of authorization issued by OAS.

   B. Any modification to a DOI UAS, such as adding a new sensor may affect airworthiness and requires approval from the DOI UAS Fleet Management (OAS).

10. **Periodic Inspections:**

    A. The DOI UAS Fleet Manager, in collaboration with the bureaus, determines the appropriate method of inspection and re-inspection of DOI UAS.

    B. DOI Remote Pilots assigned a small UAS shall inspect the aircraft prior to the expiration of the OAS-36U and submit the inspection form online: https://docs.google.com/a/ios.doi.gov/forms/d/e/1FAIpQLSfAjAhKTJClZfkCQB19zoH K_ty DXiCWyysH3SrpB1CGxB9ClQ/viewform?c=0&w=1

    C. OAS-36U Aircraft Data Cards for small UAS, will be issued every 24 months, upon receipt of the inspection form. The Remote Pilot Operator must submit the inspection form 30 days prior to the expiration of the OAS-36U.

    D. Large UAS (>55lbs) will be inspected annually, or as required by a contract, by an OAS approved inspector or designee.

    E. All inspections for UAS shall accomplish the following tasks:

       i. Confirm aircraft configuration conforms to original manufacturer’s design or OAS approved modification.

       ii. Inspect the airframe of general condition and serviceability.

       iii. Note serial numbers of airframe and ground control station (GCS).

       iv. Perform preflight checklist.

       v. Run systems diagnostics to confirm all tests results are normal.

       vi. Conduct ground engine run to confirm proper operation.

       vii. Check battery charger and other peripherals for proper operation.

       viii. Ensure the system is operating on the DOI approved firmware.
ix. Confirm DOI UAS are registered and marked in accordance with FAA and DOI requirements.

11. DOI Remote Pilot Responsibilities:

A. DOI Remote Pilots shall possess a FAA Remote Pilot Certificate prior to attending A-450 DOI UAS Training course or approved equivalent. DOI Remote Pilots are required to maintain their Remote Pilot certificate as required by FAA.

B. The Remote Pilot is responsible for and is the final authority as to the operation of the aircraft.

C. Remote Pilots are responsible for performing a preflight inspection of the UAS in accordance with the manufacturer’s recommendations and assuring the aircraft is in an airworthy condition.

D. DOI Remote Pilots shall fly in accordance with the manufacturer's specifications and established DOI policy/training standards. Proposed deviations from established operational procedures (checklists, etc.), which may affect safety of flight, shall be discussed with the NAMs, UAS Program Managers and OAS prior to the deployment of such operations, in order to minimize programmatic/operational risk.

i. If a procedure is required for a specific mission, and was not instructed during A-450, then it is the responsibility of the PIC to contact their NAM/OAS to vet the process as described in paragraph 2. Examples of operations or procedures not taught in A-450 include, but are not limited to, launch and recovery methods other than those taught or described during approved training (i.e., launch and recovery involving hand catching or any method that increases the risk of human contact, launch and recovery from a vessel, or launch and recovery procedures from a moving vehicle not taught/endorsed by the manufacturer). DOI Remote Pilots must utilize the Non-Standard Operational Procedure form when requesting approval.

https://docs.google.com/forms/d/e/1FAIpQLSdIgUFlYtsqbj2qii-Y0OP_tPHKIO9aGW4cZbBjbd3rLS1MHQ/viewform

ii. Process for obtaining approval of a new procedure:

a) Bureau identifies a need that is outside of how the remote pilot was trained.

b) The DOI remote pilot who identified the need must contact bureau NAM or designee to make request for evaluation of the procedure.

c) If NAM or designee concurs then bureau national aviation office and OAS will collaboratively work to create training and certification standards for the identified procedure.

d) Upon meeting the certification standards, the remote pilot will receive an endorsement on their OAS-30U for that particular procedure from an OAS approved UAS inspector.
E. The Remote Pilot must discontinue any mission in which the airworthiness of the aircraft or system is in question or there are discrepancies with the aircraft that have not been corrected or the cause of the discrepancy is not understood.

F. A Remote Pilot in Command (PIC) must be designated for each flight and recorded on the form OAS-2U.

G. DOI Remote Pilots are responsible for ensuring they are qualified and current for any mission they intend to fly. This includes tracking expirations dates of their FAA and DOI pilot certificates.

H. Remote Pilots are responsible for ensuring their equipment has been inspected within the timeframe specified on the aircraft data card (OAS-36U).

12. UAS Use Reporting:

A. Fleet aircraft:

i. The remote pilot shall record UAS flight time using the OAS-2U form. Updates shall be submitted at least monthly or at the conclusion of the project, whichever occurs first.

ii. DOI Remote Pilots must record malfunctions, damage or repairs to UAS, component replacement on the OAS-2U form. Repair of damage beyond normal wear shall be coordinated with the DOI UAS Fleet Manager.

B. Flight service contract flight use reporting will follow the reporting process outlined in the contract.

13. Flight Time and Duty Day:

Remote Pilots are limited to 8 hours of flight time during any duty day.

A. For non-incident UAS operations, DOI UAS flight crewmembers are limited to a 16-hour duty day and must have at least two days off in any 14-day period.

B. For UAS operations in support of incident management efforts, UAS flight crewmembers shall comply with the Interagency Incident Business Management Handbook and/or bureau policy for personnel duty limitations.

14. Visual Observer (VO) Requirements:

A. DOI Remote Pilots conducting operations under 14 CFR Part 107 must maintain visual contact with the UAS, or utilize a VO. Use of VOs must comply with the provisions of Part 107.

B. If operating under COA, MOA or ECOA the VO requirement of those authorizations
must be complied with.

C. VO Training: Certain certificates of authorization/waiver (COAs) require that observers must have completed the required training to communicate to the pilot any instructions required to remain clear of conflicting traffic. DOI Remote pilots shall ensure that VO training requirements have been met. Refer to 14 CFR part 107 or COA/ECOA as applicable.

15. Visual Observer Responsibilities:

VOs must:

A. Have a clear view of the area of operation.

B. Be in communication with the Remote Pilot either within speaking distance or with a portable radio/cell phone equipped for immediate communication.

C. Keep the Remote Pilot advised of any possible hazards such as power lines, birds, other aircraft, terrain, and hazardous weather conditions.

D. VO may not act as a Remote Pilot unless they possess a valid FAA Remote Pilot certificate and a current OAS-30U qualification card.

16. UAS Inspectors:

OAS is responsible for designating UAS pilot and aircraft inspectors. Requests for use of approved bureau inspectors will be evaluated and approved on a case-by-case basis. Requests for the use/designation of bureau inspectors must be routed through the NAM. The list of approved DOI inspectors will be kept on the OAS website.

17. Initial UAS Training:

A. DOI Remote Pilot candidates and supervisors must meet the following prerequisites before a candidate may attend the A-450 Basic Remote Pilot training or approved equivalent:

i. Candidate must possess a current FAA Remote Pilot certificate.

ii. Candidate must meet the training requirements for Aircrew Member as outlined in OPM-04, DOI Aviation User Training Program. Current DOI manned aircraft pilots are not required to retake A-100.

iii. Candidates will be nominated by the Bureau NAM or designee via the nomination form.

B. DOI Remote Pilots must complete the A-450 Basic Remote Pilot course or approved equivalent. Specific training for additional makes/models of aircraft may be required.

C. All DOI UAS personnel must pass an initial evaluation administered by an OAS UAS Pilot Inspector or OAS-designated bureau UAS pilot inspector. In the situation of a
candidate not meeting the evaluation standards, but who may become proficient with additional training and practice under the supervision of a qualified DOI remote pilot, the Pilot Inspector, with approval from the bureau NAM or designee, may place the student into "Trainee Status" (noting on the candidate’s OAS-30U the requirement to be recommended for another flight evaluation).

D. DOI UAS Remote Pilots and crewmembers, with the exception of current DOI manned aircraft pilots, are required to maintain currency as DOI Remote Pilots and Aircrew Members per OPM-04. A UAS crewmember is defined as any person directly involved in the setup, launch, recovery, or manipulating the controls of the UAS. If not already current Aircrew Members, VOIs are not to be given associated responsibilities during UAS missions.

E. DOI Supervisors of Remote Pilots and crewmembers shall be current in the training requirements outlined in OPM-04. Details can be found in the Interagency Aviation Training Guide (https://www.iat.gov/).

18. Additional UAS Training:

A. In order to utilize additional GCS software or applications to operate DOI UAS, DOI Remote pilots must fly with another DOI approved pilot with experience in the specific software/application. The GCS shall be documented on the OAS-2U. OAS will maintain and post a list of approved GCS software/applications for each approved UAS. Remote pilots wishing to utilize unapproved GCS software/applications shall coordinate with their NAM or Designee to facilitate approval.

B. A signed endorsement from a OAS approved DOI instructor pilot is required on the OAS-30U for the following type of missions;
   i. Extended visual line of sight
   ii. Beyond visual line of sight
   iii. Night Flying
   iv. Cargo Delivery
   v. Aerial Application
   vi. Enclosed space (e.g. caves, indoors, etc...)

C. Incident UAS Operations
   i. Pilots participating in fire operations shall be qualified for those missions in accordance with the Interagency Fire UAS Operations Guide.

19. Flight Proficiency and Currency:

A. Flight proficiency: Remote Pilots must demonstrate three takeoffs (launch) and landings (recovery) with the UAS they are approved to operate within the preceding 90 days. If proficiency is lost prior to a mission, the Remote Pilot must regain proficiency by performing the flight maneuvers and emergency procedures for the specific make and model, during a proficiency flight prior to an operational mission or conduct their mission flight under the observation of a current UAS pilot.

B. Flight Currency: Remote Pilots are required to fly each of the aircraft for which they
are carded at least once every 12 months or the interval specified on their OAS-30U. Remote Pilots failing to meet this requirement shall fly under the supervision of a carded and current Remote Pilot and perform the flight maneuvers and emergency procedures for that aircraft.

20. UAS Refresher Training:

A. DOI Remote Pilots must complete UAS refresher training (A-452R) or approved equivalent every 24 months following the issuance of their OAS-30U. Current DOI Remote Pilots participating in either A-450 or A-452R, as a student or instructor, will receive credit for refresher training. This training can be completed in advance or within 30-days after the date of expiration on the OAS-30U and shall be documented on the iat.gov website. Remote Pilots operating low complexity UAS will be able to complete this requirement via distance learning opportunities. Remote Pilots operating more complex aircraft may be required to attend a refresher in person.

B. Required Refresher Training Elements:
   i. Program and policy updates
   ii. Mishaps, SAFECOMs, and trends
   iii. Airspace authorization
   iv. Risk management and crew resource management review
   v. Lessons learned
   vi. Aircraft/Sensor updates
   vii. Identified special emphasis items

C. Recommended Refresher Training Elements:
   i. Industry trends
   ii. Emerging technology discussion
   iii. Hardware/software/apps
   iv. Lessons learned/case studies
   v. Training review/curriculum updates
   vi. Flight exercises

D. If a DOI Remote Pilot is more than 30 days past the end of the expiration indicated on their OAS-30U they must complete the following in order to regain certification;
   i. Attend the A-452R refresher course and,
   ii. Complete a flight evaluation provided by an OAS approved UAS pilot inspector.

21. DOI UAS Training Roles- Instructor/ Instructor Pilot Qualifications.
DOI remote pilots wanting to become instructors or instructor pilots must contact their NAM or designee for specific bureau guidance.

22. **DOI UAS Operations in the National Airspace System (NAS):**

DOI has the authority to conduct operations in the NAS under the following authorities:

A. Following the provisions of 14 CFR Part 107 and OPM-11

B. Authorizations granted through the use of the FAA’s Low Altitude Authorization and Notification Capability system (LAANC). Waiver requests outside of the LAANC systems shall be reviewed by the NAM or designee and OAS prior to submittal to the FAA.

C. Utilizing the DOI/FAA Memorandum of Agreement Regarding Operation of Small Unmanned Aircraft Systems in Class G Airspace.

D. Utilizing the MOA Regarding Beyond Visual Line of Sight Operations of Unmanned Aircraft Systems in Support of Emergency Assistance within an Active Temporary Flight Restriction Under the terms of the DOI/FAA Agreement.

E. Following the provisions outlined in the DOI Blanket Certificate of Authorization for operating in Class G airspace.

F. Under a standalone COA for a specific mission.

G. COAs will be coordinated with the Bureau/Office NAM or designee and OAS.

H. Under a special governmental interest (SGI) or emergency COA (ECOA) requested through the NAM or designee in coordination with OAS UAS Division to the FAA.

I. UAS operations within restricted, prohibited and warning areas must be authorized by the controlling authority. DOI UAS operators must comply with any restrictions placed on the operation by the controlling authority.

23. **UAS Operations General Provisions:**

A. A Project Aviation Safety Plan (PASP) will be developed for all UAS missions. For UAS missions on a recurring or routine basis, the required PASP can be rolled into a station/unit aviation plan that shall be reviewed by the NAM or designee at least annually.

B. Coordination:

   i. Bureaus and Offices are responsible for coordinating with each other for UAS operations over lands owned or managed by DOI.

   ii. For operations taking off and landing on Federal, State, Tribal and municipal lands, Bureaus and Offices will receive authorization from the appropriate authority prior to operations. This coordination shall include anticipated periods of operation, purpose of the flights, and contact information for the responsible unit when questions or issues arise.

   iii. For flights over private land, DOI UAS pilots shall make every effort to notify landowners of the anticipated periods of operation, purpose of the
flights, and contact information for the responsible unit if questions or issues arise.

iv. For flights under the DOI/FAA MOAs or blanket COA (see Appendix 3) may require landowner notification. Refer to provisions of the COA.

C. Flights will be planned to avoid sustained/repeated overflight of heavily trafficked roads or highways but may briefly cross over active roads as necessary.

D. Cooperator/Affiliate Missions (DOI Operational Control): Requests for approval of cooperator/affiliate UAS under the operational control of DOI must follow the process outlined in 351 DM 4. UAS Cooperator approval letters will be issued by the OAS UAS Division Chief.

E. Notice to Airman (NOTAM)
   i. Flights conducted under 14 CFR Part 107 do not require a NOTAM.
   ii. Flights conducted under DOI/FAA MOAs/COAs will adhere to the terms of the MOAs or COAs for filing of NOTAMs (may be filed online): https://www.1800wxbrief.com/

F. Beyond Visual Line of Sight (BVLOS) must be conducted with an FAA Part 91 waiver or under the terms of the DOI/FAA MOA for flights within a Temporary Flight Restriction (TFR).

G. Flights within a TFR must be conducted under the direction of the official in charge of the on-scene activity.

H. Night flights must be conducted with a FAA Part 107 waiver, under the DOI/FAA MOA or blanket COA, or with permission from the controlling agency if flying in Restricted airspace.

I. Flights above 400 feet AGL must be conducted with an FAA Part 107 waiver, under the DOI/FAA MOA or blanket COA, or with permission from the controlling agency when flying in Restricted airspace.

24. UAS Mishap Reporting:

A. Submit SAFECOM reports for any conditions, acts, observations, circumstances or maintenance problems that led to, or could have led to, an aircraft mishap (https://www.safecom.gov). This includes any damage to an aircraft that renders it un-airworthy, even temporarily.

B. Immediately report the following by calling the Aircraft Accident Reporting Hotline at 1-888-4MISHAP prior to continuing operations:
   i. Any missing aircraft.
ii. Injury to any person or any loss of consciousness.

iii. Damage to any property other than the small unmanned aircraft.

C. The same reporting requirements for manned aircraft apply to any incident involving a UAS that exceeds the small category. Please reference 352 DM 3 for details.

25. Privacy, Civil Rights, and Civil Liberties Protections.

A. The use of UAS significantly expands DOI’s ability to obtain remotely sensed data critical to fulfilling diverse mission objectives. However, this use raises distinct privacy, civil rights, and civil liberties concerns that must be addressed in order to promote the responsible use of UAS and protections for individual privacy, civil rights, and civil liberties in accordance with the Constitution, Federal law, and applicable regulations and policies. [https://www.whitehouse.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegua](https://www.whitehouse.gov/the-press-office/2015/02/15/presidential-memorandum-promoting-economic-competitiveness-while-safegua)


i. DOI bureaus and offices shall only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose and DOI privacy policy.

ii. Information collected by or on behalf of DOI bureaus and offices using UAS that may contain personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation.

iii. DOI bureaus and offices shall take appropriate steps to ensure that UAS-collected information that is not maintained in a system of records covered by the Privacy Act is not disseminated outside of the agency unless dissemination is required by law, or fulfills an authorized purpose and complies with the bureau’s and office’s mission.
C. Civil Right and Civil Liberties Protections. To protect civil rights and civil liberties, DOI bureaus and offices shall:

i. Ensure that policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law.

ii. Ensure that UAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives.

iii. Ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.

D. Accountability. To provide for effective accountability, OAS, in conjunction with the Office of the Chief Information Officer and the Office of Civil Rights, will provide collaborative oversight of the DOI UAS program within their respective areas of expertise and responsibility. DOI bureaus and offices employing UAS or UAS-collected information shall comply with Departmental oversight activities, and take additional appropriate steps to ensure effective oversight and accountability for their respective UAS programs. Accordingly, bureaus and offices shall ensure:

i. Oversight procedures are implemented for UAS use, including audits or assessments, in compliance with Departmental policies and regulations.

ii. Bureau and office personnel and contractors comply with UAS program training requirements, rules of behavior, and procedures for reporting suspected cases of misuse or abuse of UAS technologies.

iii. Policies and procedures are implemented that provide meaningful oversight of individuals who have access to sensitive information (including any PII) collected using UAS consistent with applicable Federal laws, regulations, and policies, as well as Departmental policy guidance.

iv. Any data-sharing agreements or policies, data use policies, and records management policies applicable to UAS conform to applicable laws, regulations, and policies.

v. Policies and procedures are implemented to authorize the use of UAS in response to a request for UAS assistance in support of Federal, State, local, tribal, or territorial government operations. Any authorized use, letter of authorization, or memorandum of understanding must include the requirements of this policy and appropriate safeguards to protect privacy, civil rights, and civil liberties.

vi. State, local, tribal, and territorial government recipients of Federal grant...
funding for the purchase or use of UAS for their own operations have in place policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties prior to expending such funds.

E. Transparency. OAS will complete the following activities, in collaboration with bureau and office UAS programs, to promote transparency about DOI UAS activities within the NAS, while not revealing information that could reasonably be expected to compromise law enforcement or national security.

i. Provide notice to the public regarding where DOI's UAS are authorized to operate in the NAS.

ii. Keep the public informed about the DOI UAS program as well as changes that would significantly affect privacy, civil rights, or civil liberties.

iii. Make available to the public, on an annual basis, a general summary of DOI UAS operations during the previous fiscal year, to include a brief description of types or categories of missions flown, and the number of times the agency provided assistance to other agencies, or to State, local, tribal, or territorial governments.

26. Oceanic and International Operations:

DOI UAS operations over international waters typically do not lend themselves to compliance with International Civil Aviation Organization (ICAO) procedures due the low altitudes flown and lack of required avionics. For UAS flights in Oceanic Flight Information Regions (FIR) where the FAA is the air traffic provider, DOI owned and operated UAS shall be considered “State Aircraft.” The following conditions are designed to provide a level of safety equivalent to that normally given by ICAO Air Traffic Control agencies and fulfill United States Government obligations under Article 3 of the Chicago Convention of 1944 which stipulates there must be “due regard for the safety of navigation of civil aircraft” when the flight is not being conducted under ICAO flight procedures.

A. These conditions apply only to small UAS weighing 55 pounds or less.

B. The Ground Control Station (GCS) and UAS shall remain within uncontrolled airspace at all times.

C. The GCS shall remain greater than 12 NM (i.e. international waters) from the U.S. coastline during all phases of flight.

D. Operations will be limited to below 1200 feet AGL provided the UAS remains with ICAO Class G airspace at all times.

E. The UAS shall remain within 5NM of the GCS at all times.

F. All UAS flights will be flown in Visual Meteorological Conditions (VMC) only. If Instrument Meteorological Conditions (IMC) conditions are unintentionally
encountered, the pilot will return the UAS to VMC conditions by the safest and most expeditious means possible.

G. Day or night operations are permitted, and associated risks and mitigation measures shall be addressed in each project-specific Operational Risk Management (ORM) document.

H. UAS operating areas shall be selected so as not to interfere with established air routes and ocean shipping lanes.

I. The operating agency will request the FAA publishes a NOTAM for the affected airspace to alert non-participating aircraft of the operation and advise them of the VHF-AM frequency which will be monitored while operations are being conducted. The Remote Pilot and team must be equipped with an operable VHF-AM radio capable of transmitting and receiving on the monitored frequency and VHF guard frequency (121.5).

J. For launches conducted from ships equipped with search radar, the launch vessel shall conduct a surface search using its radar within (no later than) 10 minutes of the launch in order to identify other vessels within the operational area. A qualified radar operator should monitor the ship’s radar display at all times the UAS is airborne. If another vessel is identified within a 5 NM operational radius of the GCS, the pilot shall take action to keep the UAS at least 2 NM from that vessel at all times unless identification of vessels is a requirement of the mission flight.

K. For UAS flights in Oceanic FIRs, where the air traffic service provider is a foreign government, coordination and approval with that government is required prior to commencing flight operations. Additional diplomatic clearances may also be required.

L. International UAS Flights: Any proposed international flights of DOI owned or operated UAS will be approved on a case-by-case basis by the Bureau or Office NAM and OAS. Proposals for international UAS activities must be forwarded in writing to the Bureau or Office NAM and OAS UAS Division Chief 60 days in advance of the proposed mission.
Attachments:
Appendix 1: DOI UAS Acquisition Request Form (OAS-13U) Appendix 2: Guidance for End-Product Contracting Appendix 3: Useful Web Links
Definitions

**Operational Control:** Per 14 CFR 1.1 Operational control, with respect to a flight, means the exercise of authority over initiating, conducting or terminating a flight.

**COA:** Certificate of Authorization issued by the Air Traffic Organization to an operator for a specific UAS activity not covered under a Federal Aviation Regulation, such as 14 CFR Part 107.

**ECOA:** An Emergency COA (ECOA) is an authorization issued by the Air Traffic Organization to an operator for a specific emergency UAS activity. ECOAs are requested through OAS to the FAA.

**MOA:** A Memorandum of Agreement (MOA) is a written document describing a cooperative relationship between DOI and another party working together on a project or to meet an agreed upon objective. An MOA serves as a legal document and describes the terms and details of the partnership agreement.

**NOTAM:** A Notice To Airmen or NOTAM is a notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

**TFR:** A Temporary Flight Restriction (TFR) is a limitation on aviation activity applied to an area of airspace (defined both laterally and vertically) that has been temporarily or partially closed to non-participatory aircraft for a specified period of time due to a hazardous condition, a special event, or to provide a safe environment for operation of disaster relief aircraft. A NOTAM is issued containing information on the reason for the TFR, contact information and fine points of the restriction.

**UAS Crewmember:** Person directly involved in the setup, launch, recovery or manipulating the controls of the UAS.
Department of the Interior Small Unmanned Aircraft Systems Acquisition Request Form (OAS-13U)

Version 1.0

Note: This form is to be used for aircraft that are under the $25K capital asset threshold.

Fill out the following information and return to the Bureau NAM or designee. If the NAM concurs, then the form shall be forwarded to the DOI UAS Division Chief.

1. Contact information of individual requesting UAS asset.

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number(s):</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

2. Do you acknowledge that UAS are legally considered “Aircraft” when used by the Federal Government, and therefore subject to certain financial and operational policies and regulations?

Yes____ No ____

3. Does your immediate Supervisor accept the responsibilities and educational requirements as defined 350 DM 1, OPM-4 and OPM-11?

Yes____ No ____
4. **Number of systems (with associated ground support equipment.) and number of potential students to be trained on the system(s).**

<table>
<thead>
<tr>
<th>Aircraft</th>
<th>Quantity of Systems</th>
<th>Other purchase requests</th>
<th>Potential # of Students per platform this year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Describe the Proposed/Planned/Anticipated mission to be conducted by the UAS asset your Unit is acquiring:**

6. **Does your future UAS budget planning recognize that there will be additional financial responsibilities for maintaining proficiency and travel for DOI Remote Pilot training?** This amount will vary depending on the number of Remote Pilots and complexity of program. Personnel should account for regular proficiency flights as well as attending refresher training every 24 months.

   Yes____, I have supervisor and fiscal commitment to maintain proficiency, travel and support future training.

   No____

---

**Executive Summary of UAS**
Requirements General Conditions

- Bureau or office will submit UAS use reports via the OAS-2U form for all UAS flights.
- Bureau or office will report to OAS UAS Fleet Manager any damaged or unserviceable system parts and/or components.
- Bureau or office will submit SAFECOMS IAW 352 DM 3.4.
- Bureau or office will submit all requests for UAS modifications as well as all other aviation related contracting requirements through OAS. Including any desired payload modifications.
- Bureau or office will not make any modification to aircraft of payloads without prior approval of OAS UAS Fleet Manager.
- Bureau or office will ensure that all assigned UAS are flown and operated by trained, OAS (carded), current UAS Remote Pilots IAW OPM 11.
- Bureau or office is responsible for funding all Bureau travel and related costs associated with OAS approved UAS training.
- For informational purposes, Bureau are asked and encouraged to provide OAS with After-Action Reports (AARs) and any lessons learned.
- Bureau or office will ensure UAS security is provided utilizing a secure and locked storage facility, building or location.

Protection of Privacy, Civil Rights, and Civil Liberties

- Bureau or office will only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose and DOI privacy policy.
- Information collected by or on behalf of Bureau or office using UAS that contains personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation.
- Bureau or office shall take appropriate steps to ensure that UAS-collected information that is not maintained in a system of records covered by the Privacy Act is not disseminated outside of the agency unless dissemination is required by law, or fulfills an authorized purpose and complies with the bureau’s and office’s missions.
- Bureau or office will ensure that policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law.
- Bureau or office will ensure that UAS activities are performed in a manner
consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives.

Bureau or office will ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.

- Bureau or office will ensure that any data-sharing agreements or policies, data use policies, and records management policies applicable to UAS conform to applicable laws, regulations, and policies.

Requesting official

________________________________________________________________________Date____________________

Approval, Bureau Line Officer

________________________________________________________________________Date____________________

Endorsement, Bureau National Aviation Manager

________________________________________________________________________Date____________________

Approval, Director, DOI Office of Aviation Services

________________________________________________________________________Date____________________
End Product Contracts are not aircraft flight service contracts. They are used to acquire a product for the Department (i.e., per-acre, per-unit or per-area, or per head basis). The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a “service” or “end-result.” Many contractors utilize aircraft (including UAS) to meet the performance objectives of End Product contracts for activities such as: animal capture, seeding, spraying, survey, photography, etc. Since these are not flight services contracts, the AQD does not perform any acquisition service. End Product contracts are administered by the bureau procurement units.

These contracts must be conducted in accordance with OPM-35. OPM-35 aids in determining whether an operation is being conducted as either “end-product” or “flight service” and supplements existing DOI policy regarding End Product contracts found in 353 DM 1.2A (3). If the provisions of 353 DM 1.2A (3) and OPM-35 are met, the aircraft will be operated as a civil aircraft and the aviation management principles normally required for aircraft under DOI operational control do not apply.

**End Product Contract Specifications**

Specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. Contracting officers, procurement specialists, and aviation managers at all levels must be aware of these requirements. DOI contracting officers and resource specialists must consult with their bureau aviation managers if the acceptable language guidelines do not address a specific project requirement or the contract solicitation does not follow the guidelines in OPM-35. End Product contracts where contractors could conceivably utilize aircraft must be reviewed by the bureau aviation manager to ensure that specifications and language do not unintentionally imply or determine aircraft operational control.

The following list describes acceptable contract language for end-product contracts.

- No contract language describing aircraft or pilot capabilities, standards, requirements or aircraft specific payment provisions.
- The area of work must be described in terms of: location, scale of area, general topography, elevation, slope, vegetation, and accessibility by roads or off-road vehicles, land use restrictions for mechanized equipment, etc.
- Aviation Regulations - Acceptable Language: “The Contractor must comply with all applicable federal, state and local regulations and land-use permitting procedures.”
- Airspace Coordination – In areas of military airspace it is acceptable to describe coordination agreements with military airspace scheduling or range control authorities and that it is the contractors’ responsibility to coordinate their activities with the scheduling office or Range Control. Close coordination is necessary to ensure compliance with applicable airspace coordination agreements that states have with military authorities.
- Aircraft Equipment Specifications - Acceptable Language: Delete all reference to aircraft/equipment. Suggested example clause: “…Contractor is required to demonstrate to the government that the equipment can capture the imagery and/or data as specified in the project description.”
• Radio/Communication Requirements - Acceptable Language: “Contractor must provide a communication system so that contractor personnel engaged in the project at different locations can communicate at all times with each other, and so that government Project Inspectors may communicate with the contractor at any time to discuss performance matters.” (The government VHF-FM radio system may have to be described.)

• Transporting, Passengers and Equipment - Acceptable Language: “Only approved contractor personnel, contractor equipment and government-provided equipment required for performance ... will be transported by contractor vehicles, trailers, animals or equipment.”

• Safety Hazards - Acceptable Language: “Any ground or aerial hazards that would pose a danger to Contractor’s personnel or operating equipment must be identified and mitigated by the Contractor prior to commencing operations”.

• Aircraft Use Reporting - Acceptable Language: Do not mention or require flight hour/aircraft usage reports.

Operational Control: During the performance of End Product contracts, DOI will not exercise operational control of the aircraft in any way. DOI will not direct the contractor as to flight profiles, flight following, landing areas (except for areas that are off limits due to land management restrictions), use of personal protective equipment, etc. DOI personnel assigned to administer End Product contracts will have no aviation management responsibility or authority. Any directions to the contractor must be in terms of the service or end-result being specified; e.g. desired imagery quality, number and disposition of animals surveyed, etc. It is acceptable to inform military airspace scheduling authorities or range control that the contractor plans on performing work during specified time periods and provide the military authorities the contractor contact information. DOI dispatchers will not perform the airspace scheduling service for the contractor. DOI personnel must not become involved in any way with aircraft ground operations such as takeoff and landing areas, loading, fueling, etc. They can however, be on site for other support activities such as setting ground control, scale bars, etc. or collection of in-situ type data for ground truthing to aid in the overall data collection aspects.

Aircraft Use Reporting: Since aircraft utilized by the contractor under DOI end product contracts are operating entirely within the applicable 14 CFR as a civil aircraft, and procurement is not through AQD, the Bureau will not submit any billing invoice to AQD in conjunction with End Product contracts. Any flight time incurred by the contractor will not be recorded or reported as DOI or Bureau aviation statistics.

Aircraft Incidents and Accidents: Although aircraft utilized by the contractor under End Product contracts are operating entirely within the applicable 14 CFR as a civil aircraft, mishaps should be reports as per FAA - to continue to promote aviation safety the Bureau will report aviation incidents or accidents incurred by these contractors through the FAA. These events should be noted in the Contract Daily Diary and reported through channels as normally required for End Product contracts.

Reconnaissance/Observation Flights: Before, during or after the performance of an End Product contract it may be necessary for Bureau employees to aerially survey or inspect the project area.

When flights transporting DOI personnel are required, an AQD aviation “flight service”
procurement (completely separate from the End Product contract) is required. Aircraft and pilots must have current OAS approvals for the intended mission and a current DOI contract or Aircraft Rental Agreement must be in place. When a DOI procurement is utilized all DOI and Bureau aviation management policy, procedures and requirements must be applied.

**Operations within Military Airspace:** If an “End Product” contract project using aircraft is being conducted within Military Airspace (MOA, RA, MTR) it is the responsibility of the contractor to coordinate with the Military Airspace Scheduling Office. DOI Contracting Officers and CORs should inform the contractor of any DOI agreements with the Military organizations regarding airspace. The Bureau may contact the Scheduling Office to alert them of the project and general time frames and provide contractor contact information.
Useful Web Links

DOI UAS Website
https://www.doi.gov/aviation
/uas

DOI Small UAS Annual Inspection Form
https://docs.google.com/a/ios.doi.gov/forms/d/e/1FAIpQLSfjAhKTJClzfkCQB19zoHK_tyDXiCWy ysH3SrpB1CGxB9CIQ/viewform?c=0&w=1

DOI FAA MOA for Class G operations

DOI/FAA MOA for BVLOS flights within TFRs

DOI Blanket COA

Presidential Memo for Protecting Privacy, Civil Rights and Civil Liberties

DOI UAS Privacy Impact Assessment

Online NOTAM filing service
1800wxbrief.com
https://www.1800wxbrief.com/
Sky Vector flight planning tools
https://skyvector.com/

Interagency Fire UAS Operations Guide
Subject: Parking of Privately Owned Aircraft and Privately Owned Vehicles stored at the OAS Lake Hood Facility located in Anchorage, Alaska

Effective Date: January 1, 2019

Supersedes: OPM-12 dated January 1, 2015

Expiration Date: December 31, 2019

1. **Purpose.** This OPM establishes the policy for Department of the Interior (DOI) personnel who desire to park their privately owned aircraft and/or privately owned vehicle on government property at the Anchorage Lake Hood facility.

2. **Aircraft Parking Policy.** The only categories of personal aircraft authorized to park on DOI property are:

   A. **Category I.** DOI employees in transit with their personal aircraft or;

   B. **Category II.** Those personnel whose aircraft have bureau Director Certification that long-term personal aircraft parking is necessary for official purposes.

   **Note:** Aircraft Parking will be limited to one aircraft per individual and will be on a space available basis as determined by OAS, Alaska Regional Director.

3. **Aircraft Parking Procedures.** Prior to parking, DOI personnel shall submit and have approved the following:

   A. **Category I and II.** A written request on form OAS-60, submitted to the Regional Director for approval and final action.

   B. **Category II.** A letter from the Bureau Director certifying the privately owned aircraft is necessary for official purposes.

   C. **Category I and II.** Evidence of current insurance coverage with minimum limits of liability as follows:

      1) $ 50,000   Bodily Injury
      2) $ 100,000  Property Damage
      3) $ 25,000   Bodily Injury Each Passenger
D. The following operation requirements shall be adhered to; failure to comply will be grounds for canceling parking privileges.

1) The aircraft must be owned or leased by DOI employee;

2) No commercial operations for hire may be conducted with the aircraft to include giving flight instruction, flight examinations, etc;

3) The aircraft is not offered for rental to other individuals or corporations.

4. **Motor Vehicle Parking Policy**: As a courtesy to Department of Interior (DOI) employees traveling on official business for periods of short duration, OAS will provide short-term parking for privately owned vehicles (POV) on a space available basis in the float yard.

A. The owner of the vehicle must be a current DOI employee.

B. With the exception of Government owned vehicles, long-term parking is not authorized. The maximum length of parking for POV is 60 days.

C. The designated area for overnight parking is in the float storage yard and shall be positioned so as not to interfere with the normal functions of the OAS Repair Station.

D. POV parking is by permit only and all vehicles parked in the designated space must have a valid permit visibly displayed in the windshield.

E. For safety and security reasons, vehicles without a valid OAS issued parking permit visible in the windshield may be towed and impounded at the owner's expense. OAS will attempt a one-time notification of the owner regarding the impending removal. Failure of the owner or their designated contact to respond shall result in the vehicle being towed away.

F. It is the responsibility of the DOI employee to apply for the parking permit and renew the permit as required. All permits require an emergency contact and phone number should removal of the vehicle become necessary for safety reasons.

G. DOI employees and passengers departing and returning on Government flights originating at the OAS facility will be issued a parking permit valid for up to 60 days and shall be allowed priority in the spaces available.

H. There is no long term parking allowed in employee parking lot.

I. Due to increased risk of vehicle aircraft collision, no vehicle parking is permitted on the aircraft ramp. Active loading and unloading of vehicles only are allowed on the airplane ramp and tie-down areas.

J. Automobiles parked at the OAS facility are at the owner’s risk and OAS assumes no responsibility for loss, damage or theft.

K. Parking permits will be limited to one vehicle per employee or passenger on a Government flight.
L. Storage of personal autos, trailers, boats, aircraft, or other equipment is not authorized.

M. All permitted vehicles shall display current license tags or they will be addressed as stated in paragraph 1.E.

N. All vehicles must provide proof of insurance in accordance with State of Alaska regulations.

5. **Motor Vehicle Parking Procedures:**

A. Contact OAS at (907) 271-4325 to request a permit or contact the facility manager. Parking permits will be issued for each parking period and will not be issued for longer than 60 days duration. If space is not available in the float yard, permits will not be issued.

B. Permits must be displayed in the windshield in such a manner they may be viewed from outside the vehicle.

Upon approval, the Supervisory Aircraft Fleet Services Specialist shall be notified and will assign parking spaces that may be changed or deleted as space permits.

[Signature]

Mark L. Bathrick
Director, Office of Aviation Services
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 13

Subject: Fuel Quality Control/Fuel Site Inspection

Effective Date: January 1, 2019

Supersedes: OPM-13 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. This OPM establishes procedures and requirements for Department of the Interior (DOI) aviation fueling operations. These procedures are applicable to all DOI bureaus that provide fuel or fuel servicing to Department-owned, leased, contract or rental aircraft.

2. Ordering and Transportation. When aviation fuel is ordered, the following procedures shall be followed prior to delivery:

   A. Bureau personnel receiving fuel shall be trained in basic fuel handling procedures. Personnel shall assure, through visual checks, tests and inspections, the fuel is the proper grade and quality. If an agency does not have personnel trained in basic fuel quality control and inspection procedures, the OAS Alaska Region Fuel Specialist should be notified for assistance.

   B. Bureau flight crews shall assure the grade of fuel ordered is the grade loaded aboard the aircraft.

3. Fuel Site Inspections. OAS personnel will conduct inspections of fuel sites to ensure compliance with recognized/established industry practices. Inspections will be performed on a random schedule. Fueling operations will be suspended where safety standards are not met.


   A. Unused, clean, 1-gallon containers are preferable. Containers may be reused if they are thoroughly flushed or rinsed with the product to be sampled.

      Note: A quantity of 1 gallon is essential to enable laboratory technicians to perform a full range of tests.

   B. Sampling Techniques.
1) **Barrel.** All samples **should** be taken from the nozzle of a barrel pump operated at its normal flow rate and pressure.

2) **Tank Truck/Trailer/Rolligon and Bladder Bulk Storage Tanks.** All samples for the above types of containers shall be taken from the nozzle with the pump running.

3) **Aircraft Wing Tanks.** All samples will be taken under the **direct supervision** of the pilot and/or crewmember.

C. **Sampling Container/Product Identification.** Each container shall be marked or tagged as follows:

1) Grade of fuel, e.g., 100/130 Avgas, Jet-A, Jet-B, JP-4, etc.

2) Source and location represented, e.g., 1,200-gallon Ford Tank truck at McGrath or 7,000-gallon Avgas tank at Bettles, etc.

3) Name and phone number of the person taking sample.

4) How sample was collected, e.g., from nozzle, tank fill port, etc.

5) Any additional information, such as suspicion of fuel being a mixture (co-mingling) of Avgas and turbine fuel or having other effects. Note this information on tag or container.

D. **Forwarding of Samples.** Samples should be forwarded to:

   Office of Aviation Services/Alaska Region  
   4405 Lear Court  
   Anchorage, Alaska 99502-1032

   Contact: Charles Mathwig at 907-271-5061

5. **Hazardous Material Regulations.** All samples shall be shipped in accordance with packaging, labeling and transportation requirements as stipulated in 49 CFR.
Subject: Alaska Region Aircraft Maintenance System

Effective Date: January 1, 2019

Supersedes: OPM-14 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. To establish operational policy for the Alaska Region’s aircraft maintenance system and procedures necessary to maintain airworthy aircraft on a routine and timely basis.

2. Fleet Services Responsibilities.

A. Fleet Services will:

1) Coordinate with requesting agencies to determine type of aircraft and associated equipment necessary to perform particular flight missions.

2) Provide Office of Aviation Services (OAS) pilots with training and emphasize adherence to procedures and requirements in determining that aircraft flown have been approved for return to service.

3) Assure changes are made to the Pilot’s Operating Handbook to furnish instruction to pilots on the operation of installed equipment.

4) Ensure pilots have recorded proper aircraft information on the OAS-2 because:

   a) Various turbine engine components are life-limited, based on either total hours or total cycles, whichever occurs first. Cycles are defined as:

      (1) Pratt and Whitney PT6-34 a cycle is any flight consisting of one start, takeoff, landing and shutdown.

      Assure that all cycles, as defined above are entered on the OAS-2. All entries are to be made on the OAS-2 in sequential order of occurrence.

5) When maintenance is necessary, coordinate with Fleet Services or the assigned vendor facility for scheduling aircraft into maintenance, final inspection, and approval for return to service procedures. Coordination will include:
a) Review logbooks, Airworthiness Directives and other required items and prepare appropriate inspection sheets. All inspections or component maintenance that will fall due during the next 99 hours or 90 days will be entered on the work order.

b) Evaluate discrepancies noted by pilots/maintenance personnel and determine appropriate action.

c) Identify maintenance discrepancies noted during operational flight, record discrepancies on the OAS-2 and forward for maintenance.

d) Notify the user agency when an aircraft is approved for return to service.

B. The OAS Repair Station will:

1) Provide aircraft maintenance as requested by Fleet Services.

2) Advise Fleet Services on the scope and detail of maintenance required on aircraft assigned to the OAS Repair Station for inspection or repair.

3) Provide Fleet Services a current estimate of time for return to service.

4) Perform Maintenance on Fleet Aircraft according to the Repair Station Inspection Procedures Manual and 14 CFR.

5) When maintenance is completed, the Repair Station will complete the OAS-2 including updating the hours blocks, “Corrective Action”, “Inspection(s)” and “Flight Release” blocks.

6) Notify Fleet Services when an aircraft is returned to service.

7) Return the completed maintenance package to Fleet Services for filing.

3. Pilot Responsibilities.

A. Prior to flight, pilots shall have an OAS-2, Aircraft Flight/Use Report book for the aircraft to be flown.

B. The OAS-2’s must be reviewed to determine maintenance status of aircraft prior to flight.

1) Pilots are responsible for oil changes and oil samples except those in conjunction with an inspection, i.e., 100-hour or annual. OAS will not authorize payment for oil change between inspections at commercial facilities.

2) Oil change intervals are:
a) Cessna 206, 185, Found, and PA-18’s, Husky’s or Scouts equipped with oil filter: each 50 hours.

b) PA-18’s, Husky, and Scout equipped with oil screen: each 25 hours.

C. Pilots shall, after operations in salt water, drain or remove collected water from float compartments or hulls and wash these areas with fresh water upon completion of day's flight activities. Pilot's time will be charged to the using agency.

4. **Inspections.**

A. Except those aircraft being maintained under an approved inspection program or a continuous maintenance program, no Departmental aircraft may be operated unless within the preceding 12 calendar months, it has had:

1) An annual inspection in accordance with 14 CFR Part 43 and has been approved for return to service by a person authorized by 14 CFR Part 43.7.

2) An inspection for issuance of an Airworthiness Certificate.

B. **100-Hour Inspection.**

1) A Departmental aircraft may not be operated unless, within the proceeding 100 hours of time in service, it has received an annual inspection or 100-hour inspection and has been approved for return to service in accordance with 14 CFR Part 43. The 100-hour inspection may be exceeded by a maximum of 10 hours only for the purpose of returning the aircraft to a maintenance facility, and only if the flight is approved by the Supervisory Fleet Services Specialist or the Alaska Regional Director. This time will be subtracted from the next 100-hour inspection time. Users shall notify Fleet Services 14 days prior to requiring an inspection.

2) Those aircraft operated under an approved inspection program or a continuous maintenance program shall be operated in accordance with the approved program.

5. **Aircraft Discrepancies.** DOI owned/operated certificated aircraft shall comply with 14 CFR 91.213 as follows:

A. **Multiengine Aircraft.** Multiengine aircraft shall have a FAA or Director, OAS, approved minimum equipment list for each aircraft in accordance with 14 CFR 91.213, subparagraphs (a) and (c).

B. **Turbine-powered Aircraft.** Turbine-powered aircraft shall have a FAA or Director, OAS, approved minimum equipment list for each aircraft in accordance with 14 CFR 91.213, subparagraphs (a) and (c).

C. **Single Reciprocating Engine Aircraft.** Single reciprocating engine aircraft shall be operated and maintained in accordance with 14 CFR 91.213, subparagraph (d). The Supervisory Fleet Services Specialist must approve all deferred discrepancies.
D. All discrepancies shall be entered on an OAS-2 as they occur. Entries shall remain on the OAS-2 until corrected in accordance with 14 CFR 43 or deferred and moved to OAS 2 Attachment A. Corrective actions shall be entered on the same OAS-2 that carries the discrepancy.

E. Deviations. Any deviations to the above must be accomplished in accordance with 14 CFR 91.213 (e).

6. Aircraft Flight/Use Reports.

A. An OAS-2 entry will be completed for each flight/engine run. All applicable data will be entered in appropriate spaces of OAS-2 form.

B. Upon completion of a flight or upon completion of multiple flights on a calendar day and/or pilot duty day, an OAS-2 will be completed; white and blue copies removed and forwarded by the pilot to OAS Fleet Services.

1) If the aircraft is operated from Anchorage, the OAS-2 will be turned in to Fleet Services daily.

2) If the aircraft is in the field, the OAS-2 will be forwarded to the Fleet Services weekly.

3) Upon receipt, Fleet Services verifies and corrects total time, coding, etc. and inputs data into the automated maintenance tracking system, and forwards the white original the OAS Finance, Boise.

4) If discrepancies are recorded on the OAS-2, it is retained in an active file by "N" number until the discrepancies are entered on a work order for correction.

5) When an aircraft arrives at OAS for maintenance with discrepancies, the OAS-2 book shall be delivered to Fleet Services. If the aircraft is of the general fleet and no maintenance is required, the OAS-2 book will remain in the aircraft.

6) When fleet aircraft arrive at a maintenance facility, the OAS-2 book will be delivered with the aircraft for correction of discrepancies.

7. Aircraft Maintenance at Commercial Facilities.

A. General. OAS aircraft will be maintained in a condition of continued airworthiness with a neat and presentable appearance. Only those people who have direct operational control can determine airworthiness and appearance of aircraft. Consequently, pilots will be considered to have primary responsibility for the determination of those factors.

B. Facility and Individual Qualification. The Supervisory Fleet Services Specialist will evaluate, counsel and qualify commercial maintenance facilities or qualified individuals for work on OAS aircraft. An initial and annual evaluation will be made by an on-site visit. A list of approved facilities/individuals will be kept in Fleet Services.
C. Pilots shall ensure that discrepancies are entered on the OAS-2. After maintenance is completed, pilots shall ensure that certificated individuals make entries in the aircraft logs and OAS-2 book describing the work accomplished, along with their signature and certificate number. This signature constitutes an approval for return to service.

D. **Services.** Pilots who require maintenance services shall contact the Fleet Services Specialist, outlining the type of services required. If maintenance at commercial facilities is determined to be appropriate for the maintenance services to be performed, Fleet Services will initiate a requisition for that maintenance. The requisition will reference the work order number, describe the work to be accomplished, and provide the recommended facility or individual's name that will perform the work.

1) **Aircraft Inspections.** Pilots with aircraft requiring annual or 100-hour inspections at commercial facilities will contact the Fleet Services Specialist 14 days prior to obtaining service for authorization and instructions. Inspections shall be accomplished in accordance with applicable manufacturer's instructions, 14 CFR Parts 91 and 43, and OAS procedures. At the outset of an inspection, Fleet Services will contact the individual or facility doing the work and furnish a list of applicable airworthiness directives and deferred maintenance discrepancies. Pilots will be responsible to furnish the inspection facility or individual with those discrepancies on Form OAS-2 Attachment A. OAS inspection and discrepancy forms or an OAS approved equivalent will be used and a completed copy forwarded to OAS with the invoice. Applicable airworthiness directives and discrepancies of an airworthiness nature will be resolved directly as a matter of course. Discrepancies of a non-airworthiness nature will be resolved only after consulting with the Fleet Services Specialist. Tachometer time will be used for recording inspection times. When the aircraft has exceeded 100 hours since the last inspection, the excess time must be included in computing the next 100-hour due time. When an aircraft or engine is approved for return to service the certificated individual or facility will sign the statement provided in the flight log or enter a statement in the flight log in accordance with 14 CFR 43.11. Pilots are responsible to ensure that the approval for return to service is appropriately accomplished. An operational flight to confirm the aircraft's airworthiness will be conducted by the pilot and signed off on Form OAS-2 prior to any mission flying.

2) **General Maintenance and Repairs.** Pilots requiring configuration changes or general maintenance will contact the Fleet Services Specialist, for authorization and instructions. Maintenance will be accomplished in accordance with applicable manufacturer's instructions, 14 CFR Parts 91 and 43, and OAS procedures. Repair Stations will use the statement provided in the OAS-2 book for approval for return to service. Certificated individuals will make an entry in the OAS-2 book describing the work accomplished along with their signature and certificate number. Pilots are responsible to ensure that the approval for return to service is appropriately accomplished.

3) **Modifications.** Due to the need to maintain continuity and commonality throughout the OAS fleet, modifications will be accomplished at the OAS Repair Station in
Anchorage unless the Regional Director (with recommendations from the Supervisory Fleet Services Specialist) determines it to be more cost effective to have it done elsewhere.

8. **Operational Flights.**

A. After approval for return to service, U.S. Fish and Wildlife Service, National Park Service and BLM aircraft will be operationally checked after 100-hour/annual inspections, configuration changes, and after extended periods of inactivity. The cost of the operational flights will be charged to the using bureau on the OAS-2 form used for the operational flight. An appropriate checklist, from Fleet Services, will be completed and submitted with the OAS-2.

B. General utility fleet aircraft operational flights will be charged to the aircraft or proportionately, if training is involved. In addition to A. above operational flights shall be conducted in accordance with 351 DM 2.4(A) (2) (m).

C. Pilots performing operational flights on DOI aircraft will, prior to the flight, review maintenance paperwork for what discrepancies were found and corrective actions, discuss with the Fleet Services Specialist, any special functional check that may be required and identify any deferred items. During the preflight, the pilot is responsible for review of operator's manuals, weight and balance information, and to ensure all documents are on board and up-to-date.

D. Operational flights to determine that preventive maintenance, rebuilding, or alteration has not appreciably changed the flight characteristics or substantially affected the aircraft's flight operation will be accomplished with a flight crew approved by Fleet Services.

E. During run-up and flight, each system installed in the aircraft will be functionally checked and results recorded on appropriate OAS flight check sheet. Discrepancies will be recorded on OAS-2 and signed off by the pilot.

F. After completion of the flight, review the results of the flight.

9. **Ferry Flights.** With the approval of the Supervisory Fleet Services Specialist or the Alaska Regional Director, aircraft that do not meet their type design because of accident and temporary repair may be flown to a repair facility. The Supervisory Fleet Services Specialist will assign the necessary flight crew.

10. **Payment.** Aircraft maintenance costs will be done by OAS only under the following conditions:

A. The Supervisory Fleet Services Specialist or the Regional Director has authorized the cost.

B. The cost must have been incurred at an OAS approved facility or with an approved individual.
C. A properly constituted invoice is submitted to OAS. A proper invoice must include the following information and/or documentation:

1) Business name;
2) Purchase order number or other authorization for delivery of property or services;
3) Description, price and quantity of property and services actually delivered or rendered;
4) Payment terms;
5) Name, (where appropriate), title, phone number and complete mailing address of responsible official to whom payment is to be sent. Agency personnel signing that they have received supplies and/or services are required to submit a copy of each work order or receipt for supplies to Fleet Services as soon as practicable;
6) Completed inspection and discrepancy forms.

11. Revocation of Approval to Perform Maintenance by Commercial Facilities. Approval of facilities or individuals to perform maintenance on OAS aircraft may be either suspended or terminated for cause.

12. Interagency Data Card. At the discretion of the Regional Director or the Supervisory Fleet Services Specialist, an OAS-36A, Interagency Data Card, for an Alaska Fleet aircraft may be renewed based on successful completion of an annual inspection by an approved maintenance vendor. The card will be completed by Fleet Services and forwarded to the appropriate user to be placed in the aircraft.
Subject: Acquisition of Seat Fares

Effective Date: May 31, 2019

Supersedes: OPM-15 dated January 1, 2015

Expiration Date: May 31, 2020

1. **Purpose.** This OPM establishes the definition of seat fares and the criteria by which they are used. It also contains management criteria to ensure the appropriate application of seat fares.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. **Background and Changes.**

   A. **Background:** The reference to scheduled air carrier services has existed in the Departmental Manual since its inception in the mid 1970's. At that time only 14 CFR 121 certificate holders could achieve status as a scheduled air carrier. With the sunset of the Civil Aeronautics Board (CAB) and essential air services (subsidies) to smaller communities, air transportation started a transition that exists today. Due to the significant increased standards for performing scheduled air carrier service, 14 CFR 135 certificate holders began to achieve status as “Certificated Air Carriers and Commuter Air Carriers”.

   DOI agencies utilize the services of commercial air carriers to provide point-to-point transportation for their employees. It became confusing as to which 14 CFR 135 operators were eligible to sell "seat fares" as an air carrier. Now the Department of Transportation maintains a list of Certificated Air Carriers and Commuter Air Carriers similar to the old CAB economic authority and fitness determination (both managerial and financial).

   B. **Changes:**

      1) The existing language in the 2016 OPM-15 and 353 DM 1.2A(1) are modified with the following addition:

         Seat fares are allowed for point-to-point flights with a 14 CFR 135 certificated carrier on the DOT’s Certificated Air Carriers or Commuter Air Carriers lists. The destination must be published as part of a scheduled service (not on-demand). The agency
using these seat fares is directly responsible for payment. Seat fares will not be paid using the Aircraft Use Report, AMD/OAS-23/23E payment system.

Airplanes with tandem seating are excluded.

2) Commuter Air Carrier lists can be located here. Certificated Air Carriers can be located here.

3) Some locations may not be available using the criteria in 3B (1). Exemptions to the seat fare criteria will be issued on an individual basis. Exemptions require the following information; additional bureau requirements may be more restrictive:

   a) Operational requirement to transport personnel using aviation
   b) Absence of available DOI fleet or DOI contracted aircraft
   c) Bureau National Aviation Manager approval
   d) Bureau Aviation Executive approval
   e) OAS Director approval

4. Definitions. The following apply to this OPM:

   A. **Seat Fare** is defined as the cost for a DOI employee to occupy one seat between two different Airports under the criteria listed in 3.B (1). A seat fare does not include any charter or on-demand operations, and the aircraft is not under operational control of DOI.

   B. **Tandem Seating** is defined as the seating in those airplanes that provide only a single seat forward and a single seat aft (e.g. PA-18 Cub, 8GCBC Scout, A-1B Husky, etc.).

Attachment:
Appendix 1: Exempted Locations
Exempted Locations

Exempted Locations will be listed on the Office of Aviation Services website, you may refer to this page for the most current information on all exempted locations.

https://www.doi.gov/aviation/exempted-locations
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 16

Subject: Flight Evaluations for Manned Fleet Pilots

Effective Date: September 5, 2019

Supersedes: OPM-16 dated January 1, 2013

Expiration Date: December 31, 2019

1. **Purpose.** This OPM clarifies the requirements for fleet pilot flight evaluations.

2. **Authority.** This policy is established by the Director, Department of the Interior (DOI), Office of Aviation Services (OAS), in accordance with the provisions of Departmental Manual 112 DM 10 and 350 DM 1, Secretarial Order 3322 dated August 23, 2012.

   Requests for equivalencies, waivers, and exceptions will be in writing and routed through the bureau National Aviation Manager and Bureau Regional/State Aviation Manager to OAS Chief, Tech Services. Waivers to policy will be approved by the OAS Director.

3. **Definitions.**

   A. **Additional Aircraft:** See **Assigned Aircraft.**

   B. **Alternate Aircraft:** See **Assigned Aircraft.**

   C. **Annual Flight Evaluation:** The flight evaluation required every 12 months that may be IFR or VFR; also known as an equipment check, competency check, primary check, compliance check, pilot evaluation qualifications check or flight check.

   D. **Assigned Aircraft:**

      1) **Primary Aircraft:** The aircraft designated by the pilot’s supervisor or as indicated in the pilot’s Position Description; the pilot’s principle aircraft and configuration.

      2) **Additional Aircraft:** Another aircraft within the same category (e.g., airplane) as a pilot’s primary aircraft or another configuration of the pilot’s primary aircraft.

      3) **Alternate Aircraft:** Another aircraft in a category different than the pilot’s primary aircraft.

   E. **Base Month:** The calendar month in which pilots normally complete their annual flight evaluation in their primary aircraft. It is the calendar month that a pilot’s primary aircraft annual flight evaluation expires. Additionally, pilot training (OPM-22) compliance is verified at this time.
F. **Calendar Month:** A flight evaluation expires the last day of the month in which it is required regardless of the day it was given. (i.e., a VFR flight evaluation given on 1 January 2010 will have an expiration date of 31 January 2011.)

G. **Configurations:**

**Airplane**
1) Amphibious floats
2) Retractable landing gear
3) Conventional landing gear
4) Floats
5) Large tundra tires (tires greater than 8.50x6)
6) Skis and wheel skis
7) Wheels

**Helicopter**
1) Fixed floats
2) Skids
3) Wheels (fixed or retractable)

H. **Differences Flight Evaluation:** A flight evaluation that focuses on the differences in equipment operated.

I. **Differences Training:** Required ground and/or flight training, given by an authorized instructor, for a crew member who has qualified on a particular aircraft and is qualifying on a variation or additional configuration of the same aircraft or like make and model (see OPM-23) in the same capacity i.e., Cessna 206G PIC to Cessna 206H PIC. This training is intended to educate crew members in the different procedures, techniques, and/or handling characteristics of individual aircraft and/or equipment. Training must be documented in pilot log books or OAS Forms 50/51 as appropriate.

J. **DOI Initial Flight Evaluation:** An initial flight evaluation is required for each make and model. An initial flight evaluation is also required for each configuration. For new pilots, the month in which they complete the initial pilot evaluation in their primary aircraft becomes their base month.

K. **Evaluation Window:** The period in which an evaluation should be conducted. The normal evaluation window is the pre-expiration month, base month and grace month.

L. **Expiration Date:** On pilot cards and related documents, the expiration date is the same as the due or required date. Expiration dates are based on calendar months, i.e., a flight evaluation given any day in January will expire the last day of January in the subsequent year(s). The grace month is NOT included in the expiration, due or required date.
M. **Expiration Month**: The calendar month a flight evaluation expires. A pilot’s primary aircraft, “expiration month”, is that pilot’s base month. For additional aircraft or alternate aircraft use the term, “expiration month”, not base month.

N. **Grace Month**: The calendar month immediately following the base/expiration month during which a pilot can continue to operate without having completed a requisite evaluation. The purpose of the grace month is to allow the pilot and inspectors some flexibility in case weather, mission requirements, aircraft availability, etc. prevent an evaluation from being completed in the base/expiration month. In no case may a pilot operate beyond the grace month without a required flight evaluation. A flight evaluation given within the grace month is considered completed in the calendar month it expired.

O. **IFR Flight Evaluation**: Instrument Flight Rules flight evaluations are required every 6 months when operating IFR; also known as a semiannual IFR flight evaluation or an IFR check.

P. **PIC**: Pilot in Command

Q. **Primary Aircraft**: See Assigned Aircraft.

R. **Technically Advanced Aircraft**: An aircraft with electronic flight instruments and/or a multifunction display(s); an IFR GPS; and an integrated autopilot.

4. **Policy Clarifications**.

A. **From 351 DM 3.5 C (1)**: Pilots are responsible for scheduling and successfully completing required flight evaluations. Those who fail to do so shall be removed from DOI flight status, except for approved training or flight evaluations.

1) To ensure timely completion of flight evaluations, fleet pilots should contact their OAS Regional Office to discuss possible evaluation dates as far in advance as practical. Pilot inspections are normally scheduled by zones to maximize travel efficiency. Fleet pilots in cooperation with OAS inspectors should schedule evaluations to coincide with planned zones. In any case, fleet pilots must notify their OAS Regional Office of their evaluation requirements a minimum of two weeks (14 calendar days) in advance of the desired evaluation date.

2) Scheduling of flight evaluations is especially critical if a pilot is in their grace month. If they have not done so already, pilots in their grace month should contact their OAS Regional Office as soon as possible to schedule an evaluation. Pilots who fail to provide OAS with at least two weeks’ notice may find there are no inspectors available to evaluate them before the end of their grace month.

B. **From 351 DM 3.5 C (2)(a)**: “VFR flight evaluations shall be valid for a period of 13 months.”
1) VFR flight evaluations are required every twelve (12) calendar months. With the grace month applied, a VFR flight evaluation is valid for 13 calendar months.

2) PICs operating only one aircraft type and configuration; their annual flight evaluation must be accomplished within the evaluation window based on the pilot’s base month.

3) PICs operating multiple aircraft and/or configurations; their primary aircraft annual flight evaluation must coincide with their base month. Additional and alternate aircraft flight evaluations may or may not fall in the base month. Aircraft and/or configuration flight evaluations that do not fall in the base month will have a separate expiration month.

4) VFR flight evaluations are conducted in accordance with the minimum performance standards established in the appropriate Federal Aviation Administration (FAA) Commercial Pilot/Airman Certification Standards (ACS).

C. From 351 DM 3.5 C (2)(b): “IFR flight evaluations shall be valid for a period of 6 months.”

1) When applicable, IFR flight evaluations are required every six (6) calendar months. With the grace month applied, an IFR flight evaluation is valid for seven (7) calendar months.

   Note: When operating IFR in the grace month it is the pilot’s responsibility to ensure FAA currency. It is possible to be IFR current within DOI policy and not be current in accordance with 14 CFR 61.

2) The IFR flight evaluation is conducted in accordance with the minimum performance standards established in the appropriate FAA Instrument Rating/Airman Certification Standards (ACS), Instrument Proficiency Check.

D. From 351 DM 3.5 C (2)(c): “Flight evaluations completed in the calendar month before or after the calendar month in which they were required are considered as completed in the calendar month in which they were required.”

1) This is the “evaluation window” provision.

2) The evaluation window is the pre-expiration month, base/expiration month and the grace month.

3) The calendar month an evaluation is given becomes the “Expiration Month” for that evaluation. The DM refers to this as the “required” month. For clarification, the terms expiration, due and required mean the same and are used interchangeably.

4) The calendar month immediately after the expiration date (the grace month) is an additional month that an evaluation is considered valid even though it is after the expiration date for the flight evaluation.
5) When a flight evaluation is given on any day within the “evaluation window” the expiration month does not change.

6) When a flight evaluation is given outside the “evaluation window”, the expiration month for that flight evaluation must be reset. The calendar month the evaluation was given becomes the new expiration month.

E. From 351 DM 3.5 C (4)(b): “An initial flight evaluation is required in each category and class of aircraft.”

1) A DOI initial flight evaluation is required in each make and model of aircraft.

2) With documented differences training, the initial flight evaluation for another aircraft in the same grouping (OPM-23) may be waived at the Pilot Inspector’s discretion. Training must be documented in the pilot’s log book or on OAS Forms 50/51 as appropriate.

3) When applicable, an initial IFR flight evaluation is required in each category and class of aircraft.

4) Prior to operating a technically advanced aircraft IFR, a pilot must take an initial IFR flight evaluation in an aircraft with that specific electronic flight instrument display.

5) An initial flight evaluation is required for each configuration.

   a) Differences training is required when applying a specific configuration to an additional aircraft; i.e., if a PIC is qualified in a Cessna 206 on wheels and a Super Cub on wheels, skis and floats; differences training is required prior to operating a Cessna 206 on floats. At the Pilot Inspector’s discretion, a differences flight evaluation may also be required.

   b) Differences training is required for a straight skis to retractable wheel skis transition and to operate an aircraft equipped with wheel skis. “Wheel skis WHEELS ONLY” will be annotated on the OAS-30 (Block VIII) if pilot is not ski or wheel ski qualified. A differences flight evaluation may be required at the Pilot Inspector’s discretion.

   c) In applying this discretion, the Pilot Inspector should consider the pilot’s time in the particular category/make/model/series/configuration, recency of experience and the recommendation of the pilot’s instructor or mentor.

F. From 351 DM 3.5 C (5)(b)(ii): For all other airplanes, the annual flight evaluation must be accomplished in the most complex aircraft in class, every other year.

From 351 DM 3.5 C (5)(b)(iii): Pilots flying aircraft on skis shall have a ski configuration evaluation ride each 24 calendar months.

From OPM-22, Appendix A 3.A: DOI pilots operating aircraft in multiple configurations
will alternate flight evaluations between configurations, e.g., year one - wheel skis, year two – floats.

1) PICs must pass an annual flight evaluation in each category of aircraft every 12 calendar months.

2) PICs operating turbine powered aircraft or an aircraft that requires a type rating must pass an annual flight evaluation in make and model (and series for helicopters) within the previous 12 calendar months.

3) PICs operating multiengine airplanes must pass a flight evaluation in a multiengine airplane within the previous 12 calendar months.

4) PICs operating an airplane on amphibious floats must pass a flight evaluation in an amphibious float equipped airplane within the previous 12 months.

5) PICs operating an airplane on skis must pass a flight evaluation in an airplane on skis within the previous 24 calendar months.

6) PICs operating an airplane on floats must pass a flight evaluation in an airplane on floats within the previous 24 calendar months.

7) PICs operating an airplane on wheels must pass a flight evaluation in an airplane on wheels within the previous 24 calendar months.

8) PICs operating single engine airplanes must pass a flight evaluation in a single engine airplane within the previous 24 calendar months.

9) PICs operating airplanes with retractable landing gear must pass a flight evaluation in an airplane with retractable landing gear within the previous 24 calendar months.

10) PICs operating an airplane on conventional landing gear must pass a flight evaluation in an airplane on conventional landing gear within the previous 24 calendar months.

Note: This list does not include any special use activities.

G. From 351 DM 3.5 C(5)(c)(i): If a pilot is conducting IFR operations in different category aircraft, flight evaluations shall be given in each category and class in rotation, but not more than one flight evaluation during each 6-month period is required.

1) After the initial IFR qualifications are met for each category and/or class as appropriate, only one IFR flight evaluation is required every six months, with limitations (see 351 DM 3.5 C(5)(c)(ii-iii)).

2) A PIC that operates only one type of aircraft IFR must take their IFR flight evaluation in that aircraft.
3) A PIC that operates multiple types of aircraft IFR must rotate through each type of aircraft for their IFR flight evaluation.

**Note:** An Instrument Proficiency Check conducted in accordance with 14 CFR 61.57(d) and the applicable ACS meets the requirements of a DOI IFR flight evaluation when given by a qualified OAS pilot inspector, bureau inspector pilot with instrument privileges or a Certified Flight Instructor with an Instrument Airplane rating in conjunction with attendance at a FAA Part 142 school with an approved instrument curriculum.

H. From OPM-22 Appendix B, paragraph C.2. Obtain 30 continuing educations units (CEU) of aviation-related training in previous thirteen months prior to a scheduled annual flight evaluation.

1) OPM-22 compliance will be evaluated in conjunction with a pilot’s annual flight evaluation associated with that pilot’s base month.

2) Under normal circumstances OPM-22 compliance is checked once every twelve months.
1. **Purpose.** The purpose of this OPM is to establish policy, procedures and long-lead time planning milestones for the development of specifications, procurement, and inspection of aircraft and aircraft related services in support of Departmental programs.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. **Background.** National Business Center, Aviation Management Directorate (NBC-AMD) as listed in 353 DM 1 no longer exists. On August 23, 2012 NBC-AMD was realigned under Deputy Assistant Secretary Public Safety, Resource Protection, and Emergency Services (DAS-PRE) and named Office of Aviation Services (OAS), and aviation contracting services were re-assigned under the Interior Business Center (IBC) Acquisition Services Directorate (AQD). The aviation technical services requirements remained with OAS. This OPM addresses this organizational change and identifies the new processes and responsibilities for DOI Aviation Procurement between AQD, OAS and the Bureaus.

4. **Roles and Responsibilities:** The estimated timelines and processes outlined in this OPM will meet critical bureau operational requirements. A description of roles and responsibilities is provided as Appendix 1.

   - Prescribed timelines for OAS to review and assure standard and specialized specifications for aircraft and crew are appropriate for the missions.
   - Prescribed timelines for AQD to prepare the acquisition plan, develop the solicitation and other pre-award documents, solicit bids, lead the evaluation of offers, conduct negotiations, make the award, and prepare all of the necessary supporting documentation.
   - Prescribed timelines for OAS to provide post-award inspections.

This will allow for a fair interval for the vendors to procure additional required equipment and allow vendor pilots to gain proficiency for highly complex missions. Coordination and collaboration throughout this process is critical for all parties to be successful.
A. Bureaus are responsible for submitting a Request for Contract Services (AQD-13) as per the attached Appendix 2 regarding long-lead planning timeline. This will ensure adequate time to complete the entire specification review, procurement, and inspection processes. See Appendix 1 for roles and responsibilities.

B. Bureaus are responsible for the annual submission of a five-year contract acquisition plan by Oct. 1 to Oct. 31. The Executive Aviation Subcommittee (EAS) will meet with respective OAS and AQD staff annually to review and update plans. Late submissions for AQD-13’s will be accepted within the 225 day period, although priority will be given to AQD-13’s already in process unless an urgent operational need warrants otherwise.

C. OAS is responsible for providing technical specifications for all Bureau aviation procurement requests within the timeframes outlined in the attached long-lead planning timeline. OAS also maintains the responsibility of inspecting all contract aircraft and aircrew performing under the contract. See Appendix 1 for roles and responsibilities.

D. The Office of Acquisition and Property Management (PAM) is responsible for all DOI acquisition policy. AQD is responsible for ensuring all Federal Acquisition Regulations and applicable departmental acquisition policies are satisfied. AQD will collaborate with both OAS and the Bureaus to ensure acquisition documentation accurately reflects both the procurement request and applicable technical aviation specifications. See Appendix 1 for roles and responsibilities.

E. Tracking progress of each requirement from specification development through the procurement process to inspection will be achieved on the Long-Lead Planning Timeline Tracker. This sheet includes the major milestone events of the process and will be available to OAS, AQD, and the Bureaus. Data input is the responsibility of OAS Technical Services Division (TSD), AQD and respective Bureaus. All participants are responsible throughout the process to update this document, collaborate and share information on status of the requirement while working through the timeline.

F. AQD is the contracting office responsible for the acquisition of all Bureau aviation procurement requests in accordance with the long-lead time planning document timeframes.

G. Other Departmental contracting entities may be considered to provide aviation contracting services similar to AQD under the following requirements:

1) The respective EAS member obtains unanimous approval from all EAS members.

2) A formal (signed) agreement between the contracting office, OAS Director and Bureau EAC member identifying roles and responsibilities.
Attachments:
Appendix 1: Aviation Acquisition -Roles and Responsibilities
Appendix 2: Long-Lead Planning Timeline
# Aviation Acquisition
## Roles and Responsibilities

<table>
<thead>
<tr>
<th><strong>I. Departmental Owned/Operated Aircraft Program</strong></th>
<th><strong>Exercises Primary Responsibility</strong></th>
<th><strong>Exercises Secondary Responsibility</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. General Functions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Establish policy and procedures to ensure operation and maintenance of aircraft to achieve maximum safety at minimum cost.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>2. Operate and maintain aircraft to achieve maximum safety at minimum cost.</td>
<td>OAS / Bureau</td>
<td></td>
</tr>
<tr>
<td><strong>B. Specific Functions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Establish criteria for DOI aircraft ownership or in-house operation of leased aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>2. Approve DOI aircraft ownership or in-house operation of leased aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>3. Establish pilot and crew requirements.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>4. Establish standards and procedures for operation and maintenance of DOI aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>5. Flight check and qualify all DOI pilot crewmembers.</td>
<td>OAS / Bureau</td>
<td></td>
</tr>
<tr>
<td>6. Inspect and approve all DOI owned/operated aircraft and their supporting maintenance facilities.</td>
<td>OAS</td>
<td></td>
</tr>
<tr>
<td>7. Establish decision criteria for the acquisition, replacement, and disposal of DOI-owned aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>8. Approve the acquisition, replacement, and disposal of DOI-owned aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>9. Assign aircraft to bureaus for their exclusive use.</td>
<td>OAS</td>
<td></td>
</tr>
<tr>
<td>10. Operate aircraft.</td>
<td>Bureau / OAS</td>
<td></td>
</tr>
<tr>
<td>11. Maintain DOI owned/operated aircraft.</td>
<td>OAS / Bureau</td>
<td></td>
</tr>
<tr>
<td>12. Perform the financial management of all DOI aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>13. Contract for aircraft maintenance and service.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>14. Administer aircraft maintenance and service contracts.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>15. Report unsafe and inefficient aircraft operations, conditions, and situations to the OAS Associate Director.</td>
<td>Bureau / OAS</td>
<td></td>
</tr>
</tbody>
</table>
## Aviation Acquisition
### Roles and Responsibilities

### II. Contract Aircraft Program

<table>
<thead>
<tr>
<th>A. General Functions</th>
<th>Exercises Primary Responsibility</th>
<th>Exercises Secondary Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Procure aircraft and aircraft services by contract.</td>
<td>AQD</td>
<td></td>
</tr>
<tr>
<td>2. Manage and control contract aircraft.</td>
<td>Bureau / OAS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Specific Functions</th>
<th>Exercises Primary Responsibility</th>
<th>Exercises Secondary Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare and submit program requirements to OAS.</td>
<td>Bureau</td>
<td></td>
</tr>
<tr>
<td>2. Review bureau requirements and determine the most appropriate terms and conditions of contracts.</td>
<td>OAS / AQD</td>
<td>Bureau</td>
</tr>
<tr>
<td>3. Prepare solicitations.</td>
<td>AQD</td>
<td></td>
</tr>
<tr>
<td>4. Review solicitations.</td>
<td>Bureau / OAS</td>
<td></td>
</tr>
<tr>
<td>5. Issue and administer solicitations.</td>
<td>AQD</td>
<td></td>
</tr>
<tr>
<td>6. Review offers and make pre-award evaluations.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>7. Award contracts and handle protests.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>8. Perform acceptance inspections of contractor's pilots and aircraft.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>9. Manage contract aircraft.</td>
<td>Bureau / OAS</td>
<td></td>
</tr>
<tr>
<td>10. Provide aircrew orientation for specific missions.</td>
<td>Bureau</td>
<td>OAS</td>
</tr>
<tr>
<td>11. Control (dispatch) and assign contract aircraft within the scope of contracts.</td>
<td>Bureau</td>
<td></td>
</tr>
<tr>
<td>12. Administer contract.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>a. Report significant contract and operational problems to AQD / OAS.</td>
<td>Bureau</td>
<td></td>
</tr>
<tr>
<td>b. Perform initial and periodic compliance inspections.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>c. Perform aviation program evaluations.</td>
<td>OAS / Bureau</td>
<td></td>
</tr>
<tr>
<td>13. Enforce mandatory DOI standards and procedures.</td>
<td>OAS / Bureau</td>
<td></td>
</tr>
<tr>
<td>14. Mediate and/or adjudicate contractor-bureau disputes.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>15. Coordinate contract litigation.</td>
<td>AQD</td>
<td>Bureau</td>
</tr>
<tr>
<td>16. Make contract payments.</td>
<td>AQD</td>
<td>Bureau</td>
</tr>
<tr>
<td>17. Perform post-evaluation of flight crew proficiency and airmanship techniques.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
</tbody>
</table>
# Aviation Acquisition
## Roles and Responsibilities

<table>
<thead>
<tr>
<th>III. Agreement/Rental Aircraft Program</th>
<th>Exercises Primary Responsibility</th>
<th>Exercises Secondary Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. General Functions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Procure aircraft services within open market procurement limitations.</td>
<td>AQD</td>
<td>Bureau</td>
</tr>
<tr>
<td>2. Approve operators and perform flight scheduling when requested.</td>
<td>OAS</td>
<td></td>
</tr>
<tr>
<td>3. Manage and control (dispatch) aircraft.</td>
<td>Bureau / OAS</td>
<td></td>
</tr>
<tr>
<td><strong>B. Specific Functions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Furnish anticipated special requirements to OAS.</td>
<td>Bureau</td>
<td></td>
</tr>
<tr>
<td>2. Inspect and approve operators.</td>
<td>OAS</td>
<td>Bureau</td>
</tr>
<tr>
<td>3. Issue qualification and data cards to pilots and aircraft meeting DOI standards for special-use activities.</td>
<td>OAS</td>
<td></td>
</tr>
<tr>
<td>4. Schedule flights and dispatch aircraft on bureau request.</td>
<td>OAS</td>
<td></td>
</tr>
<tr>
<td>5. Make payment to operators.</td>
<td>AQD</td>
<td>OAS / Bureau</td>
</tr>
<tr>
<td>6. Report any significant operational problems to OAS.</td>
<td>Bureau</td>
<td></td>
</tr>
<tr>
<td>7. Enforce mandatory DOI standards and procedures.</td>
<td>OAS / Bureau</td>
<td></td>
</tr>
<tr>
<td>8. Coordinate agreement litigation.</td>
<td>AQD</td>
<td></td>
</tr>
<tr>
<td>9. Perform post-evaluations of operators and equipment.</td>
<td>Bureau</td>
<td>OAS</td>
</tr>
<tr>
<td>10. Report to OAS all bureau flight activity not processed through the OAS payment system.</td>
<td>Bureau</td>
<td></td>
</tr>
</tbody>
</table>
# Long-Lead Planning Timeline

## Modifications

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DAYS</th>
<th>TIMELINE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting Officer Engagement</td>
<td>0</td>
<td>1 January</td>
</tr>
<tr>
<td>Simple Modifications</td>
<td>Up to 20</td>
<td>21 January</td>
</tr>
<tr>
<td>Complex Modification</td>
<td>Up to 120</td>
<td>21 May</td>
</tr>
</tbody>
</table>

**Simple Modifications Include:** Exercising Options, Change in Contracting Officer, Change in Contracting Officers Representative (COR/COTR), or Funding Change.

**Complex Modifications Include:** Ratifications, Vendor Claims, Terminations, and Increases in Contract Ceilings.

In most cases, modification will be competed ahead of the timeline indicated, coordination and early AQD engagement is an important factor in contract modification.

## Contracts up to $5 Million

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DAYS</th>
<th>CUMULATIVE DAYS</th>
<th>TIMELINE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQD 13 Submitted</td>
<td>0</td>
<td>0</td>
<td>1 January</td>
</tr>
<tr>
<td>Specification and Solicitation Complete</td>
<td>45</td>
<td>45</td>
<td>15 February</td>
</tr>
<tr>
<td>Solicitation Closed</td>
<td>30</td>
<td>75</td>
<td>17 March</td>
</tr>
<tr>
<td>TPEC Complete</td>
<td>30</td>
<td>105</td>
<td>16 April</td>
</tr>
<tr>
<td>Award Documents Review and Approval</td>
<td>15</td>
<td>120</td>
<td>1 May</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120 Maximum</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Contracts Between $5 million and $50 Million

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DAYS</th>
<th>CUMULATIVE DAYS</th>
<th>TIMELINE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQD-13 Submitted</td>
<td>0</td>
<td>0</td>
<td>1 January</td>
</tr>
<tr>
<td>Specification Complete</td>
<td>30</td>
<td>30</td>
<td>31 January</td>
</tr>
<tr>
<td>Solicitation Draft Complete</td>
<td>30</td>
<td>60</td>
<td>2 March</td>
</tr>
<tr>
<td>Solicitation and Supporting Documentation Review and Approval</td>
<td>45</td>
<td>105</td>
<td>16 April</td>
</tr>
<tr>
<td>Solicitation Closed</td>
<td>30</td>
<td>135</td>
<td>16 May</td>
</tr>
<tr>
<td>TPEC Complete</td>
<td>30</td>
<td>165</td>
<td>15 June</td>
</tr>
<tr>
<td>Award Documents Review and Approval</td>
<td>60</td>
<td>225</td>
<td>14 August</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>225 Maximum</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Days to Consider**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DAYS</th>
<th>CUMULATIVE DAYS</th>
<th>TIMELINE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protest Period</td>
<td>120</td>
<td>345</td>
<td>12 December</td>
</tr>
<tr>
<td>Vendor Prep</td>
<td>30</td>
<td>375</td>
<td>11 January (Year 2)</td>
</tr>
<tr>
<td>Inspection and Carding</td>
<td>60</td>
<td>435</td>
<td>12 March (Year 2)</td>
</tr>
</tbody>
</table>
## Long-Lead Planning Timeline

### Contracts Over $50 Million

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DAYS</th>
<th>CUMULATIVE DAYS</th>
<th>TIMELINE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQD-13 Submitted</td>
<td>0</td>
<td>0</td>
<td>1 January</td>
</tr>
<tr>
<td>Specification Complete</td>
<td>60</td>
<td>60</td>
<td>2 March</td>
</tr>
<tr>
<td>Solicitation Draft Complete</td>
<td>60</td>
<td>120</td>
<td>1 May</td>
</tr>
<tr>
<td>Pre-Solicitation APAC and Solicitation &amp; Supporting Documentation Review and Approval</td>
<td>90</td>
<td>210</td>
<td>30 July</td>
</tr>
<tr>
<td>Solicitation Closed</td>
<td>30</td>
<td>240</td>
<td>29 August</td>
</tr>
<tr>
<td>TPEC Complete</td>
<td>30</td>
<td>270</td>
<td>28 September</td>
</tr>
<tr>
<td>Pre-Award APAC, Award Summary and other Award Documents Review &amp; Approval</td>
<td>90</td>
<td>360</td>
<td>27 December</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>360 Maximum</strong>*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Days to Consider

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DAYS</th>
<th>CUMULATIVE DAYS</th>
<th>TIMELINE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protest Period</td>
<td>120</td>
<td>480</td>
<td>26 April (Year 2)</td>
</tr>
<tr>
<td>Vendor Prep</td>
<td>30</td>
<td>510</td>
<td>26 May (Year 2)</td>
</tr>
<tr>
<td>Inspection and Carding</td>
<td>60</td>
<td>570</td>
<td>25 July (Year 2)</td>
</tr>
</tbody>
</table>

* The number of cumulative days is the target maximum number of days. However, all parties in the process – Bureaus, OAS, and AQD – must do their part to achieve this target. Communication is critical and if more days are needed than planned, the responsible party shall notify the rest of the team to ensure a coordinated effort.
1. **Purpose.** The purpose of this OPM is to provide aviation fuel drum management guidance. The following procedures, when implemented, enhance fuel quality and personnel safety during aircraft refueling operations using drum fuel.

2. **Policy.** Department of Interior bureaus shall use the following procedures when using drummed aviation fuel.

3. **Procedures.**

   A. **Procurement:** Bureau personnel responsible for procuring drummed aviation fuel must include the following requirements in specification language:

   1) Specify new drums when procuring (JET A & AVGAS).
   2) Specify the drum bungs be sealed with tamper proof seals.
   3) Specify the drums be marked with the fill date, fuel grade, and supplier identification (name & address).
   4) Specify filtered fuel when possible. The following vendors in Fairbanks, Alaska, provide filtered fuel: Petroleum Sales, Service Oil & Gas, Inlet Petroleum, Alaska Aerofuel and Interior Fuels Company. Service Oil & Gas in Anchorage supplies filtered fuel.

   B. **Storage:** Bureau personnel responsible for storing drummed aviation fuel must take the following actions when storing drums.

   1) Store drums in secondary containment when possible.
   2) Store drums on their sides with bungs level (when possible) or if positioned upright, must be blocked to allow water run-off from the drumhead.
   3) Store drums on dunnage with proper blocking and bracing when possible.
   4) Separate drums by fuel grade. (Recommend 50’ geographical separation)
   5) Ensure drums are dated to ensure fuel can be used on a first in first out basis.
   6) Ensure drums are marked with the project ID & party chief name.
   7) Ensure stored drums do not exceed established shelf life (Two years for JET A & one year for 100 LL). Shelf life extensions can be obtained through fuel sample
submittal and laboratory analysis. Contact Office of Aviation Services, Alaska Region Office for assistance.

C. **Dispensing:** Bureau personnel responsible for dispensing aviation fuel from drums must take the following actions/precautions to maintain fuel quality and fire safety during dispensing operations:

1) When possible, allow adequate settling time after movement (1 hour per foot) before drum is put into service.
2) Drums positioned upright for aircraft refueling must be blocked to allow water run-off from the drumhead. The blocking must prevent water accumulation at the bungs.
3) Inspect each drum’s contents prior to use. The visual inspection of the drum’s interior, performed with an explosion-proof flashlight (preferred), must reveal clear & bright fuel to be considered satisfactory for use. Fuel that appears cloudy or obstructs the drum bottom should be rejected for use.
4) In service drums must be closed up (pump removed and bung re-installed) during inclement weather (snowstorms, thunderstorms, etc.) and extended periods of refueling inactivity (overnight, weekends, etc.).
5) Drums must be bonded to the aircraft prior to pump activation. Recommend a static bonding wire (50’) with clips be used to equalize static electricity potential.
6) Fuel issued from drums must be filtered through filters meeting Energy Institute standards for water and particulate removal.
   a) Fuel filters must be changed out yearly.
   b) A reduction in dispensing flow rate is also cause for filter change.
   c) Examples of filtration meeting Energy Institute standards manufactured by Parker Hannifin: ACO 21001K, ACO 51201K, ACO 60901K, ACO 40501SPK, and ACO 40901SPK.
7) Fuel dispensing nozzles must be inspected before each use. Nozzle barrels must be clean (free of dirt, wasp nests, etc.). Recommend nozzle dust caps whenever feasible.

D. **Reutilization:** Drum reuse is limited to a field season in which a new drum is opened. Drums may not be reused once the field season is completed.

Bureau party chiefs must designate personnel responsible for project/field season drum management. Personnel must be briefed on their responsibilities pertaining to drum fuel management. Policies and procedures contained in this OPM should be explained to designated personnel.

Bureau personnel requiring drum reuse during the field season must comply with CFR 49 hazardous materials regulations. Some critical considerations stipulated in 49 CFR 173.28 are as follows:

1) Ensure drum condition (integrity) is unchanged.
2) Ensure drum is refilled with the same fuel.
3) Ensure the custodian (designated by project manager) refills the drum.
4) The custodian (designated by project manager) is responsible for drum transport.
Bureau personnel must perform the following actions to ensure custody and fuel quality is maintained when drums are reused:

5) Clearly identify the project, project dates, and drum’s custodian on each drum used in support of specific projects.
6) Maintain user custody throughout the project/field season.
7) Perform visual inspections of drum interiors prior to each refilling. Reject for further use if corrosion, leaks, water, debris, etc. is detected.

E. Environmental: Bureau personnel shall take special precautions to preserve the environment when using drummed aviation fuel. In addition to storing drums in lined (secondary containment) when possible the following actions should be taken to preserve the environment:

1) Maintain a spill kit at each drum storage/dispensing location (if available).
2) Physically inspect each storage/dispensing site daily.
3) Take immediate corrective actions to eliminate leaks.
4) Clean up fuel spills immediately.
5) Report all spills.

4. Deviations. The Director, Alaska Region must approve deviations to the OPM.

X MARK
BATHRICK
Digitally signed by MARK
BATHRICK
Date: 2018.12.19 09:21:21
-07'00'

Mark L. Bathrick
Director, Office of Aviation Services
OAS OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 22

Subject: Manned Aircraft, Pilot - Training Program

Effective Date: January 1, 2019

Supersedes: OPM-22 dated April 4, 2016

Expiration Date: December 31, 2019

1. Purpose. This OPM establishes the Interior Manned Aircraft Pilot Training Program as called for in Departmental Manual 112 DM 12. This document identifies minimum pilot training requirements for all pilots operating Department of the Interior (DOI) manned aircraft. This OPM also establishes policy for creation of developmental pilot training programs for individuals not meeting the requirements of 351 DM 3.

2. Introduction. Within the body of this document, the use of the term "bureau" is intended to represent all Interior entities such as service, office, and survey, etc.

3. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1 and Secretarial Order 3322 dated August 23, 2012.

4. Responsibilities. The education and training of DOI pilots is the responsibility of bureau management. Oversight of this critical aviation accident prevention effort requires a balanced partnership between the OAS and bureau management.

   A. Bureau Responsibilities. Heads of bureaus are responsible for ensuring that all employees involved in piloting aircraft receive an appropriate level of aviation training. The education and training listed in the appendices are the minimum for promoting aircraft accident prevention and developing operational skills. Bureaus are encouraged to develop training programs unique to their specific needs to satisfy the 30-credit requirement as specified in Managers shall:

      1) Provide adequate resources and time for employees to effectively perform their aviation duties in a safe and professional manner.

      2) Ensure that the appropriate employees attend required training.

      3) Manage bureau pilot training to ensure that Departmental and bureau-specific training needs are addressed.

      4) Provide OAS Headquarters, Technical Services with documentation of completed
pilot training, to be documented on an OAS-50 Series or equivalent bureau approved document for retention in the master pilot files.

5) For pilots not meeting the requirements of 351 DM 3, develop individual training programs in accordance with Appendix 4. These training programs require the pilot’s supervisor and bureau’s national aviation office approval before forwarding to OAS.

B. **Office of Aviation Services Responsibilities.** OAS has oversight of DOI pilot education and training programs in support of natural resources, wildland firefighting, and other DOI aviation missions. Training records specific to each pilot will be maintained at OAS Headquarters, Technical Services. OAS will participate in the development of individual training programs for bureau pilots that do not meet the requirements of 351 DM 3.

5. **Required Training for DOI Pilots.** Initial pilot training requirements are listed in Appendix 1. Additional training and currency requirements are listed in Appendix 2 through 4.

Requests for equivalencies, waivers, and exceptions will be in writing and routed through the bureau National Aviation Manager and Bureau Regional/State Aviation Manager to OAS Chief, Aviation Safety, Training & Program Evaluations (Chief ASTPE). Waivers to policy will be approved by the OAS Director.

**Attachments:**
- Appendix 1: Initial Pilot Training
- Appendix 2: Pilot Recurrent Training
- Appendix 3: Pilot Flight Currency
- Appendix 4: Developmental Pilot Training Program
Initial Pilot Training

1. **Pre-selection Flight Evaluations.**

   Before an offer of employment is finalized for a DOI government pilot position or a current employee is entered into the Developmental Pilot Program per Appendix 4, the respective bureau shall:

   A. Complete a FAA and or military pilot records verification per 351 DM 3.2.

   B. Optional per bureau discretion:

      Administer a pre-selection flight evaluation by an OAS Pilot Inspector or Designated Pilot Inspector or current Bureau Instructor Pilot. During the flight evaluation no special use tasks will be performed unless approved by OAS. OAS Regional Director must provide written approval per 351 DM 1 for the tentative selectee to manipulate the controls of a DOI aircraft prior to the flight evaluation. A simulator evaluation administered by a bureau or vendor is an alternative in lieu of a flight evaluation.

2. **Ground Training.**

   A. All pilots will be entered into a pilot training program approved by the bureau National Aviation Manager.

   B. All DOI pilots must successfully complete the following training prior to receiving flight authority and participating as a Pilot on DOI missions:

      - A100 Basic Aviation Safety
      - A107 Aviation Policy and Regulations I
      - A110 Aviation Transport of Hazardous Materials
      - A112 Mission Planning and Flight Request Process
      - A115 Automated Flight Following

      These Interagency Aviation Training (IAT) modules are available online at: https://www.iat.gov. Modules can also be completed at an IAT venue. Module requirements may be met by OAS approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager and the Bureau Regional/State Aviation Manager to the Chief, ASTPE.

   C. Initial training required within 12 months of employment as a pilot:

      - A200 Annual Mishap Review
      - A202 Interagency Aviation Organizations
      - A205 Risk Management I
      - A208 Aircraft and Pilot Approval
      - A302 Personal Responsibility & Liability
      - A303 Human Factors in Aviation
      - A305 Risk Management II
      - A307 Aviation Policy and Regulations II
Initial Pilot Training

(Continued)
A310  Overview of Crew Resource Management
A312  Water Ditching and Survival (must be completed before overwater flight)

Module requirements may be met by OAS approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager or bureau Regional/State Aviation Manager to the Chief ASTPE.

D. A one-time exemption to the above courses may be requested by the bureau’s National Aviation Manager to Chief, ASTPE for pilots who received DOI flight authority prior to 2006.

3. Flight Training.

A. Local Area Orientation Requirement: A DOI pilot permanently assigned to a new base must receive a local area orientation flight and ground instruction prior to acting as a Pilot-in-Command (PIC) conducting flight operations in that area. A DOI pilot who is knowledgeable and experienced in that geographic area will administer the Local Area Orientation instruction. The orientation will be documented on an OAS-50 Series or bureau approved document.

B. Emergency Maneuver Training (EMT): All DOI pilots operating fixed wing aircraft are required to receive EMT within the first 12 months of employment. EMT must be completed prior to approval to fly low-level flight activities. DOI pilots operating in tandem airplanes shall receive EMT again within 24 months. Instructors and vendors will provide an EMT course syllabus. Approval of this training will be provided by OAS Chief technical services and the bureau National Aviation Manager.

C. Technically Advanced Aircraft (TAA) Training: All DOI pilots operating TAA with multifunction displays, such as the Garmin 1000, must participate in training prior to operating the aircraft as a PIC. This training can be received as part of a factory aircraft qualification course, vendor-training course, software program meeting FAA / Industry Training Standards (requires a certificate of completion) or from a DOI instructor pilot.

D. DOI pilots operating aircraft in multiple configurations: – e.g. tundra tires, wheel skis, skis and floats – are required to receive training in that configuration.


A. All DOI pilots returning to flight status after a lapse in DOI pilot authorization greater than 36 months must re-accomplish the requirements of Appendix 1 with the exception of EMT (paragraph 3(B) above).

B. All DOI pilots operating fixed wing aircraft returning after a lapse of greater than 36 months are required to receive EMT once within the first 12 months of re-instatement of DOI pilot authorization. EMT must be completed prior to approval to fly low-level flight activities.
Initial Pilot Training

Requirements 4 A & B may be met by an OAS-approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager or bureau Regional/State Aviation to Chief, Technical Services.
Pilot Recurrent Training

1. Annual Continuing Education Units (CEUs) Requirement.

All DOI pilots must obtain 30 Continuing Education Units (CEUs) of aviation-related training in the previous thirteen months prior to their annual flight evaluation. 1 hour of flight, classroom, or online training equals 1 CEU. Examples of available methods to fulfill this requirement are listed in the chart below.

A. A minimum of 5 of the 30 CEUs must be logged as flight instruction received from a Certified Flight Instructor (CFI) in an aircraft or a FAA approved flight simulation training device (FSTD).

B. All training completion records or certificates must include the hours of training completed.

<table>
<thead>
<tr>
<th>No.</th>
<th>CEU Training Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flight clinics: ski, float, off airport, low-level, LE/resource, etc. (3-day minimum)</td>
</tr>
<tr>
<td>2</td>
<td>Emergency maneuver/spin training.</td>
</tr>
<tr>
<td>3</td>
<td>Flight Instructor Renewal Clinic classroom or online equivalency with Certificate of Completion.</td>
</tr>
<tr>
<td>4</td>
<td>FAA safety seminar</td>
</tr>
<tr>
<td>5</td>
<td>Flight review (14CFR 61.56)</td>
</tr>
<tr>
<td>6</td>
<td>Pilot Safety Course</td>
</tr>
<tr>
<td>a</td>
<td>Accredited college aviation course</td>
</tr>
<tr>
<td>b</td>
<td>Water Ditching and Survival training</td>
</tr>
<tr>
<td>c</td>
<td>Survival Training, cold or hot weather school</td>
</tr>
<tr>
<td>d</td>
<td>Interagency Aviation Training Workshop</td>
</tr>
<tr>
<td>e</td>
<td>Controlled Flight into Terrain (CFIT) Avoidance (Medallion)</td>
</tr>
<tr>
<td>7</td>
<td>Flight hours (flight evaluations not included)</td>
</tr>
<tr>
<td>a</td>
<td>Receiving training from a CFI. Logbook entry required and copy provided to OAS HQs.</td>
</tr>
<tr>
<td>b</td>
<td>Giving training to a DOI pilot (credit per flight hour). Logbook entry required and copy furnished to OAS HQs.</td>
</tr>
<tr>
<td>8</td>
<td>IFR training</td>
</tr>
<tr>
<td>a</td>
<td>Flight simulator class (Part 141 certificated or approved by OAS. Flight Safety, SimCom, etc.)</td>
</tr>
<tr>
<td>b</td>
<td>Simulated IFR or IFR flight with a safety pilot (credits per flight hour)</td>
</tr>
<tr>
<td>c</td>
<td>FAA approved FSTD or commercial training accepted by aviation insurance provider</td>
</tr>
<tr>
<td>9</td>
<td>Manufacturers (&quot;Factory&quot;) schools (e.g. Bell, Cessna, Flight Safety, SimuFlite, SimCom)</td>
</tr>
<tr>
<td>10</td>
<td>Make and model ground refresher (One credit per hour, max 10)</td>
</tr>
<tr>
<td>11</td>
<td>OAS approved bureau pilot ground school (3-day minimum)</td>
</tr>
<tr>
<td>12</td>
<td>IAT or other (such as FAA or AOPA) aviation online training modules.</td>
</tr>
</tbody>
</table>
Pilot Recurrent Training

2. DOI National Pilot Ground School (NPGS)

DOI Pilots must attend a DOI NPGS or preapproved equivalent every other year. OAS is responsible for coordinating the DOI NPGS. Location will alternate every other NPGS between Alaska and the Lower 48. Attendance will be documented in writing and records forwarded to OAS Headquarters.

The NPGS requirement may be met with a preapproved equivalency school. Requests for equivalency ground schools will be in writing and routed through the bureau’s National Aviation Manager. The equivalency request shall contain course objectives and also address OAS identified areas of special emphasis. Granting of any equivalency will based on a comparison of the learning objectives submitted (in advance) by the requesting bureau. Requests for “A Course” Equivalencies will be processed as per OPM-4 and the IAT Guide prior to the ground school. OAS Chief, ASTPE and the bureau National Aviation Manager will agree on the equivalency determination.

A. NPGS or approved equivalent will include a minimum of 24 hours of instruction.

B. Based on bureau input, topics will tailored to specific DOI fleet pilot needs.

C. NPGS or approved equivalent should include areas of special emphasis such as evaluation ride areas of emphasis, policy changes, AMRB recommendations and SAFECOM reporting, airspace, weather, CRM, Human Factors, Risk Management, Emergency training, FAA current special concerns, radio communications, AFF/flight following, policy and regulations.

D. NPGS or approved equivalent attendance rosters to include A course equivalencies will be entered into the IAT database to assure that the records are in the individual pilot’s transcript.

3. Additional Pilot Recurrent Training.

A. Complete the most current available A200 Annual Mishap Review by the end of each calendar year. This module is available online at: https://www.iat.gov, or can also be taken at an IAT training venue.

B. Complete A110, Transportation of Hazardous Materials, every three calendar years.

C. DOI pilots that operate aircraft in multiple configurations, e.g. wheel skis and floats are required to complete 24 CEUs every 36 months via an OAS approved flight clinic or equivalent. If a pilot adds a configuration qualification, the pilot will attend a flight clinic for the new configuration within 24 months.

4. IAT Instructor Equivalency.

DOI pilots who are qualified as an IAT instructor and who have taught a course within the last 36 months meet the recurrent requirement for that course.
Pilot Flight Currency

The following apply to all DOI PICs depending on the type of aircraft and operation to be flown:

1. DOI PIC recent flight experience: Except as provided in paragraphs (D) in this section, no person may act as PIC of a DOI aircraft unless that person has:

   A. 24 hours as PIC in the last 12 months in category, including 6 hours in the last 6 months in category.

   B. 5 hours as PIC in the last 12 months in make and model, including 1 hour in the last 90 days in make, model and configuration.

   C. Recent flight experience in accordance with 14 CFR 61.

   D. For the purpose of meeting the requirements of 1. (A-C) of this appendix, a person may act as PIC of a DOI aircraft provided no persons are carried onboard the aircraft other than required flight crew for the conduct of the flight and no special use missions are performed.

2. As an alternative to the hourly requirements above, a successful flight evaluation from an OAS Pilot Inspector or Designated Pilot Inspector (if requested by OAS) regains currency for a DOI pilot. Under extenuating circumstances, bureaus may request a waiver from the OAS Director.

3. If a DOI pilot has not flown a specific make and model (and series for helicopters) in the last 12 months, a satisfactory dual instruction period with a CFI or DOI instructor pilot is required in that make and model (and series for helicopters) before operational missions can resume (see OPM-23 “DOI Make and Models” grouping list).
Developmental Pilot Training Program

1. **Developmental Pilot.**

The intent of the Developmental Pilot Training Program is to provide training to a DOI employee who does not meet the requirements of 351 DM 3 with a reasonable expectation that the employee will be assigned duties as a DOI pilot at the completion of the training.

A. Developmental Pilots must be approved in writing by the bureau’s national aviation office and regional/state aviation offices. A copy of the approval(s) must be submitted to OAS and placed in the pilot's file.

B. Developmental pilots must possess:

1. A current FAA Medical Certificate Second Class or higher;
2. At least a FAA Commercial Pilot Certificate with appropriate category and Instrument rating.
3. A completed FAA background check.
4. Letter of authorization per 351 DM 1 from the OAS Regional Director to manipulate the flight controls of DOI aircraft.

C. The Bureau must develop a training program syllabus for the developmental pilot.

2. **Stage 1 Initial Training.**

The primary objective of this stage is to gain proficiency in the aircraft. The secondary objectives are to learn bureau policy/procedures, DOI aviation policy and introduction to bureau missions.

A. Stage 1 Developmental Pilot Privileges and Limitations:

1. May manipulate the controls of DOI aircraft when accompanied by a current DOI Instructor Pilot who is qualified and current in the aircraft and has access to full dual flight controls, training flights only.
2. May not act as the PIC of a DOI aircraft, however in accordance with 14 CFR 61, they may log PIC time as sole manipulator of the controls.
3. Are limited to flight crew only, no aircrew members or passengers are allowed.

B. Stage 1 Completion Standard: Upon written recommendation from DOI Instructor Pilot, pass an OAS flight evaluation for SIC and/or solo privileges as appropriate for the aircraft. Upon completion of Stage 1, OAS-30 will be issued with appropriate limitations noted.
3. **Stage 2 Advanced Training.**

The primary objectives of this stage are to increase pilot skill, knowledge and proficiency; and learn the Bureau mission(s).

A. **Stage 2 Developmental Pilot Privileges and Limitations:**

1. Under the supervision of a DOI Instructor Pilot, may fly solo flights. No aircrew, passengers or special use missions allowed.

2. With a DOI Instructor Pilot on board who is qualified and current in the aircraft and special use mission and has access to full dual flight controls, may carry aircrew, passengers and perform special use missions.

3. May not act as SIC of DOI aircraft when a SIC is required by the FAA or DOI policy, unless qualified in-accordance-with 351 DM 3.2H.

B. **Stage 2 Completion Standards:** Meet the standards required to qualify as a DOI pilot. Written DOI instructor pilot recommendation is required to advance from Stage 2 to Stage 3.

4. **Stage 3 Flight Evaluation.**

A. The developmental pilot is the PIC of a DOI aircraft for the purpose of a flight evaluation(s) to qualify as a DOI pilot.

B. The final evaluation will be conducted by an inspector pilot not associated with the training or interim evaluations.

C. **Stage 3 Completion Standard:** Pass the required flight evaluation(s).
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 23

Subject: DOI Like Make and Model Groups AND
DOI Helicopter Like Make and Model Groups, plus "Series" Groups

Effective Date: October 18, 2019

Supersedes: OPM-23 dated January 1, 2019

Distribution: A, B, & C

Expiration Date: December 31, 2020

1. Purpose. This OPM clarifies the "Like Make and Models" of helicopters and airplanes; and "Like, Make, Model, and Series" for helicopters.

2. General. Groupings of like makes and models of aircraft allow determination of pilot recency of experience.

3. Policy.
   - OPM-23 is applicable when reference to make and model-or make, model, and series requirements-are cited in DOI policy, instructions, procedures, and/or procurement documents, except where application of OPM-23 is specifically excluded.

   - Aircraft not listed will require Pilot-In-Command (PIC) experience specific to that make, model, and series (if applicable).

   - Addition of aircraft to make, model, or series groupings will be routed through the applicable OAS national category specialist and approved by the Chief, OAS Technical Services Division.

MARK L. BATHRICK
Digitally signed by
MARK BATHRICK
Date: 2019.10.18 14:50:09 -06'00'

Mark L. Bathrick
Director, Office of Aviation Services
## APPENDIX 1: LIKE MAKE AND MODELS

Aircraft within each block are considered like make and model

### RECIPROCATING ENGINE AIRPLANES

<table>
<thead>
<tr>
<th>Make</th>
<th>Models</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Champion</td>
<td>7ECA, 7GCAA, 7GCBC, 7KCAB, 8GCBC</td>
</tr>
<tr>
<td>Cessna</td>
<td>L-19</td>
</tr>
<tr>
<td>Cubcrafters</td>
<td>CC11, CC18, CC19</td>
</tr>
<tr>
<td>Piper</td>
<td>PA-11, 12, 14, 16, 18, 20, J3, J4, J5</td>
</tr>
<tr>
<td>Beechcraft</td>
<td>33, 35, 36</td>
</tr>
<tr>
<td>Cessna</td>
<td>172RG, 177RG, 182RG, C210</td>
</tr>
<tr>
<td>Bellanca</td>
<td>17-30, 31</td>
</tr>
<tr>
<td>Piper</td>
<td>PA-24, 28R, 32R</td>
</tr>
<tr>
<td>Cessna</td>
<td>172, 175, 177, 182, 205, 206, 207</td>
</tr>
<tr>
<td>Beechcraft</td>
<td>19, 23, 24</td>
</tr>
<tr>
<td>Piper</td>
<td>PA-32, 22, 28 (Fixed Gear)</td>
</tr>
<tr>
<td>Cessna</td>
<td>170, 180, 185, L-19</td>
</tr>
<tr>
<td>Found</td>
<td>FBA-2C1, FBA-2C2</td>
</tr>
<tr>
<td>Helio</td>
<td>H250, H295, H700, H800</td>
</tr>
<tr>
<td>Maule</td>
<td>M-4, 5, 6, 7, MX-6, 7, 9</td>
</tr>
<tr>
<td>Beechcraft</td>
<td>50, 55, 56, 60, 65, 80, 70, 95</td>
</tr>
<tr>
<td>Cessna</td>
<td>336, 337</td>
</tr>
<tr>
<td>Cessna</td>
<td>300 series, 400 series</td>
</tr>
<tr>
<td>Cessna</td>
<td>TTx, Columbia 350, 400</td>
</tr>
<tr>
<td>Cirrus</td>
<td>SR20, 22</td>
</tr>
<tr>
<td>Douglas</td>
<td>DC-6, DC-7</td>
</tr>
<tr>
<td>Piper</td>
<td>M350, Matrix</td>
</tr>
<tr>
<td>Rockwell-Commander</td>
<td>500 series, 680, 720</td>
</tr>
</tbody>
</table>

**NOTE:** Reciprocating airplanes with the same type rating designation are considered like make and models.
APPENDIX 1: LIKE MAKE AND MODELS (-Cont’d.)

Aircraft within each block are considered like make and model

TURBOPROP AIRPLANES

<table>
<thead>
<tr>
<th>Make</th>
<th>Models</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beechcraft</td>
<td>B65-A90, 90, 99, 100, 200 and 250, FWC-12, C-12 (except C-12J), RC-12, T-44, U-21, UC-12 (except UC-12W), VC-6</td>
</tr>
<tr>
<td>Beechcraft</td>
<td>300, 350, MC-12, UC-12W</td>
</tr>
<tr>
<td>Beechcraft</td>
<td>1900, C-12J</td>
</tr>
<tr>
<td>Cessna</td>
<td>Soloy 206 and 207, 208</td>
</tr>
<tr>
<td>Cessna</td>
<td>406, 425, 441</td>
</tr>
<tr>
<td>Commander</td>
<td>680 T.V.W.; 681, 690, 840, 900, 980, 1000</td>
</tr>
<tr>
<td>Piper</td>
<td>PA-31T and PA-42</td>
</tr>
<tr>
<td>Piper</td>
<td>M500, M600</td>
</tr>
<tr>
<td>Swearingen</td>
<td>SA26, SA226, SA227, C-26</td>
</tr>
</tbody>
</table>

NOTE: Turboprop airplanes with the same type rating designation are considered like make and models.

JET AIRPLANES

<table>
<thead>
<tr>
<th>Make</th>
<th>Models</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lear Jet</td>
<td>24, 25, 28, 29, 31, 35, 36, 55</td>
</tr>
</tbody>
</table>

NOTE: Jet airplanes with the same type rating designation are considered like make and models.
## APPENDIX 1: LIKE MAKE AND MODELS (Cont’d.)

**HELICOPTER LIKE MAKE, MODEL, and SERIES**

<table>
<thead>
<tr>
<th>Make</th>
<th>Model Groups*</th>
<th>Series Groups**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AS350B3, AS350B3e</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AS350FX, AS350FX2, AS350SD2</td>
</tr>
<tr>
<td></td>
<td>EC-130</td>
<td>EC130B4, EC130T2</td>
</tr>
<tr>
<td>SA 315, SA 316, SA 319</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>H215, AS 330, 332</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>H45, EC145, UH-72A, BK 117</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Bell</td>
<td>204, 205, 210, 212 Single, UH-1 (single engine)</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>206</td>
<td>All 206B, TH67, OH-58A, OH-58C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All 206L</td>
</tr>
<tr>
<td></td>
<td>407</td>
<td>407, 407GT, 407GX, OH-58D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>407HP (Eagle)</td>
</tr>
<tr>
<td></td>
<td>212, 412, UH-1N (twin engine)</td>
<td>All 212, All UH-1N (twin engine)</td>
</tr>
<tr>
<td></td>
<td>214, (except 214ST)</td>
<td>All 412</td>
</tr>
<tr>
<td>Hiller</td>
<td>UH-12 (except turbine), H-23, OH-23, UH-23</td>
<td>All</td>
</tr>
<tr>
<td>Kawasaki</td>
<td>KV107, BV107, CH-46</td>
<td>All</td>
</tr>
<tr>
<td>MD Helicopters</td>
<td>369, 500, 520, 530, 600, OH-6</td>
<td>All 369/500 (except 369F, 369FF and 500N)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>369F and 369FF</td>
</tr>
<tr>
<td></td>
<td>900, 902</td>
<td>All</td>
</tr>
<tr>
<td>Robinson</td>
<td>R-44</td>
<td>All</td>
</tr>
<tr>
<td>Scotts-Bell</td>
<td>47 (except turbine), H-13</td>
<td>All</td>
</tr>
<tr>
<td>Sikorsky</td>
<td>S-64, CH-54</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>S-70, UH-60</td>
<td>All</td>
</tr>
</tbody>
</table>

*Aircraft within each block are considered like make and model, as well as unlisted aircraft with the same model number. PIC time accumulated in an aircraft model or combination of models from the same block will meet PIC make and model experience requirements.*

**Aircraft within each block are considered like series, PIC time accumulated in an aircraft series or combination of aircraft series from the same block will meet PIC make, model, and series experience requirements.*

*NOTE: Helicopters with the same type rating designation are considered like make and models.*
Subject: Pilot Review Board

Effective Date: January 1, 2019

Supersedes: OPM-24 dated January 1, 2015

Expiration Date: December 31, 2019

1. **Purpose.** The Pilot Review Board (PRB) is an administrative, fact-finding proceeding, convened to assist the Director, Office of Aviation Services (OAS) in examining information relevant to the continued qualification, disqualification or reinstatement of any Department of the Interior contract, or other pilot carded to provide aviation services to the Department of the Interior. The PRB may consider any aspect of pilot performance. The PRB may recommend to the Director appropriate remedial measures to prevent future aircraft incidents or mishaps. All recommendations of the PRB are advisory and not binding.

2. **Convening.** The PRB is convened with the approval of the Director, OAS, and in coordination with the bureau Aviation Manager.

3. **Membership.** The Director, OAS is responsible for selection of the Board members.

   The Board will consist of three members, each having one vote. At least two Board members must be DOI-qualified pilots. If the respondent pilot is a government employee, at least one of the Board members must be from the pilot's bureau. The Director, OAS, shall choose one of these members to act as chair. Advisors shall be appointed, as needed, to provide technical assistance and advice.

4. **Pilot Notification.** The pilot will be notified via letter to appear before the PRB. The letter will include information concerning when, and where the Board will meet and list the specific allegations being examined. A copy will be provided to the National Aviation Manager of the respective bureau. Pilots may be represented by counsel or any other individual of their choosing. In the case of a DOI pilot, the representative may be a fellow DOI employee, so long as supervisory approval is obtained and there is no conflict with the representative's job.

5. **Findings.** The Board shall examine the facts, such as aircraft mishap and incident history, flying skills, pilot judgment and other information deemed appropriate by the Board relevant to the continued qualification, disqualification or reinstatement issue being considered. The respondent pilot may present additional evidence to be considered by the PRB. The Board will make proper recognition of any possible extenuating circumstances regarding the pilot’s control over the factors involved.
Findings must be supported by evidence of record. For example, findings that state that a pilot cannot satisfactorily perform pilot duties must include the specific instances in the pilot's past performance to support this conclusion, with sufficient supporting testimony and evidence of unsatisfactory past performance to support an inference of unsatisfactory future performance. Board findings must be supported by a greater weight of evidence than supports a contrary conclusion. The weight of evidence is not determined by the number of witnesses or volume of exhibits, but by considering all the evidence and evaluating such factors as the witness' demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of veracity.

6. **Report/Recommendations.** A complete and accurate report of the proceedings of the PRB will be completed and forwarded to the Director, OAS, within 30 days after completing the hearing. A verbatim transcript of the proceeding taken by a court reporter is required. The report will also include the Board's recommendations, findings and supporting evidence. The recommendations of the PRB must be consistent with the findings (e.g., qualified, disqualified, or requires additional training). The findings and recommendations of the PRB may be adopted or rejected, in whole or in part, by the Director.

A minority report is appropriate if there is a disagreement among members of the PRB. A minority report can be submitted on the findings, recommendations, or both.

Digitally signed by MARK

MARK BATHRICK

Date: 2018.12.19 09:23:34

X

Mark L. Bathrick
Director, Office of Aviation Services
DOI OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 29

Subject: Special Use Activities for Manned Aircraft

Effective Date: January 1, 2019

Supersedes: OPM 29 dated January 1, 2015

NOTE: Standards for Technical Oversight now in OAS Instruction 5400-205.

Expiration: December 31, 2019

1. **Purpose.** This OPM identifies the specific special use activities referred to in 351 DM 1 and establishes definitions, policies and pilot qualifications and evaluation requirements for special use activities conducted by the Department of the Interior (DOI). Aircraft requirements for special use are not addressed here. This document is applicable to all manned aircraft pilots, Fleet and Contract, conducting special use activities under the operational control of DOI.

2. **Background.** In DOI, Special Use Activities involve the utilization of airplanes and helicopters in flight operations which do not meet the definition of point-to-point flight (see 350 DM 1) and which require special considerations due to additional equipment and/or the increased risks inherent in such operations. Point-to-point missions, when flown in Department owned or contracted aircraft, shall be considered civil aircraft operations and must be flown in full compliance with the applicable provisions of 14 CFR. In general, special use activities are conducted as inherently governmental public aircraft operations. Regardless of such status, DOI pilots must comply with the applicable provisions of 14 CFR and deviate only as authorized by published Department policy.

3. **Authority.** This policy is established by the Director of the Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

4. **Policy.**

   A. Pilots conducting special use activities for DOI must conform to the standards and requirements contained in the Department Manuals, Operational Procedures Memorandum (OPM), DOI Handbooks, applicable procurement documents (contract pilots).

   B. On a case by case basis, OAS pilot inspectors may extend a pilot’s special use approval up to two calendar months.

   C. Requests for equivalencies, waivers, and exceptions will be in writing and routed through the bureau National Aviation Manager and Bureau Regional/State Aviation Manager to OAS Chief, Technical Services. Waivers to policy must be approved by the OAS Director.
D. Pilot approval is required for the following special use activities.

NOTE: Bureau policy may have additional requirements.

1) Aerial Application. (Airplane and Helicopter)

NOTE: Contractor provided, aerial application, procured under an end product contract is not special use and this OPM does not apply.

a) Agricultural operations as defined in 14 CFR 137.

b) Subsets include:

   (1) Precision Spray (Helicopter) an operation where individual plants are treated with chemical herbicides from a single spray nozzle suspended on a longline.
   (2) Herbicide Application by Projectile (Helicopter) an operation where individual plants in steep mountainous terrain are treated with chemical herbicides utilizing a specialized paintball gun to dispense spherical projectiles filled with herbicide.
   (3) Traditional Aerial Application with booms and spreaders (Fleet Airplane and Helicopter).

c) Contractors conducting aerial application for DOI are required to have an Agricultural Aircraft Operator Certificate prescribed by 14 CFR 137.

d) When conducted in a fleet aircraft, an Agricultural Aircraft Operator Certificate is not required.

e) Aerial application is not applicable to application of water and/or retardant on fires.

f) An initial and 36 month recurrent flight evaluation is required for fleet pilots.

g) An initial only flight evaluation is required for contractors conducting Herbicide Application by Projectile (Helicopter).

h) An initial and 36 month recurrent flight evaluation is required for contractors conducting Precision Spray.

i) Personal protective equipment (PPE) in accordance with the Aviation Life Support Equipment (ALSE) Handbook for low level flight is required.

2) Aerial Capture, Eradication and Tagging of Animals (ACETA). (Helicopter)

a) Operations conducted to perform Aerial Capture, Eradication and Tagging of Animals. Subsets of ACETA include:

   (1) Eradication/Darting/Marking (performed above 50 feet AGL)
   (2) Eradication/Darting/Marking (performed below 50 feet AGL)
   (3) Herding
   (4) Netgunning (Hand-held Netgun)
   (5) Trapping

   NOTE: See Appendix 1 for ACETA subset base definitions

b) Refer to the applicable contract, ACETA Handbook, and/or any bureau specific policy.
c) An initial and 36 month recurrent flight evaluation is required.

d) PPE in accordance with the *ALSE Handbook* is required.

3) **Aerial Ignition. (Helicopter)**

a) An operation that utilizes a plastic sphere dispenser (PSD) or a helitorch for prescribed fire or for burn operations on wildland fires.

b) Best practices are documented in the *Interagency Aerial Ignition Guide (PMS 501)*, which may be adopted as policy by the operating bureau.

c) A one time, initial only flight evaluation is required.

d) PPE in accordance with the *ALSE Handbook* is required.

4) **Aerial Supervision Module (ASM). (Airplane)**

a) An operation which combines a qualified leadplane pilot with a qualified air tactical group supervisor in one airplane.

b) Best practices are documented in the *Interagency Aerial Supervision Guide (PMS 505, NFES 002544)*, which may be adopted as policy by the operating bureau.

c) An initial and 12 month recurrent flight evaluation is required.

d) PPE in accordance with the *ALSE Handbook* for low level flight is required.

5) **Air Attack Pilot (ATGS or HLCO). (Airplane and Helicopter)**

a) An operation in which an air tactical group supervisor (ATGS) or helicopter coordinator (HLCO), manages airspace and air resources from an aircraft over an incident.

b) Best practices are documented in the *Interagency Aerial Supervision Guide (PMS 505, NFES 002544)*, which may be adopted as policy by the operating bureau.

c) An initial and 60 month recurrent flight evaluation is required for airplane based air attack pilots.

d) Specific PPE is required.

(1) Airplane - Leather shoes or boots, and full length cotton or Nomex pants or a flight suit.

(2) Helicopter - in accordance with the *ALSE Handbook*.

6) **Animal Classification. (Helicopter)**

NOTE: General animal survey/census/inventory operations are not conducted under Animal Classification, but are conducted as Low Level and Reconnaissance operations.

a) An operation conducted to acquire a detailed animal census. Identification of specific characteristics of the animals may require the maneuvering the helicopter much lower to ground than required for an inventory survey in which animals are simply counted from higher altitudes. May also require maneuvering the helicopter to direct the animals into a position that allows identification of characteristics such as age, sex, or health to be readily identified. Animal Classification is not considered a subset of ACETA.
b) An initial flight evaluation is required.
c) PPE in accordance with the *ALSE Handbook* is required.

7) **External Load. (Airplane)**

a) Any flight operation requiring external carriage of a load outside of or extending from the fuselage.
b) Conducted in accordance with FAA authorization.
c) A one time, initial only flight evaluation is required.
d) No PPE required for external load in and of itself.

8) **External Load. (Helicopter)**

a) Class B, C or D external load.
b) Subsets of External Load (Helicopter) are:

   (1) Belly Hook/Sling - ≤50 feet.
   (2) Cargo Letdown - An operation in which cargo is deployed from a hovering helicopter by the means of an approved webbing, descent device, and auxiliary equipment.
   (3) Longline - >50 feet.
   (4) Hoist Operations - An operation where an aircraft mounted winch is utilized to load or unload a helicopter while in a hover.
   (5) Rappel - An operation in which personnel use ropes and friction devices to exit a helicopter while hovering.
   (6) Rope Assisted Delivery System (RADS) - An operation in which personnel use ropes to exit a helicopter while hovering, also known as fast-rope.
   (7) Short Haul - An operation in which personnel are transported from one location to another as an external load.

c) Contractors conducting external load operations for DOI are required to have a Rotorcraft External Load Operator Certificate prescribed by 14 CFR 133.
d) When conducted in a fleet aircraft, a Rotorcraft External Load Operator Certificate is not required.
e) Hoist Operations follow specific DOI/Bureau or cooperator policy.
f) RADS policy is TBD.
g) Rappel and Cargo Letdown best practices are documented in the *Interagency Helicopter Rappel Guide*, which may be adopted as policy by the operating bureau.
h) Short Haul reference the *Helicopter Short-Haul Handbook* or the Law Enforcement Short Haul Policy, as applicable.
i) A one time, initial only flight evaluation is required for Belly Hook/Sling.
j) An initial and 36 month recurrent flight evaluation is required for Cargo Letdown, Hoist (no people), and Longline.
k) An initial and 12 month recurrent flight evaluation is required for any external load operation when a live person is the load.
l) PPE in accordance with the *ALSE Handbook* is required.

9) **Float Operations.** (Helicopter)
   a) Fixed or hull floats only. Popouts are excluded.
   b) A one time, initial only flight evaluation is required.
   c) PPE in accordance with the *ALSE Handbook* is required.

10) **Glacier Landings-Skis** (Airplane)
    a) Takeoff and landing operations on a glacier.
    b) Pilot must have 200 hours as PIC in skiplanes.
    c) Prerequisites - Mountainous Terrain (Airplane). When pioneering sites, Low Level (Airplane).
    d) Currency pilot must have three ski takeoffs and landings in the previous 90 days to carry passengers.
    e) An initial and 36 month recurrent flight evaluation is required.
    f) No PPE required for high altitude glacier landings in and of itself.

11) **Low Level.** (Airplane and Helicopter)
    a) An operation other than takeoff or landing where flight is conducted less than 500 feet above the surface.
    b) 200 hours PIC low level in category; or 10 hours in category of low level flight instruction.
    c) An initial and 36 month recurrent flight evaluation is required for airplanes.
    d) A one time, initial only flight evaluation is required for helicopters.
    e) PPE in accordance with the *ALSE Handbook* is required.

12) **Mountainous Terrain.** (Airplane and Helicopter)
    a) Mountainous terrain is an endorsement required for operations conducted within 1000 feet of terrain (horizontal or vertical) in the areas designated by the FAA as mountainous IAW 14 CFR 95 Subpart B, except take off, landing and as noted here.
    b) A mountainous terrain endorsement is not required for contract pilots conducting point to point flights IAW 14 CFR 135.
    c) Pilots holding a DOI pilot qualification card prior to the effective date of this OPM and operating in mountainous terrain IAW 14 CFR 95 Subpart B are grandfathered in without the requirement for a Mountainous Terrain flight evaluation. However, unacceptable performance IAW the IPTS, during any future flight evaluation maybe grounds for denial of the mountainous terrain endorsement at that time. Additional training maybe required and a re-evaluation is required after denial.
d) Pilots applying for an initial DOI pilot qualifications card as of the effective date of this OPM with a requirement to operate within 1000 feet of terrain (horizontal or vertical) in mountainous terrain must pass a Mountainous Terrain flight evaluation conducted in accordance with the Interagency Airplane Pilot Practical Test Standards prior to operating in mountainous terrain.

e) A one time, initial only flight evaluation is required.

f) No PPE required for mountainous terrain in and of itself.

13) Night Vision Goggle (NVG) Operations. (Airplane and Helicopter)

a) Night flight in an aircraft aided by light enhancing goggles.

b) An initial and 12 month recurrent flight evaluation is required.

c) No PPE required for NVG operations in and of itself.

14) Off Airport Operations-Wheels. (Airplane)

a) An Off Airport Operations-Wheels is a take-off or landing anywhere that is:
   (1) Not listed in a FAA Chart Supplement (formerly AFD),
   (2) An airport that is “not maintained' in accordance with a FAA Chart Supplement,
   (3) Not authorized in the DOI Airport Directory (currently under development), or
   (4) Not denoted as an airport on a lower 48 FAA Sectional Chart.

b) Pilot must have documented training or experience in off airport operations.

c) RAM/SAM may authorize continued use, in the current manner, of active landing areas that will now be considered off airport sites (per this new definition) until the new DOI Airport Directory is published. This grandfather clause will remain in effect until the DOI Airport Directory is published.

d) Prerequisites – Low Level (Airplane), Mountainous Terrain (Airplane) when operating in mountainous terrain, and (Fleet Pilot Only) Emergency Maneuver Training.

e) Currency - Pilot must have three takeoffs and landings, off-airport, in an airplane on wheels in the preceding 90 days to carry passengers.

f) An initial and 36 month recurrent flight evaluation is required for contract pilots

g) An initial and 24 month recurrent flight evaluation is required for fleet pilots.

h) PPE in accordance with the ALSE Handbook for low level flight is required.

15) Offshore Platform Landings. (Helicopter)

NOTE: Offshore Platform Landings by contract pilots is not special use.

a) Takeoff or landing on an elevated heliport structure surrounded by water.

b) Pilots conducting offshore platform landings must have 100 hours PIC of offshore navigation or 50 hours PIC of offshore navigation in the previous 12 months.

c) Pilots conducting offshore platform landings must have 10 takeoffs and 10 landings to platforms or vessels, drill-ships, semi-submersible drilling platforms, or barges.
d) For contract pilots a one time, initial only flight evaluation is required.
e) For fleet pilots an initial and 36 month recurrent flight evaluation is required.
f) PPE in accordance with the ALSE Handbook is required.

16) Paracargo. (Airplane)

a) An operation in which cargo is delivered from an airplane in flight.
b) Best practices are documented in the Interagency Smokejumper Pilot Operation Guide, which may be adopted as policy by the operating bureau.
c) An initial and 12 month recurrent flight evaluation is required.
d) PPE in accordance with the ALSE Handbook for low level flight is required.

17) Reconnaissance. (Airplane and Helicopter)

a) Reconnaissance flights may include but are not limited to: Aerial observation, reconnaissance, surveillance, photo flights, survey, tracking or patrol flights.
b) Prerequisites Mountainous Terrain (in category) when conducted in mountainous terrain.
c) An initial only flight evaluation is required.
d) Airplane - No PPE is required for Reconnaissance conducted entirely above 500 feet AGL. PPE in accordance with the ALSE Handbook is required for low level and over water Reconnaissance.
e) Helicopter - PPE in accordance with the ALSE Handbook is required.

18) Single-skid, Toe-in and hover Exit/entry Procedures (STEP). (Helicopter)

a) An operation in which personnel and/or cargo are loaded or unloaded, without the use of ropes or hoists, while the helicopter either has no contact with the ground (a low hover) or has limited contact with the ground (i.e. one skid/wheel/toe-in).
b) Refer to OPM-40.
c) An initial and 36 month recurrent flight evaluation is required.
d) PPE in accordance with the ALSE Handbook is required.

19) Skiplane Operations. (Airplane) Contract Pilots Only

a) Pilots must have documented training or experience in skiplane operations.
b) Currency - Pilots must have three take-offs and three landings to a full stop in a skiplane in the preceding 90 days prior to carrying passengers in a skiplane.
c) An initial flight evaluation is required for contract pilots. With documented skiplane experience this initial flight evaluation may be waived at the pilot inspector’s discretion.
d) No PPE required for skiplane operations in and of itself.
20) **Smokejumper.** (Airplane)
   a) An operation in which personnel are deployed via parachute from an airplane in flight.
   b) Best practices are documented in the *Interagency Smokejumper Pilot Operation Guide*, which may be adopted as policy by the operating bureau.
   c) An initial and 12 month recurrent flight evaluation is required.
   d) PPE in accordance with the *ALSE Handbook* for low level flight is required.

21) **Snow Operations (deep snow).** (Helicopter)
   a) Operations that require landing in snow of such depth that use of special pilot techniques is required.
   b) Reference the *Interagency Helicopter Operations Guide* (PMS 510, NFES 1885).
   c) A one time, initial only flight evaluation is required.
   d) No PPE required for snow operations in and of itself.

22) **Vessel Landings.** (Helicopter)
   a) Takeoff and landing operations on vessels, drillships, semi-submersible drilling platforms, barges, or other landing areas subject to pitch and roll of the sea.
   b) Pilots conducting Vessel Landings must have: 200 hours PIC of offshore navigation or 100 hours PIC of offshore navigation with 50 hours PIC accomplished during the previous 12 months.
   c) Pilots conducting Vessel Landings must have 10 offshore landings to vessels, drillships, semi-submersible drilling platforms, barges, or other landing areas subject to pitch and roll of the sea, this does not include fixed facilities regardless of movement.
   d) An initial and 36 month recurrent flight evaluation is required.
   e) PPE in accordance with the *ALSE Handbook* is required.

23) **Water/Retardant Delivery.** (Airplane and Helicopter)
   a) Sub categories include Airtankers, Initial Attack (IA) Airtankers, Single Engine Airtanker (SEAT) Level I & II, Single Engine Scoopers, Multi Engine Scoopers and Helicopters with buckets or fixed tanks.
   b) Contractors are required to have an Agricultural Aircraft Operator Certificate prescribed by 14 CFR 137.
   c) Refer to the appropriate current procurement document for pilot privileges, limitations and qualifications.
   d) An initial and 12 month recurrent flight evaluation is required for Level II SEAT pilots.
   e) An initial and 36 month recurrent flight evaluation is required for all other pilots.
   f) PPE in accordance with the *ALSE Handbook* for low level flight is required.
Attachments:
Appendix 1: Definitions
Definitions

1. **ACETA** (subset definitions) (see ACETA Handbook for expanded definitions).
   
   A. **Darting** - Use of a helicopter to chemically immobilize/sedate animals by discharging a tranquilizer dart from a specialized dart gun fired from the aircraft.
   
   B. **Eradication** - Use of a helicopter to euthanize animals by discharging a firearm from the aircraft.
   
   C. **Herding** - Use of a helicopter to haze and subsequently encourage movement of an animal or group of animals along the ground from one location to another.
   
   D. **Marking** - Use of a helicopter to mark animals with paint or dye utilizing a specialized paintball gun fired from the aircraft.
   
   E. **Netgunning** - Use of a helicopter to capture animals by deploying a capture net over the animal utilizing a specialized hand held net gun fired from the aircraft.
   
   F. **Trapping** - Use of a helicopter to capture animals by herding animals into a pen, net, trap, or set of corrals.

2. **Aircraft.** A helicopter (rotor wing), airplane (fixed wing) or unmanned aircraft system (UAS). See OPM-11 for policy concerning Unmanned Aircraft Systems.

3. **DOI Airport Directory.** (Currently under development) A list of authorized off airport sites and airports with modified requirements. Examples of modifications may be PPE requirements, pilot qualifications, or project aviation safety plan requirements. Authority to create and revise the Directory resides with the Bureau RAM/SAM.

4. **Helicopter External Loads.** (FAA definitions provided for clarification of FAA designated class A,B,C, and D loads only) (Belly Hook, Longline, Shorthaul, Rappel, and Hoist are designated special use operations that are examples of various external load operations.)
   
   A. **Class A External Loads** - Class A is a non-jettisonable external load that cannot move freely and does not extend below the landing gear. An example of a Class A operation is the carriage of supplies in an approved cargo rack, bin, or fixture affixed to the exterior of the rotorcraft. A cargo rack certification may or may not include a cargo envelope. The Federal Aviation Administration (FAA)-approved Rotorcraft Flight Manual Supplement (RFMS) required for the cargo rack installation specifies the approved configuration. If the cargo carried is within the envelope specified in the RFMS, the rotorcraft operator may operate in accordance with 14 CFR 91 or 135. Rotorcraft operators must conduct flight operations in accordance with 14 CFR 133 when the cargo rack certification does not include a cargo envelope or the cargo carried exceeds the specified envelope.

   B. **Class B External Loads** - Class B is a jettisonable external load, carried above or below the skids, suspended by a cargo hook or winch, which lifts free of land and/or water. An example of a Class B operation is a cargo net attached to the belly hook or a line off of the belly hook.

   C. **Class C External Loads** - Class C is a jettisonable external load where a portion of the load remains in contact with land or water. Examples of Class C operations are wire stringing, dragging a long pole, or towing a boat or barge.

   D. **Class D External Loads** - Class D is an external load other than Class A, B, or C approved on an individual basis with a special authorization. Class D allows the external carriage of a person other than a crewmember or a person who is essential to and directly connected with the external load operation. Requires a FAA-approved personnel lifting device and a
transport category multiengine helicopter. DOI Hoist, RADS, Rappel and Shorthaul missions generally are conducted as Public Aircraft Operations not as FAA Class D external loads.

5. **Level I SEAT Pilot.** Level I (journeyman) Single Engine Air Tanker pilots are permitted to fly missions in the fire traffic area with or without aerial supervision and to operate in a multiple tactical aircraft environment.

6. **Level II SEAT Pilot.** Level II (entry level) SEAT pilots are permitted to fly missions (1) without aerial supervision in the fire traffic area with the SEAT plus one other aircraft or (2) with aerial supervision in the fire environment airspace concurrently with multiple aircraft.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 33

Subject: Aerial Capture, Eradication and Tagging of Animals (ACETA)

Effective Date: April 24, 2019


Expiration Date: April 24, 2020

1. **Purpose.** This OPM outlines Department of the Interior (DOI) aviation policies, procedures, qualifications, and equipment for Aerial Capture, Eradication and Tagging of Animals (ACETA). This OPM modifies Interior aviation policy (351 DM 2, 351 DM 3) and replaces the 1997 ACETA Handbook. OPM 32, ACETA Helicopter Performance has been replaced by this OPM and ACETA Helicopter Performance standards are now incorporated into Appendix C of this document. This OPM does not cover training of shooters or personnel handling the animals. This OPM applies to both DOI commercial aviation contracts and fleet operations.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1 and Secretarial Order 3322 dated August 23, 2012.

3. **General.** This policy covers ACETA activities under the operational control of the Department of Interior bureaus and offices. ACETA includes; Aerial Capture (net-gunning, darting, chemical immobilization, herding, trapping), Eradication (elimination by use of firearms), Tagging (use of paintball gun or similar device to mark an animal) where a helicopter is used as a shooting platform. It is not applicable to End Product/Service contracts (reference OPM-35: Identification of End Product/Service and Flight Service Procurement).

4. **Policy.** Policy for the use of all aircraft within DOI is contained in departmental manuals 350-353 (DM's) and the associated OPM's.

   A. Bureau specific policy covering ACETA operations shall be included within the respective bureau national aviation management plan in accordance with OPM-06 – Aviation Management Plans.

   B. Bureaus conducting ACETA operations must possess a bureau ACETA Operations Plan approved by the bureau national aviation manager (NAM). Bureau ACETA Operations Plans must contain all elements listed in appendix B of this OPM.
C. All ACETA operations shall have a Project Aviation Safety Plan (PASP) containing, at a minimum, the elements listed in OPM-06 Appendix B.

D. All aircraft operations will be conducted within DOI aviation requirements and policy. Bureau plans may be more restrictive but may not be less restrictive than established DOI policy.

E. DOI employees shall be trained and qualified in accordance with their bureau ACETA Operations Plan and established DOI/bureau-specific policy, guidelines, procedures, and training requirements.

F. All ACETA gunners employing a firearm or capture device must be certified IAW firearm policy standards within each respective bureau exercising operational control.

G. All crew members are required to wear personal protective equipment (PPE) as specified in the Interagency Aviation Life Support Equipment (ALSE) Handbook.

5. Roles and Responsibilities. The approval, use and oversight of ACETA operations requires an effective and collaborative working relationship between OAS and the bureaus.

  A. OAS
      1) When requested, the OAS Training Branch will coordinate ACETA training with the requesting bureau.
      2) Issues approvals for aircraft and pilots.
      3) Maintain a list of ACETA subject matter experts for bureau training.

  B. Bureau
      1) Develop and approve bureau ACETA Operations Plan.
      2) Complete, review, and approve PASP for ACETA missions.
      3) Coordinate all ACETA training needs with OAS Training Branch IAW 352 DM 1.9B.

6. Aircraft – Pilot Approvals and Requirements. Request for aircraft services must be in compliance with Bureau policy.

  A. Aircraft Approvals
      1) The contractor that is requested must be approved by OAS for the specific ACETA activity required for the project.
      2) Cooperator aircraft carrying DOI personnel on ACETA missions must be approved IAW 351 DM 4, Cooperator Operations.
      3) Aircraft Requirements – Aircraft provided for ACETA operations will meet the minimum requirements listed in Appendix C - ACETA Aircraft Requirements.

  B. Pilot Approvals
      1) All ACETA pilots must pass a flight evaluation administered by a qualified OAS pilot inspector IAW the Interagency Helicopter Practical Test Standards.
7. **Personnel – Qualifications and Requirements.**

A. Position Qualifications – All ACETA personnel will be qualified in the aviation position they are performing per Bureau policy and/or OPM-04.

B. For missions involving HAZMAT, all essential personnel aboard the aircraft must be qualified as an Aircrew Member and successfully complete Aviation Transport of HAZMAT available at [www.iat.gov](http://www.iat.gov).

C. Training Requirements – ACETA is a high risk, unique operation. Personnel shall have additional training as required in 352 DM 1.9B. Non-aviation training and qualification for ACETA operations will be conducted by Bureau designated ACETA specialists. Training, qualification and proficiency of ACETA personnel shall be documented by the bureau. All bureau personnel on ACETA missions shall meet bureau specific training requirements contained with their respective National Aviation Management Plan. Exceptions to bureau requirements will be granted from the Bureau Aviation Manager.

D. STEP Training Requirements – Any operations that include helicopter Single-skid, Toe-in or hover Exit/entry Procedures (STEP) shall meet requirements set forth in OPM-40.

E. Cooperators – All cooperator personnel engaged in ACETA missions under operational control of the DOI will meet all requirements of this OPM. An approved PASP is required IAW OPM-06.

**Note:** Bureaus may request a waiver through their respective National Aviation Manager (NAM). The NAM shall forward the request along with the justification to the OAS Director.

8. **ACETA Equipment.**

A. Personal Protective Equipment (PPE) - Project leaders and aircrew members shall ensure appropriate and adequate ALSE is properly used as directed in the ALSE Handbook. In addition to the seat belt, all gunners shall wear a secondary restraint during operations with doors off or open in accordance with ALSE Handbook, Chapter 2.4. Waivers to PPE requirements are covered in the ALSE Handbook. Exceptions to PPE requirements, not identified in the ALSE Handbook, must be processed IAW 350 DM1.10.

B. Firearms and Capture Devices - All firearms and capture devices will be utilized IAW bureau policy. Aircrew Members involved with the loading and unloading of these devices are required to successfully complete Transportation of Hazardous Materials training (A-110) as per OPM-04. Only trained and certified individuals are allowed to handle firearms and capture devices.

C. Rigging Requirements - ACETA Gunners are required to utilize secondary restraint equipment during flights with doors off or open. All rigging must be utilized in accordance with manufacturer specifications and bureau policy as described in the bureau ACETA Operations Plan. All ALSE rigging must meet requirements within the ALSE Handbook.
9. **Operations.**

A. Operational Requirements – All ACETA missions must meet the following requirements:

1) Conducted IAW the respective bureau ACETA Operations Plan.
2) Approved Project Aviation Safety Plan.
3) Approved and carded aircraft and pilots.

B. Pre Flight Operations – All ACETA missions will complete the following activities:

1) Pre-Mission Briefing – All personnel involved in the project shall review the entire PASP.
2) Multiple Aircraft – When missions require multiple aircraft, the primary focus in airspace coordination is safe aircraft separation. ACETA operations often require the pilot’s attention to be outside of the aircraft towards the ground. This must be balanced with their primary responsibility to “see and avoid” other aircraft and obstructions. Other users of this airspace may have similar distractions. Adequate altitude separation and positive communication among all aircraft is paramount.
3) Weight and Balance / Load calculations must be completed IAW procurement documents and DOI Departmental Manuals. All aircraft limitations shall be adhered to during aircraft operations.
4) Pre-Flight Aircraft Briefing – The pilot must provide an aircraft orientation and an aircraft safety briefing to crewmembers, passengers, and ground personnel prior to flight.

C. Mission Duties – In Flight

1) Flight Planning and Flight Following – Will be conducted IAW Departmental and bureau policy.
2) Sterile cockpit procedures apply when actively engaged in ACETA operations. Communications should be limited to those required between the pilot and gunner/ACETA crewmember. "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". This means communications with Dispatch, ground personnel and other aircraft concerning non-essential mission information is prohibited.
3) Deviations from the PASP are only authorized if required for safety of flight or prior approval has been obtained.
4) Deviations from flight plans require immediate notification to flight following personnel.
5) Flight following personnel shall be provided a copy of the PASP and the mishap response plan.
6) A high altitude reconnaissance of the project area must be completed prior to descending to a low level flight profile.

D. Post Flight Operations

1) Post Flight Briefing – All personnel involved in the project shall participate in the post mission review.
2) SAFECOMs shall be submitted to report unsafe conditions, actions, or incidents that affect the safety of mission operations per 352 DM 3.10.
3) Complete all payment documents.


A. A current Aviation Mishap Response Plan must be developed for each location that conducts ACETA operations IAW with 352 DM 3.5.

B. Reporting & Documentation – Aircraft operations involving the Department that are involved in an aviation mishap (damage or injury) or overdue aircraft suspected of being involved in a mishap shall be reported to OAS IAW 352 DM 3.4 (1-888-4MISHAP) immediately.

Attachments:
Appendix A: Definitions
Appendix B: Required elements of ACETA Bureaus Operations Plan
Appendix C: ACETA Aircraft Requirements
Appendix D: Pilot Requirements
Definitions

ACETA Operations Plan – A Bureau plan that gives direction regarding ACETA. This plan must be approved by the Bureau Aviation Manager and reviewed annually.

ACETA Mission Plan – A plan that is written for a specific ACETA mission that gives guidance to all aspects of the ACETA operation. This plan may also include a PASP specific to the mission.

Air Crewmember – Essential for the mission. Crewmembers, other than flight crewmembers, required to be on board the aircraft to ensure the successful outcome of the mission. Crewmembers who transport hazardous materials by air must receive training (A-110 Aviation Transportation of Hazardous Materials) on the requirements and conditions under the terms of the DOT Special Permit 9198.

Aviation Mishap Response Plan – A plan that gives direction to responders in case of an accident or missing aircraft. This plan should be specific to the area of operation and should be reviewed annually for accuracy.

Cooperator – an individual from another authority (tribe, state, etc.) who is to accomplish ACETA projects benefiting both DOI and their agency.

Cooperator Aircraft – An affiliated, military, or other Government agency aircraft.

Hazard - Aviation Hazard - Any condition, act, or set of circumstances that exposes an individual to unnecessary risk or harm during aviation operations.

Incident – An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Mishap - Aviation Mishap – Mishaps include aircraft accidents, incidents with potential, aircraft incidents, aviation hazards, and aircraft maintenance deficiencies.

PASP – Project Aviation Safety Plan is a document that provides specific guidance for aviation operations. It should include all of the elements as required by OPM-06 Appendix B. This may be included as part of the bureau ACETA Operations Plan.

SAFECOM – Aviation Safety Communique (SAFECOM) is used to report any condition, observance, act, maintenance problem, or circumstance, which has the potential to cause an aviation-related mishap. A SAFECOM’s sole purpose is for mishap prevention.

Special Use Activities – In DOI, Special Use Activities involve the utilization of airplanes and helicopters in flight operations which do not meet the definition of point-to-point flight (see 350 DM 1 and OPM 29 Special Use Activities for Manned Aircraft) and which require special considerations due to additional equipment and/or the increased risks inherent in such operations. This may require deviation from normal operating practices where authorized by OAS. Special pilot qualification and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property.
Definitions

**Single-skid, Toe-in, and Hover Exit/Entry Procedures** – There are three separate STEP maneuvers (For the purpose of this document references to skids also apply to other helicopter landing gear configurations). As a result of rotorcraft flight manual or other aircraft limitations, some make/model helicopters cannot be used or may be unsuitable for one or more of the STEP maneuvers. OPM 40 STEP Operations establishes policy and operational procedures for training for the use of helicopter STEP.

A. Single-skid: One skid or a portion of one skid is in contact with the surface while the other skid is not in contact with the surface.

B. Toe-in: The toes (forward portion of the skids) are in contact with the surface, while the aft portion of the skids is not in contact with the surface.

C. Hover: The helicopter remains in a hover above the surface, at a height allowing the aircrew members to exit or enter safely.

**Subject Matter Experts (SMEs)** – an individual with a deep understanding of a particular process, function, or type of equipment. (Veterinarian, Mugger/Handler, Net Gunning, Darting, Marking, Eradication)
Required elements of bureau ACETA Operations 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. For example, if a bureau does not conduct ACETA missions with Cooperators, then that section would be listed as “N/A”. It is recommended that the format follow this template to provide consistency and familiarity across bureau plans.

- **ACETA Plan**
  - Purpose
  - Authorities
  - Roles & Responsibilities
  - Revision schedule

- **Aircraft & Pilot Approvals**
  - Aircraft Procurement
  - Pilot Approval & Requirements

- **ACETA Personnel**
  - Position Qualifications
  - Training and Proficiency Requirements
  - Documentation
  - Cooperators

- **Equipment**
  - PPE
  - Firearms & Capture Devices
  - Equipment Rigging and Management
  - Communication (Examples handheld VHF-AM, FM radios)

- **Mission Operations**
  - Operational Requirements
  - Pre and Post Flight Requirements
  - Mission Duties

- **Mishap Response Procedures**
  - Mishap Response Plan
  - Reporting and Documentation
ACETA Aircraft Requirements

1. **General.** Aircraft used in ACETA operations must meet the minimum requirements set forth in 351 DM 2, this OPM, and any additional requirements identified in the procurement document.

2. **Certification.** All aircraft used for ACETA operations will have a Standard Airworthiness Certificate. The installation of any special equipment called for by this operation must be FAA-approved, except where so stated. All aircraft must be inspected by OAS prior to use. Upon satisfactory completion of the aircraft inspection by OAS, an Aircraft Data Card will be issued which will be carried in the aircraft at all times and made available upon request.

3. **Helicopters.** Helicopters provided for ACETA operations will have the following basic configuration and equipment:

   A. **Free Air Temperature Gauge.**

   B. **Shoulder Harness / Lap Belt.**

      1) **Front Seat Occupants.** Double-strap shoulder harness with self-locking inertia reel or locking reel and lap belt for pilot and aircrew member. Shoulder straps and lap belts will fasten with metal-to-metal, single-point, quick-release mechanism. When the gunner is shooting from the front seat, a rotary-type buckle, similar to Pacific Scientific “Saf-T-Matic“, will be required on helicopters not equipped with an approved shooting window of door.

      2) **Rear Seat Occupants with Standard or Shooting Door Installed.** Helicopters shall have shoulder harnesses (either single-strap or double-strap) for each aft cabin occupant. Shoulder harness straps and lap belts must fasten with a single-point, metal-to-metal, quick release mechanism.

      3) **Rear Seat Occupants without Door.** Helicopters shall have shoulder harnesses (either single-strap or double-strap) for each aft cabin occupant. Shoulder harness straps and lap belts must fasten with a single-point, metal-to-metal, quick release mechanism. The gunner’s safety harness, as identified in ACETA Equipment on page 3 of this document, shall be attached to the aircraft in a manner approved by OAS.

   C. **VFR Equipment.** Equipment and instruments for VFR day in accordance with 14 CFR 91 and 135.

   D. **Fire Extinguisher.** The fire extinguisher as required by 14 CFR 135 shall be a hand held bottle, minimum of 2-B:C, securely mounted and accessible to the flight crew.

   E. **First Aid Survival Kits.** First-aid and survival kit are required in accordance with ALSE Handbook.

   F. **Emergency Locator Transmitter (ELT).** Details are contained in the ALSE Handbook.

   G. **Access Step.** Helicopters with high-skid landing gear installed will have personnel access steps to each door. External cargo racks may be used for step.

   H. **Door Removal.** Helicopters not equipped with an approved shooting door or window
ACETA Aircraft Requirements

shall be certified for flight with the door removed. The aircraft external registration number shall be displayed in such a manner as to not be compromised by this requirement.

I. **Tundra/Snow Pads.** Tundra/snow pads are required if landings in deep snow or soft terrain are anticipated.

J. **Flight Hour Meter.** Details are contained in 351 DM 2.2G.

4. **Helicopter Performance.** Helicopters provided will meet the minimum performance in at least one of the following categories:

   A. Sea Level to 4,000 Feet Density Altitude (DA). Hover Out of Ground Effect (OGE) at 4,000 feet DA.

   B. Above 4,000 to 7,000 Feet (DA). Hover Out of Ground Effect (OGE) at 7,000 feet DA.

   C. Above 7,000 to 9,000 Feet (DA). Hover Out of Ground Effect (OGE) at 9,000 feet DA.

   D. Above 9,000 Feet (DA). The aircraft must meet Hover Out of Ground Effect performance for the highest anticipated DA.

Minimum aircraft requirement: Three seats, one pilot and two passenger seats and 180 horsepower output.

**Note:** Bureaus may request a waiver through their respective National Aviation Manager (NAM). The NAM shall forward the request along with the justification to the OAS Technical Services Division Chief who will review each request on a case-by-case basis and forwarded for decision by the OAS Director.

In order to safely and successfully complete the mission, the helicopter must be capable of meeting the performance required. Payload, hover ceiling, airspeed, and fuel requirements need to be considered in selecting the proper aircraft. Use actual aircraft, pilot, passenger, cargo weights, and required fuel to determine if the aircraft meets the hover OGE performance.

5. **Avionics.** Aircraft provided for ACETA operations will have the following basic avionics configuration and equipment:

   A. **Transceiver.** One VHF-AM aeronautical transceiver, with a minimum of 760 channels covering 118.000 to 136.975 MHz. The transceiver must have channels selectable in no greater than 25 kHz increments and a minimum of 5 watts carrier output power. The transceiver’s operational controls must be mounted so they are readily visible and accessible to the pilot.

   B. **Satellite-based aircraft tracking.** One satellite-based aircraft tracking hardware compatible with the government’s Automated Flight Following (AFF) Program (https://www.aff.gov/). Not all available satellite based tracking systems are compatible
ACETA Aircraft Requirements

with the Government’s AFF program, nor meet AFF requirements. The aircraft’s hardware offered must be compatible with AFF. For questions about current compatibility requirements, contact the AFF Program Manager listed under contacts at https://www.aff.gov/.

C. Satellite telephone system (Alaska Only). Each aircraft must be equipped with one FAA approved Iridium-based SatPhone system. The SatPhone handset or remote dialer must be cockpit-mounted in a location convenient for use by both the pilot and copilot/observer (Sattalk or equivalent). The SatPhone must be permanently interfaced to the aircraft’s audio control systems in such a manner that, although access to the handset/dialer may be limited to the cockpit occupants, it may be used via any of the four required positions in the aircraft in the same manner as the aircraft’s radios. The SatPhone must include a “Speed Dial” capability, which may be pre-programmed with a minimum of six telephone numbers via the cockpit-mounted handset/dialer. The SatPhone must be equipped with a TSO-C129a L-band antenna mounted atop the fuselage in such a manner as to provide the greatest possible view of the overhead hemisphere. The SatPhone may be integrated into the AFF system above, either using the same Iridium communicator or having a separate Iridium communicator. If the SatPhone’s communicator is also utilized for AFF, brief interruptions of AFF position reports are acceptable. In this case, it must be ensured that all flight crew personnel are instructed regarding the possible conflict.

D. Interphone. An ICS shall be provided for the pilot and gunner. The system shall be equipped and designed for operation with 600-ohm earphones and carbon-equivalent, noise-canceling, boom-type microphones. Individual audio level controls shall be provided for pilot and gunner adjustment of earphone audio to a comfortable level. Interphone sidetone audio shall be provided for the earphones corresponding with the microphone in use. Microphone operation shall be via push-to-talk (PTT) switches, with the gunner’s PTT switch mounted on the cord to the earphone/microphone connector. The gunner’s PTT switch shall provide both momentary ("keyed") and locking ("hot mic") microphone activation. Voice-activated (VOX) interphone systems may be provided to satisfy the above "hot mic" requirement.

E. Audio Control. An audio control system with controls for selection of multiple receiver audio outputs and transmitter microphone/PTT audio inputs shall be provided for the pilot. The pilot’s radio transmit and interphone PTT switches shall be mounted on the flight controls. All transceivers installed in the aircraft shall be interfaced through this system to preclude in-flight connection/disconnection of transceivers and/or the use of radio-integral or hand-held microphones.
Pilot Requirements

1. **Minimum PIC time accumulated as follows:**

   A. 1,500 hours in helicopters.
   
   B. 100 hours in helicopters in previous 12 months.
   
   C. 100 hours in the weight class helicopter as offered. Defined as helicopter having a gross weight of “12,500 pounds or less” and “more than 12,500 pounds.”
   
   D. 100 hours in turbine powered helicopters if turbine engine helicopter.
   
   E. 200 hours in reciprocating engine powered helicopters if reciprocating engine helicopter.
   
   F. 10 hours in the same make, model, and series as the contract helicopter in the last 12 months.
   
   G. Last 90 days, Compliance with 14 CFR 61.57 or 135.247 as appropriate.
   
   H. *10 hours in designated mountainous areas in the same make and model as the contract helicopter.
   
   I. *200 hours total mountain flight hours. Defined as experience in operating helicopters in mountainous terrain as identified in 14 CFR 95 Subpart B – Designated Mountainous Area. Operating includes maneuvering and numerous takeoffs and landings to ridgelines, pinnacles, and confined areas.
   
   J. 200 hours Pilot-in-command (PIC) in category in low-level operations including 10 hours over typical terrain within the last 12 months.
   
   K. **10 hours total longline vertical reference (VTR) flight hours to include a minimum of 2 hours of VTR training within the last 12 months.

   * Applicable when ACETA operation is conducted in mountainous areas.
   ** Applicable when ACETA operation requires transportation of wildlife by longline

**Note:** Pilots must be qualified for STEP per OPM-40 as required by PASP.

2. **Additional PIC requirements for identified ACETA special use activities:**

   A. **Herding:** 50 hours in classification, aerial animal herding, eradication, darting/marketing, trapping or a combination thereof or 25 hours of ACETA training conducted by an OAS approved ACETA training pilot.

   B. **Eradication/Darting/Marking above 50 ft AGL:** 50 hours in classification, aerial animal herding, eradication, darting/marketing, trapping, net gunning or a combination thereof or 25 hours of ACETA training conducted by an OAS approved ACETA training pilot.
Pilot Requirements

C. **Eradication/Darting/Marking below 50 ft. AGL:** 100 hours in aerial animal herding, eradication, or 50 hours marking/darting, trapping, net gunning or a combination thereof. Or 25 hours of ACETA training in Marking/Darting (below 50 ft. AGL) conducted by an OAS approved ACETA training pilot.

D. **Trapping:** 100 hours in aerial animal herding, eradication, or 50 hours darting/marking, trapping, or net gunning or a combination thereof or 25 hours of ACETA training in trapping conducted by an OAS approved ACETA training pilot.

E. **Net Gunning (Hand-held Netgun):** 150 hours in aerial wildlife operations conducting marking, eradication, darting, or net gunning.

1) 50 of these hours PIC must have been in aerial live capture of wildlife utilizing net gunning and/or darting. The above 50-hour PIC requirement may be reduced to 25 hours PIC if the pilot provides evidence of satisfactory completion of a net gun manufacturer’s training school.

2) A minimum of 10 hours PIC in make and model conducting aerial live capture, net gun, or darting.

**Note:** The OAS Director may waive specific PIC flight time requirements for ACETA special use activities for fleet pilots. Bureaus may request a waiver through their National Aviation Manager. The waiver request must include a justification and a training plan for their pilot(s). All waiver requests will then be reviewed by OAS Tech Services and are recommended for approval on a case-by-case basis.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 34

Subject: Auxiliary Pilots – Manned Aircraft

Effective Date: January 1, 2019

Supersedes: OPM-34 dated January 1, 2017 and OPM-54 dated January 1, 2017

Expiration Date: December 31, 2019

1. Purpose. This OPM establishes experience and operational requirements for using auxiliary pilots (volunteer pilots previously outlined in OPM-34 and contract pilots previously outlined in OPM-54), to perform pilot duties in government-owned aircraft. Appendix 1 is provided to bridge the gap between current DM language and the proposed revised DM language. Appendix 2 (new language) is provided to ensure training is thorough regardless of the pilot’s background.

2. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12: 350 DM 1 and Secretarial Order 3322 dated August 23, 2012.

3. Policy. Some bureaus within the Department of the Interior use volunteers or contract pilots to perform as pilot in command on DOI fleet aircraft. These pilots are considered auxiliary pilots. Use of auxiliary pilots has been determined to be “flight services,” and therefore the procurement process shall comply with 353 DM 1. And, this policy augments the existing bureau authority regarding the use of volunteers as pilots.

Auxiliary pilots shall meet the following requirements:

A. Qualification and training requirements are in the attached appendices.

B. An auxiliary pilot shall have a Letter of Authorization that includes a description of pilot duties and restrictions to include any special-use requirements, issued by at least the pilot’s regional/state office in coordination with the bureau’s national aviation manager. Bureaus may further limit an auxiliary pilot’s authorized operations.

C. Prior to committing to a new auxiliary pilot the organization must conduct a check of the pilot’s FAA records. The check shall include verification of FAA airman certificates held and accident/violation history. The OAS Division of Technical Services will conduct the check when requested. The pilot’s full name and pilot certificate number is required to request the information.
D. Auxiliary pilots shall comply with all of the requirements of this OPM, OPM-29 as required and all portions of the *Departmental Manual* that are applicable to DOI pilots, except Pilot Qualifications (see Appendix 1) and Pilot Training (see Appendix 2) of this OPM.

E. OPM-22 does not apply to an auxiliary pilot.

F. Comply with applicable bureau policy.

Attachments:
- Appendix 1: Auxiliary Pilot Qualifications
- Appendix 2: Auxiliary Pilot Training
Auxiliary Pilot Qualifications

1. FAA commercial pilot certificate with appropriate category, class, and type rating if required. In certain cases, a FAA airline Transport Pilot certificate may be required.

2. FAA Instrument rating in the appropriate category.

3. Current FAA medical certificate, second class. In certain cases, a first class medical certificate may be required.

4. Meet the currency requirements of 14 CFR 61 as applicable.

5. Pilot flying hours shall be verified from pilot records. Further verification of flying hours may be required at the discretion of DOI OAS.

6. Any special use endorsements must meet the requirements of OPM-29.

7. Pilot in command (PIC) auxiliary pilots shall have recorded minimum flight time as follows:
   A. 100 hours Total flight time within the preceding 12 months;
   B. 50 hours PIC within the preceding 12 months;
   C. 24 hours PIC in category within the preceding 12 months, including six hours in last six months in category; and
   D. 75 hours, actual or simulated instrument, with at least 50 hours in an aircraft; and 10 hours in actual instrument meteorological conditions (for operations requiring IFR flights)

E. For airplane:
   1) 1,500 hours Total flight time;
   2) 1,200 hours PIC, airplanes;
   3) 75 hours night;
   4) 25 hours PIC make and model;
   5) 200 hours PIC, multiengine as appropriate;
   6) 25 hours PIC, seaplane as appropriate;
   7) 10 hours PIC, amphibian as appropriate with at least 10 transition (switch from land to sea or vice versa) takeoffs and landings;
   8) 100 hours turboprop or jet, as appropriate. 50 hours must be in make and model for transport of passengers; and
   9) 250 hours large airplanes, as appropriate. 50 hours must be in make and model for transport of passengers.

F. For helicopter:
   1) 1,500 hours PIC helicopter;
   2) 50 hours make and model;
   3) 25 hours PIC make, model and series;
   4) 10 hours make, model and series in the last 12 months;
   5) 75 hours night with 25 hours PIC helicopter;
   6) 100 hours in weight class of helicopter. Defined as: "small" - up to an approved gross weight of 7,000 pounds; "medium" - above 7,000 pounds up to 12,500 pounds;
   7) 200 hours reciprocating engine time, as appropriate;
   8) 100 hours turbine engine time as appropriate;
   9) 200 hours mountainous terrain, as appropriate; and
Auxiliary Pilot Qualifications

10) 10 hours mountainous terrain in make and model, as appropriate.

Operating helicopters in mountainous terrain as identified in 14 CFR 95 Subpart B, Designated Mountainous Area. Operating includes maneuvering and numerous takeoffs and landings to ridgelines, pinnacles and confined areas.

8. Second in command (SIC) auxiliary pilots shall have recorded minimum flight time as follows:

   A. 1200 hours Total flight time;
   B. 250 hours PIC in category;
   C. 100 hours PIC airplane multiengine, as appropriate;
   D. 25 hours PIC in class;
   E. 50 hours night with 25 hours PIC in category; and
   F. 50 hours instrument with 5 hours in actual instrument meteorological conditions, as appropriate.

9. On a case-by-case basis, equivalency will be considered. Equivalency must be requested through the auxiliary pilot’s supervisor and routed through the bureau National Aviation Manager (NAM) for concurrence, to the Chief of Technical Services, OAS for approval.

10. On a case by case basis, waivers to flight time minimums will be considered. Waivers must be requested through the auxiliary pilot’s supervisor and routed through the bureau NAM for concurrence to the Director OAS for approval.
Auxiliary Pilot Training

Required training for an auxiliary pilot varies according to the pilot’s background. On a case by case basis equivalency will be considered. Equivalency must be requested through the auxiliary pilot’s supervisor and routed through the bureau NAM for concurrence to the Chief of Technical Services, OAS for approval.

Examples of equivalence:

1. A retired fleet pilot with a current pilot card (OAS-30) for the aircraft and mission(s) proposed. This pilot should have met all of the initial training requirements of an auxiliary pilot in the course of completing all of the initial and recurrent training required for a fleet pilot, this must be verified. The required FAA background check was completed and does not need to be repeated. Pilot qualifications must be reviewed to ensure the pilot is qualified to be an auxiliary pilot, not all fleet pilots will meet the auxiliary pilot requirements, e.g. a low time dual function pilot. After reviewing the pilot’s qualifications and training records a reasonable equivalency request would be: All of the initial training was completed in the course of being a fleet pilot in good standing when the pilot retired. Recurrent training will be completed in accordance with OPM-34 when it is due, based on the pilot’s current OAS-30.

2. A retired fleet pilot with an expired (less than three years) OAS-30 for the proposed aircraft and mission(s) proposed. This pilot should have met all of the initial training requirements of an auxiliary pilot in the course of completing all of the initial and recurrent training required for a fleet pilot, this must be verified. The required FAA background check was completed and does not need to be repeated. Pilot qualifications must be reviewed to ensure the pilot is qualified to be an auxiliary pilot, not all fleet pilots will meet the auxiliary pilot requirements. After reviewing the pilot’s qualifications and training records a reasonable equivalency request would be: All of the initial training was completed in the course of being a Fleet Pilot in good standing when the pilot retired. The pilot is due for recurrent training and requires a flight evaluation(s) which will be done in accordance with OPM-34.

3. A contract pilot with a current OAS-30 for the aircraft and mission(s) proposed. This pilot should have met most of the initial pilot training requirements of an auxiliary pilot in the course of completing all of the initial training required in accordance with 14 CFR 135, provide training documents as proof of completion. The required FAA background check will need to be done. Pilot qualifications must be reviewed to ensure the pilot is qualified to be an auxiliary pilot, not all contract pilots will meet the auxiliary pilot requirements. After reviewing the pilot’s qualifications and training records a reasonable equivalency request would be: Based on 14 CFR 135 training and the current OAS-30, the gaps in training will be completed by the bureau. Flight evaluations will be completed in accordance with the procurement document.

4. There are numerous scenarios where it may be appropriate to consider equivalency e.g. a pilot that has been previously trained in accordance with 14 CFR 121 or 135.

5. Important criteria that must be considered when seeking equivalency: The training must be relevant and timely. Unrelated or old training may not have any added value.
Auxiliary Pilot Training

The education and training of auxiliary pilots is the responsibility of bureau management. The following is the minimum training the bureau is required to provide an auxiliary pilot operating a government aircraft. I and II are initial training and III and IV are recurrent training. V is the qualification segment of training.

The bureau will verify that all training has been completed prior to a flight evaluation.

A. INITIAL GROUND TRAINING

1) Basic Indoctrination. This section specifies the objectives and content of basic indoctrination curriculum segments. This training is required for new hire auxiliary pilots. Basic indoctrination is normally the first curriculum segment of instruction conducted for a new hire. It serves as the initial introduction for the new-hire pilot to the Bureau and, in many cases, to the operational requirements of DOI. Typically, basic indoctrination training time is 24 hours for IFR/VFR and 16 hours for VFR only.

Objective: The objective of basic indoctrination training is to introduce and acquaint the pilot with Bureau policy, procedures, forms, organizational and administrative practices, ensuring the pilot has acquired organizational and basic airman knowledge.

a) Bureau specific training. Bureau-specific training include topics that pertain to the Bureaus’ methods of compliance with the regulations, policies and safe operating practices. Required training, as applicable, topics for the Bureau-specific subject area follows:

(1) Bureau policy and procedures:
   (a) History, organization, and management structure;
   (b) Authority and responsibilities of duty position;
   (c) Aviation forms, records, and administrative procedures;
   (d) Bureau aviation policy;
   (e) Specific missions and operational procedures; and
   (f) Bureau-required equipment.

(2) Appropriate provisions of the FAA regulations and DOI policy:
   (a) Pilot certification, training, and qualification requirements;
   (b) Medical certificates, physical examination, and fitness-for-duty requirements;
   (c) Operational control requirements (dispatch, flight release, or flight-locating);
   (d) Flight duty and rest requirements;
   (e) Recordkeeping requirements;
   (f) Operational rules in 14 CFR parts 91 and 135 (as appropriate), and any other applicable regulations;
   (g) Policy requirements for bureau manuals; and
   (h) Other appropriate policies, Departmental Manual, Operational Procedures Memoranda (OPM’s), mishap reporting, and aircraft stewardship.
b) Pilot specific training. The pilot-specific training should contain training to ensure an auxiliary pilot will be able to enter subsequent ground and flight training curriculum segments. These topics address the appropriate portions of the Bureaus’ manual and standard practices of airmanship and flight procedures in other documents such as the Aeronautical Information Manual (AIM). The emphasis in airman-specific training is not aircraft-specific. It should relate to the Bureaus’ kind of operation and the family or families of aircraft used by the Bureau. The objective of airman-specific training is to ensure the pilot has acquired the basic knowledge necessary for Bureau operations. Required training, as applicable for the pilot-specific subject area follows:

(1) Dispatch or flight release and flight-locating procedures for the Bureau;
   (a) Dispatch, flight release, or flight-locating systems and procedures (as applicable);
   (b) Organization, duties, and responsibilities;
   (c) Weather and Notices to Airmen (NOTAM) information; and
   (d) Bureau communications.

(2) Weight and Balance (W&B);
   (a) Definitions (such as zero-fuel weight, moments, and inches of datum);
   (b) General loading procedures and center-of-gravity (CG) computations;
   (c) Effects of fuel burn and load shifts in flight; and
   (d) W&B forms, load manifests, fuel slips, and other applicable documents.

(3) Aircraft performance and airport analysis;
   (a) Definitions (such as balanced field, visual meteorological conditions (VMC), obstruction planes, and maximum endurance);
   (b) Effects of temperature and pressure altitude;
   (c) General Terminal Instrument Procedures (TERPS) criteria (obstacle clearance standards);
   (d) Airport analysis system as appropriate to the type of operation and family or families of aircraft; and
   (e) Effects of contaminated runways.

(4) Meteorology;
   (a) Basic weather definitions (such as forecasts, reports, and symbols);
   (b) Temperature, pressure, and winds;
   (c) Atmosphere moisture and clouds;
   (d) Air masses and fronts; and
   (e) Thunderstorms, icing, and wind shear.

(5) Navigation;
   (a) Definitions (such as Class I, Class II navigation);
   (b) Basic navigational instruments;
   (c) Dead reckoning (DR) and pilotage concepts and procedures;
   (d) Navigational Aids (NAVAID); and
Auxiliary Pilot Training

(e) Very high frequency (VHF), global positioning system (GPS), and self-contained systems (as applicable).

(6) Airspace and air traffic control (ATC) procedures;
   (a) Definitions (such as precision approaches, airways, and automated terminal information service (ATIS));
   (b) Description of airspace;
   (c) Navigation performance and separation standards;
   (d) Controller and pilot responsibilities;
   (e) ATC communications;
   (f) Air traffic flow control; and
   (g) Wake turbulence recognition and avoidance.

(7) En route and terminal area charting and flight planning;
   (a) Terminology of charting services (such as Jeppesen or FAA National Aeronautical Charting Office (NACO));
   (b) Takeoff minimums, landing minimums, and alternate requirements;
   (c) General Bureau flight-planning procedures;
   (d) Flight service and international procedures (as applicable);
   (e) Airport diagrams; and
   (f) Airport ground operational safety (AC120-74 and AC 91-73).

(8) Instrument procedures;
   (a) Definitions (e.g., minimum descent altitude (MDA), height above airport (HAA), height above touchdown (HAT), decision height (DH), Category II (CAT II) instrument landing system (ILS), and no procedure turn required (NOPT));
   (b) Holding patterns, procedure turns;
   (c) Precision approaches (such as CAT I, CAT II, and CAT III);
   (d) Non-precision Approaches (NPA); and
   (e) Circling, visual, and contact approaches (as applicable).

(9) Airport ground operational safety (refer to the current editions of Advisory Circular (AC) 120-74, 14 CFR Parts 91 and 135 Flight crew Procedures During Taxi Operations, and AC 91-73, Parts 91 and 135 Single Pilot, Flight School Procedures During Taxi Operations); and

(10) Normal and emergency communication procedures.

2) General Emergency Training.

a) Emergency situation training. Emergency situation training should provide instruction, demonstration, and practice in the handling of emergency situations. The following are recommended training modules for the emergency situation subject area:
Auxiliary Pilot Training

(1) Pilot Duties and Responsibilities.
   (a) Emergency assignments;
   (b) Captain’s emergency authority; and
   (c) Reporting incidents and accidents.

(2) Crew Coordination and Bureau Communication.
   (a) Cabin crew notification procedures;
   (b) Ground agency notification procedures (e.g., FAA, Airport Authority); and
   (c) Bureau communication procedures.

(3) Aircraft Fires.
   (a) Principles of combustion and classes of fire;
   (b) Toxic fumes and chemical irritants;
   (c) Use of appropriate hand-held extinguishers; and
   (d) Smoke masks and goggles.

(4) First Aid Equipment.
   (a) Contents of first aid kit;
   (b) Requirements for first aid kit integrity; and
   (c) Use of individual items.

(5) Illness, Injury, and Basic First Aid.
   (a) Principles of cardiopulmonary resuscitation (CPR);
   (b) Ear and sinus blocks;
   (c) Seeking medical assistance;
   (d) Treatment of shock; and
   (e) Heart attack and pregnancy situations.

(6) Ground Evacuation.
   (a) Aircraft configuration;
   (b) Directing passenger flow;
   (c) Blocked or jammed exit procedures;
   (d) Fuel spills and other ground hazards; and
   (e) Handicapped persons.

(7) Ditching.
   (a) Cockpit and cabin preparation;
   (b) Passenger briefing;
   (c) Crew coordination;
   (d) Primary swells, secondary swells, and sea conditions;
   (e) Ditching heading and water landings; and
   (f) Ditching at night.

(8) Rapid Decompression (RD).
   (a) Respiration;
   (b) Hypoxia, hypothermia, hyperventilation;
Auxiliary Pilot Training

(c) Time of useful consciousness (TUC);
(d) Gas expansion/bubble formation; and
(e) Physical phenomena and actual incidents.

(9) Previous Aircraft Accidents/Incidents.
(a) NTSB accident report reviews;
(b) DOI/OAS review of A200;
(c) Human factors (HF)/considerations; and
(d) National Aeronautics and Space Administration (NASA) reporting system.

(10) Crewmember Incapacitation.
(a) Bureau procedures;
(b) Reporting requirements (OAS and NTSB); and
(c) Interference with crewmembers.

(11) Hijacking and Other Unusual Situations.
(a) Hijack procedures;
(b) Bomb threat procedures;
(c) Security coordinator responsibilities; and
(d) In-flight intercept signals and procedures.

b) Emergency drill training. The area of a general emergency training curriculum segment referred to as emergency drill training provides instruction, demonstration, and practice in the actual operation of certain items of emergency equipment. Required training, as applicable, topics for the emergency drill training subject area are as follows:

(1) Hand-Held Fire Extinguishers.
(a) Inspection tags, dates, and proper charge levels;
(b) Removal and stowage of extinguishers;
(c) Actual discharge of each type of extinguisher; and
(d) Maintenance procedures and minimum equipment list (MEL).

(2) Portable Oxygen Systems.
(a) Inspection tags, dates, and pressures;
(b) Removal and stowage of oxygen bottles; and
(c) Actual operation of each type of bottle and each type of mask.

(3) Emergency Exits and Slides.
(a) Actual operation (open and close) of each exit in the normal and emergency modes;
(b) Instruction on slide or slide raft deployment, transfer from one door to another, and detachment from the aircraft or training device of each type of slide or slide raft (if applicable); and
(c) Actual use of slide or slide raft (this requirement needs to be accomplished only once during initial new-hire or initial equipment training).
Auxiliary Pilot Training

(4) Ditching Equipment (if applicable).
   (a) Actual donning, use, and inflation of individual flotation means (life
       preservers);
   (b) Instruction on life raft removal from the aircraft and inflation of each type
       of life raft;
   (c) Instruction on the use of lifelines;
   (d) Actual boarding of a life raft or slide raft; and
   (e) Instruction on survival equipment.

3) Aircraft Ground Training. This section specifies the objectives of aircraft ground
   training. There are three areas, general operational subjects, aircraft systems, and
   systems integration training. Typically helicopters and multiengine airplanes require
   16 hours of training and single engine airplanes require 8 hours of training.

   Objective: The primary objective of aircraft ground training is to provide auxiliary
   pilots with the necessary knowledge for understanding the basic functions of aircraft
   systems, the use of the individual system components, the integration of aircraft
   systems, and operational procedures. An important requirement of an aircraft
   ground training curriculum segment is that, upon completion, the auxiliary pilot will
   be sufficiently prepared to enter the flight training curriculum segment. Aircraft
   ground training, as used in this section, is training for a specific aircraft type. Aircraft
   ground training may be conducted using many methods, including classroom
   instruction, ground training devices (GTD), computer-based instruction (CBI), flight
   simulation training devices (FSTD), and static aircraft.

   a) General Operational – Aircraft


      (2) Weight and Balance (W&B) Procedures. Specific to the aircraft, including
          computation of company W&B forms.

      (3) Adverse Weather Practices. Includes procedures specific to the aircraft that
          must be followed when operating in the following conditions:
          (a) Icing,
          (b) Turbulence,
          (c) Heavy precipitation,
          (d) Thunderstorms with associated wind shear and microburst phenomena,
          (e) Low visibility, and
          (f) Contaminated runways.

      (4) Communication and Navigation Procedures. Procedures for operating specific
          aircraft communications and navigation equipment in accordance with the
          following:
          (a) Specific Bureau communications requirements,
          (b) Air traffic control (ATC) clearance requirements,
Auxiliary Pilot Training

(c) Area departure and arrival requirements,
(d) En route requirements, and
(e) Approach and landing requirements.

(5) Performance Characteristics. Specific performance characteristics of the aircraft during all flight regimes, including:
(a) The use of charts, tables, tabulated data, and other related manual information;
(b) Normal, abnormal, and emergency performance problems;
(c) Meteorological and weight-limiting performance factors (such as temperature, pressure, contaminated runways, precipitation, and climb/runway limits);
(d) Inoperative equipment performance limiting factors (such as minimum equipment list (MEL)/Configuration Deviation List (CDL) and inoperative antiskid); and
(e) Special operational conditions (such as unpaved runways, high-altitude airports, and drift down requirements).

b) Aircraft Systems.

(1) Aircraft General. Typical elements include an overview of the basic aircraft, such as dimensions, turning radius, panel layouts, flight deck and cabin configurations, and other major systems and components or appliances.
(2) Powerplants. Typical elements include a basic engine description, engine thrust ratings, and engine components such as accessory drives, ignition, oil, fuel control, hydraulic, and bleed air features.
(3) Electrical. Typical elements should include elements identifying the sources of aircraft power including engine-driven generators, auxiliary power unit (APU) generator, and external power. Other elements include the electrical buses and related components such as circuit breakers, fuses, the aircraft battery, and other standby power systems, if applicable.
(4) Hydraulic. Some typical elements are the hydraulic reservoirs, pumps, accumulators, and the means of routing hydraulic fluid through filters, check valves, and interconnects and to associated actuators and hydraulically-operated components.
(5) Fuel. Elements include the fuel tank system (location and quantities), engine-driven pumps, boost pumps, system valves, crossfeeds, quantity indicators, and provisions (if applicable) for fuel jettisoning.
(6) Pneumatic. Typical elements include bleed air sources (such as engines, APU, or external ground air), the means of routing, venting, and controlling bleed air via associated valves, ducts, chambers, and temperature- and pressure-limiting devices.
(7) Air Conditioning and Pressurization. Typical elements include heaters, air conditioning packs, fans, and other environmental control devices. Pressurization system components include elements such as outflow and negative pressure relief valves with associated automatic, standby, and manual pressurization controls and annunciators.
Auxiliary Pilot Training

(8) Flight Controls. Elements in flight controls include primary (yaw, pitch, and roll devices) and secondary controls (leading/trailing edge devices, flaps, trim, and damping mechanisms). Elements that indicate the means of actuation (direct/indirect or fly-by-wire) should be included as well as applicable redundancy devices.

(9) Landing Gear. Typical elements should include the landing gear extension and retraction mechanism including the operating sequence of struts, doors, and locking devices, and brake and antiskid systems, if applicable. Other elements are steering (nose or body steering gear), bogie arrangements, air/ground sensor relays, and visual downlock indicators.

(10) Ice and Rain Protection. Elements should include rain removal systems and each anti-icing and/or deicing system that prevents or removes the formation of ice from airfoils, flight controls, engines, pitot-static probes, fluid outlets, flight deck windows, and aircraft structures. Other elements should include system components such as pneumatic/electrical valves, sensors, ducts, electrical elements, or pneumatic devices.

(11) Equipment and Furnishings. Typical elements are the aircraft exits, galleys, water and waste systems, lavatories, cargo areas, crewmember and passenger seats, bulkheads, seating and/or cargo configurations, and nonemergency equipment and furnishings.

(12) Navigation Equipment. Typical elements are flight navigation system components including Flight Directors (FD), horizontal situation, Radio Magnetic Indicators (RMI), navigation receivers (automatic direction finder (ADF), Very high frequency Omnidirectional Range (VOR), Area Navigation (RNAV), marker beacon, and Distance Measuring Equipment (DME)) used on the aircraft. Other elements include applicable inertial systems Inertial Navigation System (INS) and Inertial Reference System (IRS)), functional displays, fault indications, and comparator systems; aircraft transponders, radio altimeters, weather radar (WX), and Cathode Ray Tube (CRT) or computer-generated displays of aircraft position and navigation information.

(13) Auto Flight System. Typical elements include such items of equipment as the autopilot, autothrottles, and their interface with aircraft FD and navigation systems, including automatic approach tracking, autoland, and automatic fuel or performance management systems.

(14) Flight Instruments. Typical elements should include an overview of the panel arrangement and the electrical and pitot-static sources and alternate sources for the flight instruments. Other elements include attitude, heading (directional gyro (DG) and magnetic), airspeed, Vertical Speed (VS), altimeters, standby flight instruments, and other relevant instruments.

(15) Communication Equipment. Elements include the Very High Frequency (VHF) High Frequency (HF) radios, audio panels, in-flight interphone and Passenger Address (PA) systems, the voice recorder, and air/ground passive communications systems (Aircraft Communications Addressing and Reporting System (ACARS)).

(16) Warning Systems. Typical elements are aural, visual, and tactile warning systems, including the character and degree of urgency related to each
Auxiliary Pilot Training

signal. Other elements include warning and caution annunciator systems, including ground proximity warning (GPW) and takeoff warning systems.

(17) Fire Protection. Elements should include all fire and overheat sensors, loops, modules, or other means of providing visual and/or aural indications of fire or overheat detection. Other elements include procedures for the use of fire handles, automatic extinguishing systems, agents, and the power sources necessary to provide protection for fire and overheat conditions in engines, APU, cargo bay/wheel well, the flight deck, cabin, and lavatories.

(18) Oxygen. Typical elements are the aircraft oxygen system including the installed passenger, crew, and portable systems. Other elements include sources of oxygen (gaseous or solid), flow and distribution networks, automatic deployment systems, regulators, pressure levels, gauges, and servicing requirements.

(19) Lighting. Typical elements are the flight deck, cabin, and external lighting systems, including power sources, switch positions, and spare light bulb locations.

(20) Emergency Equipment. Typical elements are the type, location, and purpose of each item of emergency equipment such as fire and oxygen bottles, first aid kits, life rafts, life preservers, crash axes, and emergency exits and lights. Other elements include each item of egress equipment such as slides, slide rafts, escape straps or handles, hatches, and ladders or movable stairs.

(21) APU. Elements should include installation of the APU, APU capacity, and operation including its electrical and bleed air capabilities and how it interfaces with the aircraft’s electrical and pneumatic systems. Other elements include the APU components such as inlet doors, exhaust ducts, and fuel supply.

c) Aircraft Systems Integration.

Preparation for Flight Training. Effective systems integration training serves as a logical bridge between conventional ground training instructional delivery methods and flight training. This training allows auxiliary pilots to become familiar with the flight deck layout, checklists, operator procedures, and other areas that are best learned before they conduct actual flight maneuvers and procedures.

(1) Example Topics. The following examples are of aircraft systems integration training modules with typical elements:

(a) Use of Checklist. Typical elements include safety checks, flight deck preparation (switch position and checklist flows), checklist callouts and responses, and checklist sequence.

(b) Flight Planning. Elements should include performance limitations (e.g., meteorological, weight, and MEL/CDL items), required fuel loads, and weather planning (e.g., lower than standard takeoff minimums or alternate requirements).
Auxiliary Pilot Training

(c) Display Systems. Typical elements include the use of weather radar and other CRT displays (e.g., checklist, vertical navigation (VNAV) or longitudinal navigation displays).

(d) Navigation Systems. Elements include preflight and operation of applicable receivers, onboard navigation systems, and flight plan information input and retrieval.

(e) Autoflight. Typical elements include the autopilot, autothrust, and FD systems, including the appropriate procedures, normal and abnormal indications, and annunciators.

(f) Flight Deck Familiarization. Typical elements include activation of aircraft system controls and switches to include normal, abnormal, and emergency switches and control positions, and relevant annunciators, lights, or other caution and warning systems.

B. INITIAL FLIGHT TRAINING. Flight training consists of certain required maneuvers and procedures which are referred to as “training events.” The training events, which must be included in flight training curriculum segments are specified below. Typical flight training hours are: Multiengine airplane – IFR/VFR 8 hours, VFR only 4 hours, Single engine airplane – IFR/VFR 6 hours, VFR only 3 hours, and helicopter – IFR/VFR 10 hours, VFR only 4 hours.

Objectives. The primary objective of flight training is to provide an opportunity for auxiliary pilots to acquire the skills and knowledge necessary to perform to the FAA Practical Test Standards and Interagency Practical Test Standards (ITPS).

1) Curriculum Segment. A flight training curriculum segment may be outlined in a modular format or may be outlined as a series of events in which training must be accomplished. This curriculum segment must include as many training modules or events as necessary to provide appropriate training. Each training module or event outline should provide at least the following information:

a) A descriptive title of the training module;
b) A list of the training events that must be accomplished during flight training;
c) Any specific conditions applicable to a particular training event, such as the weather minimums to be used; and
d) Provisions for briefing before and after each training period.

2) Maneuvers and procedures tables. The events which must be accomplished during flight training are listed in this section. This list can be used as a single-source document in the development of flight training curriculum.

a) Single and multiengine – airplanes.

(1) Preparation
   (a) Visual Inspection
   (b) Pretaxi Procedures
   (c) Performance Limitations
Auxiliary Pilot Training

(2) Surface operations
   (a) Flight Deck Management
   (b) Securing Cargo
   (c) Starting
   (d) Taxi
   (e) Powerback Taxi
   (f) Step Turns, Sea Planes (SEA)
   (g) Sailing SEA
   (h) Pretakeoff Checks

(3) Takeoff
   (a) Normal
   (b) Crosswind
   (c) Short/Soft Field
   (d) Glassy/Rough Water, SEA
   (e) Rejected
   (f) Powerplant Failure After VMC or airborne
   (g) Lower than Standard Minimum, IFR only

(4) Climb
   (a) Normal
   (b) One Engine Inoperative, ME only

(5) En route
   (a) Steep Turns
   (b) Stall Prevention
   (c) Powerplant Shutdown and Restart, ME only
   (d) Slow Speed Handling Characteristics
   (e) With a Powerplant Inoperative

(6) Descent
   (a) Normal
   (b) Maximum Rate

(7) Approaches
   (a) VFR Procedures, normal and single engine
   (b) With flap failure
   (c) Precision approaches normal and single engine, IFR only
   (d) Nonprecision Approaches normal and single engine, IFR only
   (e) Missing approaches from a precision and nonprecision approaches, IFR only
   (f) Inadvertent IMC, VFR only

(8) Landings
   (a) VFR normal and single engine
   (b) From precision instrument approach normal and single engine IFR only
   (c) Crosswind
Auxiliary Pilot Training

(d) Short/soft Field
(e) Glassy/rough water SEA

(9) After landing
(a) Docking, mooring and ramping SEA
(b) Parking
(c) Emergency Evacuation

(10) Other flight procedures during any airborne phase
(a) Holding, IFR only
(b) Ice accumulation on airframe
(c) Air hazard avoidance
(d) Wind shear/microburst

(11) Systems procedures training during any phase, normal, abnormal and alternate
(a) Pneumatic/pressurization
(b) Air conditioning
(c) Fuel and oil
(d) Electrical
(e) Hydraulic
(f) Flight Controls
(g) Anti-Icing and Deicing Systems
(h) Autopilot
(i) Stall Warning Devices, Stall Avoidance Devices, and Stability Augmentation Systems
(j) Airborne Weather Radar
(k) Flight Instrument System Malfunction
(l) Communications Equipment
(m) Navigation Systems

(12) Systems procedures training during any phase – emergency
(a) Aircraft Fires
(b) Smoke Control
(c) Powerplant Failure/Fire
(d) Electrical, Hydraulic, Pneumatic Systems
(e) Flight Control Systems Malfunction
(f) Landing Gear and Flap Systems Malfunction
(g) Air Hazard Avoidance
(h) Wind Shear/Microburst

(13) Special Use

b) Helicopters

(1) Preparation
(a) Visual Inspection
Auxiliary Pilot Training

(b) Pretaxi Procedures
(c) Performance Limitations

(2) Surface operation
   (a) Starting
   (b) Rotor Engagement
   (c) Rotor Engagement on Water SEA
   (d) Taxiing
   (e) Water Taxiing SEA
   (f) Lift-to-Hover IGE/OGE
   (g) Hover Turns IGE/OGE
   (h) Sideward/Rearward Hovering
   (i) Slope Operations
   (j) Liftoff

(3) Takeoff
   (a) Normal
   (b) Instrument, IFR only
   (c) Obstacle Clearance
   (d) Running (High Altitude)
   (e) Rejected Takeoff

(4) Climb
   (a) Normal
   (b) Best Rate
   (c) Best Angle

(5) En route
   (a) Medium-Banked Turns
   (b) Low-Speed Characteristics
   (c) High-Speed Handling Characteristics

(6) Descent
   (a) Normal
   (b) Maximum Rate
   (c) Autorotative Glide

(7) Approaches
   (a) VFR Procedures, Normal
   (b) Obstacle Clearance
   (c) High Altitude
   (d) Elevated Landing Site
   (e) With Degraded Control Augmentation
   (f) Balked Landing
   (g) Brownout/Whiteout/Flat Light Operations
   (h) Precision approaches normal and single engine, IFR only
   (i) Nonprecision Approaches normal and single engine, IFR only
Auxiliary Pilot Training

(j) Missing approaches from a precision and nonprecision approaches, IFR only

(8) Landings
   (a) Normal
   (b) Normal to-the-water SEA
   (c) Crosswind
   (d) From Precision Instrument Approach
   (e) With Degraded Control Augmentation

(9) After landing
   (a) Taxi
   (b) Parking
   (c) Stopping the Rotors
   (d) Emergency Evacuation

(10) Unprepared site operations
    (a) Confined Areas
    (b) Pinnacles
    (c) Ridgelines
    (d) Water Sites SEA

(11) Other flight procedures during any airborne phase
    (a) Recovery from IIMC, VFR only
    (b) Holding, IFR only
    (c) Ice Accumulation on Airframe
    (d) Air Hazard Avoidance
    (e) Wind Shear/Microburst

(12) Systems procedures training during any phase, normal, abnormal and alternate
    (a) Pneumatic/Pressurization
    (b) Air Conditioning
    (c) Fuel and Oil
    (d) Electric
    (e) Hydraulic
    (f) Flight Controls
    (g) Anti-Icing and Deicing Systems
    (h) Autopilot
    (i) Flight Management Guidance Systems
    (j) Automatic or Other Approach and Landing Aids
    (k) Loss of Anti-Torque Effectiveness
    (l) Airborne Weather Radar
    (m) Flight Instrument System Malfunction
    (n) Communications Equipment
    (o) Navigation Systems
Auxiliary Pilot Training

(13) Systems procedures training during any airborne phase, emergency
   (a) Aircraft Fires
   (b) Smoke Control
   (c) Powerplant Malfunctions
   (d) Electrical, Hydraulic, Pneumatic Systems
   (e) Flight Control Systems Malfunction
   (f) Landing Gear Malfunction
   (g) Anti-Torque Failure
   (h) Settling-with-Power

(14) Night vision goggle (NVG)
   (a) NVG Operational Checks
   (b) NVG Failure
   (c) Transitions: Aided/Unaided

(15) Additional considerations
   (a) Inadvertent IMC
   (b) Unusual Attitude Recovery
   (c) Ground Hazard Recognition
   (d) Brownout/Whiteout/Flat-Light Operations
   (e) External Light Techniques
   (f) Scanning Techniques
   (g) Special Use

C. RECURRENT GROUND TRAINING. Auxiliary pilots are required to complete recurrent training annually. Recurrent ground training completed in the month prior or the month after it’s due is considered done in the due month.

Reinstatement training is required when an auxiliary pilot does not complete recurrent training within 12 months.

Reinstatement training for an auxiliary pilot that has completed initial or recurrent training in the previous 36 months is the same as recurrent training. Auxiliary pilots that go more than 36 months without any recurrent training are required to complete the initial training prior to reinstatement.

1) General Emergency Training.

   a) Emergency Situation.

      (1) Rapid decompression
      (2) In-flight fire (or on-the-surface) and smoke control procedures;
      (3) Ditching and evacuation situations; and
      (4) Illness, injury, the proper use of first aid equipment, and other abnormal situations involving passengers or crewmembers.

   b) Emergency Drill Training.
Auxiliary Pilot Training

(1) Operation of emergency exits (such as floor level, over wing, and tail cone) in the normal and emergency modes;

(2) Operation of each type of hand-held fire extinguisher;

(3) Operation of each type of emergency oxygen system;

(4) Donning, use, and inflation of life preservers and other flotation devices (if applicable); and

(5) Ditching procedures (if applicable), including cockpit preparation, crew coordination, passenger briefing, cabin preparation, the use of lifelines, and boarding of passengers and crew into a life raft or slide raft, as appropriate.

2) Aircraft Ground Training. The subject material required for recurrent aircraft ground training is identical to the initial training required. However, due to the nature of recurrent training the time spent training is significantly less. Typically, 4 hours of aircraft recurrent ground training is considered sufficient for single and multiengine airplanes and helicopters.

D. RECURRENT FLIGHT TRAINING. Pilots are required to complete recurrent training annually. Within 12 months of completing initial flight training or subsequent recurrent training auxiliary pilots are required to complete recurrent flight training listed below. Recurrent flight training completed in the month prior or the month after it is due is considered done in the due month.

Typically, 1-4 hours of aircraft recurrent flight training is considered sufficient for single and multiengine airplanes and helicopters. Satisfactory completion of the flight evaluation(s) required by policy “may be substituted for recurrent flight training.” See Recurrent Ground Training for reinstatement requirements.

E. QUALIFICATION. Required flight evaluations are done in accordance with DOI policy or the contract, as applicable, and will be conducted in compliance with FAA practical test standards and the IPTS.
DIOR OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 35

Subject: Identification of End Product/Service and Flight Service Procurement

Effective Date: January 1, 2019

Supersedes: OPM-35 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. This OPM establishes policy and procedures for the identification of projects for end product/service or flight service contracting.

2. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. Definitions. This OPM has adopted the definition as stated in 49 CFR 175.5.

   A. Operational Control. An aircraft is under the exclusive direction and control of a government when the government exercises responsibility for:

      1) Approving crewmembers and determining that they are qualified to operate the aircraft;

      2) Determine the airworthiness and directing maintenance of the aircraft; and

      3) Dispatching the aircraft, including the times of departure, airports to be used, and type and amount of cargo to be carried.

   B. Civil Aircraft. See 14 CFR 1.1.

   C. Public Aircraft. See 14 CFR 1.1.

   D. Dispatch. To assume operational control through the use of specific times of departure, airports to be used, amounts of people and cargo to be moved, intended time of arrival and/or flight following. Dispatching does not include the specification of windows of opportunity for maximum effect for seeding, spraying, animal capture, or aerial photography.

4. Policy.

   A. As stated in 353 DM 1.2A, all “flight services” shall be acquired through DOI OAS with
exceptions listed. Transactions to acquire an “end product” or “service” other than “flight services” shall meet all of the criteria listed in 353 DM 1.2A(3). Examples:

1) **Seeding project.** The using bureau requires the contractor to wear PPE (operational control, flight service). The same project is completed with no government involvement other than verifying the spread rate of the seed (end product contract).

2) **Horse gather.** The bureau has a helibase manager on site to manage the heliport (operational control, flight service). Same project with the contractor delivering horses to a bureau-designated location and no government personnel involved other than the inspection of the horses (end product contract).

3) **Wolf capture, net gun.** The bureau has a biologist on board the aircraft (DOI personnel on board, flight service). Same project with all contract personnel and animals delivered to a bureau-designated location (end product contract).

B. The following table provides some guidance to identify end product/service or flight service procurement. If the answer is **YES** in any block under a project, you have a flight service that must be procured through DOI OAS.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Aerial photo remote sensing</th>
<th>Aerial application (spray/seed)</th>
<th>Aerial Ignition</th>
<th>Animal inventory</th>
<th>Animal capture (net gun, dart, paintball, etc.)</th>
<th>Animal herding/gathering</th>
<th>Your project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set pilot standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct aircraft maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispatch aircraft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helibase manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of PPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOI personnel on board</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public aircraft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other aircraft and pilot requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Digital signed by MARK BATHRICK
Date: 2018.12.19 09:29:12
Mark L. Bathrick
Director, Office of Aviation Services
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 36

Subject: Interagency Fire Standards for DOI Pilots

Effective Date: January 1, 2019

Supersedes: OPM-36 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. This OPM establishes policy for the use of DOI pilots on Interagency Fire incidents.

2. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. Policy. DOI pilots supporting interagency fire incidents shall:

   A. Be authorized by their respective bureau to provide such support.

   B. Meet the pilot qualification requirements of 351 DM 3.3 - Vendor Pilot Qualifications.

   C. Incidental Pilots must also have a Letter of Authorization (see 351 DM 3.2B) issued by at least the regional/state office in coordination with the bureau’s national aviation manager. The letter must include a description of pilot duties and restrictions to include any special-use requirements.

   D. Comply with all requirements of 351 DM 3.1, 351 DM 3.4, 351 DM 3.5 and any other portions of the Departmental Manual applicable to DOI pilots, including pilot carding for authorized missions.

________________________________________
Mark L. Bathrick
Director, Office of Aviation Services
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 38

Subject: Reporting of Flight Time

Effective Date: January 1, 2019

Supersedes: OPM-38 dated January 1, 2015

Expiration Date: December 31, 2019

1. Purpose. This OPM clarifies the reporting of flight time for cooperator aircraft.

2. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 10, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. Background and Changes.

   A. Background: The DOI OAS is responsible for the calculation of the Department of the Interior aircraft accident rate. An accurate accident rate requires an accurate reporting of all flight time accumulated by aircraft that are under the operational control of the Department. This includes flights that may be of no cost to the Department. However, there are times when Interior employees fly on aircraft that are not under the operational control of the Department. If an accident occurred during one of these flights, it would not be chargeable to the Department. Flight time from flights that are not under the operational control of the Department should not be reported.

   B. Changes: Replace 351 DM 4.F.(1) with the following language:

   Reporting Requirements. All use of aircraft under the operational control of the Department shall be reported by the using bureau, utilizing an Aircraft Use Report (Form OAS-23). Refer to 14CFR 1.1, “General definitions.” If the flight is at no cost to DOI, “Not for Payment Purposes” shall be noted in the “Other Charges/Credits” section of the OAS-23.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 39

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: January 1, 2019


Expiration Date: December 31, 2019

1. Purpose. This OPM establishes policy pertaining to the use of U.S. Department of Agriculture, Forest Service (FS) procured Exclusive-Use and Call-When-Needed (CWN) flight services by Department of the Interior (DOI) bureaus as prescribed herein.

2. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1 and Secretarial Order 3322 August 23, 2012.

3. Policy. Departmental Manual 353DM1.2A and 353DM2.2A specify all commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353DM1.2A) shall be acquired through the procurement process of the IBC Boise Acquisition Branch.

The above policies notwithstanding, this OPM authorizes DOI bureaus to obtain aircraft flight services using a FS procurement process for either emergency or non-emergency purposes.

A. Emergency use. If a FS procurement document is used for emergency purposes, the DOI bureau is not required to follow the procedures listed under 3.B. below or provide the documentation required under Appendix 1.

B. Non-Emergency use. A FS procurement document may be used on a case-by-case basis under the following conditions:

1) The DOI bureau employee has DOI bureau authority to order aviation services.

2) Either of the following situations exists:

   a) There is no IBC procurement document (Aircraft Rental Agreement (ARA)/On-Call/Exclusive Use contract in place or available for the requested vendor/contractor.

   OR
b) There is an IBC procurement in place with another contractor; however, the DOI bureau may determine and document that it is advantageous, considering cost and other factors, to use a FS procurement document in lieu of an IBC procurement document.

3) There is a proper and formal FS procurement document in place prior to the use of aircraft flight services by the DOI bureau.

4) The cognizant FS Contracting Officer concurs in the DOI use of the FS contract.

4. **Limitations.** This OPM is not intended to amend or supersede current, on-going, or future DOI flight service requirements that bureaus have or intend to have that are procured by IBC Boise Acquisition Branch as prescribed by DM policy. This OPM will not affect DOI/FS shared flight services of the same vendor/contractor that both agencies utilize under respective IBC/FS procurement documents (i.e., CWN, medium and heavy helicopters.)

5. **Procedures.** For non-emergency procurements, the ordering DOI bureau will complete Appendix 1, Process Checklist – Use of FS Procured Aircraft, ensuring that all required elements described below have been completed.

A. Document the basis for any decision under 3.B.2)b. above to use a FS procurement to acquire aviation services in lieu of an IBC ARA or Exclusive Use contract.

B. Confirm a proper FS procurement document is in place and the method of payment by the DOI bureau with the FS. FS will make payment to the vendor/contractor for the services received in accordance with the FS procurement document.

C. Obtain approval from the FS procurement office Contracting Officer prior to use of the FS aviation services

D. Confirm with the FS that the aircraft and pilot have been inspected and subsequently approved for the intended special use mission/operation. If not approved for the intended special use mission, the DOI bureau shall contact the appropriate OAS Regional Office for further consideration of the vendor/contractor.

E. Disputes between the aviation vendor/contractor and the DOI bureau will be adjudicated by the FS Contracting Officer and the DOI bureau will be responsible for any resultant financial obligation of the Government.

6. **Bureau Responsibilities.**

A. Prior to Flight:

1) Complete and retain the documentation required above.

2) Immediately prior to any flight, the DOI bureau user(s) shall verify that the FS approved pilot and aircraft have a current interagency qualification card in their
possession identifying approval for the specific mission/operation.

B. After the Flight:

1) Verify services received by completing an original FS payment document, Flight Use Report form(s) FS-6500-122, and return to the vendor/contractor pilot or their representative. Retain a copy of the FS-6500-122 form(s) for inclusion with the documentation data listed above.

2) Report use of the FS flight services to the OAS Accountant via a copy of the FS-6500-122 document(s) clearly noting “Not for Payment Purposes.”

3) Attach a copy of the Process Checklist – Use of FS Procured Aircraft, with the FS-6500-122(s) submitted to OAS Accountant.

7. **General.** Bureau aviation users are encouraged to seek advice and assistance from the appropriate OAS Regional Office when the authority in this OPM is being considered.

---

Mark L. Bathrick
Director, Office of Aviation Services
Process Checklist – Use of FS Procured Aircraft

FOR NON-EMERGENCY PURPOSES

Complete each item to assure that all information and procedures required under paragraph .5 have been properly obtained, attach any supporting documentation, and maintain on file at bureau level.

Authorized DOI Bureau Representative:

Name __________________________ Telephone No. _______________________

Document basis for decision under 3.B.2)b. to use FS procurement to acquired aviation services in lieu of IBC Aircraft Rental Agreement or Exclusive Use contract.

1. Mission(s) to be flown (including location) ______________________________________

   Proposed Mission Date(s)___________________________________________________

2. FS Vendor/Contractor to be Utilized__________________________________________

   Telephone No.____________________ Type Aircraft_____________________________

   FS Procurement Document No. ______________________________________________

   FS applicable rates________________________________________________________

3. Forest Service Procurement Contact Point_____________________________________

   Telephone No.____________________ Approval Received Yes _____ No _____

4. Aircraft and pilot have been inspected and approved for intended special use mission/operation. Yes ___ No ____

   If not OAS Regional Office has been contacted. Yes ___ No____

5. Immediately upon completion of FS flight services: Submit copy of FS-6500-122 Flight Use Report form(s) and a copy of this form via mail to OAS, 300 E. Mallard Drive, Suite 200, Boise, Idaho 83706 or by facsimile at 208-433-5007, Attn: Aviation Safety Data Analyst .

   Form Submitted. Yes ___ No____
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 40

Subject: Single-Skid, Toe-In, and Hover Exit/Entry Procedures (STEP) Operations

Effective Date: January 1, 2019

Supersedes: OPM-40 dated January 1, 2017

Expiration Date: December 31, 2019

1. **Purpose.** This OPM establishes policy and operational procedures for training for the use of helicopter Single-skid, Toe-in and hover Exit/entry Procedures (STEP). This policy applies to DOI flight activities involving government aircrew members.

   These training standards will be used to evaluate training plans required by procurement documents where the vendor is providing all personnel involved with single-skid, toe-in and hover exit/entry.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12 and 350 DM 1.

3. **General.** The use of STEP maneuvers is driven by a variety of factors. These include: terrain, slope, obstacles, wind, and vegetation coverage. In addition to environmental considerations, it is critical that the pilot performing these maneuvers be proficient.

   There are three separate STEP maneuvers (For the purpose of this document references to skids also apply to other helicopter landing gear configurations). As a result of rotorcraft flight manual or other aircraft limitations, some make/model helicopters cannot be used or may be unsuitable for one or more of the STEP maneuvers.

   A. Single-skid: One skid or a portion of one skid is in contact with the surface while the other skid is not in contact with the surface.

   B. Toe-in: The toes (forward portion of the skids) are in contact with the surface, while the aft portion of the skids is not in contact with the surface.

   C. Hover: The helicopter remains in a hover above the surface, at a height allowing the aircrew members to exit or enter safely.

4. **Policy.** OAS is responsible for the approval of aircraft and pilots. In partnership with the bureaus, OAS supports and provides training for the use of STEP maneuvers.
5. **Responsibilities.** The approval, use and oversight of STEP maneuvers requires an effective and collaborative working relationship between OAS and the bureaus.

A. **Bureau Responsibilities.**

   **National Office:** Review, approve an operations plan and sign a letter of approval for the STEP request from the bureau’s field office. A copy of this letter of approval will be provided to the OAS Regional Office in which the field unit resides.

   **Field Offices:**

   1) Once a field office has the National Aviation Manager’s approval to perform STEP, they will coordinate with the OAS Training Branch (TB), a minimum of 45 days prior to the mission if training is being requested. This request for assistance will include a copy of the National Aviation Manager’s signed letter of approval.

   2) Field offices will coordinate with their National Aviation Manager for final approval of bureau STEP instructors.

B. **Office of Aviation Services Responsibilities.**

   1) Once the National Aviation Manager’s letter of approval is received, the OAS Regional Director will coordinate scheduling pilot(s) and aircraft approvals with the vendor as necessary.

   2) If requested, the OAS TB will coordinate with the requesting field unit to schedule training, obtain the STEP Operations Plan and the risk assessment.

   3) Coordinate within OAS offices/divisions as appropriate.

   4) Issue approvals for aircraft and pilots.

   5) Maintain a staff of qualified STEP instructors to provide training support as requested by the bureaus.

C. **Training.**

   STEP Instructors will coordinate with OAS TB to obtain the most current version of the IAT STEP curriculum and training syllabus.

   **1) STEP Crewmember**

   a) **Prerequisites**

      Current as Aircrew Member with Hazmat requirement (if applicable) per the Interagency Aviation Training (IAT) Guide.
b) **Initial Step Training**
Initial STEP Training will be taught by a qualified STEP Instructor. Successful completion will be documented on a STEP Training Record and kept at the field office (may also be recorded in the IAT database).

c) **Maintaining Currency**
- Maintain qualifications as Aircrew Member with Hazmat requirement (if applicable).
- Perform 1 operational or training STEP evolution (1 entry and 1 exit) every 60 days. Any one of the three STEP maneuvers may be used.
- A mock-up may be substituted for an operational or training STEP evolution every other currency cycle.
- If currency is lost, mock-ups and minimum of 1 training STEP evolution must be completed before beginning operations.
- Currency will be documented on a STEP Training Record and kept at the field office.

If there is a change in make/model of aircraft or pilot from the most recent training, each participant will perform mock-ups and 1 training STEP evolution (1 entry and 1 exit). It is recommended that the same STEP maneuver(s) used for operational missions be used during training.

d) **Annual STEP Refresher Training**
Annual STEP Refresher Training will be taught by personnel qualified in STEP operations. Successful completion will be documented on a STEP Training Record and kept at the field office (may also be recorded in the IAT database).

Training will include a review of module subjects, mock-ups, and at least 1 training STEP evolution (1 entry and 1 exit) for each STEP maneuver. If more than three years have passed since participating in STEP activities, “Initial STEP Training” is required.

2) **STEP Instructor**
- STEP Instructors must have been qualified as STEP crewmembers for 24 months.
- STEP Instructor trainees will teach a STEP course under the supervision of, and be evaluated by, a qualified STEP Instructor.
- STEP Instructors maintain currency by staying current as a STEP crewmember and teaching Initial STEP or participating in a STEP Refresher Training, at least once in an 18 month period.
- STEP Instructors will ensure that pilots who attend Initial Step or Step Refresher training receive written documentation of that training.
3) STEP Pilot (Fleet or Vendor)

- Pilots will be approved for STEP operations in accordance with the Interagency Helicopter Practical Test Standards and procurement document, as applicable.
- Once qualified, pilots must participate in the mock-up and training evolution(s) of either initial or annual STEP training, at a minimum, every three years.
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 41

Subject: Interagency Fire Use of National Guard Helicopters

Effective Date: January 1, 2019

Supersedes: OPM-41 dated January 1, 2015

Expiration: December 31, 2019

1. **Purpose.** This OPM identifies specific missions for which civilian Helicopter Managers are not required for National Guard helicopters supporting interagency fire operations.

2. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; Secretarial Order 3322 dated August 23, 2012, Memorandum of Understanding between the United States Department of the Interior and the United States Department of Agriculture dated January 28, 1943, and the Interagency Agreement dated November 25, 1985.

3. **Policy.** This policy has been coordinated with the U.S. Forest Service and has been established pursuant to the "Interagency Fire Helicopter Standards" signed and dated by the Acting Director, Office of Aircraft Services, DOI, and the Acting Assistant Director, Fire & Aviation Management, U.S.D.A. Forest Service, on June 4, 2001.

The intent of this policy change is to enable National Guard helicopters to perform specified missions without the utilization of a civilian Helicopter Manager. This change will be accomplished by modifying Chapter 2: Personnel, Section III, Helicopter Management, on page 2-9 of the Interagency Helicopter Operations Guide (IHOG), by inserting the following information as the third paragraph in that section:

Civilian Helicopter Managers will not be required for National Guard helicopters carrying National Guard personnel with the following mission profiles:

1. **Transport of military personnel or transport of internal or external cargo in support of the military operation.** Note: Civilian agencies should provide the National Guard with appropriate military liaison assistance (type of assistance to be coordinated with the Guard unit) when personnel and cargo are transported.

2. **Water bucket operations.** Note: In order to perform water bucket operations, civilian agency helicopter inspector pilots must approve the military pilot, and appropriate aerial supervision must be provided (i.e. radio contact with incident personnel, air attack, lead plane, HLCO, etc.)
Mark L. Bathrick
Director, Office of Aviation Services
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 47

Subject: DOI Aviation Handbooks and Guides

Effective Date: January 1, 2019

Supersedes: OPM-47 dated January 1, 2016

Expiration Date: December 31, 2019

1. Purpose. This OPM lists the handbooks and guides established in 350 DM 2 and referred to in Departmental Manual Parts 350 to 353 and Operational Procedures Memorandums named below.

2. Handbooks.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook</td>
<td>February 1997</td>
<td>OPM-32</td>
</tr>
<tr>
<td>Aviation Life Support Equipment (ALSE) Handbook</td>
<td>October 2008</td>
<td>OPM-29</td>
</tr>
<tr>
<td>Law Enforcement Short Haul Policy</td>
<td>January 2011</td>
<td></td>
</tr>
<tr>
<td>Helicopter Short-Haul Handbook</td>
<td>February 2010</td>
<td>OPM-10</td>
</tr>
<tr>
<td>Safety and Health Management Handbook</td>
<td>January 2005</td>
<td>485 DM 1; OPM-4</td>
</tr>
</tbody>
</table>

3. Guides.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Reference Guide for Aviation Users</td>
<td>May 2014</td>
<td></td>
</tr>
<tr>
<td>Interagency Aerial Ignition Guide</td>
<td>May 2015</td>
<td></td>
</tr>
<tr>
<td>Aviation Pocket Users Guide</td>
<td>October 2008</td>
<td>OPM-4</td>
</tr>
<tr>
<td>Interagency Aviation Training Program Guide</td>
<td>February 2014</td>
<td>OPM-4</td>
</tr>
<tr>
<td>Interagency Helicopter Rappel Guide</td>
<td>July 2016</td>
<td>OPM-10</td>
</tr>
<tr>
<td>Interagency Helicopter Operations Guide</td>
<td>June 2016</td>
<td>OPM-21; OPM-41; 350 DM 1</td>
</tr>
</tbody>
</table>
DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 48

Subject: Helicopter Emergency Seating Positions

Effective Date: January 1, 2019


Expiration: December 31, 2019

1. Purpose. This OPM revision amends the “Helicopter Emergency Seating Positions” contained in the 2013 Interagency Helicopter Operations Guide (IHOG) and OPM 13-48. Numerous other documents and aviation safety courses also contain reference to the brace for impact position and will be updated.

2. General. The “Helicopter Emergency Seating Positions” contained in the IHOG, OPM 13-48, and other documents are incorrect.

3. Policy.

   A. Discontinue using the emergency seating positions described in the 2013 IHOG, Chapter 10, Exhibit 10-1 and OPM 13-48.

   B. Passengers shall use the following emergency seating positions:

   1) Forward facing seat:
      a) Press your lower torso firmly against the seat back.
      b) Lower your chin to chest.
      c) Grip the seat edge with your hands or place them under your legs. Do not grasp the restraint harness.

   2) Rear facing seat:
      a) Press your lower torso firmly against the seat back.
      b) Place your head back against the head rest or bulkhead.
      c) Grip the seat edge with your hands or place them under your legs. Do not grasp the restraint harness.
3) Side facing seat:
Currently no brace for impact position has been devised. With limitations in upper torso movement provided by the shoulder harness, the only possible additional position is to lean toward the front of the aircraft and brace the upper torso and head against whatever might be contacted, or moving the head in the direction of impact to reduce flailing.

C. These new procedures will be reflected in the next revision of the IHOG as well as all other affected guides, documents and training packages.
Subject: Grand Canyon National Park – Special Flight Rules Area

Effective Date: January 1, 2019

Supersedes: OPM-56 dated January 1, 2015

Expiration Date: December 31, 2019

1. **Background.** The Grand Canyon National Park Special Flight Rules Area (GCNP SFRA), 14 CFR Part 93, Subpart U, extends from the surface to 17,999 feet MSL and affects all aircraft operations. This includes tour, general aviation, airline, military, and other government agency aircraft.

2. **Purpose.** This OPM establishes policy requiring DOI bureaus to use the FAA Certificate of Waiver or Authorization issued to DOI to conduct flight operations within the GCNP SFRA.

3. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

4. **Policy.**

   A. All DOI bureaus that have operational control of aircraft that conduct flight operations within the GCNP SFRA shall conduct those flight operations in accordance with the FAA Certificate of Waiver or Authorization issued to the Department of the Interior (July 27, 1989).

   B. All DOI bureaus that use end product contracts that conduct flight operations within the GCNP SFRA shall issue specifications that require the contractor or cooperator conduct those flight operations within the GCNP SFRA in accordance with the FAA Certificate of Waiver or Authorization issued to the Department of the Interior (July 27, 1989).

   C. All DOI bureaus whose mission preplanning indicates that they will cross or approach commercial air tour operator routes shall not conduct those missions unless additional authorization has been received from the DOI GCNP SFRA oversight office at 208-433-5077.
D. Flight crews operating for DOI in the GCNP SFRA shall have a thorough understanding of Federal Aviation Regulation 93, Subpart U, and must successfully complete online training and testing for authorization prior to entering this special use airspace. Upon successful completion of the training and testing program at <http://www.iat.gov>, an FAA form 7711-1 authorization will be electronically generated for each pilot-in-command (PIC). This authorization must accompany pilots whenever they are operating aircraft in the GCNP SFRA. Each PIC is responsible for complying with the electronically generated FAA form 7711-1 and all “special provisions.” FAA form 7711-1 does not constitute a waiver to deviate from other applicable Federal Aviation Regulations, such as "see-and-avoid" responsibilities and other portions of Part 91, etc.

The information in the online training program meets the FAA requirements of the waiver for training, testing, and record keeping.

For questions regarding the implementation of the online training process, call the OAS Training Division, DOI Office of Aviation Services, Boise, ID, 208-433-5058.

For questions regarding flight operations within the GCNP SFRA, call the GCNP SFRA Coordinator, DOI Office of Aviation Services, Boise, ID, 208-433-5077.

Mark L. Bathrick
Director, Office of Aviation Services