United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 01

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

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1. Purpose. Appendix 1 is an alphabetical index of information contained in Parts 350 through 354 of the Departmental Manual (DM).

MARK BATHRICK

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Director, Office of Aviation Services

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United States Department of the Interior

Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 02

Subject: Fleet Aircraft Use Reporting

Effective Date: January 1, 2016

Supersedes: OPM-02 dated October 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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 Attachment 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 Attachment 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 which 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 more 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 OASFleetManager, 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.

C. 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 OASFleetManager 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.

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Director, Office of Aviation Services

Attachment 1
External AUR File Naming Convention

The Aircraft Use Report Manager (AURM) will produce a unique external file name with the following elements:

- Bureau to be billed – (UGS - US Geological Survey, NPS - National Parks Service, FWS - Fish and Wildlife Service, BIA - Indian Affairs, BOR – Reclamation, BLM - Land Management, BSE - Safety and Environmental Enforcement. BOE - Ocean Energy, OSM -Surface Mining, DO – Departmental Offices, EXT – External Customer)

- 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 (mm/dd/yy)

- 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

Attachment 2
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. Then, when they’re 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 of time 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.

OAS-2 (10/13)

DOI Office of Aviation Services

AIRCRAFT STATUS LOG

1234567

Aircraft Make & Model	Aircraft Registration No.	Local Use:
BELL 206B3	N612BR	

Aircraft Use Record

Line No	Date	PIC NAME	Depart	Dest	Meter Start	Meter End	Hours	Oil qts #1 Eng	Oil qts #2 Eng	Ldgs or RIN	Engine Cycles #1 Eng	Engine Cycles #2 Eng	Inspections Type	Inspections Due
1	10/15/13	MANCANO			1768.1	1772.9	4.8	1		HH1	19		50 Hour	1793.1
2	10/21/13	MX (PARSONS)			1772.9	1773.1	0.2				1			
3													100 Hour	1841.2
4														
5													Annual	MAR '14
6														

Maintenance Release: The Aircraft identified above was repaired and/or inspected in accordance with current FAA regulations and was found to be airworthy.
Date 10/21/13 W/O 4001362
Signed D.L. Parsons
Certificate No: 1955188

I certify that this aircraft has been inspected in accordance with an _____ inspection and was determined to be in airworthy condition
Date _____ W/O _____
Signed _____
Certificate No: _____

I certify that the engine installed in this aircraft has been inspected in accordance with an _____ inspection and was determined to be in airworthy condition.
Date _____ W/O _____
Signed _____
Certificate No: _____

Remarks

No.	Discrepancies (Show flight time and condition)		Corrective Action	
	ACTAIR LITE ILLUMINATED AFTER FLIGHT. NO OTHER DISCREP. NOTED.		DETECTED INTERNAL TOT SLOPE ERROR. UNIT RESET. NO EXCEEDANCES NOTED.	
	Discovered by: M. Mancano 208-555-9996	Date: 10/18/13	Signature & Cert. # D.L. Parsons 1955188	Date: 10/21/13
	Discovered by:	Date:	Signature & Cert. #	Date:
	Discovered by:	Date:	Signature & Cert. #	Date:

ORIGINAL - OAS MAINTENANCE RECORDS (IF REQUIRED) 2ND COPY USER COPY 3RD COPY - RETAIN IN THIS RECORD BOOK

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 03

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

Effective Date: January 1, 2016

Supersedes: OPM-03 dated January 1, 2015

Distribution: Commercial Vendors and Regional Aviation Managers

Expiration Date: December 31, 2016

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. <u>Limitations.</u> This OPM outlines maintenance procedures however individual assignment of aircraft to a facility may be cancelled at any time by either party giving written notice. 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.

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5. <u>Expectations.</u>

A. <u>What the facility should expect</u>. 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 man-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.

_____
Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E Mallard Drive, Suite 200
Boise, Idaho 83706-6448

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 04

Subject: Aviation User Training Program

Effective Date: August 29, 2016

Supersedes: OPM-04 Dated January 1, 2016

Distribution: A, B, & C

Expiration Date: December 31, 2017

1. **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*.

2. **Introduction.** Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc.

   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 B and Appendix C.

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, 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.

5. 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 A (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.

6. **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 A.

In lieu of completing these training requirements personnel may request credit for equivalent training through the bureau National Aviation Manager from the OAS Chief, Aviation Safety, Training, and Program Evaluations Division (ASTPE).

A. Mandatory Training by Position for Flight Activities.

1. **Aircrew Member**. Personnel (not pilot/passenger) required to either be on board the aircraft/or attend to the loading and unloading of passengers and cargo at all

landing and takeoffs, and ensure that passengers have received a safety briefing prior to all missions. In addition they perform an active mission function during a flight to ensure the successful outcome of the mission.

Knowledge required includes awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public. Aircrew members must complete A-100 Basic Aviation Safety and A-200 Mishap Review every 3 years and A-116 General Security Awareness once.

If responsible for the transport of Hazardous Materials onboard aircraft, aircrew members must also complete A-110 Hazardous Materials Training every 3 years.

If aircrew members are attending to helicopter external loads, they must complete A-219 Helicopter Transport of External Loads once.

2. **Aviation Manager.** (352 DM 1.5) A person with aviation management responsibilities for the national level and serves as the focal point for aviation services and management. These include such positions as national, regional and state aviation program managers.

   Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well the minimum for promoting aircraft accident prevention. Aviation Manager training requirements are listed within Appendix A.

3. **Flight Follower**. Persons who are responsible for monitoring aircraft flight activities in accordance with DOI/bureau policies. They may work in a Dispatch Center or at a remote location where they have the ability to monitor a flight by radio or a satellite tracking system and the means to initiate an aircraft mishap emergency response when required.

   Additional training may be specified by each bureau. There are no additional training requirements for DOI approved vendor flight following programs.

   Minimum training requirements include (but may not be limited to) Departmental policies and procedures for monitoring aircraft flight activities. Flight Follower training requirements are listed within Appendix A.

7. **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.

NWCG course instructors are exempt from this specific instructor certification process for instructing NWCG courses. Individuals instructing NWCG aviation courses are required to meet instructor qualifications within the *NWCG Field Managers Course Guide* or individual course instructor guides.

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

B. Requirements.

1. Initial Instructor Certification. Instructors must complete A-220 Train-The-Trainer or M410 Facilitative Instructor. Prior to Instructor certification, Instructors must be evaluated by DOI OAS-Training Branch (TB), USFS National Aviation Training Program Manager (USFS ATPM) or their Bureau designee. Designee approval must be in writing.

   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) for other instructor training courses or experience. Requests should be routed and supported through the bureau national aviation manager.

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

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

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

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

   To be granted authorization to teach each additional course, instructors must be evaluated by the OAS-TB or USFS designee approved instructor evaluator. Evaluators shall forward the completed documentation (OAS-105) to OAS-TB or USFS National Aviation Training Program Manager (USFS ATPM) (as appropriate).

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

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

4. Instructors seeking authorization to teach specific courses based on past training or experience shall submit the request through their bureau aviation manager or regional aviation safety managers with their concurrence. If approved the request will be submitted to OAS-TB or USFS ATPM for approval. (Examples of this might include Subject Matter Experts, Contracting Officers, Solicitors, Pilot Inspectors, Maintenance Inspectors and Accident Investigators.)

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

C. Maintaining Interagency Aviation Training Instructor Certification. Instructors must meet the following requirements to maintain certification:

1. Have agency and supervisor approval.
2. Teach a minimum of one Interagency Aviation Training course every 36 months.
3. Complete course management processes [e.g. registering class on Interagency Aviation Training (IAT) web site, having student's complete OAS-111 course evaluations, closing out course, etc.] for every class taught within 90 days of course completion.
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. 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 7 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 CPR and basic first aid certificate.
4. Must complete A-223 Water Ditching and Survival Train-The-Trainer, instructed by a qualified instructor cadre. Basic water rescue is included in the curriculum.
5. A qualified A-312 instructor will mentor an instructor trainee. Mentoring will be performance based.

The instructor trainee must:

a. Observe/assist a qualified instructor presenting the entire course.

b. Instruct under the supervision of a qualified instructor.

c. Demonstrate thorough knowledge of emergency procedures.

d. Complete the Instructor Trainee Task Book.

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.

NOTE: Each certification session shall be limited to two instructor trainees per class.
NOTE: A-312 instructors are strongly encouraged to attend a commercial water ditching facility at least once.

6. Currency:

a. Instructors must meet the requirements in 7C. Maintaining Interagency Aviation Training Instructor Certification.

b. Co-instruct an A-312 once every 36 months.

c. Hold current CPR and basic first aid cards.

d. Provide copies of current training certificates to OAS-TB (CPR and First-Aid) to be filed in the permanent instructor folder at OAS.

e. Attend an A-223 Instructor Refresher Course or Water Ditching & Survival Workshop once every 36 months.

7. Recertification. Instructors who have not maintained currency (excluding First-Aid and CPR) must meet the following requirements to recertify:

a. Contact OAS-TB/Bureau Leads/USFS Aviation Training Program Manager (USFS ATPM) to initiate recertification.

b. 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)

E. 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:

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

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

c. 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.

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

X MARK BATHRICK

Digitally signed by MARK BATHRICK
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=MARK BATHRICK, 0.9.2342.19200300.100.1.1=14001000695089
Date: 2016.08.26 16:26:57 -06'00'

Mark Bathrick
Director. Office of Aviation Services

Appendix A
Interagency Aviation Training Matrix 2016

CODE	COURSE TITLE (bold = offered on-line)	Course Length	POSITIONS											
			Aircrew Member	Aviation Dispatcher	Aviation Manager	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Flight Follower	Helicopter Flight Manager (DOI Only)	Helicopter Manager - Resource	Line Manager	Project Aviation Manager	DOI Supervisor	USFS Supervisor
A-100	**Basic Aviation Safety**	5	3	3	X	3	3	3	3	3		X		
A-103	**FAA NOTAM System**	1		X	X									
A-104	**Overview of Aircraft Capabilities & Limitations**	1		X				X						
A-107	**Aviation Policy & Regulations I**	1		X	X			X		X		X		
A-109	**Aviation Radio Use**	2		X		X	X	X	X	X		X		
A-110	**Aviation Transportation of HAZMAT (*if involved)**	2	3*	3*	X	3*	3*	3*	3*	3*		3*		
A-112	**Mission Planning & Flight Request Process**	1		X	X	X	X		X	X		X		
A-115	**Automated Flight Following**	2		X	X		X	X	X	X				
A-116	**General Awareness Security Training**	.5	X		X	X	X		X	X		X		
A-200	**Mishap Review**	2	3	3	3	3	3	3	3	3		3	3	3
A-202	**Interagency Aviation Organizations**	1.5		X	X									
A-203	**Basic Airspace**	3		X	X									
A-204	**Aircraft Capabilities & Limitations**	2		X	X		X		X	X		X		
A-205	Risk Management-I	2		X	X		X		X	X		X		
A-207	**Aircraft Flight Scheduling**	1		X				X						
A-208	Aircraft and Pilot Approval	2			X									
A-209	Helicopter Operations (+helo aircrew only)	8							X	X				
A-218	**Aircraft Pre-Use Inspection**	.5			X		X			X		X		
A-219	Helicopter Transport of External Cargo (* if involved)	8								X				
A-220	Train-The-Trainer	32	See Section 7 above.											
A-223	Water Ditching and Survival Train-The-Trainer	24	See Section 7 above.											
A-225	Interagency Aviation Training Instructor Update	1.5	See Section 7 above.											
A-302	Personal Responsibility & Liability	2			X		X			3		X		
A-303	Human Factors in Aviation	2		X	X		X			3				
A-304	Aircraft Maintenance	2								X				
A-305	Risk Management II	4		X	X					X		X		
A-306	Aviation Contract Administration Parts I & II	4			X									
A-307	Aviation Policy and Regulations-II	4		X	X					3		X		
A-309	Helicopter Flight Manuals	2								3				
A-310	Overview of Crew Resource Management	2			X		X			3		X		
A-311	Aviation Planning	3			X					X		X		
A-312	Water Ditching and Survival Train-The-Trainer	6-8	As specified by bureau or agency policy.											
A-314	Aviation Program Overview/FS Agency Administrators	3												3
7 Skills	7 Skills of Crew Resource Management (*USFS Only)	3			3*		3*			3*				
M-2	Aviation Management Line Managers Briefing – DOI	3									3			
- Line managers must complete the M-3 Aviation Management for Supervisors **or** complete the M-2 Aviation Management Line Managers Briefing every 3 years.														
M-3	**Aviation Management for Supervisors - DOI**	3											3	

X = Requires Completion Once
3 = Requires initial completion and every 3 years

Definitions for all positions can be found in the Interagency Aviation Training (IAT) Guide

Appendix B
S Course Equivalency for Interagency Aviation Training Modules

One-Way S to A Course

Interagency Aviation Training (IAT) COURSES			S COURSES									
	CODE	**COURSE TITLE (bold = offered on-line)**	**S-270 Basic Air Operations**	**S-271 Helicopter Crewmember**	**S-273 SEAT Manager**	**RT-273 SEAT Manager Refresher**	**S-371 Helibase Manager**	**S-372 Helicopter Manager**	**RT-372 Helicopter Manager Refresher**	**S-378 Air Attack Group Supervisor**	**S-375 Air Support Group Supervisor**	**S-470 Air Operations Branch Director**
	A-100	**Basic Aviation Safety**				Coordinate with –OAS TB (DOI) for course equivalencies 208-433-5058			Coordinate with OAS-TB (DOI) for course equivalencies 208-433-5058			
	A-104	**Overview of Aircraft Capabilities & Limitations**	**E**									
	A-107	**Aviation Policy & Regulations-I**										**E**
	A-109	**Aviation Radio Use**										
	A-110	**Aviation Transportation of HAZMAT (if involved)**										
	A-112	**Mission Planning & Flight Request Process**										
	A-115	**Automated Flight Following**										
	A-116	**General Awareness Security Training**										
	A-200	**Mishap Review**										
	A-202	**Interagency Aviation Organizations**										
	A-203	**Basic Airspace**			**E**					**E**		
	A-204	**Aircraft Capabilities & Limitations**										
	A-205	Risk Management-I					**E**	**E**			**E**	**E**
	A-207	**Aircraft Flight Scheduling**										
	A-208	Aircraft and Pilot Approval			**E**							
	A-209	Helicopter Operations (+helo aircrew only)		**E**								
	A-216	Aircraft Operations Security										
	A-218	**Aircraft Pre-Use Inspection**			**E**			**E**				
	A-219	Helicopter Transport of External Cargo (if involved)		**E**								
	A-302	Personal Responsibility & Liability										
	A-303	Human Factors in Aviation										
	A-304	Aircraft Maintenance						**E**				
	A-305	Risk Management-II										
	A-306	Aviation Contract Administration Parts I & II			**E**			**E**				
	A-307	Aviation Policy and Regulations-II						**E**				
	A-309	Helicopter Flight Manuals						**E**				
	A-310	Overview of Crew Resource Management										

This matrix shows the approved one-way course equivalents (E) for the Interagency Aviation Training (IAT) modules. 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.

Appendix C
One-Way NWCG Position to Interagency Aviation Training Position Crosswalk

NWCG Positions		IAT Positions									
		Aircrew Member (See Note[1])	Fixed Wing Flight Manger	Fixed Wing Flight Manager Special Use	Helicopter Flight Manager	Flight Follower	Resource Helicopter Manager	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
ACAC	Area Command Aviation Coordinator								X	X	
AOBD	Air Ops Branch Director								X	X	
ACDP	Aircraft Dispatcher					X		X			
ASGS	Air Support Group Supervisor								X	X	
ATGS	Air Tactical Group Supervisor	X	X	X							
DECK	Deck Coordinator	X									
HEB1/2	Helibase Manager	X			X				X		
HLCO	Helicopter Coordinator	X			X						
HECM	Helicopter Crewmember	X									
HMGB	Helicopter Manager	X	X[2]		X		X				
SEMG	SEAT Manager	X	X								

Example: As a qualified and current NWCG Air Operations Branch Director (AOBD), the Interagency Aviation Training system 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 Interagency Aviation Training Guide.

Note[1]: 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[2]: HMGB wishing to act as a Fixed Wing Flight Manager shall complete A-100 Basic Aviation Safety.

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 05

Subject: Office of Aviation Services (OAS) Designated Night Routes in Alaska

Effective Date: January 1, 2016

Supersedes: OPM-04 dated January 1, 2015

Distribution: A and B

Expiration Date: December 31, 2016

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 and route approvals and limitations, if any.

_____
Director, Office of Aviation Services

United States Department of the Interior

300 E. Mallard Dr., Suite 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 06

Subject: Aviation Management Plans

Effective Date: January 1, 2016

Supersedes: OPM-06 dated July 21, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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 A. 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 a minimum, the elements in Appendix B.

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Director, Office of Aviation Services

APPENDIX A

Minimum Elements for Bureau National Aviation Management Plans

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
    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**

   a. The bureau adopts at a minimum the Project Aviation Safety Plan (PASP) elements as listed in Appendix B.

APPENDIX B

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.

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.

    Risk management principles and processes are described in detail in Chapter 3 of the IHOG: http://www.nwcg.gov/pms/pubs/pms510/23_Chapter03.pdf. A variety of risk assessment tools can be found in the *IHOG Appendix J*: http://www.nwcg.gov/pms/pubs/pms510/53_AppendixJ.pdf

14. **Signatures –** Line Manager or appropriate level of approval based on the risk assessment or other bureau requirement.

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 07

Subject: Improving the Management and Use of Government Aircraft

Effective Date: January 1, 2016

Supersedes: OPM-07 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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).

B. Presidential Memorandum, subject: Restricted Use of Government Aircraft, dated February 10, 1993.

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

D. U.S. Department of the Interior Solicitor Memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 (copy attached as Appendix 3).

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.

A. The documentation required for all Government aircraft use is contained in 41 CFR 101-37.407, Appendix 4.

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:

(2)

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.

---

[1] [1]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.)

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.

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

(4) 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. "

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Director, Office of Aviation Services

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

9. **Reimbursement for Use of Government Aircraft**.

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-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.

(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 serv-ices," 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. Theses 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.

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

1. Purpose. This Bulletin provides guidance and instructions to agencies concerning implementation of the February 10, 1993 Presidential memorandum on "Use of Government Vehicles," "Restricted Use of Government Aircraft," and "Government 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

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 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

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 hours 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**_____

Aircraft Type	FAA No.	Passenger Capacity		Annual Hours Flown			1992 Operating Costs
		Designed	Normal	1991	1992	1993	

Agency Contact_____ **Phone**_____

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.

TITLE 41--PUBLIC CONTRACTS AND PROPERTY MANAGEMENT
CHAPTER 101--FEDERAL PROPERTY MANAGEMENT REGULATIONS
PART 101-37--GOVERNMENT AVIATION ADMINISTRATION AND COORDINATION

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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.

[57 FR 48329, Oct. 23, 1992] Subpart 101-37.1--Definitions

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.

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 of 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.

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;

(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 cowling, 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.

(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.

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).

(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

(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.

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.
(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.

(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

Source: 62 FR 43472, Aug. 14, 1997, unless otherwise noted.

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?

(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 trace ability 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.
(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.
(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.

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 manger 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, 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 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.

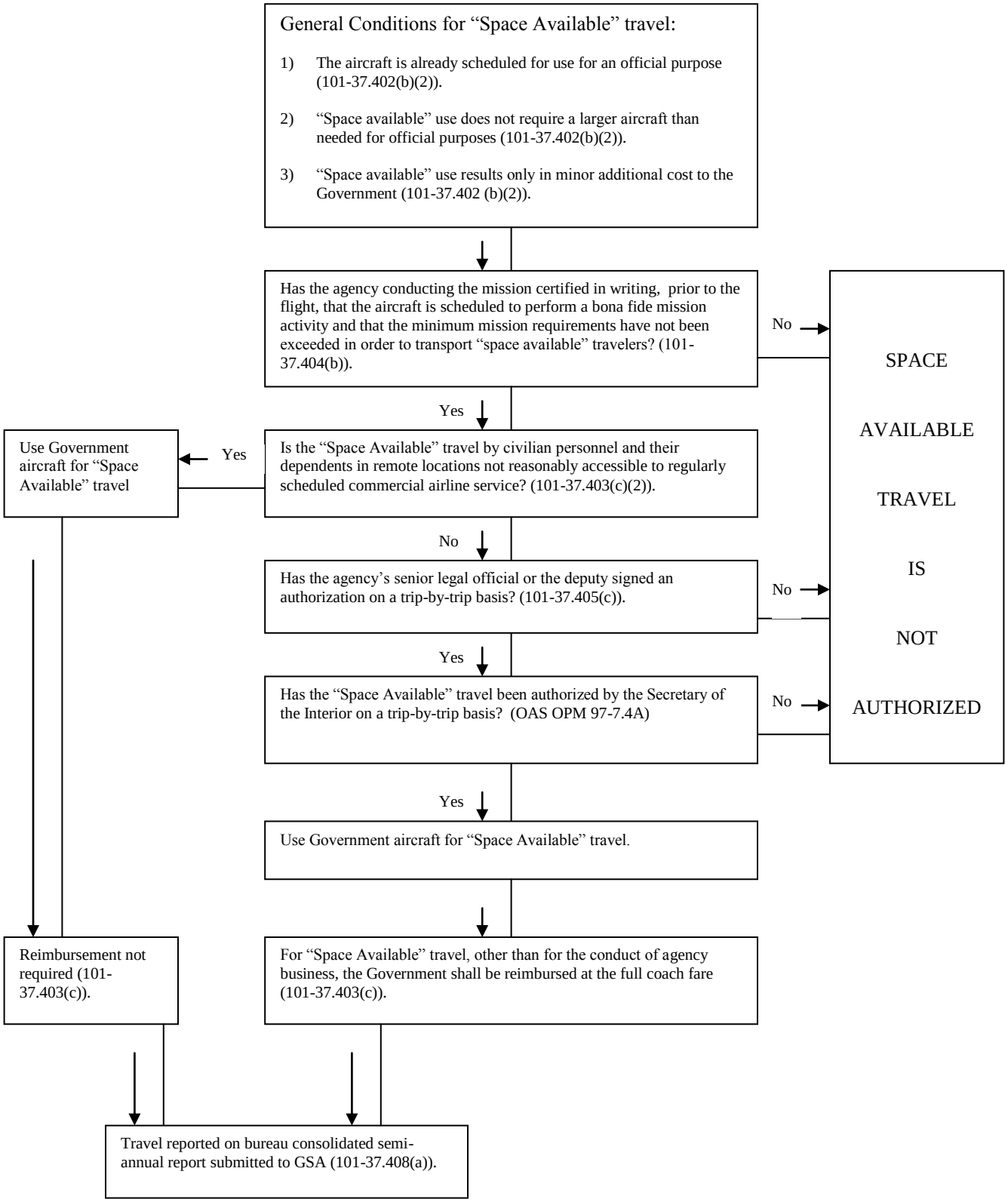
This subpart provides the necessary information to obtain forms prescribed or available for use in connection with the subject matter covered in part 101-37. These forms are designed to provide a uniform method of requesting and transmitting aviation management information and uniform documentation of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



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):

Location _____ Date _____ Hours required to be on site _____ to _____

Location _____ Date _____ Hours required to be on site _____ to _____

Location _____ Date _____ Hours required to be on site _____ to _____

Manifest (only persons required to be at TDS):

Name	Hourly Salary
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL Hours Cost of All Required Travelers	$ _____

(*Continue on attached sheet if needed*)

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

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.

1. Flight hours x flight hour costs $ _____
2. Cost of total duty hours away from office or regular duty station _____
3. Cost of required per diem and ground transportation _____
4. 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. $ _____

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

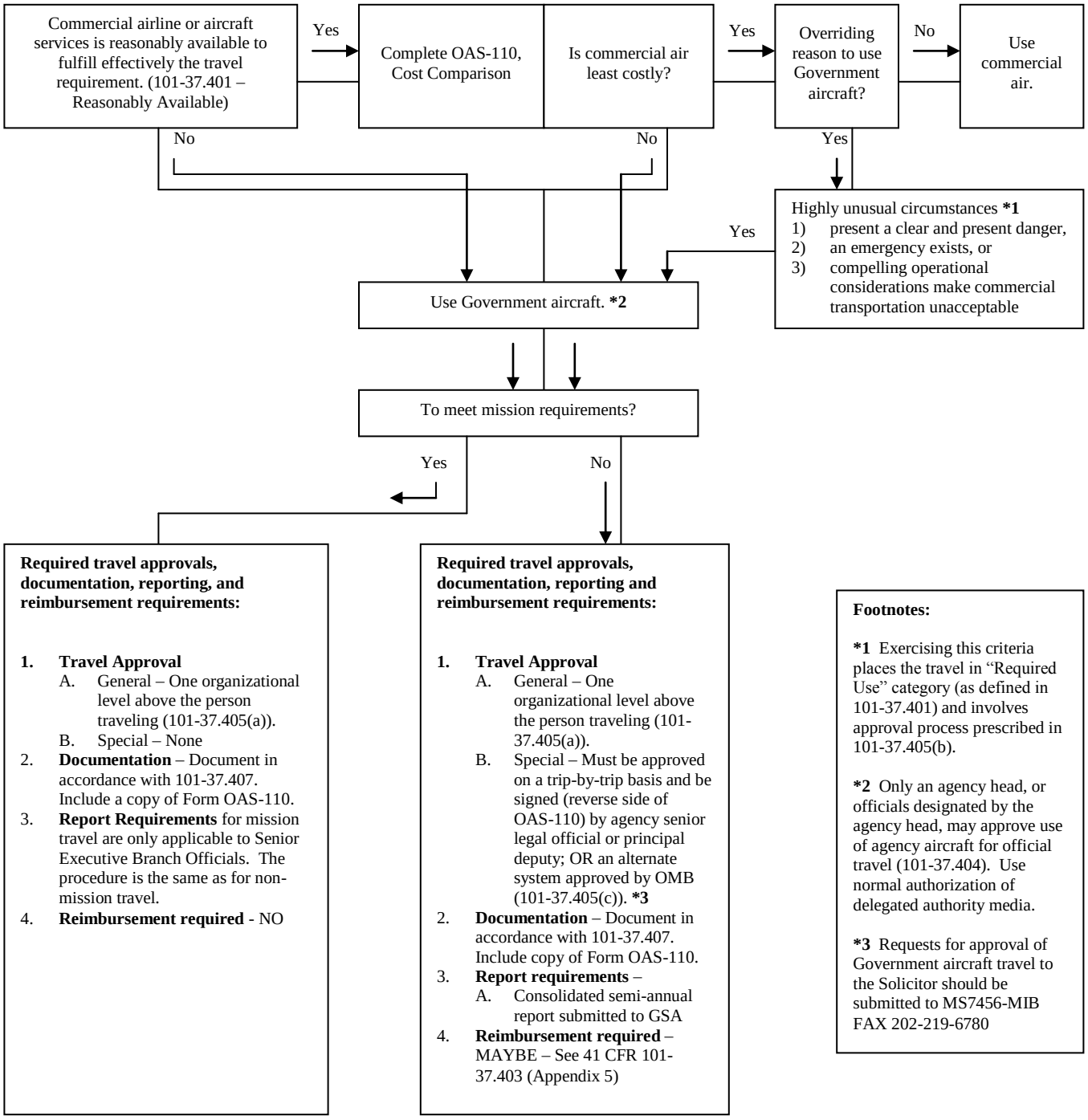
_____	_____	_____
Print name of designated approving official	Signature	Date

FLOW CHART AND DECISION PROCESS

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 visits.



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.

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

Traveler's Agency	Traveler's Name	No of Flights	Traveler's Status
EXAMPLE: GSA	Calvin Pittman	6	Other Official Traveler

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

ELECTRONIC MAIL ADDRESSES TO TRANSMIT INFORMATION FOR THE SENIOR FEDERAL TRAVEL TO OAS

1. NOTES	=	Shari Moultrie
2. Internet	=	Shari_Moultrie @ios.doi.gov

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 08

Subject: Planning, Budgeting and Acquisition of Aircraft Assets

Effective Date: September 29, 2015

Supersedes: OPM 13-08 issued on January 1, 2013

Distribution: A, B, & C

Expiration: December 31, 2016

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 lining 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.

1) "Light survey" - Super Cubs, Top Cubs, Husky, and Scouts.
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 require 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 in their FY budget call.

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 OAS Technical Services. The OAS Director's signature indicates that EAC consensus has been obtained. Following EAC approval, OAS Technical Services will submit an information copy of the ABCS package to the Office of Acquisition and Property Management.

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 ABCS package has been approved by the EAB, OAS Technical Services will submit an information copy of the ABCS package to the Office of Acquisition and Property Management and the EAB Chair will coordinate concurrence from the DAS Budget, Finance, Performance and Acquisition.

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.

MARK BATHRICK

Digitally signed by MARK BATHRICK
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=MARK BATHRICK, 0.9.2342.19200300.100.1.1=14001000695089
Date: 2015.09.30 07:49:22 -06'00'

Director, Office of Aviation Services

2 Attachments
1. OAS-13F Instructions
2. Aviation Business Case Template (FY2015)

OAS-13F 02/15

REQUEST FOR ACQUISITION OF FLEET AIRCRAFT

REQUESTING BUREAU AND OFFICE	POINT OF CONTACT (POC) NAME	POC EMAIL	POC TELEPHONE

PROCUREMENT TYPE (check one): ☐ New Assest ☐ 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:

Current Business Model: ☐ Government Owned/Operated ☐ Gov't Owned/Contract Pilot ☐ Commercial Owned/Operated ☐ Commercial Owned/Government Pilot

Current Asset Used to Meet This Requirement	Year:	Make/Model/Series:	FAA Reg #:	Est. Airframe Hours:	Status: ☐ Airworthy ☐ Out of Service

Landing Gear Configurations (Check all used): ☐ Wheels ☐ Skis ☐ Floats ☐ Amphibs ☐Std Skids ☐ Extended Height Skids ☐ Other _____

Other Specialized Equipment Installed:

Annual Hours Flown (3 yr avg):	Operating Cost/Hour: Dry: Wet:	Monthly Fleet Rate:	Daily Availability (contract only):	If current asset is contracted, attach copy of contract.

Proposed Asset to Meet This Requirement	☐ New ☐ Used	Make/Model/Series:	☐ VFR Only ☐ VFR/IFR 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 BCA above.

Landing Gear Configurations (Check all required): ☐ Wheels ☐ Skis ☐ Floats ☐ Amphibs ☐Standard Skids ☐ Extended Height Skids ☐ Other _____

Specialized Equipment Requiredments (Check all required): ☐ VHF FM ☐ AFF ☐ Satphone ☐ Flight Data ☐ Tracking Antenna ☐ ADS-B ☐ Other _____

Modifications to standard Make/Model required:

Required Delivery Date:

Performance Requirements

Typical Mission Profile	#		Avg Wt		Total
Pilot(s)	___	x	_____	=	_____
Crew/Pax	___	x	_____	=	_____
Survival Gear	___	x	_____	=	_____
Other _____	___	x	_____	=	_____

Typical/Max Payload _____

Required Mission Fuel Weight* _____

Maximum Seats Available _____

Typical Operating Radius:	_____	nm
Highest Field Elevation	_____	ft
Minimum Runway Length	_____	ft
Highest Field Temperature	_____	C
Maximum Cruise Altitude	_____	ft
Min High Speed Cruise	_____	KTAS
Typical Mission Airspeed	_____	KTAS
Mission Range or Endurance	_____	hrs

Helicopters Only

HOGE-I	_____	lbs
Temp	_____	C
Pressure Alt	_____	ft

UAS Only

Weight Class	_____
Category	_____

Note: Assume fuel weight based on required endurance x estimated fuel flow for this class of aircraft plus 20 min reserve

Type Missions To Be Flown (use standard DOI mission descriptions - see Tech Bulletin 10-01)

Mission Description	Hours Per Year	% of Annual Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Proposed Total Annual Program	_____	_____

Funding Plan

Source	Amount
Appropriation - FY ____	_____
Exchange Sale Proceeds	_____
Aircraft Reserves (WCF)	_____
Bureau Contribution	_____
Other Source _____	_____
Total Estimated Acquisition Cost	_____

OAS Fleet Accountant coordination (sign/date)

Department of the Interior

Agency Name

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)

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.

Tail #	Make/Model	5 year avg	FY 14	Forecast	Pilot	Location
NHHHH	C182T	238.7	215.0	250	TBD	Huron SD
NIIIII	C206H	263.7	281.9	250	Kadrmas	Bismark ND
N704	PA-18	203.3	205.4	200	Powell	Helena MT
Contract	Med Utility	329.9	240.1	300	Various	
	R6 Average	259	236	250		

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

Mission	5yr Avg
Reconnaissance - Above 500 feet	198.2
Personnel Transport	59.2
Aerial Imagery - Above 500 feet	28.8
Other	22.7
Pilot Proficiency	17.1
Animal Tracking/Survey	13.5
Maintenance Flight	12.0
Cargo Transport	2.7
Total	354.3

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:

- 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) Estimates for BY+1 and beyond for planning purposes only and do not represent budget decisions								
	PY 2012 & Earlier	CY 2013	BY 2014	BY+1 2015	BY+2 2016	BY+3 2017	BY + 4 and beyond	Total
Planning:	-	0.015	-	-	-	-	-	0.015
Acquisition:	-	-	2.1	-	-	-	-	2.1
Subtotal Planning & Acquisition		0.015	2.1	-	-	-	-	2.115
Operations & Maintenance		-	1.031	1.05	1.069	1.088	20.328	24.566
Residual Value/Disposal Cost		-	-	-	-	-	-3.49	-3.49
Total	-	0.015	3.131	1.05	1.069	1.088	16.838	23.191

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 2: Contracts			
Field	**Data Description**	**Contract 1**	**Contract 2**
Contract Status	1. Awarded 2. Pre-award Post-solicitation 3. **Pre-award Pre-solicitation**		
Contracting Agency ID	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**		
Procurement Instrument Identifier (PIID)	See www.usaspending.gov/learn?tab=FAQ#2 **TBD**		
Indefinite Delivery Vehicle (IDV) Reference ID	Required only for IDVs. See www.usaspending.gov/learn?tab=FAQ#2 **TBD if applicable**		
Solicitation ID	See www.fbo.gov		
Alternative Financing	ESPC, UESC, EUL or **N/A**		
EVM Required	Y/**N**		
Ultimate Contract Value	Total value of contract including all options. **TBD**		
Type of Contract/Task Order (Pricing)	See FAR Part 16. Examples include **fixed price**, cost, cost plus, incentive, IDV, T&M		
Is the Contract a Performance Based Service Acquisition (PBSA)?	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.		
Effective Date	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**		
Actual or Expected End Date of Contract/Task Order	MM/DD/YYYY **TBD**		
Extent Competed	A. Full and open competition B. Not available for competition C. Not competed D. Full and open competition after exclusion of sources E. Follow-on to competed action F. Competed under simplified acquisition procedures G. Not competed under simplified acquisition procedures (CDO) Competitive Delivery Order (NDO) Non-competitive Delivery Order **TBD**		
Short Description of Acquisition	See www.usaspending.gov/learn?tab=FAQ#2 **To be provided**		

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 reparable).

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.

Agency Name

Basis for Projections	Status Quo Use Historic Data	Turbo 206G	New 206H	COGO Turbo 206G
Yearly Cost Increase Factor	3.00			%
Acquisition/Disposal Value/Cost				
Projected Annual Flying Hours	300	300	300	300
# of Crewmembers	1	1	1	1
# of Maintenance & Flight Support	0	0	0	0
Original Aircraft Acquisition Cost including SLEP/LEP	123,000	155,620	557,000	0
SLEP/LEP / Re-Engine	30,000	400,000	45,000	0
Market Value	150,000	175,000	505,000	0
Residual Value (estimated @ 20% market value)	30,000	35,000	101,000	0
Variable Costs (Hourly)				
Fuel/Oil/Lubricants/Gasses Cost per flight hour	116	120	90	0
Maintenance Labor Cost per flight hour	95	105	100	0
Maintenance Scheduled Parts Cost per flight hour	40	57	45	0
Maintenance Unscheduled Parts Cost per flight hour	0	0	0	0
Flight Crew (Variable) Cost per flight hour	0	0	0	0
Flight/Ground Support & Other Costs (away from home airfield)	8	0	0	0
Fixed Costs				
Maintenance Aircraft & Engine Inspections	0	0	0	0
Maintenance Engine Overhauls	0	0	0	0
Maintenance Labor	0	0	0	0
Maintenance Parts (Fixed)	0	0	0	0
Flight Crew	90,000	90,000	90,000	0
Flight & Ground Support (Home Airfield)	38,400	38,400	38,400	38,400
Operations Overhead	0	0	0	0
CAS Costs				
CAS In-house Costs (agency-provided pilot & fuel expenses)	0	0	0	107,400
CAS Paid Out Costs	0	0	0	60,000

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 refurbishment 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)			
	T210N	**T206H**	**C421**
Acquisition/Disposal Value/Cost			
New, Used or Refurbished	Used	New	Refurbished
Useful Life (Years)	20	20	20
Projected Annual Flying Hours (average)	315	450	315
# of Crewmembers	1	1	1
# of Maintenance & Flight Support Personnel	0	0	0
Original Aircraft Acquisition Cost	$300,000	$565,500	$390,000
SLEP/LEP / Re-Engine	$0	$0	$0
Total Projected Acquisition Cost (Investment)	$300,000	$565,500	$390,000
Market Value	$0	$0	$0
Residual Value (estimated @ 20% market value)	$0	$0	$0
Variable Cost (total life cycle cost)			
Fuel/Oil/Lubricants/Gasses Cost	$1,455,615	$1,557,000	$2,187,360
Maintenance Labor Cost	$548,730	$727,200	$1,002,645
Maintenance Scheduled Parts Cost	$310,275	$294,750	$1,129,905
Maintenance Unscheduled Parts Cost	$0	$0	$0
Flight Crew (Variable) Cost	$0	$0	$0
Flight/Ground Support & Other Costs (away from home airfield)	$0	$0	$0
Total Variable Cost	$2,314,620	$2,578,950	$4,319,910
Total Variable Cost per Year (Costs per hour x hours/year)	$115,731	$128,948	$215,996
Fixed Cost			
Maintenance Aircraft & Engine Inspections	$119,297	$102,256	$217,135
Maintenance Engine Overhauls	$262,452	$499,913	$676,015
Maintenance Labor	$0	$0	$0
Maintenance Parts (Fixed)	$0	$0	$0
Flight Crew	$0	$0	$0
Flight & Ground Support (Home Airfield)	$0	$0	$0
Operations Overhead	$0	$0	$0
Total Fixed Cost per Year	$19,087	$30,108	$44,658
CAS Costs			
CAS In House Costs (agency provided pilot/fuel)	$0	$0	$0
CAS Paid Out Costs	$0	$0	$0
Total CAS Cost per Year	$0	$0	$0
Total Costs			
Total Average Annual Cost per Hour	$428	$353	$827
Total Average Annual Cost	$134,818	$159,056	$260,653
Total Life Cycle Cost (NPV)	$2,996,369	$3,746,619	$5,603,060

First Year Acquisition and Operating Costs			
	T210N	**T206H**	**C421**
Acquisition/Disposal Value/Cost			
New, Used or Refurbished	Used	New	Refurbished
Useful Life (Years)	20	20	20
Projected Annual Flying Hours	315	450	315
# of Crewmembers	1	1	1
# of Maintenance & Flight Support	0	0	0
Original Aircraft Acquisition Cost including SLEP/LEP	$300,000	$565,500	$390,000
SLEP/LEP / Re-Engine	$0	$0	$0
Total Acquisition Cost (Total Capital Investment)	$300,000	$565,500	$390,000
Market Value	$0	$0	$0
Residual Value (estimated @ 20% market value)	$0	$0	$0
Variable Costs (Hourly)			
Fuel/Oil/Lubricants/Gasses Cost per flight hour	$183	$137	$275
Maintenance Labor Cost per flight hour	$69	$64	$126
Maintenance Scheduled Parts Cost per flight hour	$39	$26	$142
Maintenance Unscheduled Parts Cost per flight hour	$0	$0	$0
Flight Crew (Variable) Cost per flight hour	$0	$0	$0
Flight/Ground Support & Other Costs per flight hour	$0	$0	$0
Total Variable Cost per Hour	$291	$227	$543
Total Variable Cost	$91,665	$102,150	$171,045
Fixed Costs			
Maintenance Aircraft & Engine Inspections	$4,725	$4,050	$8,600
Maintenance Engine Overhauls	$10,395	$19,800	$26,775
Maintenance Labor	$0	$0	$0
Maintenance Parts (Fixed)	$0	$0	$0
Flight Crew	$0	$0	$0
Flight & Ground Support (Home Airfield)	$0	$0	$0
Operations Overhead	$0	$0	$0
Total Fixed Cost per Year	$15,120	$23,850	$35,375
CAS Costs			
CAS In-house Costs (agency-provided pilot & fuel expenses)	$0	$0	$0
CAS Paid Out Costs	$0	$0	$0
Total CAS Cost per Year	$0	$0	$0
Total Costs			
Total Cost per Hour	339	280	655
Total Annual Cost	$106,785	$126,000	$206,420

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:

Performance Metrics Priority Order	Desired Performance	Cessna 182JT-A	Cessna T206H	GippsAero GA-8
Mission Endurance @ profile weight, cruise speed	4 hours	6	4.5	4.2
Max Range @profile weight, cruise speed	500	1360	593	474
Useful Load with full fuel	1200 lbs.	435	1286	1850
Max Cruise Speed at altitude	NA	156	164	129
Takeoff Distance 50 foot obstacle at common TOW (1200 pound	NA	NA	1740	1378
Max Cruise Altitude/service ceiling	NA	20000	25000	20000
Technical Ranking		NA	1	2

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 Jt-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.

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.

Field
Contract Status
Contracting Agency ID
Procurement Instrument Identifier (PIID)
Indefinite Delivery Vehicle (IDV) Reference ID
Solicitation ID
Alternative Financing
EVM required
Ultimate Contract Value
Type of Contract/Task Order (Pricing)
Performance Based Service Acquisition (PBSA)?
Effective Date
Actual or Expected End Date of Contract/Task Order
Extent Competed
Short Description of Acquisition

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								
	PY 2012 & Earlier	CY 2013	BY 2014	BY+1 2015	BY+2 2016	BY+3 2017	BY + 4 and beyond	Total
Planning:	-	0.015	-	-	-	-	-	0.015
Acquisition:	-	-	2.1	-	-	-	-	2.1
Subtotal Planning & Acquisition		0.015	2.1	-	-	-	-	2.115
Operations & Maintenance		-	1.031	1.05	1.069	1.088	20.328	24.566
Residual Value/Disposal Cost		-	-	-	-	-	-3.49	-3.49
Total	-	0.015	3.131	1.05	1.069	1.088	16.838	23.191

How many years does the column "PY-1 and Earlier" represent? 0

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
- (●) No

If "Yes" does the plan include the impact of each risk?

- ○ Yes
- ◉ No

If "Yes" does the plan include a mitigation strategy for each risk?

- ◉ Yes
- ○ No

If "Yes" does the plan include actively managing risk throughout the lifecycle?

- ○ Yes
- ◉ No

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:

	Planned	Actual	Variance	Variance (%)
Cost ($M)	170000	175000	-5000	-0.029
Schedule (days)	30	35	-5	-0.167

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, National Park Service)

ACCEPTED: _____DATE: ___/___/___
(For release) (EAC Member, Office of Surface Mining Reclamation and Enforcement)

ACCEPTED: _____DATE: ___/___/___
(For release) (EAC Member, U.S. Fish & Wildlife Service)

ACCEPTED: _____DATE: ___/___/___
(For release) (EAC Member, U.S. Geological Survey)

APPROVED: _____DATE: ___/___/___
(For release) (Director, Office of Aviation Services)

Coordination/Approval History			
Regional Aviation Manager Coordination: Name	Signature	Comments	Date
Bureau Funds Certifier Name	Signature	Accounting Code	date
Bureau EAS Member Concur: Name	Signature	Comments	Date
OAS Technical Services Coordination: Name	Signature	Comments	Date
Bureau EAC Member Concur: Name	Signature	Title	Date
OAS Director Concur: Name	Signature	Comments	Date
EAC Member Notification By: Name	Signature	Title	Date

Comments

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 09

Subject: Fuel Procurement Procedures

Effective Date: January 1, 2016

Supersedes: OPM-09 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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 that 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.

D. Present fuel locations with type of fuel available are:

Office	Location	Type of Fuel
114	Ft. Wainwright	AVGS/JETF
116	Galena	AVGS/JETF
134	Fort Wainwright (AFS) Fuel Trucks	AVGS/JETF
138	NPS, Big Bend, TX	AVGS
500	Park Police, Washington D.C.	JETF

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 a 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 AirCard.

B. 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.

C. 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. MasterCards 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.

D. 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 BATHRICK

Digitally signed by MARK BATHRICK
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=MARK BATHRICK, 0.9.2342.19200300.100.1.1=14001000695089
Date: 2016.02.12 14:53:47 -07'00'

Director, Office of Aviation Services

United States Department of the Interior

Office of Aviation Services

300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 11

Subject: DOI Use of Unmanned Aircraft Systems (UAS)

Effective Date: August 9, 2016

Supersedes: OPM 13-11 dated October 20, 2014

Expiration: December 31, 2016

1. **SUMMARY OF CHANGES.** Removed the requirement for class II medical certificates. Changed to Read:

   Medical Requirements: No person may manipulate the flight controls of a DOI unmanned aircraft system or act as a remote pilot in command, visual observer, or direct participant in the operation of the unmanned aircraft if he or she knows or has reason to know that he or she has a physical or mental condition that would interfere with the safe operation of the unmanned aircraft system.

2. **PURPOSE.** The purpose of this OPM is to provide guidance on the operations and management of 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. **BACKGROUND.** Current Federal Aviation Administration (FAA) policy is provided in FAA Order 8900.1, Volume 16, Unmanned Aircraft Systems (UAS), dated June 23, 2014and subsequent. This national policy document contains the following fundamental provisions.

   A. Unmanned Aircraft are defined as "aircraft" flown by a "pilot" regardless of where the pilot is located. 14 CFR 1.1 defines "*aircraft"* as a device that is used or intended to be used for flight in the air.

   B. Aircraft and pilots must demonstrate compliance with applicable sections of Title 14 CFR to operate in the National Airspace System (NAS). The FAA retains the authority to approve UAS operations within the NAS in Class A, B, C, D, E and G airspace.

C. When operating in Class A, B, C, D, E and G airspace, DOI UAS's must be operated with a FAA Certificate of Waiver or Authorization (COA).

D. COAs are not required in Restricted, Prohibited, or Warning airspace. However, UAS operations in these specific airspaces will be regulated and approved by the Controlling Authority (a.k.a. "Range Control").

5. POLICY. UAS by definition are considered aircraft regardless of size or weight. While their methods of control and airspace utilization procedures are different than manned aircraft, the overall responsibility for management within the DOI rests with the Office of Aviation Services (OAS). DOI bureaus and offices shall comply with the following protections and procedures when using any UAS operated by DOI or on behalf of DOI, whether DOI-owned or vendor-owned.

6. ROLES AND RESPONSIBILITIES.

A. The Office of Aviation Services (OAS) has overall responsibility for management, ownership, acquisition, assignment, and disposal of DOI-owned aircraft, including UAS. OAS oversees the UAS program and issues Department-wide policy, procedures, training, and a comprehensive actionable strategy for the use of UAS. In collaboration with Bureau and Office Aviation Programs, OAS establishes UAS requirements and standards to ensure aviation safety and individual privacy, civil rights, and civil liberties protections in compliance with applicable laws, regulations, and policies. Additionally, OAS coordinates with internal and external agencies, partners, and organizations on UAS policy, inspections, audits, compliance reviews, and proposed rulemaking.

B. The Office of the Chief Information Officer (OCIO) has overall responsibility for promulgation and 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 rec ords management. The Departmental Privacy Officer within the OCIO formulates 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. The Office of Civil Rights (OCR) is responsible for developing 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. OCR 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. Bureaus and offices are responsible for implementing and executing Departmental and organization-specific policies, procedures, and protections consistent with applicable Federal laws, Executive Orders, regulations, policies, and standards.

7. **PRIVACY, CIVIL RIGHTS, AND CIVIL LIBERTIES PROTECTIONS**. The use of UAS significantly expands DOI's ability to obtain remote 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.

A. Privacy Protections. In light of the advancements in UAS technologies and diverse potential uses of UAS across Department and Bureau missions, it is imperative that DOI take appropriate steps to implement UAS policies that address privacy protections, procedures, and standards to ensure compliance with the Privacy Act of 1974, DOI Privacy Act regulations, Departmental privacy policies, and other applicable laws, regulations and policies. Accordingly, DOI Bureaus and Offices utilizing UAS or UAS-collected information shall meet the following privacy requirements:

1. 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.

2. 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.

3. 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 agency requirements established by appropriate authority.

B. Civil Rights and Civil Liberties Protections. To protect civil rights and civil liberties, DOI bureaus and offices shall:

1. 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.

2. Ensure that UAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives.

3. Ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.

C. Accountability. To provide for effective accountability, the Office of Aviation Services, 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:

1. Oversight procedures are implemented for UAS use, including audits or assessments, in compliance with Departmental policies and regulations.

2. 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.

3. 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.

4. Any data-sharing agreements or policies, data use policies, and records management policies applicable to UAS conform to applicable laws, regulations, and policies.

5. 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.

6. 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.

D. 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:

1. Provide notice to the public regarding where DOI's UAS are authorized to operate in the NAS.

2. Keep the public informed about the DOI UAS program as well as changes that would significantly affect privacy, civil rights, or civil liberties.

3. 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.

8. PROCEDURES AND GUIDELINES.

A. Acquisition of UAS: There are three primary methods for bureaus and offices to acquire UAS assets and capabilities. Each requires a different acquisition process:

1. Assignment of UAS previously declared excess by federal agencies. OAS is responsible for acquisition and management of DoD bailed or transferred UAS acquired to satisfy bureau and office requirements. Since these UAS are typically acquired at virtually no cost to the Department, bureaus and office desiring to operate these systems are not required to submit an aviation business case analysis for approval by Department aviation governance. However, to ensure the appropriate level of oversight and support from bureau and office leadership, requestors must prepare a UAS operational test and evaluation (OTE) proposal, coordinated through the bureau or office National Aviation Manager (NAM) and vetted by the first senior executive in the requestor's chain of command. Ultimately, the decision on whether to issue UAS will be made by the OAS Director based on the availability of assets, the requesting agency's experience operating UAS, and the concurrences of the requesting Bureau's Executive Aviation Committee (EAC) member on the distribution of these assets. The proposal shall contain the following elements.

    a. Bureau or office designation.
    b. Requestor name and contact information.
    c. State whether this is a new requirement or program renewal.
    d. Number and type of assets requested. Note: UAS typically are deployed in "kits" which may consist of multiple aircraft.
    e. Proposed Start and End Dates. Indicate the date assets must be in place to support tests or schedule training.
    f. Proposed/Planned/Anticipated Activities to Be Conducted. Briefly summarize the activities, with approximate dates, location, agency to be supported, objectives and number of hours to be flown.

    The OAS UAS program manager can provide a template for the proposal. The aircraft is assigned to the requesting bureau or office through a Memorandum of Agreement outlining expectations and responsibilities of both parties.

2. As with manned aircraft, Department operations of commercially available UAS is most efficient when acquisition is limited to a few proven systems that allow standardized training and procedures as well as simplified logistics. Further, until the FAA publishes airworthiness standards for the various classes of UAS, the Department will seek to limit its operational risk by purchasing commercial UAS that are direct derivatives of DOD procured systems OR have undergone extensive testing by an independent agency or group recognized by OAS for their expertise and objectiveness.

3. For commercial contracts, under which a contractor owned and operated UAS are utilized under the operational control of the bureau or office, the Department assumes responsibility for the airworthiness of the UAS and could be held liable for any injury or damages incurred during the operation. Procurement of contract UAS shall follow the existing DOI processes for aviation contract services. If a bureau or office determines that a commercial contract is the best way to satisfy their requirements, a primary point-of-contact must be appointed for the duration of the contract.

B. Cooperator UAS Operations: Cooperator UAS missions fall into two categories.

1. Operations in which DOI has operational control of the mission. For these types of missions the Cooperator aircraft and crew shall be approved by OAS. Requests for approval of cooperator UAS should follow the process outlined in 351DM4.

2. Operations in which DOI does not exercise operational control. In this example the Bureau is allowing a cooperator to utilize DOI lands for the purpose of takeoff and landing, and may or may not be utilizing the data captured by the cooperator UAS. Universities, other governmental agencies (CBP, NOAA) would be examples of this type of mission. This type of mission does not include commercial filming or other types of "commercial" operations. Approvals for takeoff and landings from DOI lands shall follow bureau land use permitting procedures (i.e. special use permit). Prior to bureaus approving/issuing a special use permit for this type of mission the following must occur: The cooperator must secure their FAA approved COA; The approving unit shall obtain a copy of the COA, and forward to the bureau NAM and OAS UAS specialist for review. Once this is completed, then the permit may be issued. DOI will not sponsor COA's for these types of cooperator missions. These types of missions will not fall under DOI operational control.

Note: Operational control with respect to a flight means the exercise of authority over initiating, conducting, or terminating a flight. In order to reduce ambiguity, it is recommended that all DOI bureaus and offices operating in a multi-bureau/office/agency environment document the entity designated to exercise operational control over an activity prior to the commencement of flight operations. The minimum components and signature requirements are referenced in DM352 Chapter 1, the specifics can be found in OPM–06 Aviation Management Plans (7/21/2014).
http://oas.doi.gov/library/opm/CY2014/OPM-06.pdf

Examples of this authority include:

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.

PROJECT

	Aerial photo remote sensing	Aerial application (spray/seed)	Animal inventory	Your project
Set pilot standards				
Direct aircraft maintenance				
Dispatch aircraft				
Other aircraft and pilot requirements				

a. Approving crewmembers and determining their qualifications to operate the aircraft;

b. Determining the aircraft configuration and specifying standards under which the aircraft shall be maintained.

c. Determining required dates and times of departure, departure and recovery bases. It does not include the specification of windows of time during which flights need to be flown to achieve mission objectives.

d. Determining the nature and quantities of cargo to be flown.
The NTSB maintains the ultimate authority for assigning operational control for all accidents and incidents investigated by that agency. For DOI investigations that do not involve the NTSB, OAS will assign operational control based on any pre-operation designation (if completed) and the preponderance of evidence relating to the actions of the involved individuals and entities.

C. Certificates of Authorization (COA)

1. FAA-issued Certificates of Authorization are required for all UAS operations within the National Airspace System, (NAS), excluding active Restricted or Warning Areas designated for aviation use. OAS has been designated as DOI's proponent for the purpose of applying for COA's. Until such time as the FAA begins to issue UAS type certificates or other means of certifying airworthiness, civil and commercial operators are not authorized to submit COA requests, except in very limited cases. The Department will not "sponsor" COA requests for UAS operations in which a DOI bureau does not exercise operational control.

2. A complete COA package includes, but is not limited to, the operational plan, PASP, risk assessment, airworthiness, airspace, pilot qualifications, frequencies and communication plan. All COAs will be developed and submitted using the COA online system (https://ioeaaa.faa.gov). Units with approved UAS projects will establish on-line COA accounts with the UAS Specialist at OAS who administers access to this account on behalf of the Department.

3. Units that do not have established UAS programs, but desire to employ UAS for short-term operations or feasibility testing, are encouraged to request support from a bureau with an ongoing program. By using experienced operators, offices new to UAS operations can benefit from shorter spin-up times and reduced vehicle "mortality." For offices with established program, this shared approach will help them maintain currency/proficiency with the systems.

4. Initial feasibility discussions for a proposed UAS operation (new location, mission area, sensors) should normally be conducted between the unit proposing the operation, the bureau regional aviation manager (RAM), and the respective NAM. The OAS UAS Specialist is also available to provide advice and clarification as necessary. The bureau NAM and OAS will coordinate in the designation of a bureau (or office) proponent for each bureau-approved UAS program.

5. COA's require issuance of a Notice to Airmen (NOTAM) 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 (if required). Each COA contains the instructions for requesting the NOTAM. For operations under the DOI/FAA MOA, NOTAMS must be issues no later than 24 hours in advance of the operation.

6. The bureau proponent is responsible for obtaining spectrum authorization in the form of Special Temporary Authority (STA) issued by the National Telecommunications and Information Administration (NTIA) if using DOD frequencies.

7. Bureaus are responsible for coordinating with each other for sUAS operations over lands owned or managed by DOI.

8. For operations over other U.S. government, state or privately-owned or managed lands, excluding DOD restricted areas/airspace, Bureaus will coordinate with the appropriate authority and ensure the property owners have advance notice prior to the proposed sUAS operation. This coordination shall include anticipated periods of operation, purpose of the flights, and contact information for the responsible unit should questions or issues arise.

9. The bureau will complete the detailed COA application on-line. When the proponent feels the application is ready for review and submittal, it shall be forwarded through bureau channels to the bureau NAM for review and then to the OAS UAS Specialist. The UAS specialist will exercise the committal authority in the on-line COA system to transmit the approved COA request to the FAA.

10. The status of the COA can be followed on the COA on-line site. The COA, once issued, shall serve as the UAS Operations Plan in addition to the PASP, IAP, etc…

D. Operations Under the DOI/FAA MOA: Under the DOI/FAA Memorandum of Agreement for Operation of UAS in the NAS, dated Jan 23, 2014, bureaus operating OAS-approved UAS may conduct flights using COA via notification procedures subject to conditions of the DOI FAA MOA

1. Operations may only be conducted in Class G airspace, with UAS weighing 55 pounds or less, and are limited to scientific applications, wildlife surveys, and search and rescue (SAR) efforts. COA via notification procedures are not authorized for fire suppression operations or law enforcement missions.

2. Operations will be conducted within visual line of sight of the pilot/operator or trained observer utilizing Class G VFR weather requirements. UAS operations will follow the same right-of-way rules as any manned aircraft and shall give way to manned aircraft at all times. For operations below 1200 feet above ground level (AGL), the day minimums are one mile visibility and clear of clouds. At night, the requirements are 3 statute miles visibility and at least 500' below and 2000 feet horizontally from clouds.

3. Requests for COAs for operations meeting the above requirements will be made using the following COA via notification procedures. See the attached Class G notification procedures for details.

    a. Bureau proponents will enter mission data in the UAS COA Online System. This will include uploading the project aviation safety plan (PASP). The requirement to complete a PASP, minimum components and signature requirements are

referenced in DM352 Chapter 1, the specifics can be found in OPM–06 Aviation Management Plans (7/21/2014). http://oas.doi.gov/library/opm/CY2014/OPM-06.pdf

b. The bureau will request a NOTAM 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 (if required).The NOTAM shall be requested 24 hours in advance of the operation.

4. COAs for UAS operations in support of active fire suppression or other emergency operations will be requested as Emergency COAs using the UAS COA Online System, unless otherwise authorized by FAA. Any requests for an emergency COA will be routed through OAS UAS Specialist to the FAA.

5. Operations conducted entirely within Restricted/Prohibited and Warning areas do not require a COA; however, an MOU for UAS use will be established between the using bureau/OAS and the controlling agency ("range control").

E. Requirements for UAS Flights in the NAS:

1. General Limitations:

a. Operations will not be conducted over populated areas, defined as those areas indicated in yellow on VFR sectional charts, unless authorized in the COA.

b. Flights will be planned to avoid sustained/repeated overflight of heavily trafficked roads or highways but may briefly cross over active roads as necessary. Surveillance of roads or outside gatherings of people shall be accomplished with offset surveillance techniques to minimize risk to persons or property on the ground.

c. If the COA dictates that telephone contact must be made with ATC for normal or emergency communication, the PIC shall have ready access to a telephone from the mission location (cellular, satellite, landline, etc…)

d. Flights will be conducted in accordance with any applicable Part 93 Special Air Traffic Rules, a.k.a. Special Flight Rules Area (SFRA) considerations: Examples, Grand Canyon Special Federal Aviation Regulation, (SFAR 50-2), Washington DC, Anchorage, AK.

e. Operations within Class G airspace underlying Class B or C airspace (Mode C veil) generally require either an independent UAS flight termination system or a transponder, or both.

f. UAS will remain outside of five (5) NM (nautical miles) from any civil airport or heliport at or below 400 feet AGL except as authorized by the COA.

2. Night operations are permitted provided:

a. The UAS meets the night lighting requirements as defined in 14 CFR 91.209.

b. Flight Crews have been trained on the lighting configuration of the UAS and are in place 30 minutes prior to night operations to ensure night vision adaptation has occurred.

F. Overflight Responsibilities:

1. The bureau with operational control is responsible for obtaining authorization for flights operations to and from lands managed by States, other federal agencies such as USDA or NOAA, or other DOI bureaus. These areas include National Parks, National Wildlife Refuges, NOAA Olympic Marine Sanctuary, etc… These items must be addressed in the PASP prior to operations.

2. For flights over other U.S. government or state managed lands, excluding DoD restricted areas/airspace; the bureau proponent will coordinate with the appropriate authority and notify them, in writing, prior to commencing the operation.

G. UAS Pilot/Mission Operator and Observer Responsibilities, Qualifications and Certification.

1. General UAS Pilot Responsibilities: The PIC of a UAS is directly responsible for and is the final authority as to the operation of that aircraft.

2. One PIC must be designated for each flight and recorded on the form OAS-2U.

3. Pilots are responsible to perform a thorough preflight inspection of the UAS in accordance with the operator's handbook. The PIC is responsible for determining that the aircraft is in a condition for safe flight, the PIC must discontinue a flight when the aircraft encounters un-airworthy mechanical, electrical, or structural conditions.

4. Pilots and observers will not have concurrent responsibilities during the mission. They may not perform more than one crew duty at a time (i.e. pilot/UAS Crewmember/observer).

5. Per 350 DM 1.8, Reporting Requirements, all UAS flight time must be recorded on an OAS 2U (fleet UAS) or OAS 23 (commercial UAS) for each flight.

6. UAS Pilot Certification Factors: Rating requirements for the UAS PIC depend on the conditions, airspace and UAS the flights are conducted with and fall into two categories.

7. Medical Requirements: No person may manipulate the flight controls of a DOI unmanned aircraft system or act as a remote pilot in command, visual observer, or direct participant in the operation of the unmanned aircraft if he or she knows or has reason to know that he or she has a physical or mental condition that would interfere with the safe operation of the unmanned aircraft system.

H. DOI Specific Training and Certification for all UAS Pilots and Mission Operators:

I.

1. All DOI UAS pilots must complete a manufacturer's UAS-specific training course (approved by OAS), or OAS-developed UAS qualification course (or other Federal agency equivalent) for each make and model of UAS to be flown.

2. All DOI UAS pilots and operators must pass an initial qualification evaluation administered by a DOI UAS pilot inspector. The evaluation will include an oral evaluation

of subjects covered in the OAS UAS ground school and a minimum of one evaluation flight. OAS will publish a practical test standard (PTS) for UAS. For systems requiring additions crewmember in addition to the PIC the crewmembers will be carded for specific duties (i.e., ground crew, backup pilot).

3. DOI UAS pilots/crewmembers are required to maintain currency as Aircrew Members per. OPM-04. (A-116 one time, A-100, A-200 and A-110 (if using hazmat) every 3 years)

4. Supervisors of UAS personnel shall be current in the Supervisor training requirements outlined in OPM-04. Details can be found in the Interagency Aviation Training Guide (https://www.iat.gov/docs/IAT_Guide_2014_0331.pdf)

J. Operations requiring only a OAS UAS Pilot Qualification Card: The PIC will not be required to hold an FAA pilot certificate if all the following conditions are met:

1. UA operated solely within visual line of sight of pilot/operator. At an altitude of no more than 400 feet above ground level (AGL) at all times except as authorized in Restricted/Warning/Prohibited areas or by COA or MOA with FAA

2. In Class G or Restricted/Prohibited or Warning airspace.

3. Conducted in a sparsely populated location.

4. Conducted no closer than 5 NM from any airport or heliport.

5. In lieu of a FAA pilot certificate, DOI PIC operating UAS under the provisions of this paragraph must have:

   a. Successfully completed an FAA private pilot ground instruction, and have passed the written examination, or

   b. Completed the DOI/OAS A-450 Basic Small UAS Basic Operator's course, or OAS approved equivalent, which is a tailored aviation course approved by FAA and which covers applicable sections of the FAR/AIM or other aviation publications that will enable the pilot to safely operate a specific UAS in the class of airspace desired. This training also includes instruction and practical exercises in weather (as applicable to a UAS pilot), emergency procedures, aircraft mishap reporting, SAFECOM Program, lost link, Air Traffic Control (ATC communications) and NOTAM procedures, classes of airspace, system operating limitation all other applicable DMs and OPMs pertaining to aviation.

K. Operations that may require a FAA pilot certificate (plus OAS qualification card):

1. All operations approved for use in Class A, B, C, D, and E airspace.

2. All operations conducted under IFR (FAA instrument rating required).

3. Night time operations except in Restricted/Warning/Prohibited areas if authorized by the Controlling Authority, if specifically allowed in the Special Provisions Section of the COA, or as authorized in the DOI/FAA MOA.

4. All operations conducted at joint use or public airfields.

5. All operations conducted beyond line of sight, unless the flight is within restricted or prohibited airspace with the permission of the controlling agency.

6. Operations above 400 feet AGL or with visual line of sight conducted greater than one NM from the UAS observer. A FAA pilot certificate may not be required for altitudes to 1000 feet in Restricted/Warning/Prohibited areas if so authorized by the Controlling Authority. Also, the higher altitude is authorized without a FAA pilot certificate if specifically allowed in the Special Provisions Section of the COA.

7. At any time the FAA (as specified in the COA) has determined the need based on the UAS characteristics, mission profile, or other operational parameters.

8. For those operations that require a certificated pilot, the PIC, in order to exercise the privileges of his certificate, shall have flight reviews and maintain currency in manned aircraft per 14 CFR 61.56, *Flight Review* and 61.57, *Recent Flight Experience: Pilot in Command.*

9. For operations approved for night or IFR, the PIC shall maintain currency per 14 CFR 61.57, *Recent Flight Experience: Pilot in Command*, as applicable.

L. Flight Currency:

1. DOI UAS pilot or to act as PIC a DOI UAS pilot must demonstrate three takeoffs (launch) and landings (recovery) in the specific UAS in the previous 90 days. If currency is lost prior to a mission, operator must regain currency by flying three missions in the UAS simulator, performing 3 takeoffs and landings with the UAS or fly under the observation of a current UAS pilot.

2. DOI UAS pilots are required to fly each of the aircraft they are carded for at least once every six months. Operators failing to meet this requirement shall fly under the supervision of a carded and current DOI UAS pilot. Operational flights are acceptable to maintain currency.

M. General UAS Observer Responsibilities:

1. Observer duties include but are not limited to the following:

   a. Have a clear view of the area of operation.

   b. Be in communications with the PIC either within speaking distance or with a portable radio/cell phone equipped for immediate communication.

   c. Keep the pilot advised of any possible hazards such as power lines, birds, other aircraft, terrain, and hazardous weather conditions.

d. The observer can also act as the launch person for a hand launched aircraft.

e. Qualified UAS Pilots may act as observers, however observers may not act as a pilot or UAS crewmember unless they possess a valid OAS-30U qualification card.

2. Observer Training: Observers must have completed sufficient training to communicate to the pilot any instructions required to remain clear of conflicting traffic. This training, at a minimum, shall include knowledge of the rules and responsibilities described in 14 CFR 91.111, *Operating Near Other Aircraft;* 14 CFR 91.113, *Right-of-Way Rules: Except Water Operations;* and 14 CFR 91.155, *Basic VFR Weather Minimums;* knowledge of air traffic and radio communications, including the use of approved ATC/pilot phraseology, if applicable; and knowledge of appropriate sections of the *Aeronautical Information Manual*.

3. Supervisory Training: Supervisors of UAS crewmembers (Pilots, Mission Operators and/or Observers) shall maintain currency for "Supervisor" as outlined in OPM-04. (https://www.iat.gov/docs/IAT_Guide_2014_0331.pdf)

N. UAS Inspections and Maintenance:

1. PICs will:

a. Conduct a conditional inspection of each UAS before every flight, and document any discrepancies on the OAS-2U.

b. Record UAS flight time in the aircraft logbook (using the OAS-2U) and submit one copy of each form to OAS Technical Services at least monthly or at the conclusion of the project, whichever occurs first.

c. Report monthly flight statistics to the FAA via the COA online site (https://ioeaaa.faa.gov/oeaaa/Welcome.jsp)

d. Record malfunctions (loss of link), damage (parts that require repair to be airworthy again). Repairs to UAS beyond component replacement shall be coordinated with the OAS UAS specialist.

e. Submit SAFECOM reports for any conditions, acts, observations, circumstances or maintenance problems that led to, or could have led to, an aircraft mishap. (www.safecom.gov)

f. Immediately report any missing aircraft or a mishap involving injury to personnel or property on the ground or total loss of the air vehicle by calling the Aircraft Accident Reporting Hotline at 1-888-4MISHAP prior to continuing operations.

2. OAS UAS inspectors will be qualified in accordance with DOI OAS Instruction 5400-202. As a minimum, OAS UAS inspectors will receive formal training on preflight inspection, ground engine runs and systems/diagnostic checks for each make and model of UAS to be inspected and demonstrate proficiency in those tasks annually.

3. UAS will be inspected annually by an OAS approved inspector. Such inspections will be documented on OAS-36U. The inspector will utilize available military technical orders, FAA airworthiness guidance and manufacturer's developed checklists, as available, to accomplish the following tasks.

    a. Confirm aircraft configuration conforms to original manufacturer's design. All modifications, including sensor changes and/or upgrades must be approved by OAS UAS specialist.

    b. Inspect the airframe of general condition and serviceability.

    c. Note serial numbers of airframe and GCS.

    d. Perform preflight checklist.

    e. Run systems diagnostics to confirm all tests are nominal.

    f. Conduct ground engine run to confirm proper operation.

    g. Check battery charger and other peripherals for proper operation.

    h. Document any missing kit items.

4. OAS UAS office in conjunction with Technical services will:

    a. Receive and archive OAS-2U forms for a minimum of 5 years.

    b. Track accumulated flight time per fuselage/airframe, and be able to generate and deliver overall usage reports when needed by the bureaus.

    c. As able, develop use histories on major UAS components (e.g. batteries, GCUs, etc.).

    d. Report UAS usage via FAIRS.

    e. Review OAS-36U forms to confirm status of inventory.

    f. Arrange for in-house or contract repair of damaged, inoperable UAS to the extent practical.

N. Oceanic and UAS Flights: 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 as "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 flight is not being conducted under ICAO flight procedures.

1. These conditions apply only to small UAS weighing 55 pounds or less.

2. The Ground Control Station (GCS) and UAS shall remain within uncontrolled airspace at all times.

3. The GCS shall remain greater than 12 NM (i.e. international waters) from the U.S. coastline during all phases of flight.

4. Operations will be limited to below 1200 feet AGL provided the UAS remains with ICAO Class G airspace at all times.

5. Operations will be conducted within visual line of sight of the pilot/observer. (The UAS shall remain within 5NM of the GCS at all times.)

6. 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.

7. Day or night operations are permitted, but associated risks and mitigations shall be addressed in each project-specific PASP.

8. UAS operating areas shall be selected so as not to interfere with established air routes and ocean shipping lanes

9. UAS operations shall not be conducted beneath ("under the veil") of Class B or C airspace.

10. The operating agency will request the FAA to publish 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 UAS operator 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).

11. 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.

12. 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.

O. 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 should be forwarded in writing to the Bureau or Office NAM and OAS UAS specialist.

9. <u>EXCEPTIONS and LIMITATIONS</u>. Per 350 DM 1.9., Deviations from this OPM must be approved by the Director, Office of Aviation Services.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 12

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, 2016

Supersedes: OPM-12 dated January 1, 2015

Distribution: A and B

Expiration Date: December 31, 2016

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:

$ 50,000	Bodily Injury
$ 100,000	Property Damage
$ 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. <u>Motor Vehicle Parking Procedures:</u>

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.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 13

Subject: Fuel Quality Control/Fuel Site Inspection

Effective Date: January 1, 2016

Supersedes: OPM-13 dated January 1, 2015

Distribution: A and B

Expiration Date: December 31, 2016

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.

4. Fuel Sampling Procedures.

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 271-5061

5. Hazardous Material Regulations. All samples shall be shipped in accordance with packaging, labeling and transportation requirements as stipulated in 49 CFR.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 14

Subject: Alaska Region Aircraft Maintenance System

Effective Date: January 1, 2016

Supersedes: OPM-14 dated January 1, 2015

Distribution: A and B

Expiration Date: December 31, 2016

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:

(i) 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.

(b) Identify maintenance discrepancies noted during operational flight, record discrepancies on the OAS-2 and forward for maintenance.

(c) 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.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 15

Subject: Acquisition of Seat Fares In Alaska

Effective Date: January 1, 2016

Supersedes: OPM-15 dated January 1, 2015

Distribution: A and B

Expiration Date: December 31, 2016

1. Purpose. This OPM modifies the definition of seat fares as currently contained in 353 DM 1.2A(1) and 353 DM 2.2A. It also contains management criteria to ensure the appropriate application of the seat fare determination.

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 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 to the forms that exist today. As 14 CFR 135 certificate holders began to achieve status and perform scheduled air carrier services, the standards for those activities increased significantly. Today, many of the 14 CFR 121 standards have been included under 14 CFR 135 for multi-engine turbine operations.

Many DOI agencies utilize the services of scheduled 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 a scheduled air carrier. The Department of Transportation maintains a list of Certificated Air Carriers similar to the old CAB economic authority and fitness determination (both managerial and financial). The FAA created operational standards for 14 CFR 135 certificate holders and unfortunately uses a different definition for "scheduled" services. Additionally, confusing the issue was the reluctance of the FAA to intervene where operators who did not have 14 CFR 135 scheduled air carrier (commuter) status, would sell a "seat fare."

OAS initiated the dialogue concerning this issue in 1996. The intent was to have DOI agency management cognizant of the difference in standards between a scheduled air carrier and any 14 CFR 135 certificate holder. This has occurred. The Alaska Interagency Aviation Working Group presented recommended policy language changes to the OAS through the Alaska Cooperative Planning Group (ACPG), to permit purchase of "seat fares" for transportation in Alaska by Interior employees on all 14 CFR 135 certificate holders. The ACPG is comprised of all DOI Alaska Agency Directors and chaired by the Special Assistant to the Secretary of Interior for Alaska. The ACPG unanimously approved the recommended language with the understanding that the "benefits exceed the risks" (see Appendix 1). This policy implements that determination.

B. Changes:

(1) The existing language in 353 DM 1.2A(1) is modified with the following addition:

In Alaska for point-to-point flights with a 14 CFR 135 certificate holder, excluding airplanes with tandem seating. The agency using these seat fares is directly responsible for payment. Seat fares will not be paid using the OAS-23 payment system.

(2) The existing language in 353 DM 2.2A is modified with the following addition:

In Alaska for point-to-point flights with a 14 CFR 135 certificate holder, excluding airplanes with tandem seating.

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, on a 14 CFR 121 or 135 carrier that provides a scheduled service to the general public. A seat fare does not include any charter or on-demand operations, and the aircraft is not under exclusive 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, 7GCBC Scout, A-1B Husky, etc.).

C. Point-to-Point for the purpose of this OPM is defined as flights between airports that are identified in the current Alaska Supplement that is published and distributed every eight (8) weeks, and Appendix 2, Supplemental Location's approved by the AIAWG or otherwise identified in this OPM.

MARK BATHRICK

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Date: 2016.02.12 14:48:14 -07'00'

Director, Office of Aviation Services

Attachments:
Appendix 1
Appendix 2

United States Department of the Interior

FISH AND WILDLIFE SERVICE
1011 E. Tudor Rd.
Anchorage, Alaska 99503-6199

IN REPLY REFER TO:

RAM20227.AJS

Memorandum

To: Alaska Regional Director - Office of Aircraft Services

From: Regional Director - U.S. Fish and Wildlife Service
Regional Director - National Park Service
State Director - Bureau of Land Management
Deputy Regional Director for Alaska - U.S. Geological Survey
Regional Director - Minerals Management Service
Regional Director - Bureau of Indian Affairs
Regional Solicitor - Office of the Solicitor
Regional Environmental Officer - Office of the Environment, Policy and Compliance

Subject: Recommended Operational Procedures Memorandum (OPM) for Alaska Seat Fares

In response to your memorandum of February 13, 2002, regarding the "Acquisition of Seat Fares in Alaska," the Alaska Interagency Aviation Working Group (AIAWG) has developed recommended policy language (attached) which all signature Department of the Interior agencies support.

The AIAWG Seat Fare proposal effectively manages the aviation risk to Interior employees when buying a seat fare on Part 135 certificate holders by:

- Eliminating off airport takeoffs and landings, which is the most significant factor in Part 135 accident rates

- Eliminating the use of tandem seat aircraft

We recommend that the AIAWG Seat Fare proposal be adopted as an OPM with the understanding that the benefits exceed the risks.

Attachment

cc: DOI Agency Heads for Alaska
Regional Solicitor, Office of the Solicitor
Regional Environmental Officer, Office of Environment., Policy and Compliance
Director, Office of Aircraft Services
Aviation Board of Directors
Aviation Management Work Group
Alaska Interagency Aviation Working Group

ALASKA COOPERATIVE PLANNING GROUP

Carol W Toohey 4/3/02
Cam Toohey (Date)
Special Assistant to the Secretary for Alaska
Office of the Secretary

for Pamela Bergmann 3-27-02 (Date)
Regional Environmental Officer - Alaska
Office of Environmental Policy & Compliance

Fran R Cherry 3/27/02
Fran Cherry (Date)
State Director
Bureau of Land Management

John Goll 3/27/02
John Goll (Date)
Regional Director
Minerals Management Service

Marcia Blaszak 3/27/02
for Rob Arnberger (Date)
Regional Director
National Park Service

Niles Cesar 4-1-02
Niles Cesar (Date)
Regional Director
Bureau of Indian Affairs

Lauri J Adams 4/4/02
Lauri Adams (Date)
Regional Solicitor - Alaska
Office of the Solicitor

Rudy Berus 3/27/02
Rudy Berus (Date)
Regional Director
Office of Aircraft Services

Dave Allen 3/27/02
Dave Allen (Date)
Regional Director
Fish and Wildlife Service

Bill Seitz
Bill Seitz (Date)
Deputy Regional Director for Alaska
U.S. Geological Survey

Dawn Gillette 3/28/02
Dawn Gillette (Date)
Director
DOI University - Anchorage Learning Center

APPENDIX 2

The airports and landing areas (lakes, improved sites, etc.) below have been identified as suitable for "seat fare" activities which are not included in the Alaska Supplement published by the Department of Commerce. These additional "seat fare" destination/departure points are approved by the Chairman of the Alaska Interagency Aviation Working Group (AIAWG) under the authority obligated by the ACPG.

List Identified by AIAWG

LOCATION	ELEVATION	LATITUDE	LONGITUDE	LENGTH
Arolik Lake (Togiak NWR)	468 ft	N59° 28.3'	W161° 07.4'	Over 10,000 ft
Gechiak Lake (Togiak NWR)	331 ft	N59° 22.5'	W160° 20.7'	Over 10,000 ft
Goodnews Lake (Togiak NWR)	403 ft	N59° 29.1'	W160° 34.0'	Over 10,000 ft
Heart Lake (Togiak NWR)	1,415 ft	N60° 06.1'	W159° 37.1'	Over 10,000 ft
Kagati/Pagati Lake (Togiak NWR)	1,039 ft	N59° 52.5'	W160° 07.5'	Over 10,000 ft
Karluk Lake (Kodiak NWR)	368 ft	N57° 22.02'	W154° 01.66'	Over 10,000 ft
Kukaktlim Lake (Togiak NWR)	550 ft	N59° 20.5'	W160° 29.0'	Over 10,000 ft
Ongivinuck Lake (Togiak NWR)	536 ft	N59° 34.1'	W159° 22.2'	Over 10,000 ft
Pungo Lake (Togiak NWR)	226 ft	N59° 18.0'	W159° 54.2'	Over 10,000 ft
Togiak Lake (Togiak NWR)	221 ft	N59° 32.0'	W159° 41.5'	Over 10,000 ft
Togiak River (Ranger Camp)	150 ft	N59° 16.7'	W160° 11.9'	Over 10,000 ft

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 16

Subject: Flight Evaluations for Fleet Pilots

Effective Date: December 31, 2015

Supersedes: OPM-16 dated October 1, 2013

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

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: The first flight evaluation given for a make and model or like make and model (see OPM-23, DOI Like Make and Models). 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 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 Practical Test Standards (PTS).

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 PTS, 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 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 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 FAA Instrument Proficiency Check conducted in accordance with 14 CFR 61.57(d) meets the requirements of a DOI IFR flight evaluation only when given by a qualified and approved OAS pilot inspector, approved bureau pilot inspector with an instrument instructor rating or a FAA Operations Aviation Safety Inspector. A DOI IFR flight evaluation does not meet the requirements of an FAA IPC unless the pilot inspector agrees before the flight evaluation that a FAA IPC will be conducted in accordance with 14 CFR 61.57(d) and an appropriate logbook endorsement is given upon completion of the IPC.

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.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 20

Subject: Drum Fuel Management

Effective Date: January 1, 2016

Supersedes: OPM-20 dated January 1, 2015

Distribution: A and B

Expiration Date: December 31, 2016

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.

Procurement**:** Bureau personnel responsible for procuring drummed aviation fuel must include the following requirements in specification language:

- Specify new drums when procuring (JET A & AVGAS).
- Specify the drum bungs be sealed with tamper proof seals.
- Specify the drums be marked with the fill date, fuel grade, and supplier identification (name & address).
- 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.

Storage: Bureau personnel responsible for storing drummed aviation fuel must take the following actions when storing drums.

- Store drums in secondary containment when possible.
- 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.
- Store drums on dunnage with proper blocking and bracing when possible.
- Separate drums by fuel grade. (Recommend 50’ geographical separation)
- Ensure drums are dated to ensure fuel can be used on a first in first out basis.
- Ensure drums are marked with the project ID & party chief name.
- 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.

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:

- When possible, allow adequate settling time after movement (1 hour per foot) before drum is put into service.
- 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.
- 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.
- 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.).
- 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.
- Fuel issued from drums must be filtered through filters meeting Energy Institute standards for water and particulate removal.
    - Fuel filters must be changed out yearly.
    - A reduction in dispensing flow rate is also cause for filter change.
    - Examples of filtration meeting Energy Institute standards manufactured by Parker Hannifin: ACO 21001K, ACO 51201K, ACO 60901K, ACO 40501SPK, and ACO 40901SPK.
- 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.

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:

- Ensure drum condition (integrity) is unchanged.
- Ensure drum is refilled with the same fuel.
- Ensure the custodian (designated by project manager) refills the drum.
- 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:

- Clearly identify the project, project dates, and drum's custodian on each drum used in support of specific projects.
- Maintain user custody throughout the project/field season.
- Perform visual inspections of drum interiors prior to each refilling. Reject for further use if corrosion, leaks, water, debris, etc. is detected.

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:

- Maintain a spill kit at each drum storage/dispensing location (if available).
- Physically inspect each storage/dispensing site daily.
- Take immediate corrective actions to eliminate leaks.
- Clean up fuel spills immediately.
- Report all spills.

4. Deviations. The Director, Alaska Region must approve deviations to the OPM.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

OAS OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 22

Subject: Manned Aircraft, Pilot - Training Program

Effective Date: April 4, 2016

Supersedes: OPM-22 dated January 1, 2016

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

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 the Appendices. 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 D. 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 A. Additional training and currency requirements are listed in Appendix B through D.

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.

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Director, Office of Aviation Services

APPENDIX A
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 D, 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

(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 multi-function 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.

4. Pilots Returning to Flight Status.

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 A 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.

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.

APPENDIX B
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.

No.	CEU Training Examples
1	Flight clinics: ski, float, off airport, low-level, LE/resource, etc. (3-day minimum)
2	Emergency maneuver/spin training.
3	Flight Instructor Renewal Clinic classroom or online equivalency with Certificate of Completion.
4	FAA safety seminar
5	Flight review (14CFR 61.56)
6	Pilot Safety Course
a	Accredited college aviation course
b	Water Ditching and Survival training
c	Survival Training, cold or hot weather school
d	Interagency Aviation Training Workshop
e	Controlled Flight into Terrain (CFIT) Avoidance (Medallion)
7	Flight hours (flight evaluations not included)
a	Receiving training from a CFI. Logbook entry required and copy provided to OAS HQs.
b	Giving training to a DOI pilot (credit per flight hour). Logbook entry required and copy furnished to OAS HQs.
8	IFR training
a	Flight simulator class (Part 141 certificated or approved by OAS. Flight Safety, SimCom, etc.)
b	Simulated IFR or IFR flight with a safety pilot (credits per flight hour)
c	FAA approved FSTD or commercial training accepted by aviation insurance provider
9	Manufacturers (“Factory”) schools (e.g. Bell, Cessna, Flight Safety, SimuFlite, SimCom,
10	Make and model ground refresher (One credit per hour, max 10)
11	OAS approved bureau pilot ground school (3-day minimum)
12	IAT or other (such as FAA or AOPA) aviation online training modules.

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.

APPENDIX C
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).

APPENDIX D
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).

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 23

Subject: DOI Like Make and Models

Effective Date: January 1, 2016

Supersedes: OPM-23 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. Purpose. This OPM transmits a listing of "Like Make and Models" of both helicopter and fixed wing aircraft.

2. General. Groupings of like makes and models of aircraft allow determination of pilot authority. Differences training must be completed for each of the make/models in a grouping. Make/model currency is met with time flown in any aircraft in grouping.

3. Procedures. When make/model/series currency is specified in the procurement document, only that specific make/model/series may be used to determine currency.

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Director, Office of Aviation Services

LIKE MAKE AND MODELS-Fixed Wing

RECIPROCATING ENGINE AIRCRAFT

Make	Model
Cessna	172, 175, 177, 182
Cessna	172RG, 177RG, 182RG, 210
Cessna	170, 180, 185, L-19
Cessna	205, 206, 207
Cessna	336, 337
Cessna	303, 310, 320, 340, 400 series
Piper	PA-10, 11, 12, 14, 16, 18, 20
Piper	PA-24, 28R, 32R
Piper	PA-23, 30, 39, 40, 31, 34
Piper	PA-32, 22, 28 (fixed gears)
Beech	33, 35, 36
Beech	50, 55, 56, 58, 60, 65, 80, 70, 95
Beech	18
Helio	250, 295, 400, 700, 800
Maule	M-4, 5, 6, 7
Rockwell-Commander	500, 560, 680, 720
Douglas	DC-6, DC-7

TURPOPROP AIRPLANES

Make	Model
Lockheed	L-188, P-3
Cessna	206, 207 "Soloy Turbine"
Cessna	208 "Caravans"
Cessna	425, 441 "Conquest I & II"
Convair	540, 580, 600, 640
Piper	PA-31T "Cheyenne I & II" & PA-42 "Cheyenne III & IV"
Beech	"King Air" series 90, 100, 200, 300
Beech	18 turbine series - ("Volpar" and etc.)
Rockwell-Commander	680 T.V.W.; 681, 690, 840, 900, 980, 1000
Fokker	F-27, F-227
Mitsubishi	MU-2 series
DeHavilland	DHC-6 Twin Otter series
Shorts	SD3-30, SD3-60, C-23 (Sherpa)
Swearingen	Merlin/Metro series
Embraer	Bandeirante 110, 120

JET AIRPLANES

Make	Model
Lear Jet	20 through 36 series
Lear Jet	45, 54, 55, 56, 60
Grumman	G-II, III, IV
Cessna	"Citation" series
Falcon	10, 20 series
Falcon	50
Rockwell	"Saberliner"
Israel	"Westwind" 1121-1124
Israel	"Astra" 1125
Canadair	"Challenger" series
Beech	HS 125, 800
Beech	BE-400, MU-300 Diamond Jet

LIKE MAKE AND MODELS-Helicopter

Make	Helicopter Model
Agusta	109
Bell	47 Series (All Recips)
Bell	47 Series Soloy
Bell	206A, 206B, 206BIII, 206L, 206L-1, 206L-3, 206L-4
Bell	407
Bell	204, 205, UH-1, All Series
Bell	212, 412
Bell	214
Boeing	BV 107, BK 107
Boeing	BV 234, CH 47 Series
Boeing	369 (500) Series
Boeing	MD-600N
Boeing	MD-900, 902
Enstrom	28 Series
Eurocopter	SA 315, SA 316, SA 319 (Alouette/Lama)
Eurocopter	SA 318
Eurocopter	AS 350 Series (Astar)
Eurocopter	AS 355 Series (Twin Star)
Eurocopter	SA 341 (Gazelle)
Eurocopter	SA 360
Eurocopter	SA 365 (Dauphin)
Eurocopter	AS 330, 332 (Puma)
Eurocopter	MBB 105 Series
Eurocopter	BK 117 Series
Eurocopter	EC-135
Eurocopter	EC-120
Hiller	12 Series (Recips)
Hiller	12 Series (Soloy)
Hiller	FH 1100

Hughes/Schweizer	269 (300) Series (Recips)
Schwietzer	330
Kaman	H 43 Series
Kaman	K1200
Sikorsky	S-55, H19 (Recip), S-55T
Sikorsky	S-58, H34 Series (Recip), S-58T Series
Sikorsky	S-62
Sikorsky	S-61, Series
Sikorsky	S-64
Sikorsky	S-76, Series
Sikorsky	S-70, UH-60 Series

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 24

Subject: Pilot Review Board

Effective Date: January 1, 2016

Supersedes: OPM-24 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 29

Subject: Special Use Activities and Revised Standards for Technical Oversight

Effective Date: January 1, 2016

Supersedes: OPM-29 dated January 1, 2013

Distribution: A, B, & C

Expiration: December 31, 2016

1. Purpose. This OPM establishes policies and procedures regarding: (a) special use activities, and (b) inspection and technical oversight of vendor pilots and aircraft flying for the Department of the Interior (DOI). It was written to preclude duplication of effort between DOI and the Federal Aviation Administration (FAA) while recognizing that DOI has Departmental oversight responsibilities that must be performed.

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.

A. Point-to-Point Transportation. Flights between airports (excluding operations defined in paragraph .3C below and in 351 DM 1.7 as "special use") where the route of flight is determined by the pilots, based upon navigational requirements.

B. High Reconnaissance. A route of flight which includes reconnaissance and is conducted above 500' above ground level (AGL). This reconnaissance does not include any aircraft maneuvers which are in excess of commercial pilot skills, maneuvering below 1.4 VSO (airplane landing configuration stall speed), or climbs/turns/descents greater than the standard rate. This does not include any type of precise maneuvering or specialized equipment.

C. Special Use Activities. Operations involving the utilization of airplanes and helicopters in support of DOI programs which are not point-to-point flight activities and which require special control measures due to their inherently higher risk. This may require deviation from normal operating practices where authorized by DOI OAS. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to minimize risk to personnel and property. These activities include:

Low level flight (within 500' of the surface)
Mountain flying (helicopter)
Resource reconnaissance
Fire reconnaissance
Air tactical group supervision
Toe-in, single-skid, and step-out landing (helicopter)

Cargo letdown
External load - short line ≤50' (helicopter)
External load - longline >50' (helicopter)
Rappel
Short-haul

Offshore platform landings (helicopter)
Vessel landings
Water landings - floats or hull (helicopter)
Wheel operations on unprepared landing areas (airplane)

Animal darting, paint ball
Animal eradication
Animal gathering and capture
Handheld net gun

Aerial ignition
Night vision goggles
Smoke jumping/paracargo
Water/retardant application

Note: Future flight activities may be developed which should also be identified as special use. If a question exists, the applicable DOI OAS regional/area office should be consulted.

D. Precision Reconnaissance. This type of reconnaissance is conducted above 500' AGL. Transect-type operations, utilization of specialized equipment, or missions not normally conducted in the commercial sector are examples of specific tasks that require special consideration. Precision reconnaissance is divided into three subcategories: resource reconnaissance, fire reconnaissance, and air tactical group supervision. These special use activities do not require the use of PPE, survival kits, or first aid kits because they are conducted exclusively above 500' AGL and are considered low risk.

E. Administrative Approval Document. A written notice, issued by DOI OAS and carried aboard the aircraft, from which the user can verify that the vendor has a current and approved aircraft rental agreement for that specific aircraft. **Note: This document DOES NOT denote a DOI technical inspection or approval.**

4. Policy. All vendor pilots flying for DOI shall conform to the standards contained in 351 DM 3 and all vendor aircraft flying for DOI shall conform to the standards contained in 351 DM 2. Vendor pilots and aircraft flying only point-to-point transportation and high reconnaissance shall comply with 14 CFR 135 and applicable state regulations for operations, maintenance, and equipment. Personal protective equipment (PPE) requirements will be as specified in the *ALSE Handbook* as amended by this OPM.

5. Procedures.

A. Vendor Pilots.

1) Pilots shall document their experience on the OAS-64, Interagency Pilot Qualifications and Approval Record, and submit this form to DOI OAS.

2) DOI OAS will complete an administrative pilot review of flight experience, medical currency, 14 CFR 135 checkride currency, accident/violation history, and DOI Aviation Mishap Information System (AMIS) history and as documented on the OAS-64.

3) After it has been determined that a pilot meets the experience requirements and a satisfactory administrative review has been completed, point-to-point transportation and high reconnaissance pilot qualifications may be issued for a two-year cycle period (not to exceed 26 months).

4) Pilot approval for special use activities will be in accordance with 351 DM 3 and the following flight evaluation intervals:

a) An initial flight evaluation will be conducted for each special use activity to be flown regardless of whether or not periodic evaluations are required.

b) The following special use activities require only an initial evaluation:

Aerial ignition
External load - short line ≤50'(helicopter)
Low-level flight (helicopter)
Mountain flying (helicopter)
Offshore platform landings (helicopter)
Resource reconnaissance
Fire reconnaissance
Air tactical group supervision
Water landings/floats or hull (helicopter)
Single engine airplane water/retardant application

c) The following special use activities require periodic flight evaluations. A pilot must have completed a satisfactory flight evaluation within the preceding three-year cycle period (not to exceed 38 months) before performing the following activities:

Animal darting, paint ball
Animal eradication
Animal gathering and capture
Cargo letdown
External load - longline >50' (helicopter)

Handheld net gun
Low-level flight (airplane)
Snorkel operations
Toe-in, single-skid, and step-out landing (helicopter)
Vessel landings
Water/retardant application (except single-engine airplanes)
Wheel operations on unprepared landing areas (airplane)

d) The following special use activities require annual flight evaluations. A pilot must have completed a satisfactory flight evaluation within the preceding 14 months before performing the following activities:

Night vision goggles
Rappel
Short haul
Smoke jumping/paracargo

e) Confirmation of 14 CFR compliance may be accomplished via a quality assurance programs of random sampling of the OAS-23, Aircraft Use Report, and verification of periodic flight evaluations and medical certifications.

f) Pilot qualification removal/suspension will be in accordance with current revocation procedures found in 351 DM 3, appendix 1.

B. Vendor Aircraft.

1) The bureau shall submit an OAS-20, Request for Rental Services, through its national aviation manager to the DOI OAS Flight Coordination Center identifying the bureau's point-to-point aircraft requirements.

2) For new vendors, a business meeting shall be scheduled to discuss administrative procedures, safety expectations, and problem resolution processes with suggested attendance by the requesting bureau(s), interagency partners, vendor senior management, and the servicing DOI OAS field office representative. This meeting is administrative in nature and is not for technical inspection purposes.

3) Aircraft meeting all administrative requirements will be issued an administrative approval document for a two-year period (not to exceed 26 months) which shall be carried in the aircraft and made available for review upon request.

C. Aviation Life Support Equipment.

1) The *Aviation Life Support Equipment (ALSE) Handbook* does not apply to vendor aircraft procured under an aircraft rental agreement (ARA) when conducting point-to-point (non-special use) activities and low risk special use activities, which are resource reconnaissance, fire reconnaissance, and air tactical group supervision.

2) For all other special use activities, the PPE requirements of the *ALSE Handbook* apply.

3) Aircraft used in offshore missions, such as Minerals Management Service aircraft, are not required to comply with the survival kit requirements of appendix 1 to the *ALSE Handbook*. These aircraft are required to meet the survival kit requirements of 14 CFR 135.167.

D. Quality Control.

1) Technical oversight and inspection is the responsibility of the FAA and is supported by quality control input from DOI users.

a) Incidents, hazards, and maintenance deficiencies shall be reported via the SAFECOM Incident Reporting System (www.safecom.gov) or telephonically to the servicing DOI OAS field office for matters of urgency.

b) DOI OAS will consolidate the information and, as appropriate, communicate it to the FAA office having responsibility for the vendor.

c) DOI OAS may visit point-to-point vendors occasionally for quality control purposes.

2) Removal of vendors will be in accordance with current revocation procedures found in 351 DM 3, appendix 1.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 32

Subject: ACETA Helicopter Performance

Effective Date: January 1, 2016

Supersedes: OPM-32 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. Purpose. This OPM modifies Interior aviation policy (351 DM 2, 351 DM 3) regarding the *Aerial Capture, Eradication, and Tagging of Animals (ACETA) Handbook* helicopter performance standards.

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. The *ACETA Handbook* language no longer meets departmental needs. This language was written several years ago when we were using a small number of aircraft for a limited resource programs. In recent years, these programs have grown and the types of aircraft available are numerous. Several of these aircraft have the performance necessary to meet programs needs but do not qualify under the current policy, which is based on engine horsepower.

4. Policy.

A. Delete the current *ACETA Handbook* Chapter 4.5 language which reads:

4.5 Helicopter Performance. Helicopters provided for any ACETA operation will have the following minimum engine configurations:

A. Sea Level to 4,000 Feet Density Altitude (DA). Minimum performance for a reciprocating engine will be 205 horsepower, for non-turbocharged.

B. Above 4,000 to 7,000 Feet (DA). Minimum performance for a reciprocating 305 horsepower non-turbocharged, or 220 horsepower turbocharged, or turbine engine of at least 317 shaft horsepower.

C. Above 7,000 Feet (DA). Minimum performance for a reciprocating engine will be 270 horsepower with turbocharger or turbine engine of at least 400 shaft horsepower.

NOTE: Special OAS approval for aircraft other than above may be requested where justified and warranted.

B. Add the revised *ACETA Handbook* Chapter 4.5 language which reads:

4.5 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 4000 feet DA.

B. Above 4,000 to 7,000 Feet (DA). Hover Out of Ground Effect (OGE) at 7000 feet DA.

C. Above 7,000 to 9000 Feet (DA). Hover Out of Ground Effect (OGE) at 9000 feet DA.

D. Above 9000 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: Special DOI OAS approval for aircraft other than above may be requested where justified and warranted.

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.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 34

Subject: Volunteer Pilots

Effective Date: January 1, 2016

Supersedes: OPM-34 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. Purpose. This OPM establishes policy for DOI use of volunteer pilots.

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 have authority to use volunteers to assist with the accomplishment of certain bureau functions. This policy is to augment the existing bureau authority regarding the use of volunteers as pilots.

If a bureau has authority to use volunteers and wishes to use them as pilots, they must meet the following requirements:

A. Meet the requirements of 351 DM 3.2.A for DOI pilots at the GS-2181-11 level for entry into the program.

B. A volunteer pilot must 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 volunteer's regional/state office in coordination with the bureau's national aviation manager. Bureaus may further limit a volunteer pilot's authorized operations. Organizations acquiring volunteer pilots shall check the FAA database, in cooperation with DOI OAS, for accident/violation history prior to commitment.

C. Comply with all of the requirements of 351 DM 3.1, 351 DM 3.2A for a GS-2181-11, 351 DM 3.4, 351 DM 3.5, and any other portions of the *Departmental Manual* that are applicable to DOI pilots to include pilot carding with authorized missions.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 35

Subject: Identification of End Product/Service and Flight Service Procurement

Effective Date: January 1, 2016

Supersedes: OPM-35 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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:

(i) Approving crewmembers and determining that they are qualified to operate the aircraft;

(ii) Determine the airworthiness and directing maintenance of the aircraft; and

(iii) 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.

PROJECT

	Aerial photo remote sensing	Aerial application (spray/seed)	Aerial ignition	Animal inventory	Animal capture (net gun, dart, paintball, etc.)	Animal herding/ gathering	Your project
Set pilot standards							
Direct aircraft maintenance							
Dispatch aircraft							
Helibase manager							
Aircraft manager							
Use of PPE							
DOI personnel on board							
Public aircraft							
Other aircraft and pilot requirements							

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Director, Office of Aircraft Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 36

Subject: Interagency Fire Standards for DOI Pilots

Effective Date: January 1, 2016

Supersedes: OPM-36 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) – 38

Subject: Reporting of Flight Time

Effective Date: January 1, 2016

Supersedes: OPM-38 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

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Director, Office of Aircraft Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 39

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: February 24, 2016

Supersedes: OPM-39 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

A. 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.

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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___

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 40

Subject: Approval for Single-Skid, Toe-In, and Hover Exit/Entry

Effective Date: January 1, 2016

Supersedes: OPM-40 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. Purpose. This OPM establishes policy and operational procedures for the use of helicopter single-skid, toe-in and hover step exit/entry. This policy applies to all DOI fleet, cooperator, and vendor flight activities involving government aircrew members. *Note: These standards will also be used to evaluate training plans required by procurement documents where the vendor is providing all personnel involved with the 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, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.

3. General. The use of single-skid, toe-in and/or hover step exit/entry maneuvers are driven by a variety of factors. These include; condition of the terrain, slope, obstacles, wind, snow depth and vegetation coverage. In addition to environmental considerations it is critical that the pilot performing these maneuvers be proficient.

"STEP" is defined as **S**ingle-skid, **T**oe-in and hover **E**xit/entry **P**rocedures. There are three separate STEP maneuvers to be conducted in this mission profile. (For the purpose of this document references to skids also apply to other helicopter landing gear configurations). Note: As a result of flight manual limitations dealing with lateral weight and balance, some make/model helicopters cannot be used for one or more of the STEP activities.

A. Single-skid: One skid or a portion of one skid is in contact with the surface while the other skid is (due to terrain considerations) 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 section of the skids is not in contact with the surface.

C. Hover: The helicopter remains in a hover above the surface of the terrain with skid to ground clearance of no more than 24 inches.

4. Policy. DOI OAS is responsible for the approval of aircraft, pilots, users and training for the use of STEP maneuvers.

5. Responsibilities. The identification, approval, use, and oversight of STEP maneuvers requires an effective, collaborative working relationship between DOI OAS and the agencies.

A. Bureau Responsibilities.

National Office: Review and approve the operations plan and sign a letter of approval for the STEP request from the local unit.

Field Offices:

(1) Due to the hazardous nature of these types of landings, toe-in, single-skid, and step-out landings are to be used only when absolutely necessary and in compliance with procedures in (2) and (3) below.

(2) If a bureau identifies a need to perform these types of landings to accomplish a program requirement, they shall contact their DOI OAS Regional Office for assistance a minimum of 45 days prior to the mission. This request for assistance shall include an operations plan for the project as well as a risk assessment and the bureau aviation manager's signed letter of approval.

(3) In response to bureau requests for assistance with flight activities involving STEP activities, the OAS Regional Office will provide appropriate pilot approvals in support of specific project requirements. In addition, these DOI OAS offices will provide the required training for bureau personnel/passengers who will enter and exit helicopters during these types of landings or who will be approved instructors for this type activity.

(4) Bureaus will coordinate with their National Aviation Program Manager in nominating individuals to become STEP instructors.

B. DOI Office of Aviation Services Responsibilities.

DOI Office of Aviation Services Regional Offices:

(1) Receive and review the bureau's operations plan, risk assessment, and letter of approval from the Bureau Aviation Program Manager.

(2) Establish contact with the requesting unit to discuss scope of work and associated timeframes.

(3) Coordinate with other DOI OAS offices as appropriate.

(4) Issue approvals for aircraft, pilots.

(5) Provide training support to bureaus.

C. Training: Initial training is to include the following modules:

Module I - Classroom

STEP training, which includes hover exits & entries, one-skid, and toe-in's, requires that the pilot and crewmembers have a thorough understanding and knowledge of a number of issues before they shall be approved or conduct such maneuvers. Those issues include training in:

(1) Review of unit's SOP and risk assessment
(2) Make and model aircraft safety, doors on or off, seat belt use, storage and transfer of equipment, emergency procedures,
(3) Standard communications: commands
(4) Center-of-gravity (CG) concerns with weight transfer (such as walking skid forward)
(5) Weight transfer: crewmember step from skid to ground.
(6) Step-by-step exit and entry procedure.
(7) Loading and unloading of gear, equipment.

Module II - Mock-ups & Typical terrain maneuvers for pilots and participants

(1) Mock-ups for each make and model, and each type of procedure. Mock-ups, including litter loading if applicable, are to be completed until they are error free.

(2) Actual flight training shall include specific STEP maneuvers requested by the agency. Each participant will conduct actual entries and exits in the maneuvers requested by the agency. One error free entry and exit are required per maneuver.

D. Course Requirements: Each participant will complete Module I and Module II requirements. A "Basic Aviation Safety" (B3) course is a prerequisite. This requirement can be accomplished online. Documentation is to be maintained by the local unit and entered on the Interagency Aviation Training (IAT) website. Participants shall include government and vendor/contractor pilots and personnel.

E. Maintaining Currency: If it has been sixty days since initial or prior currency training, participants shall perform a mock-up with rotors turning prior to the mission. This process may also be requested by government or vendor participants to enhance the safety of any mission at any time. (NOTE: If pilots or participants are not experienced in mission terrain, consider providing typical terrain experience prior to the mission). Participants must also meet the following:

(1) have completed at least one operational STEP within the past 18 months (an operation includes 3 entries or exits) or,
(2) have participated in annual training to include a refresher of module subjects and mock-ups, or
(3) attend initial training if it has been more than three years since participating in STEP activities.

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Director, Office of Aviation Services

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 41

Subject: Interagency Fire Use of National Guard Helicopters

Effective Date: January 1, 2016

Supersedes: OPM-41 dated January 1, 2015

Distribution: A, B, & C

Expiration: December 31, 2016

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.)

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United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 46

Subject: Accepted Procedures for the Mixing and Loading of Retardant into SEAT Aircraft

Effective Date: January 1, 2016

Supersedes: OPM-46 dated January 1, 2015

Distribution: A, B, & C

Expiration: December 31, 2016

1. Purpose. This OPM establishes policy for the mixing and loading of retardant into Single Engine Air Tanker (SEAT) aircraft.

2. General. There have been several recent aircraft incidents that involved the overloading of SEAT aircraft with liquid concentrate (LC) retardant as a result of mixing or loading procedures. These procedures included loading LC directly into aircraft from bulk storage tanks while utilizing various types of hardware devices that were intended to blend retardant being pumped directly from the bulk tanks to the aircraft. These hardware devices have included Canadian Y Blenders, “SEAT” Y Blenders, pre-calibration tanks and other locally fabricated hardware. However, serious overloading can occur when pure LC is loaded into an aircraft without being mixed with the appropriate ratio of water.

3. Policy. In an effort to eliminate the possibility of overloading an aircraft with an incorrect mix of retardant, the following procedures apply immediately:

Both powdered and liquid bulk materials will be blended in a mixing container prior to being introduced into the aircraft. In order to maintain quality control and safe flight operations, no bulk material will be loaded into an aircraft prior to being mixed to the proper ratio and checked by refractometer or other accepted method. The practice of loading an aircraft with bulk material and then adding water is not an acceptable method of mixing retardant.

All personnel engaged in the loading of retardant aboard SEAT aircraft must be knowledgeable of, and fully trained on, the use of retardant loading systems for SEAT aircraft.

Additionally, this policy has been coordinated with all DOI bureaus that utilize SEAT aircraft and with the USDA/Forest Service.

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United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 47

Subject: DOI Aviation Handbooks and Guides

Effective Date: January 1, 2016

Supersedes: OPM-47 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

Title	*Date*	*Reference*
Aerial Capture, Eradication and Tagging of Animals (ACETA) Handbook	February 1997	OPM-32
Aviation Fuel Handling Handbook	January 1994	
Aviation Life Support Equipment (ALSE) Handbook	June 1998	OPM-29
Interagency Aviation Transport of Hazardous Materials DOI Handbook/USDA Forest Service Guide	January 2005	
Helicopter Short-Haul Handbook	March 2004	OPM-10
Safety and Health Management Handbook		485 DM 1; OPM-4

3. Guides.

Title	*Date*	*Reference*
Field Reference Guide for Aviation Users	June 2005	
Interagency Aerial Ignition Guide	January 2004	
Aviation Pocket Users Guide	April 1997	OPM-4
Interagency Aviation Training Program Guide	January 2006	OPM-4
Interagency Helicopter Rappel Guide	January 2002	OPM-10
Interagency Helicopter Operations Guide	January 2002	OPM-21; OPM-41; 350 DM 1

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United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 48

Subject: Helicopter Emergency Seating Positions

Effective Date: January 1, 2016

Supersedes: OPM-48 Revision A dated June 28, 2013

Distribution: A, B, & C

Expiration: December 31, 2016

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:

Forward facing seat:

- Press your lower torso firmly against the seat back.
- Lower your chin to chest.
- Grip the seat edge with your hands or place them under your legs. Do not grasp the restraint harness.

Rear facing seat:

- Press your lower torso firmly against the seat back.
- Place your head back against the head rest or bulkhead.
- Grip the seat edge with your hands or place them under your legs. Do not grasp the restraint harness.

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.

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Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 54

Subject: Contract Pilots Flying Government-Owned Aircraft

Effective Date: January 1, 2016

Supersedes: OPM-54 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

1. Purpose. This OPM establishes experience and operational requirements for using non-government pilots providing contract pilot duties in government-owned 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 12, 350 DM 1, and Secretarial Order 3322 dated August 23, 2012.

3. Policy. Some bureaus within the Department of the Interior have chosen to use contract pilots to assist with the accomplishment of certain bureau functions. This has been determined to be "flight services," and therefore the procurement process shall comply with 353 DM 1.

If a bureau has chosen to use contract pilots, they must meet the following requirements:

A. Meet the personnel requirements in the appendix.

B. A contract pilot must have a letter of authorization issued by at least the bureau's Regional/State office in coordination with the National Aviation Manager. That letter shall include a description of pilot duties, responsibilities, and restrictions to include any special-use requirements. Organizations acquiring contract pilots shall check the FAA database, in cooperation with OAS, for accident/violation history prior to commitment. The FAA mailing address is: Information Management Section, AFS-624, P.O. Box 25082, Oklahoma City, OK 73125. The FAA request for pilot "accident/incident and enforcement action history" must include the pilot's full name, airman certificate number and date of birth.

C. Comply with all of the requirements of this OPM, 351 DM 1, 351 DM 2, 351 DM 3, 352 DM 1, and any other portions of the *Departmental Manual* that are applicable to DOI pilots to include training and pilot carding with authorized missions.

D. Ensure a complete pilot orientation with emphasis on safety, mishap reporting, differences between civil and public aircraft operations, effective working relationships, cooperation, professionalism, and positive attitude toward accomplishment of the mission(s).

E. Comply with applicable bureau policy.

F. All flight evaluations shall be administered by the DOI OAS.

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Director, Office of Aviation Services

Minimum Personnel Requirements

I. Pilot Requirements

A. Pilots shall have at least a FAA commercial pilot certificate with appropriate category, class, and type rating if required.

B. Pilots shall have an instrument rating appropriate to category and class for airplanes.

C. Pilots shall hold at least a current second-class medical certificate issued under provisions of 14 CFR Part 67.

D. All pilots shall meet the currency requirements of 14 CFR 61.57 and 61.58 as required.

E. 24 hours PIC last 12 months in category, including six hours in last six months in category.

F. Pilot flying hours shall be verified from pilot records. Further verification of flying hours may be required at the discretion of DOI OAS.

G. Pilots shall have recorded minimum flying time as pilot-in-command as follows:

1. 1,500 hours total pilot time.

2. 100 hours in category within the preceding 12 months.

3. For airplane:

   a. 1,200 hours PIC, airplanes.

   b. 25 hours make and model.

   c. 75 hours instrument of which 50 hours must have been in flight, for IFR operations approval.

   d. 200 hours multiengine, as appropriate.

   e. 25 hours seaplane, as appropriate.

   f. 100 hours turboprop or jet, as appropriate. 50 hours must be in make and model for transport of passengers

   g. 250 hours large airplanes, as appropriate. 50 hours must be in make and model for transport of passengers.

4. For airplane low-level operations:

   200 hours PIC in normal low-level operations, over typical terrain (hazardous/ mountainous), such as powerline/pipeline patrol, agriculture operations, wildlife survey, law enforcement, aeromagnetic survey, and search and rescue. This experience must have been gained while conducting operations under certificates or authorizations that allow aircraft operations below 500 feet AGL. Some activities not considered normal low-level operations are traffic watch, banner towing, aerial photography, and civil flight instruction.

5. Pilots shall show evidence of experience in low-level operations and be knowledgeable of all

specialized mission requirements. This may include low-level operations, special flight techniques, terrain considerations, use of specialized navigation equipment, or operation of other equipment as appropriate for the specific mission. Pilots shall be required to demonstrate their ability during an agency evaluation flight

6. For airplane wheel operations on unprepared landing areas: *Locations where a pilot has not previously operated or other pilots have not routinely used for takeoffs and landings. A landing area previously used could be identified as unprepared when the surface conditions have changed significantly by environmental factors such as flooding and breakup.*

a. Pilots shall be knowledgeable of the unprepared landing area, i.e., beach/gravel bars, ridge tops, tundra, tidal areas, etc. This will include special flight techniques for the specific type of area to be used (i.e.: Glacier landings). Equipment operation could include tundra tires, extended gear, wheel skis etc.

b. Pilots will be required to demonstrate proficiency during an initial and recurrent agency evaluation flight.

7. For helicopter:

a. 1,500 hours PIC helicopters.

b. 50 hours make and model. 25 PIC if pilot has satisfactorily completed a DOI OAS-approved school and checkout in make and model.

c. 10 hours make and model in the last 12 months.

d. 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.

e. 200 hours reciprocating engine time, as appropriate.

f. 100 hours turbine engine time as appropriate.

g. 200 hours mountainous terrain, as appropriate.

h. 10 hours mountainous terrain in make and model, as appropriate.

Mountainous terrain experience is defined as: Experience in maneuvering a helicopter at more than 7,000 feet mean sea level (MSL) altitude including numerous takeoffs and landings in situations indicative to mountainous terrain. This terrain consists of abrupt, rapidly rising terrain resulting in a high land mass projecting above its surroundings, wherein complex structures in which folding, faulting, and igneous activity have taken place. These mountainous areas produce vertical mountain winds and turbulence associated with mountain waves, producing abrupt changes in wind direction often resulting in upflowing or downflowing air currents.

Mountain-qualified pilots are considered rough terrain qualified.

j. 200 hours rough terrain, as appropriate.

k. 10 hours rough terrain in make and model.

Rough terrain experience is defined as experience in maneuvering a helicopter at less than 7,000 feet MSL altitude including numerous takeoffs and landings in situations indicative to rough terrain. This terrain consists of abrupt, rapidly rising terrain resulting in a high land mass projecting above its surroundings, wherein complex structures in which folding, faulting, and igneous activity have taken place. Rough terrain features can disrupt smooth wind flow into a complex of eddies or mechanical turbulence. Characteristic of this type of terrain is the higher the wind speed and/or the rougher the terrain, the greater the turbulence.

II. Personnel Duty Limitations

A. The Government may remove any Contractor personnel for fatigue or other causes before reaching their daily duty or flight limitations.

B. During periods of high activity, Federal agencies may issue a notice reducing the length of personnel duty days and/or increasing days off either on a geographic or agency-wide basis.

C. Pilots reporting for duty under contract may be required to furnish a record of all duty and flight time during the previous 14 days.

United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 56

Subject: Grand Canyon National Park – Special Flight Rules Area

Effective Date: January 1, 2016

Supersedes: OPM-56 dated January 1, 2015

Distribution: A, B, & C

Expiration Date: December 31, 2016

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.

1. 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.

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.

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.

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