



U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

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Approval:

Kathone Henry

Title: Acting Director

1. Purpose. This handbook sets forth the policy for implementation of the aviation safety management program for the Office of Surface Mining (OSM) when conducting aviation operations. The handbook identifies responsibilities and actions required of OSM personnel to assure an effective aviation safety management program.
2. Summary of Changes.
 - a. This directive updates the responsibilities and procedures for OSM implementation of its aviation safety management program and other related aviation safety requirements to reflect changes in DM 350-354 and the aviation Operating Policy Memoranda (OPMs).
 - b. Editorial changes such as name changes were made. For example, what was formerly called the Basic Ordering Agreement (BOA) is now called the Aircraft Rental Agreement (ARA). What was previously called the Aviation Management Council (AMC) is now called the Aviation Management Board of Directors (ABOD).
 - c. New aviation plans now required by the Office of Aircraft Services (OAS) need to be developed and incorporated into ADS-14; plans such as an Aircraft Accident Prevention Plan and an Aviation Mishap Response Plan.
3. Definitions
 - a. Special Use Activities - Operations which are not point-to-point flight activities and which require special considerations due to their functional use. This may require deviation from normal operating practices where authorized by OAS.
 - b. Aircraft Rental Agreement - a written instrument that incorporates commercial item provisions from the Federal Acquisition Regulations simplifying contract provisions negotiated between an agency, and a contracting party. It contains a description of the services and unique requirements of the DOI aviation contracts.
 - c. Aviation Management Board of Directors - is comprised of the Executive Committee and the Working Group. The Executive Committee incorporates OAS and a senior line manager from each Bureau for the purpose of formulating Department-wide aviation policies and procedures.
 - d. Aviation Management Working Group - is comprised of Bureau Aviation Safety Managers and the OAS Aviation Management Specialist who provide the routine staff work for the Board and will

report to the Board Chair.

- e. Aviation Mishap Response Plan A formal written accident prevention plan consistent with Departmental policy. It should outline OSM guidelines, personnel responsibilities, and minimum information to aviation users in the field to respond to an aviation mishap.
- f. Aviation Accident Prevention Plan Establishes OSM responsibilities for program management, sets objectives, provides implementation guidelines and identifies monitoring methods.

4. Policy/Procedure.

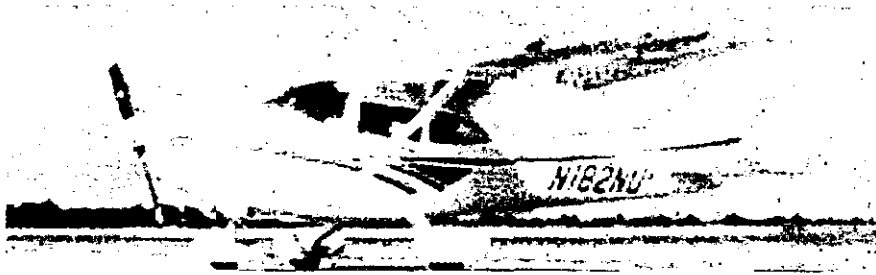
- a. Policy. The procedures set out in the handbook are to be followed unless waivers are approved by the Director, OSM in writing.
- b. Responsibilities.
 - (1) Assistant Director, Finance and Administration (AD, F&A) ensures that the procedures in this handbook are followed for aviation management safety program actions initiated in Headquarters, and coordinates any waiver requests.
 - (2) Regional Director, Regional Coordinating Center ensures that the procedures in this handbook are followed for aviation management safety program operations initiated in the coordinating center, field offices, and area offices.
- c. Procedures.
 - (1) Requests for approval of waivers to the directives must be submitted on a case-by-case basis by memorandum through Chief, Office of Administration (OA), to the AD, F&A. The Chief, OA will evaluate the waiver request and will make recommendations to the AD, F&A, who will advise the Director. The Chief will coordinate with the OAS where applicable.
 - (2) Recommendation for changes in the handbook must be submitted by memorandum to the Chief, OA. This handbook will be updated on an as-needed basis to incorporate any changes.

5. Reporting Requirements. None

6. Effects on other documents. Supersedes and replaces Directive ADS-14 dated

February 17, 1988.

7. References.
 - a. Departmental Manual 350-354 DM
 - b. OAS Operational Procedures Memoranda (OPMs)
 - c. OAS Handbooks
 - d. Federal Aviation Regulations (FAR)
 - e. OAS Informational Bulletins
 - f. OAS Aviation Accident Prevention Bulletins
 - g. OAS Tech Bulletins
8. Effective Date. Upon Issuance
9. Contact. William C. Bass, Aviation Safety Manager, (412) 937-2840.
10. Keywords. Aviation Management User's Handbook



**OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT**

AVIATION USER'S HANDBOOK

ADS-14



**OFFICE OF SURFACE MINING
AVIATION MANUAL**

August 4, 2000

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ABBREVIATIONS

AAPS - Aircraft Accident Prevention Survey	ETA - Estimated Time of Arrival
ABOD - Aviation Management Board of Directors	FAA - Federal Aviation Administration
AGL - Above Ground Level	FAR - Federal Aviation Regulations
ALSE - Aviation Life Support Equipment	FSS - FAA Flight Service Station
AMIS - Aviation Management Information System	IFR - Instrument Flight Rules
AM - Aviation Manager	OSM - Office of Surface Mining
AMSO - Aviation Management and Safety Officer	NTSB - National Transportation Safety Board
AMWG - Aviation Management Working Group	OAS - Office of Aircraft Services
ASM - Aviation Safety Manager	OMB - Office of Management and Budget
AUH - Aviation User's Handbook	OPM - Operational Procedures Memorandum
ARA - Aircraft Rental Agreement	PDF - Personal Flotation Device
CFI - Certified Flight Instructor	PIC - Pilot-in-Command
CFR - Code of Federal Regulations	PPE - Personal Protective Equipment
DM - Departmental Manual	USFS - U.S. Forest Service
DOI - Department of the Interior	VFR - Visual Flight Rules

AVIATION MANAGEMENT

- 1.1 **Purpose.** This is the aviation management and safety program for the Office of Surface Mining Reclamation and Enforcement(OSM). As such, it does not repeat the Department Manual or other policies and regulations, but amplifies and tailors those policies and procedures to fit OSM's mission.
- 1.2 **Philosophy.** The safety of OSM employees is paramount. Mission accomplishment is important, but it does not overshadow the need to protect human life and equipment from undue risks. The OSM Directorate will support any manager who suspends a project based on an analysis that it cannot be completed safely.
- 1.3 **Scope.** This Aviation Manual (ADS-14) applies to flight services in the United States, Trust Territories, and Possessions other than those acquired on a seat-fare basis from commercial air carriers (e.g., Delta, United, etc.). Because OSM is responsible for aircrew members and passengers on board aircraft under its operational control, this manual is applicable to OSM employees, persons supervised by OSM employees, and Support Service Contractors (all referred to as "OSM employees"). Persons employed by and whose work is directed solely by cooperators or Support Service Contractors are exempt from provisions of this manual except when their duties include utilization of flight services which are under operational control of OSM. In that event, such persons will be subject to 1.5 below.
- 1.4 **Objective.** Safe, efficient, and effective use of aviation in achieving OSM's missions.
- 1.5 **Policy.** OSM aviation activities will comply with Federal Aviation Administration (FAA), Department of the Interior (DOI), Office of Aircraft Services (OAS), and OSM regulations and policies. Where the policies conflict, the most restrictive policy will apply. Deviations are permitted only by waiver from persons who have that specific authority. Actions contrary to policies jeopardize safety and may result in disciplinary action.
- 1.6 **Environmental Concerns.** Noise and visual pollution resulting from aircraft, particularly low-altitude flights, are a concern to all. Impacts on wildlife, wilderness areas, visitor use of public lands, etc. must be considered in aviation mission planning.
- 1.7 **Authority.** Departmental Manual (DM), Parts 350-354, Aviation Management.
- 1.8 **Organizational Responsibilities - Department of the Interior**
 - A. The **Office of Aircraft Services (OAS)** is responsible for Department-wide functions related to aircraft services and facilities. OAS assigns aircraft to Bureaus and coordinates aircraft services from the commercial sector including procurement of all

flight services, aircraft and pilot inspections, administrative support, and payments. OAS maintains pilots, aircraft, and financial records which are available to Bureaus.

- B. The **Aviation Management Board of Directors (ABOD)** is comprised of the Executive Committee and the Working Group. The Executive Committee incorporates OAS and usually a senior line manager from each Bureau for the purpose of formulating Department-wide aviation policies and procedures.
- C. The **Aviation Management Working Group (AMWG)** The AMWG is comprised of Bureau Aviation Safety Managers and the OAS Aviation Management Specialist who provide the routine staff work for the Board and will report to the Board Chair.

1.9 Organizational Responsibilities - OSM

- A. The **Director** is responsible for establishing, implementing, and enforcing an aviation management and safety program; promoting safety awareness and aviation accident prevention; issuing letters of flight authority; reviewing accident and serious incident reports and instituting corrective actions; and coordinating requests for flight waivers with the OAS Director prior to granting waivers.
- B. The **Chief, Office of Administration** is OSM's **Aviation Manager(AM)** and is the senior line manager responsible for safety management, awareness and education; assuring the development and implementation of the aviation management and safety program; supervising the aviation safety manager; serving as a member of the ABOD; and serving as principal aviation advisor to the OSM Director.
- C. The **Aviation Safety Manager (ASM)** is the principal aviation consultant and aviation safety advisor to the Chief, Office of Administration and is responsible for formulating aviation policies and procedures, developing implementation procedures for this manual, coordinating the OSM aviation program, serving on the AMWG, participating in aircraft mishap investigations, reviewing aviation mishap reports and recommending corrective actions, and evaluating aviation program compliance.
- D. **Regional Directors** support OSM aviation policies and procedures, provide funds for aviation training and equipment, and assure that aviation activities are conducted in compliance with applicable directives. Each Regional Director will appoint an Aviation Management and Safety Officer (this may be a collateral duty) who is knowledgeable regarding aviation policies, procedures, and missions; and provide him/her with adequate time and the financial resources needed to perform these duties.
- F. The **Aviation Management and Safety Officer (AMSO)** is the principal aviation resource consultant and aviation safety advisor to the Regional Director; provides local technical and safety assistance; implements Departmental and bureau policy; comments on proposed changes in policy and procedure; instructs aviation safety

courses; maintains Regional training records; monitors pilot experience; processes requests for flight services; observes Regional aviation activities; acts as liaison with the OSM Aviation Manger; and provides technical expertise to employees, supervisors and flight managers.

- G. **Supervisors** are responsible for ensuring that employees follow regulations and policies, maintain currency in required aviation safety training, and use appropriate personal protective and life support equipment; maintain currency in required aviation supervisor safety training; and coordinate aviation operations with the Aviation Management and Safety Officer.
- H. The **Flight Manager** is the person representing OSM who is responsible for conducting the mission and for assuring that it is accomplished in accordance with DOI aviation policies, OAS publications, and this manual. The pilot may be the flight manager.
- I. **Employees** are responsible for knowing and following supervisory directives in accordance with Federal Aviation Regulations (FARs), DOI aviation policies, OAS publications, and this manual; maintaining currency in required aviation safety training; using appropriate personal protective and life support equipment; reporting potential and actual problems; and ensuring their own safety as well as that of others.

1.10 Evaluation and Monitoring.

- A. **Departmental.** The OAS Safety Office is responsible for administering the Aviation Evaluation Program and provides the Assistant Secretary - Policy, Management and Budget with an independent appraisal of the aviation management and aviation safety programs within DOI. Evaluations monitor compliance with Departmental aviation policy directives and are an integral part of the aviation safety program. Each Region using flight services will be evaluated on a multi year cycle, per 352 DM B1. (C) and 352 DM 1.6 (B)7.
- B. **Bureau.** The OSM Safety Aviation Manager will conduct biannual Regional aviation activity evaluations.
- C. **Other.** Regular communications between the Aviation Manager, Aviation Safety Manager and OSM offices, OAS, etc., will provide feedback regarding aviation activities and issues as necessary.

RECORDS AND REPORTS

- 2.1 DOI Aircraft Flight/Use and Aircraft Use Reports - Record and Billing Purposes.** For each flight on fleet aircraft, Form OAS-2, Aircraft Flight/Use Report, must be completed. For contract, rental, or charter aircraft, Form OAS-23, Aircraft Use Report, must be used for the same purposes. OAS-23 Forms can be ordered over the Internet through the OAS World Wide Web page (www.oas.gov).
- 2.2 DOI Aircraft Use Report - Information Only Purposes.** Each nonrevenue flight on approved cooperator aircraft (military, other public agencies, or privately owned) must be documented on Form OAS-23. The comment, "nonrevenue flight; information only," must be included on the form.
- 2.3 U.S. Forest Service (USFS) - Flight Use Report.** When flight services are provided by and payment made to the USFS, the Standard Form-122, Flight Use Report will be used for billing purposes. OSM employees will also prepare an OAS Form-23 with the comment, "for information only" for each flight to document the number of flight hours and submit it to OAS.
- 2.4 Procurement/Documentation of Competition.** Any single procurement of flight services which exceeds \$2,500 requires reasonable competition within the local area. Documentation of such efforts must be attached to the user's copy of Form OAS-23 and retained at the originating office.
- 2.5 BILLEE Code.** Each office using flight services must have an individual OAS BILLEE code. This identifier is used for billing of flight services and is required for completion of Aircraft Flight/Use and Aircraft Use Reports (Forms OAS-2 and OAS-23). Each office is responsible for reconciling billing discrepancies.
- 2.6 Aircraft/Pilot Payment.** Prior to use of fleet aircraft assigned to other DOI Bureaus, offices are responsible for addressing payment rates for the use of the aircraft, pilot services, per diem, etc., with the provider of the service.
- 2.7 Aircraft Mishap Response Plan and Hazard Map Instructions.** Each OSM office using flight services must maintain a current and complete Aviation Mishap Prevention Plan and Aviation Mishap Response Plan in a readily accessible location. See Attachments 3 and 4 for guidance and formats. Local area hazard maps are also required for each location to be flown at altitudes within 500 feet of the surface. See Attachment 4 for guidance on hazard maps. Flight managers are responsible for reviewing hazard maps with pilots prior to each low-altitude flight.

- 2.8 Aircraft Accident Prevention Survey (AAPS).** AAPS is a tool for identifying program weaknesses. Copies of AAPSs will be maintained at the applicable Regional or field office. Evidence of actions taken to correct deficiencies must be attached to these documents.
- 2.9 Aviation Directives.** The supervisor of each organization conducting flight operations and the Flight Manager must have direct and immediate access to the Departmental Aviation Policy Manual, Parts 350-354, OAS Operational Procedures Memoranda, OAS handbooks, Information Bulletins, Safety Alerts, Aviation Accident Prevention Bulletins, Tech Bulletins, this manual, and any other records needed to provide complete documentation of aviation activities. These items can be in electronic format or in hard copy.
- 2.10 Use of Non-Federal Public Aircraft.** OSM has cooperative agreements with the states on common overflights. If a State/local government reimburses OSM for flight services, OSM must obtain a copy of that agency's documentation of the circumstances and maintain that record in the office providing the flight services. (See 351 DM 4 and Chapter 6 of this document.)
- 2.11 Space-Available, Administrative, Required-Use, and Other Travel.** Copies of required cost analyses, approvals, etc., (see Chapter 6) must be maintained at the user office for a period of 3 years.
- 2.12 Aviation Safety Training Records.** Records of required aviation safety training for OSM employees must be maintained by the supervisor, and the Aviation Management and Safety Officer.
- 2.13 Research Work Orders/Cooperative Agreements/Support Services Contracts.** Documents which indicated the use of flight services must contain language that persons on board aircraft under operational control of OSM are subject to DOI policies, OAS publications, and this manual.

PERSONAL PROTECTIVE AND AVIATION LIFE SUPPORT EQUIPMENT

3.1 Personal Protective Equipment.

- A. OSM employees must wear Personal Protective Equipment (PPE) on all special-use flights. PPE consists of fire-retardant clothing (NOMEX), aviator's protective helmet (except in multiengine airplanes), leather boots extending above the ankles, and flight gloves made completely of NOMEX and/or leather. The OAS Aviation Life Support Equipment Handbook (ALSE) contains additional information.
- B. If the required leather boots are not conducive to the working environment (water, snow, etc.) the OSM supervisor may determine that rubber or synthetic boots are essential to perform the work. The supervisor will inform the employee of the increased personal hazard associated with use of this type of boot in the event of a post-mishap flash fire.
- C. Nylon, dacron, or polyester garments or undergarments may not be worn with PPE. They increase the risk of post-mishap fire injury.

3.2 Personal Protective Equipment Waivers. One-time or blanket waivers to PPE requirements may be granted by the OSM Director. The conditions are limited to instances where protection for the individual after exiting the aircraft is deemed more critical for personal safety than that provided by standard PPE. An example is specialized clothing for protection against arctic temperatures for extended periods. Copies of waivers must be provided to the OAS Director and must be included with Bureau requests for procurement services when such operations are to be conducted.

3.3 First-Aid and Survival Kits. A first-aid kit containing the specific minimum items listed in the ALSE Handbook must be onboard all aircraft under operational control of OSM. A survival kit containing the minimum items listed in the ALSE Handbook must be onboard all special-use flights. Flights in Alaska or Canada must have different or additional items in accordance with the ALSE Handbook.

3.4 Personal Flotation Device. For operations beyond power-off gliding distance to shore, personal flotation devices (PFDs) will be worn by occupants of all single-engine aircraft, occupants of all helicopters equipped only with helicopter flotation devices, and during water take-offs and landings by multiengine-float or boat-hulled aircraft. PFDs need not be worn but will be immediately available to each occupant in multiengine-land aircraft which meet the overwater performance capability required for FAA Air Taxi and Commercial Operators. The

flotation gear required by Title 14, Code of Federal Regulations (CFR), Part 91 "for hire" operations will be on board when operating beyond power-off gliding distance to shore or during extended overwater operations (50 nautical miles from shore, or, for helicopters, 50 nautical miles from shore or an offshore heliport structure). The emergency equipment for extended overwater operations required by 14 CFR 135 will be on board for extended overwater activities.

- 3.5 Antiexposure Garments.** If protection is required to assure a survival time beyond the "time-to-recovery" (see ALSE Handbook), the antiexposure garments will be worn in all single-engine aircraft and must be readily available to occupants of multiengine aircraft when conducting extended overwater operations

- 3.6 Emergency Locator Transmitters/(ELT)** The pilot-in-command will brief OSM employees on the location and use of the Emergency Locator Transmitter. In the case where multiple short flights are made the pilot's briefing does not have to be repeated, unless new passengers come on board.

FLIGHT OPERATIONS STANDARDS

- 4.1 **General.** All aircraft under operational control of OSM will comply with applicable FARs (including additional FAA approval for special equipment such as antennas), DOI aviation policy, OAS publications, and this manual.
- 4.2 **OAS-Approved Aircraft and Pilots.** OSM employees must use aircraft and pilots approved by OAS for flight services.
- 4.3 **Administrative Flights.** All aircraft used for passenger transport (no duties while on board) must meet applicable FARs.
- 4.4 **Aviation Mission Planning/Risk Assessment.** A written mission plan (see Attachment 1) will be prepared for all flights. The person whose title is included, in parenthesis, in the title of each section is responsible for providing the information listed. The Flight Manager's immediate supervisor must approve special-use flights, preferably by signature on the mission plan. If approval is given otherwise, documentation of that approval must be maintained at the office.

Aviation mission planning will include conducting a risk assessment of the following noninclusive items:

- A. Pilot proficiency and experience in the mission, familiarity and currency in the aircraft, and flight experience in the mission's location.
- B. Means other than aviation for effective and efficient mission accomplishment.
- C. Aircraft and pilot carded for mission by OAS.
- D. Configuration of aircraft appropriate to need.
- E. Aviation safety training of passengers is current.
- F. Weather and other environmental conditions.
- G. Known hazards in the area to be flown.
- H. Personal Protective Equipment and Aviation Life Support Equipment used, if required.

- I. First Aid/Survival equipment on board.
- J. Intangible pressures such as urgency and time to accomplish the mission.

4.5 Flight Plan and Flight Following.

- A. Flight plans and flight following are required for all flights except those conducted within a 25-mile radius of the base of operations which involve local flight training, flight evaluations, and maintenance test flights. These exempt flights must maintain continuous radio contact with the base of operations. All flight plans shall be specific as to routing, i.e., FAA- published airways or direct point-to-point locations. Either a Visual Flight Rules or an Instrument Flight Rules flight plan will be filed prior to or immediately after takeoff with an appropriate FAA facility and will be opened when airborne.
- B. Flight following shall be conducted either by:
 - 1. Position reports made to FAA facilities at intervals of 1 hour or less for FAA flight plans, or
 - 2. Through any DOI-agency approved flight following system requiring radio contact at designated intervals, ground radio monitoring at all times, and aircraft position reports given and recorded.
- C. The pilot or Flight Manager must request the local FAA Flight Service Station or person with local flight following responsibilities to close the flight plan within 30 minutes after landing.
- D. The Flight Manager will contact the local OSM office by telephone before takeoff, at any scheduled full-stop landings (ie, for fuel or meals), and at the end of the mission.

4.6 Passenger Manifest. A manifest of all crew members and passengers on board will be completed and left at the point of initial departure (see Attachment 2). Manifest changes will be left at subsequent points of departure. OSM offices may also require aviation users to provide written flight information to a designated person (passenger names, departure and return times, aircraft identification, routing, etc.) prior to departure of each flight.

4.7 Aircraft Preflight. Pilots must conduct a visual inspection of the aircraft prior to each flight, per FAR 91.103.

4.8 Checklists. Pilots are required to use written checklists for all phases of flight, per 351 DM 1.

- 4.9 Interagency Aircraft Data Card.** An Interagency (DOI/USFS) Aircraft Data Card must be maintained in the aircraft and physically inspected by aircrew members and/or passengers prior to each flight. If the card is unavailable, the aircraft's authorization to conduct the mission must be verified, per 353 DM 2.5.
- 4.10 DOI Pilot Qualification Card.** The DOI Pilot Qualification Card must be carried by pilots and physically inspected by aircrew members and/or passengers prior to each flight, per 353 DM 2.5. If the card is unavailable, the pilot's authorization to fly the mission must be verified.
- 4.11 Passenger Briefing.** Pilots will provide a briefing prior to each flight covering items specified in 351 DM 1.5. If the pilot does not provide a briefing, it must be requested by aircrew members and/or passengers.
- 4.12 Crew Duty Time Limitation.** Activities must be conducted in accordance with 351 DM 1.9(2).
- 4.13 Instrument Flight Rules.** Flights are permitted in accordance with FAR 91.167 - FAR 91.193 and 351 DM 1.3.
- 4.14 Night Flying.** Flights are permitted in accordance with FAR 61.57(d) and 351 DM 1.3.
- 4.15 Low-Altitude Flights.** Flights may be conducted in accordance with FAR 91.119.
- 4.16 Transport of Hazardous Materials.** Transport is allowed in accordance with the exemption granted DOI by the Department of Transportation, provided activities are conducted as stipulated in the OAS Aviation Transport of Hazardous Materials Handbook.
- 4.17 Fuel Handling.** Fuel handling must be conducted in accordance with the OAS Aviation Fuel Handling Handbook.
- 4.18 Fuel Reserves.** Aircraft must maintain fuel reserves as stipulated in FAR 91.151 and FAR 91.167 of 30 minutes for VFR and 45 minutes for IFR flights.
- 4.19 Transport of Cargo/Equipment.** Only cargo and/or equipment necessary for mission accomplishment is permitted onboard aircraft under operational control of OSM and must be transported in accordance with FARs and DOI policies.
- 4.20 External Loads.** Airplane external load operations will not be permitted except as provided in 14 CFR 21.187 or 14 CFR 21.197(a). External load flights are permitted provided they are conducted with suitably equipped **helicopters**, flown by pilots approved by OAS for external load operations, and the aircraft are operated in accordance with FAR 133 and 351 DM 1.5.

- 4.21 Overwater Flights.** Flights which are conducted beyond gliding distance to shore are prohibited in single-engine aircraft which are not float-equipped.
- 4.22 Load Calculations.** Load calculations will be accomplished prior to each flight considering weight of cargo and passengers, center of gravity, etc., relative to environmental conditions and performance capabilities of the aircraft. For helicopters, written documentation is required by completion of Form OAS-67, Helicopter Load Calculation, for the first flight of the day, a temperature change of plus or minus 5 degrees Celsius (11 degrees Fahrenheit), a change of 1,000 feet in altitude at either take-off or landing, or a significant change in passengers, cargo, or fuel load.
- 4.23 Environmental Considerations.** Factors such as snow, fog, rain, wind velocity, cold weather (-40 degree Fahrenheit), density altitude, etc., may have a direct impact on performance of the aircraft. Flights in such conditions are permitted only in compliance with FAR 91.103 and 351 DM 1.
- 4.24 Local Area Hazard Map.** Prior to each flight to be conducted below an altitude of 500 feet AGL, pilots must review a current local area hazard map with the flight manager. A hazard is any obstacle protruding to or above the planned flight altitude. Any new hazards found in the area flown must be added to the hazard map upon return. See Attachment 4 for a detailed discussion of hazard maps.
- 4.25 Toe-in, Single-Skid, and Step-Out Landings.** These landings, as defined below, are prohibited except when approved by the OAS Director (see OPM 95-5). Requests for exceptions must be made to the OSM Director and processed through the OSM Aviation Manager.
- A. Toe-in:** Landings that are used to drop off or pick up passengers or cargo by resting the helicopter on the toes of the skids.
 - B. Single-Skid:** Landings that are used to drop off or pick up passengers or cargo while holding the helicopter with one full skid on the ground and the other suspended in the air.
 - C. Step-Out Landings:** Landings that are used to drop off or pick up passengers and cargo (other than rappel/short haul) while holding the helicopter in a hover.
- 4.26 Lap Belt/Shoulder Harness.** Lap belts and shoulder harnesses must be worn on all take-offs and landings (351 DM 1.1G). Use of the lap belt/shoulder harness is recommended during all phases of the flight for comfort and safety.
- 4.27 Animal Gathering and Capturing Handbook.** Planned gathering and capturing of animals must be conducted in accordance with the OAS Animal Gathering and Capturing Handbook.

- 4.28 Flights Outside the United States, Trust Territories, and Possessions.** Such flights will comply with the flight regulations of the country in which the operation occurs. Flights will also comply with applicable DOI aviation policy, OAS publications, and this manual when implementation is reasonably accomplished.
- 4.29 Flights Over Public Lands.** Any time aircraft under operational control of OSM has a need to operate at less than 2,000 feet above the surface over public lands (national parks, national wildlife refuges, etc.), the pilot will coordinate with that facility prior to the flight regarding the intended altitude and to ensure procedures particular to that entity are followed.
- 4.30 Employee Prerogative.** OSM personnel may elect without fear of reprisal not to fly under any condition they consider to be unsafe. Such situations will be reported immediately to the flight manager, employee's supervisor, OSM Aviation Safety Manager and OAS via an Aviation Mishap Information System Report (Form OAS-34).
- 4.31 Emergency Situations.** Pilots will take actions necessary to assure the safety of personnel and aircraft. Any resulting deviation from applicable FARs, DOI aviation policy, OAS publications, and this manual must be reported appropriately to FAA, OAS, OSM Aviation Safety Manager, and the pilot's supervisor.

USE OF GOVERNMENT AIRCRAFT

5.1 General. A government aircraft is any aircraft under operational control of the Federal Government for the conduct of official business, regardless of whether it is owned, contracted, rented, or chartered. Such aircraft may be used only for official travel purposes. Official travel is (1) travel to meet mission requirements, (2) travel to meet communication or security needs (required-use travel), and (3) other travel for the conduct of agency business. Passenger categories are:

A. Official Passengers.

1. Officers and employees of the Federal Government traveling on official business;
2. Members of Congress and employees of congressional committee staffs whose work relates to Departmental programs;
3. Non-Federal passengers when engaged in missions which enhance accomplishment of an OSM program. (Note: OSM solely reserves the right to decide if inclusion of any individual enhances the accomplishment of the program.) Examples could potentially be personnel of cooperating State, county, or local agencies, representatives of foreign Governments, news media, cooperating non-Government organizations, and contractors' representatives.

B. Unofficial Passengers.

1. Officers and employees of the Department of the Interior and other Federal agencies when traveling for personal convenience on space-available travel. (Any unofficial passenger must provide a waiver releasing the Government from any and all responsibility for accidental death or injury resulting from such travel (OAS Form-115).)
2. Unofficial passengers may not be on board aircraft during special-use flights.

C. Unauthorized Passengers. All persons who are not official or unofficial passengers will be considered unauthorized and may not use any aircraft owned, operated by, or flown on behalf of OSM.

5.2 Passengers/Cargo. Except for space-available travel, only persons and cargo required to accomplish missions are permitted on board aircraft under operational control of OSM.

- 5.3 Space-Available Travel.** Space-available travel is using aircraft capacity that would otherwise be unused on an already-scheduled flight. It is generally limited to Federal personnel and their families in remote locations which are not reasonably accessible to regularly scheduled commercial airline service. Space-available travel is not allowed on special-use flights. GS-15 and below must receive supervisor approval for space-available travel. Senior Executive Service and above use of space-available travel requires trip-by-trip approval by the Secretary of the Interior and requires reimbursement at the full coach rate fare (see OPM 00-07). Such requests must be processed through the Chief, Office of Administration to the DOI Solicitor at least 10 days prior to planned travel.
- 5.4 Administrative Travel for Federal Employees.** Government aircraft may be used for administrative travel purposes provided that (1) the cost is not more than commercial sources, or (2) commercial aircraft is not reasonably available to meet the traveler's departure/arrival requirements within a 24-hour period, unless it can be demonstrated there are extraordinary circumstances which require a shorter period to fulfill the agency requirement. In order to assure compliance with OMB Circular No. A-76 (revised), Form OAS-110, a Travel Cost Analysis, or like document, must be prepared for administrative flights. Approval for the flight from a designated official at least one level higher than the traveler is necessary. Unless there are security, communication, or time constraints involved, a cost comparison with commercial sources is required.
- 5.5 Administrative Travel for Official Non-Federal Passengers.** Non-Federal personnel who are official passengers (see 5.1(A) above) may use any Government aircraft under operational control of OSM for administrative travel without reimbursing the Government for a portion of the flight costs.
- 5.6 Administrative Travel for Unofficial Non-Federal Passengers.** Receiving reimbursement from an unofficial non-Federal passenger (see 5.1(B) above) on an administrative flight using fleet aircraft is not allowed since DOI does not hold an FAA Air Taxi and Commercial Operator's Certificate. Neither may such passengers be on board fleet aircraft on administrative flights without reimbursement since that would be contrary to the requirements of OMB Circular No. A-126 (revised).
- 5.7 Required-Use Travel.** Required-use travel is that which necessitates the use of Government aircraft for the travel of an Executive Agency officer or employee because of bona fide communication or security needs of the agency or exceptional scheduling requirements. With certain exceptions, advance trip-by-trip authorization by the DOI Solicitor or the Solicitor's designee is required. Reimbursement at the full coach rate may be necessary.
- 5.8 Other Travel.** Prior approval on a trip-by-trip basis from the DOI Solicitor or the Solicitor's designee is required for Senior Federal Officials or Senior Executive Branch Officials, members of families of such senior Federal officials, and non-Federal travelers for travel that is not to meet mission requirements or required-use travel. Such requests must be processed

through the Chief, Office of Administration to the DOI Solicitor at least 10 days prior to planned travel. Reimbursement at the full coach rate is required for any portion of the trip that is incidental private activity.

- 5.9 Emergency Use.** OSM supervisors may authorize the use of Government aircraft to assist in life-threatening circumstances, disaster relief efforts, etc. The nature of the circumstances must be noted on Form OAS-2 or Form OAS-23.

OBTAINING AVIATION SERVICES

- 6.1 CONTRACT, RENTAL, AND CHARTER AIRCRAFT.** Aircraft operators providing contract, individual charter, or hourly rental service to OSM must be approved by OAS and certified under 14 CFR 91, 14 CFR 121, 14 CFR 125, 14 CFR 127, 14 CFR 133, 14 CFR 135, or 14 CFR 137. Pilots must meet DOI experience requirements and adhere to flight time and duty limitations.
- 6.2 COOPERATOR AND AFFILIATED AIRCRAFT.** A cooperator aircraft is an affiliated military or another public agency aircraft. An affiliated aircraft is a civil aircraft operated in accordance with 14 CFR 91, 121, or 135 for the mutual benefit of DOI and the affiliated party at no cost to DOI. In other words, a cooperator aircraft belongs to another government agency (Federal, state, county, city, state university, etc.) and an affiliated aircraft belongs to an individual or private company that is not charging DOI for the joint use of the aircraft while doing joint work. Additionally, DOI cannot pay for public aircraft that do not have a common treasury linkage so DOI cannot reimburse a state university, state or county government when using their aircraft.
- A. Prior Coordination and Requirements.** Aircraft and pilots must meet DOI standards for general or special-use flights. OSM employees may not use such aircraft and pilots without prior OAS approval. Any costs incurred by OAS in approving cooperator aircraft, including an onsite inspection and pilot checkride for special-use flights, may be charged to the requesting office. Requests for use of cooperator aircraft must be submitted to OAS as far in advance as possible and contain the following information:
1. Purpose, type, and date(s) of flight(s).
 2. Statement indicating whether flights will be general-use or special-use.
 3. Aircraft make, model, and registration number.
 4. Pilot or other contact name and telephone number.
 5. Statement that the flight(s) will be without cost to DOI or OSM.
 6. Evidence of liability insurance (minimum requirements of 14 CFR 298.42).
 7. Availability of personal protective equipment or aviation life support equipment, if required.

8. Other pertinent information.

B. Carding, Letters of Approval, or Memoranda of Understanding. Interagency Aircraft Data Cards, DOI Pilot Qualification Cards, or Letters of Approval for aircraft and pilots, will be issued in instances where only a few aircraft and pilots are involved. In situations involving numerous aircraft and pilots (military facilities, State fish and game agencies, etc.), Memoranda of Understanding may be used to replace the need for individual aircraft and pilot cards.

- 6.3 Procurement.** With the exceptions listed below, all flight services must be procured from OAS-approved sources through the Aircraft Rental Agreement (ARA). The current source lists (both pilot and aircraft lists) are available on OAS's World Wide Web page at www.oas.gov. The exceptions are for acquisition of end products (such as reports; aerial photographs; aerial application of seed, fertilizer, herbicides, etc., contracted on a per acre basis; and aerial animal round-up contracted on a per head basis, etc.) when there is no participation in the flights by DOI personnel and DOI does not direct the activities of the flight. When utilizing aircraft which has special equipment attached to or mounted on the aircraft, the user must verify authorization to conduct such flights with OAS (see Attachment 6.B). Flight training is not considered flight service and may be procured by issuance of a purchase order.
- 6.4 Billing and Payments.** Billing and payments for flight services must be processed by OAS. Approved sources for flight services are (1) DOI fleet aircraft, (2) USFS fleet aircraft, (3) aircraft rental on an hourly basis under a DOI Aircraft Rental Agreement (ARA), (4) DOI contract aircraft, and (5) aircraft charter for one-time flights. Procurement of flight services within the United States by purchase order, imprest fund, Government Transportation Request, etc., is unauthorized. Such action is subject to ratification by the OSM Director. The office procuring flight services in an unauthorized way may incur an additional OAS charge of \$1,000.
- 6.5 Procurement of Flight Services from Non-Federal Public Agencies.** Procurement of and reimbursement for flight services from non-Federal public agencies is unauthorized unless it is necessary to respond to an imminent threat to life or property and no service by a commercial operator is reasonably available to meet the threat.
- 6.6 Exclusive-Use Rental and Charter Service .** When no OAS-approved aircraft is available and annual utilization is less than \$25,000, OAS may effect exclusive-use rental agreements. If suitable aircraft is not available through currently approved sources, OAS may charter aircraft for individual flights. Requests for changes to ARAs, contracts (aircraft use totaling more than \$25,000 annually), or charter aircraft must be coordinated through the Chief, Office of Administration prior to contact with OAS.

- 6.7 Aircraft Insurance Requirements.** Minimum liability insurance requirements for commercial aircraft and pilots are set forth in 14 CFR 198.41-42.
- 6.8 Personal Life Insurance.** Before flying on other than scheduled air carriers, employees are advised to check personal (non-Government) life insurance policies. Some personal coverage is void when employees are considered to be aircrew members (performing a duty while onboard a flight which is critical to mission accomplishment).

AVIATION SAFETY EDUCATION AND TRAINING

7.1 Required Aviation User Training.

- A. OSM employees must maintain currency in appropriate DOI-mandated aviation safety courses per the current OAS Aviation User Training Program. Minimum elements of basic aviation training include:
1. Basic Helicopter/Airplane Safety
 2. Aircraft Capabilities and Limitations
 3. Personal Protective Equipment (PPE) and Aviation Life Support Equipment. (ALSE)
 4. Aviation Mishap Information System (AMIS).

All members of those teams that set their own work requirements, manage their funds, or otherwise act as supervisors must take the following training:

1. M-3 Aviation Management Training for Supervisors.
2. Basic Helicopter/Airplane Safety

Specific groups targeted for training include users of special use aviation assets, aviation managers, aviation safety managers, and aviation trainers must take the following training where applicable:

1. Aviation Management Seminar
2. Aircraft Contract Administration
3. Train the Trainer
4. Accident Prevention Seminar
5. Basic Helicopter/Airplane Safety

- B. Collateral Duty Aviation Managers must maintain currency as Aviation Managers.
- C. Aviation Manager and Safety Officers must maintain currency as Supervisors, Aviation Managers, and Aviation Safety Managers.

7.2 Required Pilot Training

- A. Prior to performing piloting duties, pilots must be familiar with DOI aviation policies.

- B. Prior to performing piloting duties in cold-weather environments, pilots must have instruction in the psychological aspects of panic behavior, clothing selection and improvisation, recognizing and treating cold-weather injuries, food and water planning and procurement, etc.

7.3 Recommended Aviation User Training.

- A. Prior to conducting activities in cold-weather environments, OSM employees should complete the same training cited in 7.2(B)

AIRCRAFT MISHAP PROCEDURES

- 8.1 **Aircraft Mishaps** are broadly defined as:
- A. **Accidents.** Involve death or serious injury or substantial damage to the aircraft.
 - B. **Incidents with Potential.** Indicate potential for substantial damage or serious injury.
 - C. **Aircraft Incidents.** Occurrences which affect or could affect the safety of operations.
- 8.2 **National Transportation Safety Board Mishap Notification Procedure.** In the event of an aircraft accident or any of the incidents listed below, the aircraft operator, flight manager, or person with flight following responsibilities must immediately, and by the most expeditious method, contact the nearest office of the NTSB (Anchorage, AK; Atlanta, GA; Chicago, IL; Denver, CO; Fort Worth, TX; Kansas City, MO; Los Angeles, CA; Miami, FL; New York, NY; and Seattle, WA). Follow procedures contained in the 352 DM 6, Aviation Mishap Notification, Investigation and Reporting.
- A. An aircraft is overdue and it is believed to have been involved in an accident.
 - B. Flight control system malfunction or failure.
 - C. Inability of any required flight crew member to perform normal duties as a result of illness or injury.
 - D. Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.
 - E. In-flight fire.
 - F. Aircraft collision in flight.
 - G. Passenger refuses to fly because of safety concerns.
 - H. Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
 - I. For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):

1. In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments.
2. In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces.
3. Sustained loss of the power or thrust produced by two or more engines.
4. An evacuation of an aircraft in which an emergency egress system is utilized.

8.3 DOI Aircraft Mishap Notification Procedure.

- A. When an aircraft accident, occurrence listed in 8.2 above, or incident with potential occurs, the aircraft operator, flight manager, or person with flight following responsibilities must immediately, and by the most expeditious method, contact the OAS Safety Manager (24-hour number ((208) 327-8399) and follow procedures contained in the 352 DM 6, Aviation Mishap Notification, Investigation and Reporting.
- B. When an aircraft incident occurs (aviation hazard, maintenance deficiency, or airspace conflict), the person noting the hazard, maintenance deficiency, or airspace conflict must notify the OAS Safety Manager within 5 days.

8.4 Aircraft Accident Actions. Actions detailed in the office Aircraft Mishap Response Plan should be followed in the event of an accident. A brief outline is below:

- A. Take necessary action to rescue survivors.
- B. Secure the site and surrounding area to protect the wreckage from further damage and avoid injury to persons nearby.
- C. Designate a person to be in charge of the mishap site; get names, addresses, etc., of witnesses; and relay all media inquiries to the investigating team or OSM/NTBS public relations official.
- D. Secure all OSM records pertaining to the operation, flight, maintenance, crew members, etc.
- E. Document facts on Form OAS-77, Initial Report of Aircraft Mishap and provide the information to NTSB and OAS.

F. Notify OSM Director of the Aircraft Mishap.

8.5 Aircraft Mishap Investigations. The NTSB will investigate, or have investigated, all aircraft accidents. When NTSB investigates DOI accidents, OAS will generally be included. NTSB and/or OAS may also choose to investigate other DOI aircraft mishaps.

8.6 Aircraft Mishap Documentation:

- A. **Pilot/Operator Aircraft Accident Report.** The aircraft operator must complete NTSB Form-6120.1/2, Pilot/Operator Aircraft Accident Report, and submit it to the nearest office of NTSB and to the OAS Safety Manager within 10 days following an aircraft accident or when requested by NTSB following any of the occurrences listed in 11.2.
- B. **Aircraft Accident or Incident with Potential.** The aircraft operator, passenger, or other person with knowledge of the accident or incident with potential must complete Form OAS-77, Aircraft Accident/Incident with Potential, in accordance with 352 DM 6, Aviation Mishap Notification, Investigation and Reporting.
- C. **Aviation Management Information System (AMIS).** The aircraft operator, flight manager, or any other person noting an aviation hazard, maintenance deficiency, airspace conflict, or incident must complete a Form OAS-34, Aviation Management Information System Report, within 5 days and submit it to the OAS Safety Manager, the Chief, Office of Administration, OSM Aviation Safety Manager, and maintain a copy at the field office. See Attachment 2 for details.
- D. **Completion of DI-134, Report of Accident/Incident.** Completion of the Form OAS-34 or Form OAS-77 cannot be used in lieu of completing Form DI-134, Report of Accident/Incident, or other reports required by 451 DM 1 and 485 DM 1. **The DI-134 must also be completed and submitted to the OSM Safety and Occupational Health Manager (a.k.a. the OSM Aviation Safety Manager).**

PRE-FLIGHT RESPONSIBILITIES
(Pilot-in-Command)

Yes	No	N/A	
___	___	___	1. Weight and balance completed:
___	___	___	a. Gross weight
___	___	___	b. Empty weight
___	___	___	c. Useful load
___	___	___	d. Passenger/crew weight
___	___	___	e. Maximum fuel weight
___	___	___	f. Maximum number gallons fuel
___	___	___	2. Aircraft pre-flight inspection completed.
___	___	___	3. Fuel load confirmed.
___	___	___	4. Cargo checked and secured, load calculations completed.
___	___	___	5. Weather forecast received; winds within prescribed limits, visibility, precipitation, and turbulence.
___	___	___	6. Passenger manifest completed/left at point of departure.
___	___	___	7. Passenger briefing provided, including:
___	___	___	a. Aircraft approach and departure paths
___	___	___	b. Use of shoulder harness/lap belts
___	___	___	c. Smoking rules
___	___	___	d. Use of intercommunication system
___	___	___	e. Location/use of fire extinguisher
___	___	___	f. Location/use of emergency exits
___	___	___	g. Location/use of aviation life support equipment
___	___	___	h. Location/use of oxygen
___	___	___	i. Location/use of emergency locator transmitter
___	___	___	j. Location of battery/fuel shut-off switches
___	___	___	k. Location of first-aid kit
___	___	___	l. Location/use of communications radio

IF YOU ANSWERED NO TO ANY OF THE ABOVE, STOP AND ASSESS THE RISKS.

Pilot Signature/Date _____

OFFICE OF SURFACE MINING
PASSENGER MANIFEST

DATE _____ AIRCRAFT # _____
AIRCRAFT COLORS _____
AIRCRAFT TYPE _____
PILOT _____
ORGANIZATION _____
AIRCRAFT OWNER _____

FUEL ON BOARD IN HRS: _____
CONTACT: NAME _____
TELE# _____

PASSENGER/AIRCREW NAME	WEIGHT	REMARKS

DEPARTURE	INTERMEDIATE STOPS	DESTINATIONS
PLACE	ETD ETA	PLACE ETD ETA

POST-FLIGHT EVALUATION
(Flight Manager/Pilot/Air Crew)

Yes No N/A

- | | | | | |
|-----|-----|-----|----|---|
| ___ | ___ | ___ | 1. | Mission safe and effective. |
| ___ | ___ | ___ | 2. | Team work effective. |
| ___ | ___ | ___ | 3. | Pilot performance satisfactory. |
| ___ | ___ | ___ | 4. | Aircraft configuration/performance satisfactory. |
| ___ | ___ | ___ | 5. | AMIS, Form OAS-34, prepared for incidents, aviation hazards, airspace conflicts, or maintenance deficiencies. |
| ___ | ___ | ___ | 6. | Aircraft Use Report, Form OAS-2 or Form OAS-23, completed. |
| ___ | ___ | ___ | 7. | Flight plan and flight following closed out. |
| ___ | ___ | ___ | 8. | Update hazard map. |

Flight Manager Signature/Date _____

OFFICE OF SURFACE MINING AIRCRAFT ACCIDENT PREVENTION PLAN

- A. **Purpose, Scope, and Authority.** This Aircraft Accident Prevention Plan establishes Office of Surface Mining responsibilities for aviation program management, sets objectives, provides implementation guidelines, and identifies monitoring methods. It applies to all OSM aviation operations in the United States, Trust Territories, and Possessions, and other countries as directed by OSM management. The authority for the establishment of this Plan is the Department of the Interior Aviation Policy Manual, DM 352.2, Aircraft Accident Prevention Program.
- B. **Philosophy.**
1. **Accidents Can Be Prevented.** Aviation safety and aircraft accident prevention within OSM is based upon this philosophy. Accident prevention is an inherent function of management. **OSM managers and supervisors are ultimately responsible for the safety of aviation operations under their jurisdiction and control.** This does not, however, alleviate the responsibility of individuals in carrying out the accident prevention policies of OSM and maintaining a cognizant awareness of the risks involved in conducting aviation operations. Within this program are the practical requirements to provide safe working conditions, prevent injuries to employees and the public, and protect property from damage. Accomplishment of our missions with minimum risk is the thrust of our prevention efforts.
 2. **Responsibility and Accountability.** The overall success of the prevention program requires close cooperation among each member of this organization. Supervisors and managers are charged with the responsibility for implementing the prevention program and to ensure, to the best of their ability, its success by aggressively demonstrating a leadership role in OSM prevention efforts. Managers and supervisors having direct or collateral control of aviation activities will ensure that their employees are all adequately trained to accomplish their jobs safely and efficiently, and that they are aware of applicable Department of the Interior (DOI) aviation policies, OAS publications, and OSM directives and procedures in conducting aviation operations.
 3. **Safety Education and Training.** Safety awareness is a key element in the prevention program. Standard education and training promote risk awareness and confidence in safe job performance. OSM will pursue an aggressive safety awareness program to ensure all levels of aviation users and managers are cognizant of OSM accident prevention philosophy and rigidly implement

prevention methods and techniques. The need to comply with sound safety principles and practices during all aviation operations will be rigidly enforced regardless of perceived mission urgency. **Mission urgency must never override sound safety requirements.**

C. Delegation of Authority for Aircraft Accident Prevention.

1. **Director and Deputy Director.** The Director and Deputy Director are directly responsible and accountable for formulating policy and providing guidance on aviation issues.
2. **Assistant and Regional Directors.** Assistant or Regional Directors who have aviation activities are responsible for ensuring first line supervisors implement and comply with all aviation policy and guidelines. They will also appoint a Regional Aviation Manager and Safety Officer (AMSO) to assist in these duties and coordinate Regional efforts in the aviation program.
3. **First Line Supervisors.** Those first line supervisors who have aviation activities are responsible and accountable for implementation and enforcement of OSM directives and standards. Additionally they will:
 - A. Ensure employees receive mandatory aviation safety awareness education and training required of their duties/position by DOI aviation policy, OAS publications, OSM directives, or as directed by other authority; e.g., Title 29, Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters. This training will be accomplished **prior** to conducting any activity requiring such education and training.
 - B. Actively promote safety awareness and aviation accident prevention in their areas of responsibility.
 - C. Personally review all accident and serious aircraft incident reports submitted, take immediate corrective actions, or recommend to the Directorate a corrective abatement procedure.
 - D. Actively support OSM aviation management and selected employees who coordinate aviation safety activities.
4. **Chief, Office of Administration** is OSM's Aviation manager and is the senior line manager responsible to the Director, OSM, for:
 - A. Advising the Director on all aviation matters within OSM.

- B. Developing, implementing, and maintaining the OSM Aviation Management Program. This includes publishing the OSM Aviation Manual to implement Departmental and OSM policies and procedures. Implementation of the OSM program will be consistent with DM 350-354, Office of Aircraft Services (OAS) Operational Procedures Memoranda (OPMs), appropriate Office of the Secretary Directives, and 485 DM Handbook, Safety and Health.
 - C. Ensuring the OSM Aviation Safety Program is structured to meet program requirements for aggressive aviation safety and aircraft accident prevention. This includes supporting education and training, equipment and logistical requirements, mishap reporting, policy development, program implementation and budget.
 - D. Coordinating all requests for exemptions and waivers to Departmental aviation policy for OSM with the OAS Director.
 - E. Serving as the OSM member to the Interior Aviation Management Board of Directors.
5. **The OSM Aviation Safety Manager** is the principal advisor on all aviation management and aviation safety issues to the Chief, Office of Administration. Duties include:
- A. Serving as the OSM member to the DOI Aviation Management Working Group.
 - B. Serving as a member of the Departmental Aviation Management Evaluation Team.
 - C. Developing the OSM Aviation Management Program and the Aircraft Accident Prevention Plan.
 - D. Managing OSM responsibilities of the Interior Aviation Mishap Information System (AMIS).
 - E. Serving as the principal OSM contact and coordinator with the Department and OAS for all aviation-related activities.
 - F. Developing OSM-specific procedures for implementing aviation management policy.
 - G. Providing guidance to OSM programs implementing Departmental and

OSM aviation management and aviation safety program requirements.

- H. Identifying and coordinating appropriate resources for the education and training of staff, line managers, and field personnel as outlined in DM 352 DM 2, Aircraft Accident Prevention Program.
- I. Coordinating with and assisting the OSM Collateral Duty Aviation Management and Safety Officer.
- J. Developing policy proposals for the Chief, Office of Administration involving all aspects of aviation operations.

6. Aviation Management and Safety Officer (AMSO) is responsible for:

- A. Implementing the OSM Aviation Management Program and Aircraft Accident Prevention Plan.
- B. Coordinating with the OSM Aviation Safety Manager regarding the Interior Aviation Mishap Information System (AMIS).
- C. Serving as the contact and coordinator with Headquarters.
- D. Developing specific procedures for implementing aviation management policy.
- E. Providing guidance to programs implementing Departmental and OSM aviation management and aviation safety management program requirements.
- F. Identifying and coordinating appropriate resources for the education and training of staff, line managers, and field personnel.
- G. Coordinating with and assisting the OSM Aviation Safety Manager.
- H. Developing policy proposals for the involving all aspects of aviation operations.

7. Field Supervisors who have aviation activities are responsible for:

- A. Ensuring that their employees follow the policies and procedures established in 350-354 DM for safe and effective utilization of contract aircraft services and will ensure that their employees receive periodic training to maintain a high degree of aviation safety awareness.

- B. Appointing a knowledgeable employee with the responsibility of serving as Collateral Duty Aircraft Management and Safety Officer to assist them in performing these duties.
 - C. Ensuring an OSM employee is designated Flight Manager for each aviation operation. (If there are any questions concerning the designation of the Flight Manager, the AMSO should be contacted for clarification.)
8. **Flight Managers.** On all aviation rental agreement (ARA) flights, the Flight Manager is a designated OSM employee who has the responsibility for the planning and conduct of the mission. Their planning will include the items detailed below. They do not have to be on board the mission.

If a mission is flown by the OAS or another agency, and the OAS or other agency has designated a Flight Manager, the OSM Flight Manager must ensure that the planning and conduct of the mission is in accordance with DOI, OAS and OSM guidelines. The OSM Flight Manager is not required to duplicate planning of the mission, only to ensure the planning includes:

- A. Defining the mission requirements,
- B. Ensuring all personnel are trained,
- C. Coordinating with the regional AMSO,
- D. Conducting the risk analysis, and
- E. Coordinating pilots and aircraft procurement. (See Attachment 1 for Aviation Planing Guide and Manifest)

Flight Managers are also responsible for:

- A. Conducting the mission safely and within mission requirements,
- B. Reporting safety problems,
- C. Flight following,
- D. Reporting mission results, and
- E. Completing the appropriate OAS forms (sending the original copies to OAS).

9. **Individual Users** are responsible to obtain and maintain training currency, conducting the mission safely and within mission requirements, and reporting safety problems.

D. Aviation Hazard Analysis and Risk Assessment

1. The objective of accident prevention is the preservation of life and the reduction of injury and loss of materials which result from aviation mishaps. In furtherance of this goal, it is incumbent upon all program managers, supervisors, and employees to ensure that proper education and training is obtained for job safety and enhancement of performance. To this end, it is critical that employees are qualified for their jobs with respect to technical expertise and managerial experience, have proper equipment, receive needed training, and are provided the time and funds to perform missions effectively and safely. Thus, it is necessary to have the firm support of management in ensuring that the job is done correctly and with the least degree of risk commensurate with mission accomplishment. Again, "mission urgency should never override sound safety requirements."
2. We cannot ensure that we will not have an accident. What we can ensure, however, is that risks involved in missions will be identified and reduced to an acceptable level and that we will be willing to be held accountable for decisions to proceed with the missions.
3. Each OSM office conducting aviation operations will have a clear, established process in place to identify mission hazards, conduct a risk assessment, and manage the risk. This risk management process will be incorporated into all flight mission requirements and completed prior to each flight.

E. Aircraft Accident Prevention Survey (AAPS). An AAPS is a tool for identifying weaknesses within the OSM Aviation Management Program.

1. A biennial AAPS will be conducted in each Region which conducts aviation operations.
2. Regional Directors will identify a manager responsible for conducting the AAPS.
- 3.. AAPS results will be immediately reported to the Regional Director.
4. The Regional Director will assign an individual(s) for corrective action(s) and establish a completion date(s).

5. AAPSs and deficiency correction documents will be retained in the Regional Office files for at least 3 years. A copy of all AAPSs will be retained by the OSM Aviation Manager for at least 3 years.

F. Aviation Mishap Information System (AMIS). Mishap reporting and procedures differ for aircraft accidents and other types of reportable aviation incidents. All OSM offices will comply with the provisions of 352 DM 6, Aviation Mishap Notification, Investigation and Reporting. The OSM Aviation Safety Manager controls the AMIS reporting process in OSM. All reports will be maintained for a minimum of 3 years.

1. **Aircraft Accident or Incident with Potential.** Any employee involved in, witness to, or having immediate knowledge of an aircraft accident or incident involving injuries, will, if able, perform the following duties in the order specified:

- A. Take necessary action to rescue survivors and to secure the mishap site.
- B. Notify the National Transportation Safety Board, the OAS Aviation Safety Office, and OSM Aviation Safety Manager by the most expeditious means (see the DOI Aircraft Mishap Response Plan which is required for all facilities/locations where aviation activities are conducted).
- C. Initiate OSM mishap notification procedures.

2. **Aircraft Incident, Aviation Hazard, Maintenance Deficiency, or Airspace Conflict.** Any employee involved in, witness to, or having detailed knowledge of an aircraft incident, aviation hazard, airspace conflict, or maintenance deficiency will, if able:

- A. Remove all persons from immediate danger.
- B. Stop work or request that a supervisor stop work until the situation is corrected.
- C. Report the situation to the OSM Aviation Safety Manager and OAS Aviation Safety Office using Form OAS-34, Aviation Mishap Information System Report. The white copy of the Form OAS-34 is sent directly to the OAS Aviation Safety Manager. The yellow copy is sent to the OSM Safety Manager while simultaneously sending copies to the Director, the Chief, Office of Administration and the Aviation Manager. The individual submitting Form OAS-34 will retain the green copy until a response is received from OAS. The reporting individual is encouraged to sign the form but it may be submitted anonymously.

3. **Aircraft Accident and Incident with Potential Investigations.** The NTSB will investigate, or have investigated, all aircraft accidents. When NTSB investigates DOI accidents, OAS will assist. NTSB and OAS may also choose to investigate incidents with potential or other DOI aircraft mishaps.
- G. **Information Sharing and Dissemination** The OSM Director will provide the OAS Director with information or documentation of corrective action(s) related to aviation safety or aircraft accident prevention arising from Boards of Inquiry, aircraft accident reviews, or other aviation-related mishap investigations. Various materials published by OAS for accident prevention are described in 352 DM 2. Much of this information is available directly from the OAS World Wide Web site at www.oas.gov. The OSM Aviation Safety Manager will ensure all OSM organizations utilizing aviation resources receive data appropriate to their aviation operations. These organizations are to keep their staff informed of these data.
- H. **Aviation Safety Education and Training.** See Chapter 7 of the OSM Aviation Manual.

Aviation Mishap Response Plan

- A. **Purpose.** This document is a cooperative effort between the U. S. Forest Service and the Department of the Interior. It is designed to provide aviation users in the field with the minimum information necessary to respond to an aviation mishap.

Time is an extremely critical factor in responding to an emergency situation. Immediate positive action is necessary, delay may effect someone's survival.

- B. **Rescue Operations.**

1. Preserve life
2. Secure the area (deny access except to credentialed officials and escorted media)
3. Do whatever is necessary to extricate injured occupants and to extinguish fires, keeping in mind the necessity of protecting and preserving evidence.
4. Document and/or photograph the location of any debris which must be disturbed in order to carry out rescues and/or fire suppression activities.

- C. **Site Safety Precautions.** Aircraft wreckage sites can be hazardous for many reasons other than adverse terrain or climatic conditions. Personnel involved in the recovery, examination, and documentation of wreckage may be exposed to physical hazards posed by such things as hazardous cargo, flammable and toxic fluids, sharp or heavier objects, and disease. It's important to exercise good judgement, utilize available protective devices and clothing and use extreme caution when working in the wreckage. Do not exceed your physical limitations.

- D. **Wreckage Security.** Treat the area like a crime scene. Arrange for security at the accident scene. Determine if hazardous materials are on the aircraft and request special assistance if necessary. Wreckage and cargo should not be disturbed or moved except to the extent necessary to:

1. Remove persons injured or trapped.
2. Protect the wreckage from further damage.
3. Protect the public from injury.
4. Deactivate the emergency locator transmitter (ELT) if installed.

Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs should be made. Monitor accident site security. Permit only authorized persons on site.

- E. News Releases.** Contacts with news media regarding the accident should be made by the NTSB. If you are in doubt, contact OSM Public Affairs office before any contact is made with the media.
- F. Evidence.** Perishable evidence, e.g. human factors, data, fuel samples and witness information must be quickly documented.
- G. Flight Following.** Flight following, and communications are key components in promoting employee and aircraft mission safety and efficiency. Flight following, whether performed from a dispatch office, other facility, or at a remote location in the field, must be given a high priority by all personnel involved.
- H. Identification of Flight Following Requirements.** At the time the flight is planned, flight following requirements should be clearly identified. Requirements should identify check-in procedures, including time and locations, dispatch office(s) or other flight following facilities involved, individuals responsible for flight following, frequencies to be used and any special circumstances requiring check-ins (for example, to military facilities with Special Use Airspace).
- I. Check-In Requirements.** Check-in intervals or times must be documented in the flight following and must provide enough information so that the aircraft can easily be located if it became overdue or missing.
- J. Failure to Meet Check-In Requirements.** The flight following facility will implement procedures for overdue or missing aircraft.
- K. Overdue or Missing Aircraft.** An aircraft is considered "overdue" when
 1. The pilot fails to check-in within the time frame specified in the flight following plan or;
 2. An aircraft operating on a FAA (VFR) flight plan, fails to arrive within 30 minutes of ETA and its location cannot be established.

An aircraft is considered "missing" when it has been reported to a Flight Service Station (FSS) as being "overdue" and the FSS has completed an administrative search for the aircraft. To report an overdue flight as missing, call:

FAA Flight Service Station
Dial 1-800-992-7433 or 1-800-WXBRIEF

- L. Reportable Items.** Aviation mishaps or hazards that you observe should be reported immediately to your dispatcher or aviation representative. It should always be

documented on a SAFECOM. If things happen that make you uneasy or appear to be unsafe even if you aren't sure, you are encouraged to ask the pilot or contact your aviation safety officer and discuss it. This kind of follow-up will improve overall safety.

A **SAFECOM (Form OAS-34 or FS 5700-14)** is used to report any condition, observance, act, maintenance problem, or circumstance which has the potential to cause an aviation related mishap.

If a mishap involves damage or injury notify the OAS Aviation Safety Manager immediately by the most expeditious means available. To contact the OAS Aviation Safety Manager:

**DOI
24-hour Aircraft Accident Reporting Hotline
Dial 1-888-464-7427 or 1-888-4MISHAP**

M. Emergency Contact List

<u>POSITION</u>	<u>AGENCY</u>	<u>PHONE NUMBER</u>	<u>PAGER NUMBER</u>
Aviation Manager	OSMRE	(202) 208-2593	1-800-641-2487
Aviation Safety Manager	OSMRE	(412) 937-2840	1-800-986-5726

Fire/ Crash Rescue:

Fire:

Rescue:

Medical:

Ambulance:

Air Ambulance:

Hospital:

Hospital:

Burn Center:

Poison Center:

Law Enforcement:

Police:

Police:

Site Security:

Accident Investigation:

24 hour reporting: FS/DOI 1-888-4MISHAP

Safety Manager: NTSB

Investigator: FAA

Investigator:

Public Affairs:

Representative NTSB

Representative OSMRE

Flight Following:

Dispatcher OSMRE

Flight Service FAA

Other:

Hazard Maps

352 DM 1.9D requires use of Hazard Maps. To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low-level flights (below 500' AGL). A low-level flight hazard map will be constructed for the local operational area. All preplanned low-level flights require a thorough map reconnaissance for the route to be flown.

1:50,000 topographic maps
roads may equal wires
towers
wires
vegetation

navigation charts
military routes
MOA
restricted areas
towers
wires
wildlife refuges

AVIATION DIRECTIVES

- A. Federal Aviation Regulations (FAR).** These regulations are the basic guide for piloting and aircraft operations within DOI. FARs may be obtained from the General Services Administration, FAA-approved Part 141 flight schools, airport fixed-based operators, or through the OAS World Wide Web site's (www.oas.gov) OAS Links.
- B. Departmental Manual (DM).** The DM, Parts 350-354, Aviation Management, details aviation policy for all DOI agencies. The Departmental Aviation Policy Manual, OAS publications and forms, and Office of Management and Budget (OMB) Circulars may be obtained from OAS. See the OAS World Wide Web site at www.oas.gov for the most current version.
- C. OAS Operational Procedures Memoranda (OPMs).** OPMs are interim directives. Their effectiveness is assessed during a 2-year period. Final policies are incorporated into the DMs. See the OAS World Wide Web site at www.oas.gov for the most current documents.
- D. OAS Handbooks.** Handbooks contain detailed information on specific aircraft operations, equipment, reporting procedures, etc., and supplement Departmental aviation policy. Many of the documents can be found on the OAS World Wide Web page in the Safety Library. They include:
- Aviation Life Support Equipment Handbook
 - Animal Gathering and Capturing Handbook
 - Aviation Fuel Handling Handbook
 - Interagency Aviation (DOI & FS) Transport of Hazardous Materials Handbook
 - Airfreight/Paracargo Handbook
 - Heliport Installation Handbook
 - Aviation Mishap Notification, Investigation and Reporting Handbook
 - Helicopter Short-Haul Handbook
- E. OAS Information Bulletins.** Information bulletins contain material of a general nature and do not have a defined expiration date.
- F. OAS Safety Alerts.** Safety alerts are time-sensitive documents which are published as needed. They provide safety information of an immediate nature.
- G. OAS Aviation Accident Prevention Bulletins.** These bulletins contain material with wide application and are issued as needed. They provide general safety information.

- H. **OAS Tech Bulletins.** Technical data and recommendations regarding aircraft are published when warranted.
- I. **Office of Management and Budget Circulars (OMB).** OMB Circular Nos. A-76 (revised), A-123, and A-126 (revised) prescribe procedures for acquisition of fleet aircraft, internal program controls, and the management and use of Government aircraft.
- J. **OSM Aviation User's Handbook (ADS-14, Aircraft Safety).** Procedures in this handbook are in addition to the preceding guidance. For consistency purposes, waivers require written approval by the OSM Director. This handbook may be obtained from the Chief, Office of Administration or the OSM Aviation Safety Manager. The handbook and Directive will be available through the OSM Internet page at www.osmre.gov/directiv.htm.

AIRCRAFT

- A. **Acquisition.** Fleet aircraft may be acquired by OSM only when mission requirements, amount of use, pilot availability, and other factors warrant. See 353 DM 6 for details.
- B. **Aircraft Equipment.** Aircraft used in support of aviation activities within the Department must be equipped in accordance with 351 DM 2. Any device attached to or mounted on aircraft must have FAA approval. Additional requirements for tracking antennas are found in OPM 95-13. All aircraft with external devices must be operated in accordance with the limitations of FAA approval (Supplemental Type Certificate, Form FAA-8110-2, for the aircraft make and model, or Form FAA-37, Major Repair and Alteration).
- C. **Maintenance.** Fleet aircraft must be maintained in accordance with 351 DM 2. Aircraft must also be maintained in accordance with FAA Airworthiness Directives and the Manufacturer's Service Bulletins.
- D. **Inspection.** Fleet aircraft must be inspected in accordance with 351 DM 2.
- E. **Aircraft Log Entries.** All aircraft maintenance and inspections performed must be appropriately recorded in the aircraft logs.
- F. **Aircraft Security.** The pilot is responsible for all precautions necessary to ensure the security of aircraft. Aircraft should be hangered overnight and when not in use for extended periods. If not hangered, the aircraft must be securely tied down.
- G. **Fuel.** The pilot must supervise the type, quantity, and quality of fuel used in the aircraft.
- H. **Security at Mishap Site.** In the event of a mishap, the aircraft and all parts must remain secure and must not be moved until released by the National Transportation Safety Board (NTSB) or Office of Aircraft Services Investigator-In-Charge.

AVIATION SAFETY AWARDS PROGRAM

OSM will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM 7. The OSM Director may honor deserving persons for contributions to aviation safety or accident prevention actions with an OSM Aviation Safety Award.