



## The Secretary of Energy

Washington, DC 20585

April 15, 1999

MEMORANDUM FOR: HEAD OF HEADQUARTERS AND FIELD  
ELEMENTS

FROM: BILL RICHARDSON *Bill Richardson*

SUBJECT: Aircraft Management

The Department of Energy is revitalizing and strengthening its management of aircraft by upgrading the role of the Senior Aviation Management Official, the Headquarters aviation staff, and the Aviation Board of Directors.

The Director of the Office of Aviation Management, Office Of Management and Administration, is hereby appointed as Senior Aviation Management Official for the Department of Energy. As such, this individual will provide recommendations to the Secretary of Energy, through the Director of Management and Administration, for the safe, efficient, and reliable management of aircraft use by DOE. The Director is tasked to also represent the Secretary in a board spectrum of aviation activities including management and policy functions involving the acquisition, use, and disposal of aircraft and aviation services by the Department and its contractors.

The incumbent is charged with implementing a program that provides aviation support to the Department with the highest standards of safety, efficiency, and effectiveness. Specifically, he will approve fleet aircraft acquisitions and disposals, plan timely replacement of aging aircraft, assist the operating programs with aviation budget preparation, program charter and contract aircraft activities, conduct appropriate studies and reviews, assure timely and accurate reporting, and implement the highest safety standards and procedures. The incumbent will chair the Aviation Board of Directions and will nominate candidates for Board membership to the Director, Office of Management and Administration. These actions are to strengthen the management and direction of our vital aviation resources while achieving cost effective and reliable services to the Department.