BOEM

Bureau of Ocean Energy Management

BUREAU OF OCEAN ENERGY MANAGEMENT NATIONAL AVIATION MANAGEMENT PLAN

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National Aviation Manager: (202) 208-6300

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SIGNATURES AND REVISIONS

Prepared By: Lee Benner – National Office BOEM, Rick Knowles - Alaska Region BOEM, Dave Panzer – Pacific Region, Michelle Daigle - Gulf Region BOEM in collaboration with Susie Bates, DOI contractor & Cathy Barta, OAS Training & Program Evaluations.

Reviewed By Lee Benner Date 02/09/16
Lee Benner, National Aviation Manager
Bureau of Ocean Energy Management

Recommended By Walter D. Cruickshank Date 2/17/2016
Walter D. Cruickshank, Deputy Director
Bureau of Ocean Energy Management

Approved By Abigail Ross Hopper Date 2·18·16
Abigail Ross Hopper, Director
Bureau of Ocean Energy Management

Revision Schedule: As per Department of the Interior (DOI) Departmental Manual Policy this Plan will be formally reviewed and approved by the 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). The National Aviation Manager will review the NAMP annually and is authorized to make interim revisions as required.

Revisions

Revision Number	Date	List of Revisions

1.0 BOEM NATIONAL AVIATION PLAN

1.1 Introduction/Purpose

The Bureau of Ocean Energy Management (BOEM) National Aviation Management Plan (NAMP) identifies the bureau's intent, authorities, roles, responsibilities, program objectives and provides strategic and operational guidance to each organization level. DOI Departmental Manual Policy 350 DM 1 Appendix 4 identifies the need for each bureau to have a cohesive national aviation management plan that will allow all regional, district/field offices, and aviation users to easily acquire the necessary information and policy to manage its aviation program. This plan has been written following new DOI guidance (OPM-6 Minimum Elements for Bureau National Aviation Management Plans).

Some of the required elements do not apply to BOEM, and are noted as not applicable (N/A). The National and Regional Aviation Management Plans for BOEM provide the detailed operational procedures pertinent to Bureau Operations. This plan does not replace the policy as described in the Department Manuals (350 - 354) OPM's Handbooks and Guides.

2.0 AVIATION MANAGEMENT ORGANIZATION

The BOEM organizational structure includes 3 Regions: Alaska, Gulf, and Pacific. Each Region has an aviation program of some nature. The majority of flights in the Gulf and Pacific Regions occur on BSEE-procured aircraft. The Alaska region uses contracts procured thru the Interior Business Center (IBC) Acquisition Services Directorate (AQD) for BOEM and has limited flights on BSEE aircraft.

2.1 Roles and Responsibilities

Major responsibilities for each of the following include, but are not limited to:

Department of the Interior

The Deputy Assistant Secretary – Public Safety, Resource Protection and Emergency Services (DAS PRE) has broad oversight responsibility for DOI aviation management policy.

The Office of Aviation Services (OAS) exercises programmatic oversight over the work of the bureaus relating to aviation management and operations. This includes coordinating, consulting, and collaborating with the bureaus to ensure Department-wide consistency within the bureau aviation programs, to the extent practical, given the different statutory requirements and missions of the bureaus. (112 DM 12).

Interior Business Center (IBC) Acquisition Services Directorate (AQD) provides department-wide centralized contracting for aviation flight services for DOI and DOI

customers. Other acquisition management activities include property accountability and small purchase service in support of OAS and Bureau operations including DOI fleet aircraft. http://OAS.doi.gov/apmd/index.htm

DOI Aviation Governance Structure

The Executive Aviation Board (EAB) is responsible for the Department of Interior aviation program. The EAB provides executive level oversight and performance accountability and assures that Department-wide strategies and initiatives are developed collaboratively and implemented consistently. Additionally, the Board provides final review and approval of policy, when needed. The Board establishes the Executive Aviation Committee. The Executive Aviation Board (EAB) BOEM member is the serving Deputy Director.

The Executive Aviation Committee (EAC) provides executive-level aviation oversight within the bureaus and the Department of the Interior. The EAC is accountable to the EAB and ensures that Department wide strategies and initiatives are developed and implemented consistently. Additionally, the EAC provides review and approval of policy on behalf of the departmental bureaus, when needed. The Executive Aviation Committee (EAC) BOEM member is from the Senior Executive Service level.

The Executive Aviation Subcommittee (EAS) provides the expertise necessary to maintain the safest and most efficient aviation programs across all DOI bureaus. The EAS is accountable to the EAC, and serves as the subject matter experts (SME) in all aviation issues for the DOI. As required, the EAS drafts policy, procedures, and practices on behalf of DOI bureaus and OAS. It is recognized that for some specialty aviation programs the expertise resides within some bureaus, and not necessarily with all bureaus. The EAS is comprised of the Bureau National Aviation Managers and the OAS Assistant Director, Collaboration and Performance Management, who provide subject matter expertise; see 350 DM 1. The Executive Aviation Subcommittee (EAS) BOEM member is the National Aviation Manager from the immediate Directorate staff.

BOEM: The Bureau is responsible for implementing and executing Departmental and bureau-specific aviation policies and operations.

The BOEM National Aviation Manager (NAM -Bureau Aviation Manager) is designated to administer the BOEM aviation program at the national level. The NAM is thoroughly knowledgeable regarding the bureau aviation activities and meets the minimum training requirements specified in the Aviation User Training program (350 DM 1 Appendices 3 and 4, 352 DM 1, and Operational Procedures Memorandum (OPM - 04). The BOEM National Aviation Manager is from the immediate Directorate staff and:

- Identifies and develops Bureau aviation policies and procedures

- Coordinates aviation-related activities and services between the Washington/National Office and the regions
- Ensures bureau personnel have appropriate aviation training
- Plans and conducts technical and managerial analyses to the identification of aviation organization and resources appropriate for agency use, and cost-effectiveness of aviation
- Provides oversight of aircraft acquisitions and fleet management, contract administration, aviation operations, aviation safety, security and risk management, and reviews and evaluations of regional aviation programs
- Develops and publishes a National Aviation Management Plan (NAMP) that addresses the minimum elements listed in OPM 6, Appendix A. The Plan will be formally reviewed and approved by the 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). The National Aviation Manager will review the NAMP annually and is authorized to make interim revisions as required
- Is responsible for a Regional Aviation Program Review process
- Coordinates requests for program approvals waivers, exceptions to policy for aviation operations requiring BOEM Director level approvals
- Disseminates aviation related policy and technical information
- Coordinates with OAS for BOEM aviation program evaluations
- Recommends a bureau liaison to the OAS Chief, Aviation Safety, Training and Program Evaluations to participate on aviation mishap investigation teams
- Participates in or assigns a senior line officer to participate in Aircraft Mishap Review Boards (AMRB) for incidents occurring within the Bureau
- Responds to AMRB recommendations
- Actively works with all bureau program managers to ensure operational aviation issues are addressed in program and policy decisions
- Performs or ensures that the Aviation Safety Manager Duties are accomplished: provides expert insight and guidance on BOEM aviation safety issues and sees that aviation safety practices and programs follow DOI/OAS safety guidance
- Ensures that Regions have a Mishap Response Plan; All Interior entities utilizing aviation resources (other than scheduled air carriers) shall prepare a Mishap Response Plan for its flight operations. The purpose of the plan is to provide direction and reduce confusion when responding to an aircraft mishap. The *Interagency Aviation Mishap Response Guide and Checklist* (National Fire Equipment System (NFES) 2659,

http://oas.doi.gov/safety/iamrp.html) is available as a resource to assist in the development of a mishap response plan

- Promotes The Aviation Mishap Information System (AMIS/SAFECOM)

Regional Directors (RD): Aviation responsibilities are outlined in 350 DM 1 Appendix 4. RDs are responsible for all BOEM flight operations conducted in their Regions and shall ensure aviation activities are conducted in compliance with applicable DOI policies/directives and the BOEM Aviation Management Plan. RDs ensure the following is accomplished:

- Disseminate Departmental aviation safety policy and information
- Formally designate a Regional Aviation Manager (RAM)
- Ensure bureau/regional personnel have appropriate aviation training
- Regional Aviation Management Plan (RAMP) is developed and approved, in consultation with the National Aviation Manager
- Responsible for the development of a comprehensive Regional Aviation Program Review process
- All aviation activities are assessed for risk and safety hazards are mitigated
- Recommends a bureau liaison to the OAS Chief, Aviation Safety, Training and Program Evaluations to participate on aviation mishap investigation teams
- Supports and disseminates aviation policies and information
- Aviation training is in compliance with all DOI and BOEM requirements
- Aviation Life Safety Equipment (ALSE) requirements are followed
- Significant operational problems are reported to the NAM
- Promote and support the Aviation Mishap Information System (AMIS/SAFECOM)
- Records related to the aviation program are maintained
- Aviation resources are procured, managed, and operated within the scope of the contract

Regional Aviation Managers (RAMs) are responsible for providing operational and aviation safety oversight to all flight operations conducted in their Region. The RAM position will be designated in writing by the Regional Director and is the primary contact for the Regional aviation review. BOEM has 3 Regions, Alaska, Pacific and Gulf. All Regions will have a designated RAM. Currently the Alaska Region has a full aviation program. The Pacific and Gulf Region employee's primary flights occur on space available with BSEE scheduled flights. BOEM RAMS will coordinate with BSEE RAMS to assure BOEM employees will meet DOI, BOEM & BSEE specific aviation training requirements prior to flight. Regions are encouraged to formalize this process and address in their Regional Aviation Management Plans. Responsibilities include:

- Writing and implementing the Regional Aviation Management Plan (RAMP). See section 2.2 of this Chapter for specifics.
- **Prepare and maintain currency of the Regional Mishap Response Plan.** The purpose of the plan is to provide direction and reduce confusion when responding to an aircraft mishap. The Interagency

Aviation Mishap Response Guide and Checklist (National Fire Equipment System (NFES) 2659, http://oas.doi.gov/safety/iamrp.html is available as a resource to assist in the development of a mishap response plan

- Review Project Aviation Safety Plans (PASP) and coordinate the planning and completion of project plans and risk assessments. See Chapter 8 for required topics that must be included in the PASP
- Observe/monitor regional aviation activities and provide liaison with the NAM and other agencies as appropriate
- Provide assistance for the implementation of Departmental Policy and BOEM Aviation plan; Reviews proposed changes in policy and procedures
- Coordinate or instruct aviation training courses as requested
- Ensure that prior to participating in aviation operations personnel have completed all required aviation training. Ensure Departmental required aviation training is verified in the Department aviation training system
- **Validate all BOEM employees meet any Bureau specific** requirements (example over water flights for Pacific and Gulf Regions, BOEM employees must meet BSEE standards). See Chapter 5 training in this document and Regional Aviation Management Plans
- Review requests for new flight services such as On-Call contacts, Aircraft Rental Agreements, Exclusive Use Contracts or Call When Needed (CWN) contracts
- Review requests for cooperator use (i.e. NOAA, USCG) to assure BOEM passengers will meet all DOI & BOEM policies
- May be delegated to perform as BOEM representative or liaison for aviation mishap investigations and mishap review boards
- Appraise the RD and NAM of aviation concerns and problems
- Aircraft and pilots are appropriately approved for the mission and request technical assistance for aviation problems
- Approve Mission Chiefs designated for all special use flights
- Ensure that Individuals who plan, organize, and manage the aviation operations of a project utilizing aircraft, are qualified per OPM-04: DOI Aviation User Training Program
- Confirms all dispatching and flight following occurs in accordance with DOI and BOEM policies. (OAS Director approved Vendor flight following program or Bureau provided)

Vendor Pilots/Contractors: Vendors/Pilots may have the responsibility for flight following and flight plans. RAMs to assure contract has specific language and OAS Director Approval is in place. Contract must also include vendor responsibility in notification for BOEM mishap response plan etc. (See Chapter 3, 3.1 Aviation Administration for specific requirements).

Mission Chiefs: The Senior BOEM employee on a flight will act as Mission Chief unless otherwise designated by the Regional Director or their Regional Supervisor. Designation will be kept on file with the RAM. Mission Chiefs will maintain currency and meet the requirements for the Air crewmember position as identified in OPM-4. http://oas.doi.gov/library/opm/index.htm and A-109 Radio Use. (See Chapter 6 Aviation Training for specific requirements)

The Mission Chief is responsible for:

- Planning and executing a safe mission.
- Briefing of the mission to the Pilot and aircrew members
- Being knowledgeable about DOI and Bureau aviation management and safety procedures
- Coordinating with the pilot for pre-mission planning, briefing, and in-flight emergency duties of passengers
- Ensuring compliance with the mission pilot's proper orders
- Reporting all mishaps and accidents as outlined in the departmental procedures and regulations (all employees are responsible for reporting any mishaps or accidents)
- Risk Assessments support informed GO/NO-GO decisions which are the responsibility of the Regional Director (line manager). Pilot retains final authority for a NO-GO decision when safe operation of the aircraft is a factor.
- Ensuring compliance with DOI and BOEM safety programs with regard to the use of properly approved pilots and aircraft, approved flight following, use of personal protective equipment, installation of prescribed emergency equipment, and other items as prescribed by the contract and regulations

Note: The RAM will assist the Mission Chief in meeting their responsibilities for pre-flight checks and planning.

Employees/Aviation Users are responsible for knowing and following applicable policy and directives; maintaining currency by attending required aviation training in accordance with DOI and BOEM policies; using appropriate personal protective and life support equipment; reporting potential and actual problems; and ensuring their own safety as well as that of others.

2.2 Objectives of this Aviation Management Plan

The Aviation Management plan provides for the safety of BOEM employees through clear direction and intent for required aviation safety education requirements, standardized procedures and formal information sharing. This plan assures that Acceptance of Risk is at the appropriate level in the Bureau.

In addition to the Bureau Aviation Management Plan, each BOEM Region engaged in aviation operations must to the degree dictated by the level of the program, prepare and maintain a Regional Aviation Management Plan (RAMP) in concert with the National Plan. The RAMP should be no more complex than necessary to ensure the safe, efficient and effective aviation operations and at a minimum meet the DOI requirements for Aviation Management Plans as identified in DM and OPM-6 Aviation Management Plans.
https://www.doi.gov/aviation/library/opm Regions can meet this requirement by utilizing this National Plan and insert supplements with Regional Pages at the end of each chapter. A Regional Signature page must be included.

2.3 Authorities

With minor exceptions as stated in this document, this NAMP applies to flight services *other than* those acquired on a seat-fare basis operating under Federal Aviation Regulations (FAR) Part 135, or from commercial air carriers (e.g., Delta, United, etc.) in the United States, Trust Territories, and Possessions operating under FAR Part 121.

Because BOEM is responsible for flight crew members, aircrew members and passengers on board aircraft under its operational control, this manual is applicable to BOEM employees, BOEM volunteers, persons supervised by BOEM employees, and support service contractors (all hereinafter referred to as BOEM employees). Persons employed by, and whose work is directed solely by cooperators or contractors are exempt from provisions of this handbook except when their duties include the use of flight services under the operational control of the BOEM. In that event, such persons will be subject to the policies and procedures contained herein.

2.4 Revision Schedule

As per DOI Policy this Plan will be formally reviewed and approved by the 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). The National Aviation Manager will review the NAMP annually and is authorized to make interim revisions as required.

2.5 Bureau-Specific Organizational Requirements

Not applicable at this time.

3.0 AVIATION ADMINISTRATION

3.1 Contracts – (Non-fleet)

BOEM utilizes the contract aircraft available thru IBC/AQD and acquired as per 353DM 1. Information is located on the AQD web page at http://www.doi.gov/aviation/aqd_index.cfm AQD Boise is responsible for the centralized contracting for aircraft and related services for all Department of the Interior agencies.

BOEM employees frequently fly on BSEE contracted aircraft as passengers. In those cases, BSEE assures aircraft and pilots meet DOI requirements as per the contract and DOI policy. BOEM is responsible to confirm that their employees meet all DOI and bureau specific requirements for ALSE and aviation safety training. Regions will address procedures for BOEM employees to fly on BSEE flights in their Regional Aviation Management Plans. Prior to flight BOEM RAMs will confirm if there are any additional training requirements with BSEE RAMs.

BOEM Aviation Contracts may have additional requirements and responsibilities included for the Vendors. They are as follows:

Vendors May Have the Responsibility for Flight Plans and Flight Following. For this to

occur, BOEM AQD Aviation Contracts must have specific language that addresses what DOI standards must be met (example 30 minute check-ins) and what procedures must be followed in the event of an overdue aircraft or a mishap. (BOEM Mishap response plans) Vendor provided flight following must be approved by the Director of OAS. Mission Chiefs are responsible to assure that vendor and Pilot are providing flight following, flight planning, and mishap response as per the contract language and BOEM policy.

Vendors may be responsible to provide cold weather personal protective equipment (PPE) for BOEM employees. All PPE must meet DOI Policy as per the ALSE Handbook. BOEM/AQD Aviation contracts must have specific language that identifies the DOI and any additional BOEM standards for vendor provided PPE. Mission Chiefs are responsible to ensure the required PPE is provided by the vendor. Requirements are in the ALSE Handbook; https://www.doi.gov/aviation/library/guides

All aircraft services required by BOEM must be acquired through the AQD- Aviation Services Procurement process ***with the following exceptions***:

Seat Fare on flights with scheduled air carrier; Examples, commercial airlines, or approved SEAT FARE operations as per OPM-15 Acquisition of Seat Fares in Alaska.

End Product/Service Contracts can be used to obtain services and products such as aerial photographs, per head animal capture or seeding/fertilization. Aircraft may be used to obtain the product or services; however, there are limits on specifying controls or specific types of aircraft in the solicitation. These types of contracts are not flight service contracts and do not need to be obtained through Office of Aviation Services. There are very strict guidelines that include "operational control" for the use of these types of contracts. Refer to OPM-35: Identification of End Product/Service and Flight Service Procurement and consult with your RAM to confirm the flight you are proposing meets the End Product definition.

3.2 Acquisition – Fleet

Not applicable at this time.

3.3 Use Reports and Payments Process

Regions will specify any specific processes in addition to DOI requirements in their Regional AMP's. Examples include: 1) process for flight ordering, 2) flight tracking including hours for missions on BSEE & Cooperator aircraft, 3) Mission Chief/RAM responsibilities for process for payment, and 4) if the Regional Finance Supervisor has any additional requirements.

3.4 Record Keeping Requirements

Not applicable at this time.

3.5 Bureau-specific Administrative Requirements

Not applicable at this time.

4.0 AVIATION SAFETY

The priority in all BOEM aviation missions is the safety of employees, contractors, cooperators and the public. BOEM personnel performing aviation functions must be service oriented and meet all qualification requirements of the departmental and bureau manuals, handbooks, and guides. The BOEM is committed to ensuring our workplaces are free of recognized hazards. Risk management will be inherent in all aviation missions and programs. Prior to conducting any mission, all risks will be mitigated to the lowest acceptable level possible.

All aviation personnel are empowered and expected to manage the risks of aviation operations and make reasonable and prudent decisions to accomplish the mission. Aviation personnel must take every opportunity to plan missions thoroughly, and respect aircraft and the environment in which they operate. Individuals will be held accountable for their decisions, which should be based on policy, principles, risk management, training, experience and the given situation.

4.1 Policy

As a bureau, we are often challenged with working in high-risk and dynamic environments that are not always predictable. The BOEM Aviation management plan establishes senior management's commitment to continually improve safety and defines the methods, process and organizational structure needed to meet safety goals. Where appropriate, BOEM will implement more restrictive policies as required in the DM's due to mission risk.

4.2 Risk Management

Risk management responsibilities and tools are identified in the National and Regional Aviation Management Plans. Special Use BOEM flights will not occur without a current Project Aviation Safety Plan (PASP). The required elements of a PASP can be found in Chapter 8 of this Aviation Management Plan. For those Regions that perform similar special use aviation missions on a recurring or routine basis, the required PASP can be included as part of the regional aviation plan that is reviewed at least annually. In this instance, in place of a PASP the Region must have a documented process to capture the unique and special circumstances (ex. dispatch log, passenger manifest, PPE requirements, supervisor approval).

Employee Prerogative

While performing their duties, BOEM personnel may elect without fear of reprisal not to fly under any condition they consider to be unsafe. It is the employee's responsibility to immediately report any aviation hazard that compromises the safety of personnel or equipment via a Safety Communiqué, (SAFECOM) https://www.safecom.gov/.

Project supervisors, RAMs and Missions Chiefs are responsible for ensuring PASPs are completed. The Project supervisor should work closely with RAMs 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, and plan is completed and signed at appropriate level. Within BOEM, employees with aviation management responsibilities (Mission Chief, RAM, NAM) have formal delegations for their responsibilities from the appropriate line manager (Bureau & RDs). Aviation Managers and supervisors will assure that all employees participating in aviation activities meet all DOI and BOEM policies prior to a mission. In the event they do not, employees will not participate.

4.3 Promotion

Education: All BOEM employees will meet mandatory DOI and Bureau Specific Aviation training requirements prior to participating on Flights. Bureau leadership will support an aviation safety culture that encourages participation and currency for all required aviation safety training. For specific currency and training requirements refer to this Aviation management plan, OPM-4 – Aviation User Training Program, https://www.doi.gov/aviation/library/opm and the DOI *IAT website for reference: https://www.iat.gov*

Reporting Aircraft Mishaps: All aircraft incidents and accidents will be reported, via SAFECOM, to the OAS and by BOEM policy to the Regional Director in accordance with Departmental policy. Aircraft mishaps are broadly defined as follows:

Accidents involve death or serious injury or substantial damage to the aircraft. The National Transportation Safety Board (NTSB) is responsible for the investigation of aircraft accidents. All aviation accidents will be reported immediately to the National Aviation Manager, Regional Director and the OAS in accordance with 352 DM 3, Aircraft Mishap Notification, Investigation and Reporting and BOEM policy.

Incidents with Potential are those in which the circumstances indicate significant potential for substantial damage or serious injury. Final classification will be determined by the OAS Chief Aviation Safety, Training and Program Evaluations.

Aircraft Incidents are occurrences that affect or could affect the safety of operations.

Accident/Incident BOEM Review Process: The Regional Director will determine within 14 days, whether an internal BOEM review of the mishap is necessary.

BOEM & DOI Aviation Awards Program: BOEM will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM Chapter 4 AVIATION SAFETY AWARDS PROGRAM and on the OAS website: https://www.doi.gov/aviation/safety/safety_awards Aviation safety awards offered by the Department are as follows:

Award for In-Flight Action

This Award is established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, courage, or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation-related occurrence.

Award for Safe Flying
This award is established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered.

Award for Significant Contribution to Aviation Safety
This award is established to recognize an individual, group, or organization for significant contribution to aviation safety or aircraft accident prevention within DOI.

Departmental Award for Outstanding Contribution to Aviation Safety
This award is established to recognize an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and only one such award shall be presented annually.

Airwards
This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting DOI aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference.

All nominations will be processed through the respective Bureau National Aviation Manager/Aviation Safety Manager or their designee through the OAS Chief Aviation Safety, Training and Program Evaluations for eligibility verification. All nominations will be reviewed for approval by the Bureau's DOI Executive Aviation Committee Member (EAC), except for Airwards which only need to be reviewed by the OAS Chief Aviation Safety and Program Evaluations.

4.4 Assurance

BOEM evaluates the continued effectiveness of implemented risk control strategies and supports the identification of new hazards.

Program Evaluations
In addition to the 5 year DOI program reviews, the bureau will accomplish internal program reviews at the national level every 3 years to facilitate the sharing of information and standardization in the Bureau.

Mishap Response Plans & Hazard Maps
NAM and RAMs have the responsibility to have current/signed mishap response plans in place in the event of a Mishap. Each BOEM office using flight services must maintain a current and complete Aviation Mishap Response Plan in a readily accessible location. Local known area hazard maps are also required and must be reviewed prior to the mission. A hazard is any obstacle protruding into the planned flight altitude. Known and possible wire strike locations in

the area to be flown will be reviewed and made known to the pilot during flight planning activities. Any new hazards found in the area flown must be added to the hazard map. Mission Chiefs and Pilots are responsible for reviewing hazard maps with pilots prior to each flight.

The Aviation Mishap Response Plan
The Aviation Mishap Response Plan must detail the actions that need to be accomplished in the event of an aviation accident. A brief outline of the required actions is listed below, and additional information can be found on the OAS Website:
https://www.doi.gov/aviation/safety/iamrgc

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 an Incident Commander to be in charge of the mishap site; get names, addresses, etc., of witnesses; and relay all media inquiries to the investigating team or NPS/NTSB public information official.
D. Secure all BOEM records pertaining to the operation, flight, maintenance, crewmembers, etc.
E. Document the available information on the Aircraft Accident Checklist in the Interagency Aviation Mishap Response Guide and Checklist, and provide the information to OAS and Regional Aviation Manager. Do not delay initial reporting to try to fill in all the blanks.

Mishap Notification Procedures
In the event of an aircraft accident, incident with potential, or when any of the mishaps listed below, the aircraft operator, flight manager, pilot, or person with flight following responsibilities must immediately, and by the most expeditious method, notify the National Aviation Manager, Regional Director and the Office of Aviation Services Safety Office, (24/7) **at 1-888-4MISHAP (1-888-464-7427),** who has the Departmental responsibility to coordinate with the nearest office of the NTSB:

BOEM Internal Aviation Notification and Routing Procedures
The National Aviation Manager or designee is the primary focal point of contact within the BOEM, between OAS and the BOEM and with the other bureaus for notification of significant aviation related events and policy related matters.
Note: Nothing in this procedure should be interpreted to delay the notification of immediately needed and locally available resources in the event of a life threatening emergency or when notification could delay resolution of an ongoing problem.

The RAM will inform the NAM of accidents with potential, serious safety concerns, aviation events of significant policy impact and aviation events or actions with the potential to cause widespread interest both within and outside BOEM. The NAM will inform the ranking supervisor of involved staff and the Deputy Director and the Director of BOEM. At that time if the RAM was not the initial notifier the NAM will also inform the RAM, where the event occurred. The RAM will inform, as described in the Regional Aviation Plan, the appropriate Regional local management in either informational scenario."

Concurrently the NAM will contact the appropriate person in DOI/OAS. For Accidents and

Incidents with Potential. This will usually be the Chief, Aviation Safety, Training and Program Evaluations or their designee.

Mishap Investigation
All DOI accidents are the domain of the NTSB whether they participate in the field investigation or not. NTSB may engage the Office of Aviation Services to investigate accidents for the Board. In this case, the Office of Aviation Services is working for the NTSB and is bound by rules 49 CFR 830-831. BOEM will offer a qualified individual to assist with the investigating agency and may also independently review the mishap internally. The BOEM Regional Director, in conjunction with the NAM, will assign the appropriate individuals. When NTSB investigates DOI accidents, OAS generally will be included. NTSB and/or OAS may also choose to investigate other DOI aircraft incidents.

Aircraft Mishap Review Board (AMRB)
An AMRB is responsible for developing mishap prevention recommendations for all Interior accidents and selected incidents with potential. Specific responsibilities, functions and procedures to be followed are in accordance with DOI AM Instruction 220-1.

DOI Aircraft Mishap Review Board, (AMRB) BOEM Attendance, Report Routing and Follow-up Actions
Per 350 DM 1 Appendix 4 A.11, the NAM is responsible for assigning a representative to the AMRB. This will usually be an aviation subject matter expert from an area outside the region where the event occurred. BOEM policy requires that whenever an AMRB is convened by the Director of OAS in response to an aircraft mishap that a Senior Line Officer from the Region involved in the event will participate in the AMRB as a non-voting member. The NAM will coordinate with OAS for inclusion of this additional BOEM participant on the AMRB.

Upon receipt of the AMRB report and final recommendations from the OAS Director, the NAM will route the report to senior BOEM management. The NAM will concurrently route copies to the RAM in the affected region for distribution to the Regional Director of the involved Region. Within 30 days of the issuance of an AMRB report the RD of the Region involved will convene a Board of Review (BOR) that will include the Regional Senior Line Officer present at the AMRB, RAM, and BOEM flight, air or ground crew involved in the mishap. The BOEM will task the responsible parties with responding to and /or implementing the AMRB recommendations in addition to any the BOEM may develop.

4.5 Aircraft Mishap Documentation requirements

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. In the case of DOI-owned/bureau operated aircraft, a copy of the report must also be sent to the OAS Regional Director and the OAS Safety Manager within 10 days following an aircraft accident or when requested by NTSB.

Aircraft Accident/Incident with Potential. The aircraft operator, passenger, or other person

with knowledge of the accident/incident with potential must comply with the Aviation Mishap Notification Investigation and Reporting Handbook, per 352 DM 4.

Aviation Mishap Information System. The aircraft operator, flight manager, or any other person noting an aviation hazard, maintenance deficiency, airspace conflict, or incident should complete a SAFECOM Report within 5 days and submit it to the OAS Chief of Aviation Safety, Training and Program Evaluations and the Regional Aviation Manager.

4.6 Bureau-Specific Safety Requirements

All specifics are identified in the chapters of this NAMP

4.7 Reporting Airspace Conflicts through the SAFECOM System

There are Military training routes and Memorandums of Agreement in areas of operations for BOEM. Every effort is made to avoid and or notify when known operations are occurring. When conflicts occur they will be reported through the SAFECOM system.

BOEM SAFECOM Management Roles

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the SAFECOM form, completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Consults with mission personnel prior to submitting electronically to OAS and hardcopy to RAM.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
Regional Aviation Manager	Submission	If only a hardcopy has been submitted, submits electronically to OAS.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs identifying BOEM operational control within their Region.	Coordinate with submitter. Provide feedback to person submitting (unless anonymous
	Corrective Actions	Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information)	Must treat all corrective action descriptions as if they were public. Coordinate with NAM.

		Review all information. May take and document additional corrective actions.	
	Modify Actions	Authority to change all SAFECOM information (except for of the submitter and the original narrative).	Coordinate with NAM. Verify and amend all info for accuracy.
	Operational Control	Make final determination of the Agency and Region that has Operational Control.	Determines who will receive e-mail notification.
	Category	Select the appropriate category to classify the SAFECOM.	Multiple categories possible.
National Aviation Manager or National Aviation Safety Manager	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SAFECOM "Public" (if overly sensitive, consult with NAO before making public)	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs nationwide that identify BOEM operational control.	Coordinate with RAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SAFECOM.	Coordinate with RAM
	Modify Actions	Authority to change all SAFECOM information (except for the RAMs of submitter and the original narrative).	Coordinate with RAM
	Make Public	Has the authority to sanitize information and make the SAFECOM "public" (if not already done at the State level). Coordinates with AMD.	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	Completion	Has the authority to make the SAFECOM "complete".	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.

	Distribution	Distributes all "Public" BOEM SAFECOMs to BOEM RAMs and Other Agencies.	Coordinates with OAS.
	Designates Users	Authority to identify all BOEM users and their appropriate permission levels. Must notify OAS of additional users/changes/updates.	Coordinates with OAS.
	Out of Agency	Authorized to review other agency "Public" SAFECOMs. Read Only!	Coordinates with OAS

5.0 AVIATION OPERATIONS

Aviation operations within BOEM primarily consist of transportation of personnel to offshore facilities; transportation of personnel and contractors to various outreach and government-to-government meetings; VIP tours; transportation for studies; and transportation of non-Federal passengers engaged in missions who enhance accomplishment of the BOEM program. Specific program objectives include: safety, fiscal responsibility, and efficient and environmentally sound transportation.

The flight environments that most flights occur originate from fixed airports that require flying along the shoreline before proceeding over water to the final destination to include landing on offshore platforms. Other flights take place completely over land but include rugged mountainous terrain, in remote areas, often far from any support facilities. Each of these flight profiles may need to occur during periods of darkness and/or extreme cold weather.

As a bureau, we are often challenged with working in high-risk and dynamic environments that are not always predictable. It is the responsibility of each employee, cooperator and contractor to conduct aviation operations that have been planned properly, approved by management, that utilize the correct equipment and personnel and are carefully executed per Aviation Management Plans, Project Aviation Safety Plans and SOP's to minimize risk. Safety is the first priority and leadership at all levels must foster a culture that encourages employees to communicate unsafe conditions, policies or acts that could lead to accidents without fear of reprisal.

5.1 Special Use

Many BOEM flights occur in flight profiles that fall within the Special Use Category. See OPM-29 Special Use Activities at: https://www.doi.gov/aviation/library/opm.

Examples: Over water flights, low level flight (within 500' of the surface), offshore platform landings (helicopter), vessel landings, water landings - floats or hull (helicopter), wheel operations on unprepared landing areas (airplane). The environment is very unforgiving.

"Special use" is defined in 350 DM 1 and OPM 29 as those operations in which special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Office of Aviation Services authorization for both pilot and aircraft is required for special use operations.

Special Use flight operations require, at a minimum:

1. *Project Aviation Safety Plan, (PASP)* including a Risk Assessment, and at a minimum, the elements listed in Chapter 8 of this Aviation Management Plan.

5.2 Fixed Wing

Fixed wing dispatch, ordering, and operations shall be accomplished in accordance with National and Regional aviation plans. All flights will have a bureau assigned mission chief when under the operational control of BOEM.

Low-level Flight Operations (Less than 500' AGL):
All fixed-wing aircraft missions for low level operations must have an approved PASP as per OPM-6 and Chapter 8 of this plan.

Operational Procedures:

- Fixed-wing aircraft and pilots must be specifically approved for low-level flight operations.
- A high-level recon will be made prior to low-level flight operations.
- All flights below 500 feet will be contained to the area of operation.
- PPE is required for all fixed-wing; low-level flights (reference *ALSE Handbook*).

5.3 Rotary Wing

Helicopter dispatch, ordering, and operations shall be accomplished in accordance with National and Regional aviation plans. All flights will have an assigned bureau mission chief when under the operational control of BOEM.

BOEM employees flying with BSEE
When BOEM employees are flying space available on BSEE/AQD procured Helicopters, the BOEM RAM will confirm that Bureau employees meet all PPE and training requirements. BSEE is responsible for flight following and mishap response planning and action. Prior to the flight, BOEM and BSEE RAMs will coordinate any mission-specific PPE or training requirements (example: BSEE or DOI threshold for Requirement for water egress training based on

frequency). **At a minimum all BOEM Employees will meet the training currency requirements for A-100 Basic Aviation Safety Course.**

BOEM Employees flying with Cooperators (Affiliate, Military and Other Government Agency Operations) When BOEM employees are flying with OAS Approved Cooperators the RAM will assure that Bureau employees meet all DOI & BOEM Policy for PPE, flight following and mishap response. All flights with cooperators must have a current, approved PASP in place that addresses how the above will be accomplished. At a minimum, all BOEM employees will meet training and currency requirements for A-100 Basic Aviation Safety Course. See 5.5 Cooperator Use for specifics.

5.4 Fleet Operations

Not applicable at this time.

5.5 Cooperator Operations (fixed or rotary wing):

BOEM conducts aviation operations with cooperators in the performance of mission (i.e. NOAA procured/operated aircraft, USCG & DOD Assets, Lessee procured aircraft. As per DOI policy, an OAS cooperator approval must be in place prior to utilization, for DOI employees to fly on a cooperator aircraft.

351DM4 Cooperator Operations identifies the specific types of cooperators. Cooperators types fall into 3 categories; Affiliate, Military and Other Government Agency Operations. Each category has specific approval processes and requirements. Responsibilities for both the Bureau and OAS are identified in this DM. https://www.doi.gov/aviation/library/dm

Cooperator use must be approved via one of following methods: An MOU between the Department of Interior and cooperator signed by the OAS Director, or a Letter of Approval issued by an OAS Regional Director.

MOU's

Current memorandums of understanding (MOU's) signed by the Director of OAS can be located on the OAS website at https://www.doi.gov/aviation/library/mou. Each MOU has a corresponding Information Bulletin (IB) that identifies and clarifies DOI Bureau responsibilities in the implementation and use of the MOU. The MOU establishes a framework under which the cooperator will provide aerial support to DOI authorized missions. The scope of the aviation support provided is also identified. MOU's are generally issued for at least 5 years and have specific procedures in place should one of the parties decide to discontinue the agreement.

Each MOU states; **"Contact Bureau Aviation Managers (unit, state, region, national as identified by your respective bureau) for specific DOI and Bureau requirements prior to use"** BOEM employees must contact their RAM prior to any cooperator flights.

Letter of Approval – LOA's

Letters of approval are not posted on the Website. Copies may be obtained thru the OAS

Regional Offices. As with the MOU's BOEM Employees must contact their RAM prior to use.

Cooperator letters of approval for Affiliates are generally issued for a 30 day period. Cooperator letters of approval for Military and Other Government Agency operations are generally issued for 12 months.

Cooperator Flights with Affiliates: Are typically used for inspection travel to offshore facilities. Travel may take place on a lessee-contracted helicopter. For BOEM personnel to fly on an affiliate aircraft, the request must be routed to the OAS Regional Director thru the RAM with a cc to the NAM for approval by OAS. The pilot and aircraft must be currently approved/carded by OAS. 351 DM Chapter 4 outlines the approval process for Affiliate use. BOEM employees must meet all ALSE HB requirements for PPE and the flight must meet DOI and Bureau specific flight following requirements.

BOEM Employees flying with Cooperators:
When BOEM employees are flying with OAS Approved Cooperators the RAM will assure that Bureau employees meet all DOI & BOEM Policy for PPE, flight following and mishap response. All flights with cooperators must have a current, approved PASP in place that addresses how the above will be accomplished. At a minimum, all BOEM employees will meet training and currency requirements for A-100 Basic Aviation Safety Course.

5.6 Passenger Transport

A passenger is any person aboard an aircraft, when traveling on official BOEM business, who does not perform the function of a flight crewmember or Aircrew member. Unauthorized passengers will not be transported in any DOI aircraft. For official, unofficial and unauthorized definitions, Reference *350 DM 1.8.* https://www.doi.gov/aviation/library/dm

All passengers will:

- Use appropriate personal protective equipment (reference *ALSE Handbook*).
- Report aviation incidents, operations deviating from policy to the RAM and/or through the SAFECOM system.
- Emphasize personal safety as well as the safety of others involved in the flight.
- Meet the training requirements of DOI *OPM-04* Aviation User Training Program.

Agency Employees in Off Duty Status: Federal employees cannot utilize annual leave/LWOP or "volunteer" in order to circumvent agency policy. If any aspect of the employee's activity is related to their official duties, they are conducting agency business, irrespective of their pay status. Reference the regulations regarding off-duty activities in accordance with the *Standards of Ethical Conduct for Employees of the Executive Branch* (5 CFR. Part 2635.802-803).

Non Federal Passengers: Restricted Category Helicopters: Carriage of Non-Federal passengers aboard restricted category aircraft is specifically prohibited.

Volunteers: Volunteers when traveling on official business, are official passengers, within the terms of *350 DM 1.8.A. (3)* and this Aviation Management Plan. Volunteers are not permitted to operate aircraft or serve as an aircrew member on any DOI aircraft. **Volunteers aboard DOI**

aircraft performing mission flights must be pre-approved by the appropriate BOEM Director.

Operations Flying with Doors off or Locked Open

Flight operations involving the helicopter doors locked open or off in flight, require special control measures due to their inherently higher risk and are considered "Special Use Activities", and as such, require a secondary restraint, and a Project Aviation Safety Plan with management approval.

Emergency Exception to Policy

Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time to utilize approved methods, may deviate from policy to the extent necessary to preserve life (reference *350 DM 1.3.B*). The following provisions and follow-up actions apply:

- Personnel involved are expected to use good judgment.
- Personnel involved in the decision making associated with deviating from policy must weigh the risks verses benefit.
- Any deviations shall be documented on a SAFECOM.

Use of Government Aircraft and Solicitor Approvals

DOI OPM-7 - Improving the Management and Use of Government Aircraft, implements the policy and procedures contained in the following documents: Office of Management and Budget (OMB) Circular A-126; Presidential Memorandum, subject: Restricted Use of Government Aircraft, dated February 10, 1993. ; OMB Bulletin No. 93-11; U.S. Department of the Interior Solicitor Memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999; 41 CFR 101-37 (FPMR Amendment G-101), Government Aviation Administration and Coordination.

Administrative Travel Justification and Documentation requirements:
The primary intent of this process is that taxpayers should pay no more than necessary to transport Government officials. The OPM discusses official travel on government aircraft and when the DOI Solicitor's (SOL) approval is required for Senior Executive Service (SES), Senior Federal officials or non-Federal travelers.

- Senior Executive officials include all civilian officials appointed by the President or civilian employees of the Executive Office.
- Senior Federal officials include all Senior Executive Service (SES) employees.
- Non-Federal such as Congressional, Legislative, State, Cooperating Agency and Partner officials.

Specific information and procedures are addressed in OPM-7;
https://www.doi.gov/aviation/library/opm

5.7 Hazardous Materials Transport

When required by BOEM, transportation of hazardous materials (hazmat) shall be in accordance with Special Permit DOT-E-9198 and the Department's "Interagency Aviation Transport of Hazardous Materials" Handbook. The handbook outlines what types of hazardous materials are covered under this exemption. Some examples include: batteries, battery fluid, flammable and combustible liquids such as gasoline, diesel, kerosene, alcohol, white gas (stove fuel), paint, and thinners/solvents; fuses, flares, and other flammable solids designed for signaling, fire ignition, or fumigating; liquids or fuels under compression such as propane, butane, acetylene, etc., and aerosol containers; high-pressure cylinders such as air, oxygen, carbon dioxide, helium, nitrogen, and argon; small arms ammunition; medical waste consisting of blood-soaked materials such as clothing, bandages, etc.; bear repellent, and irritants.

Numerous DOI personnel are required to carry on their person materials essential to survival such as inflatable flotation devices, spare CO2 cartridges for flotation devices, small arms and ammunition, stove fuel, fire starters, pen flares, strike anywhere matches, and supplemental breathing air. Many of these survival devices are carried in a pocket, in a survival vest, or pack. Specifics are located at the follow links. https://www.doi.gov/aviation/library/guides and Tech Bulletin 2015-02: Renewed Hazmat Special Permit: DOT-SP-9198 (Sixteenth Revision)
(Special Permit Authorization DOT-SP 9198 - Expiration Date: July 31, 2018)

A copy of the Special Permit and Interagency Aviation Transport of Hazardous Materials Handbook must be aboard each aircraft operating under the provisions of this permit. BOEM personnel must complete the IAT (Interagency Aviation Training) on-line module (A-110 Aviation Transportation of Hazardous Materials) prior to performing hazmat transportation. https://www.iat.gov/

5.8 Flight Planning

All BOEM flights will be ordered through and coordinated with the RAM. Each Region will address specific procedures in their Regional Aviation Management Plans. The following terminology is used throughout this section under these definitions.

A **"Point-to-Point"** flight is one that originates at one developed airport or permanent helibase and flies directly to another developed airport or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat fare basis). These types of flights are often referred to as "administrative" flights and require the aircraft and pilot to be only carded and approved for point-to-point flight. A point-to point flight is conducted higher than 500 feet above ground level (AGL). NOTE: A developed airport is one that is listed in the FAA Sectional or FAA supplement for the geographic area.

A "Mission flight" is defined as any flight other than point-to-point, conducted with the express purpose of performing (or directly supporting) an agency or resource management-related task such as reconnaissance etc. **DOI refers to many such missions as "Special Use."** In OPM-29, these missions require special techniques, procedures and consideration. Aircraft and pilots

must be approved for each specific activity prior to use. Mission flights require additional Regional planning, active flight following, additional pilot and aircraft inspections and carding, and operational supervision by bureau personnel.

5.9 Flight Following

DOI Flight following Policy in DM 351 DM 1: Designees (cooperator or BOEM employees) are responsible for monitoring aircraft flight activities in accordance with DOI/BOEM policies. DOI Policy (See 351 DM 1, page 10) states that *Position reporting shall not exceed a maximum of 30 minute intervals under normal circumstances unless the pilot has ensured that radar contact with an air traffic control facility has been established and maintained.*

If flight following cannot be maintained as per requirements in the PASP, and contact cannot be conducted in another available manner, the flight will be terminated and return to base.

Individuals responsible for flight following must have received training on and possess **the means to initiate an aircraft mishap emergency response should the need arise.**

Mishap Response Plans: All vendors, dispatch centers, individuals and units with the responsibility for flight following must have a current copy of the BOEM Mishap Response Plan and have the ability to initiate the appropriate action based on the situation.

Types of flight following include: Federal Aviation Administration (FAA), agency flight following to include Automated Flight Following and/or radio check-ins. BOEM flight following will be accomplished through one of the following methods:

Agency provided: Via a BOEM employee, another Bureau, or Cooperator provided flight follower must have the ability to initiate the Regional Mishap Response plan.

Vendor provided: In accordance with an OAS Director approved vendor flight following program specified in the DOI procurement document. (Example is included at the end of this Chapter)

Point-to-Point Flights will be tracked by a FAA - visual flight rules (VFR) or instrument flight rules (IFR) flight plan or on an international Civil Aviation Organization (ICAO) flight plan; or in accordance with a bureau approved flight plan program; or in accordance with an OAS Director approved vendor flight program specified in a DOI procurement document. FAA flight plans may be supplemented by agency flight plans.

Aircraft on FAA IFR flight plans are continuously tracked via radar. Radar tracking for VFR traffic is not guaranteed, but is available when requested if the controller workload, terrain, and operating altitude allow coverage. The designated Mission Chief will confirm that the pilot has filed and activated an authorized flight plan, notify Flight follower/Dispatch upon departure, arrival at any interim stops and arrival at the final destination.

A qualified BOEM Mission chief will be assigned to perform the administrative functions and

assure a briefing is given to the pilot and a pre-flight safety briefing is given to the passengers. Persons or Office responsible for flight following will have aircraft and pilot information, a passenger manifest, and an estimated time of departure and arrival.

Mission Flights: Approval to conduct mission flights is required prior to flight. Elements to be considered are: type of mission; environmental conditions: departure point, route, destination; time frames; Logistics – fuel, landing areas, equipment, support crew; communications; airspace, flight hazards. Mission flight following may require more frequent flight following timeframes. As per DM at a minimum aircraft position will be confirmed every 30 minutes.

5.10 Unmanned Aircraft Systems (UAS)

UAS use for DOI Bureaus is covered in OPM-11, DOI Use of Unmanned Aircraft Systems (UAS) at https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/OPM-11.pdf.

UAS are considered aircraft by the FAA and DOI Policy: Policy governing UAS operations for DOI is very dynamic, with government agencies such as the FAA and the DOI having responsibility as this new technology is developed and integrated into the national airspace system. Prior to any UAS use by BOEM to include issuance of permits for cooperators, etc., BOEM managers and employees must, consult OPM-11 and communicate with your RAM and NAM to assure compliance with applicable policy and safety of use.

5.10.1 UAS Presidential Memorandum

On February 15, 2015, President Obama issued a Presidential Memorandum (PM) promoting economic competiveness for unmanned aircraft systems (UAS) while providing direction to safeguard individual privacy and civil liberties of citizens.

From that memorandum, the Department of Interior Executive Aviation Committee (EAC) developed 21 action items, many which require action by DOI bureaus. The BOEM has carefully considered each action item and is including the following language in this NAMP to comply with the intent of the memo.

With respect to BOEM Aviation Management in order to comply with the PM the following direction for employees applies:

Employees will only collect data that is consistent with the authorized mission of the agency

Employees will destroy data collected by UAS within 180 days if that data is not essential to the mission of the agency

All data collected that MAY contain PII must be stored in a system of record

Collected information may only be shared outside the agency if it helps the agency meet the authorized mission of the agency.

Note: for specifics see Appendix A: **Presidential Memorandum of 2-15-15, Section 1 (a) (ii): Retention**

5.10.2 Procurement of UAS

All UAS, and all UAS operators must be approved by OAS prior to flying. Procedures are in place to provide standardized training for DOI operators. Approved DOI UAS operators have the necessary knowledge to operate within the national airspace safely and efficiently.

UAS technology has rapidly increased over the last several years. This technology offers users, with little or no training, the ability to fly an aircraft for the purposes of collecting aerial imagery. DOI has an active UAS program that has been approved by the FAA. However, we are still finding situations where Departmental employees have purchased off-the-shelf hobby equipment with the intent of using those aircraft to conduct DOI missions. All aircraft purchases and use, regardless of the size and type of aircraft, must be approved by the aviation leadership within the Bureau, and by OAS. This includes all types and sizes of UAS

Unapproved use of hobby grade equipment threatens the legitimate use of UAS across the department. BOEM employees are reminded that their personal UAS or any unapproved UAS may not be used to conduct BOEM missions. Employees interested in using UAS to accomplish their missions shall work with their RAM/NAM to ensure they are in compliance with applicable policy. Please report any unauthorized purchases to BOEM Regional/National Aviation Mangers and the DOI UAS Fleet Manager via email to steven_ramaekers@ios.doi.gov or via www.SAFECOM.gov

For specific information refer to: DOI IB 16-02 - Unauthorized purchases and use of small unmanned aircraft systems (UAS) This Information Bulletin (IB) re-iterates DOI policy related to the acquisition and use of UAS, commonly referred to as "drones".
https://www.doi.gov/sites/doi.gov/files/uploads/IB_2016-02.pdf

5.11 Documentation Requirements

Any specific requirements will be listed in the individual chapters of this plan.

5.12 Bureau Specific Operational Requirements

DOI & BOEM-required PPE may be provided by the vendor or contractor for special Use Missions. Examples: Aviation Life Support Equipment. See Chapter 3, 3.1 Contracts for specific information.

5.12.1 Flight Helmets

All passengers on BOEM helicopters, and all BOEM employees who fly on cooperator helicopters, will wear a serviceable SPH-5 flight helmet. For detailed information see the Interagency ALSE Handbook and the DOI Flight Helmet Users Guise in Appendix E.
https://www.doi.gov/aviation/library/guides

- Before and after each flight the user will inspect their flight helmet for condition and serviceability.
- Every 180 days an ALSE Technician will inspect all flight helmets in accordance with DOI and manufacturer guidance.

- Flight helmets are not required to be worn during point-to-point missions in multi-engine fixed-wing aircraft. Refer to the ALSE Handbook and 351 DM 1.
- Helmets for helicopter flights will be provided by BOEM, or BSEE if flying on a BSEE-provided aircraft, unless covered thru the vendor contract or a cooperator agreement.

5.12.2 Cold Weather Clothing

When flying in cold weather where air temperature is below 20 degree Fahrenheit, and not flying over open water or where ice is able to support the helicopter, all personnel should wear FR arctic clothing. When flying in conditions where the temperatures could be as low as 0 degrees Fahrenheit and when not flying over open water, NOMEX Arctic clothing will be worn. This may be vendor provided as part of the contract written language. Personnel on Charter Aircraft may be required to provide their own winter gear for each flight and verified by the RAM.

5.12.3 Immersion Suits [1]

For flights over open water that is colder than 50 F° personnel will wear a cold water immersion suit approved by the Regional Director. This may be vendor provided as part of the contract written language. Immersion suits will be a Dry Suit type which will have waterproof feet that are integrated into the suit, and seals at the wrist and at the neck or around the face that will not allow water into the suit. The suit should also be large enough to allow multiple layers of clothing to protect you from the temperature of the water being flown over. *Caution: Aircraft occupants wearing anti-exposure garments may experience difficulty exiting from an overturned or submerged aircraft.*

5.12.4 Personal Flotation Devices (PFDs)

- PFDs will be worn on all over water flights.
- PFDs must use a compressed gas cartridge located in the inflation chamber. Inflatable PFDs are specifically required because they do not restrict the occupant's movement or egress.
- PFDs shall have two separate inflation cells.
- The instructions for activating the inflation cartridge must be clearly accessible and marked.
- PFDs equipped with an automatic **(water-activated) inflation mechanism are prohibited**.
- PFDs will be maintained and inspected according to manufacturer's instructions.

5.12.5 ALSE Exceptions and Waivers

Exceptions to DOI ALSE requirements are listed in the ALSE Handbook. ALSE waiver requests will conform to the process defined in the ALSE Handbook. Specifically, a waiver of an ALSE requirement can be authorized by the BOEM Director if it is determined that the requirement presents a concern affecting the safety or security of the employee.

[1] When an immersion suit is worn, Fire Resistant (FR) garments are not required.

6.0 AVIATION TRAINING

6.1 Management Responsibilities

Directors, Supervisors and Aviation Managers are responsible to assure that all BOEM employees who will be flying as part of their official duties meet BOEM specific and DOI aviation training requirements. For specific currency and training requirements refer to this Aviation management plan, OPM-4 - Aviation User Training Program, http://www.doi.gov/aviation/library/opm_index.cfm, and the DOI *IAT website for reference: www.iat.gov*

All BOEM employees will meet mandatory DOI and Bureau Specific Aviation training requirements **prior to** participating on Flights.

BOEM employees frequently fly on BSEE contracted aircraft as passengers. BOEM is responsible to confirm that their employees meet all DOI and bureau specific requirements for Aviation safety training. In those cases, BSEE assures aircraft and pilots meet DOI requirements prior to flight, the BOEM RAM will confirm if there are any additional training requirements (i.e. water ditching requirement if more restrictive).

6.2 Required Aviation Training

General statement: for the purposes of this NAMP we have included the primary aviation position requirements utilized by BOEM. All BOEM employees will meet at a minimum the aviation training requirements as outlined in OPM 04 - Aviation User Training Program, https://www.doi.gov/aviation/library/opm.

BOEM Employees may meet the initial training requirements for A-100 and M3 via the IAT website on-line curriculum. www.iat.gov
Note: Instructor Led courses are preferable if available for initial and refresher training.

6.2.1 Requirements by Position

Passenger Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. **Non-Routine and Routine Offshore Passengers are required to take IAT courses A-100, A-116, and A-200. (See 6.3 below)**

BOEM – Passengers (on board BSEE procured aircraft on BSEE mission) in regards to aviation training requirements BSEE recognizes three categories of passengers: Visitors, Non-Routine Offshore Travelers, and Routine Offshore Travelers. The employee's position description (PD), job duties, or the number of offshore trips they fly, or reasonably expect to fly, on an annual basis determine their aviation training requirement(s). **Non-Routine and Routine Offshore Travelers are required to take IAT courses A-100, A-116, and A-200. See 6.3.**

Aircrew Member (see BOEM Mission Chiefs in section 6.6 of this chapter) Personnel (not pilot/passenger) required to be on board the aircraft to perform an active mission function during a flight to ensure the successful outcome of the mission.

BOEM Persons working in or around the aircraft and essential to the mission are required to have the following minimum mandatory training every three years.

The required training is listed below:

A-100 Basic Aviation Safety
A-116 General Security and Awareness Training
A-200 DOI/USFS Aviation Mishap Review

Aviation Manager A person with aviation management responsibilities for a unit, regional, or national level and serves as the focal point for aviation services and management. Within the BOEM organizational structure Aviation Managers are the national and regional aviation managers (NAM and RAM).

The required training is listed below:

A-103 FAA NOTAM System
A-107 Aviation Policy and Regulations I
A-110 Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112 Mission Planning and Flight Request Process
A-115 Automated Flight Following
A-116 General Awareness Security Training
A-200 (3) Mishap Review
A-202 Interagency Aviation Organizations
A-203 Basic Airspace
A-204 Aircraft Capabilities and Limitations
A-205 Risk Management I
A-208 Aircraft and Pilot Approval
A-218 Aircraft Pre-Use Inspection
A-302 Personal Responsibility and Liability
A-303 Human Factors in Aviation
A-305 Risk Management II
A-306 Aviation Contract Administration Parts I & II
A-307 Aviation Policy and Regulations II
A-310 CRM
A-311 Aviation Planning

Supervisory Personnel Those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the agency). Individuals who have aviation duties and/or responsibilities that are identified in more than one position in the matrix (i.e., Supervisor and Aviation Manager) must take the required training for all positions that apply.

Supervisors must complete M-3 Aviation Management for Supervisors and A-200 Mishap Review every 3 years. In lieu of completing the M-3 course, a supervisor may complete all of the following aviation training courses every 3 years:

A-107 Aviation Policy and Regulations I
A-205 Risk Management I
A-302 Personal Responsibility and Liability
A-303 Human Factors in Aviation
A-305 Risk Management II
A-307 Aviation Policy and Regulations II
Note: Completing the M-3 course does not grant equivalency for completing the above courses.

BOEM - Supervisors must take the M3 and A200 courses every three years. Although the IAT Guide lists an alternative method, BOEM employees are strongly encouraged to complete the M3 and the A200 courses.

Line Managers (Regional Directors, National Director) must complete the M-3 Aviation Management for Supervisors or complete the M-2 Aviation Management Line Managers Briefing course every 3 years.

6.3 Specialty Training

Note: This section adopts BSEE policy for BOEM employees who will be flying offshore with BSEE. Bureau policy is more rigorous than OPM-4 due to the mission of BOEM.

The BSEE SOP applies to all BSEE and BOEM employees whether they are flying in a BSEE-contracted or cooperator aircraft (i.e. U. S. Coast Guard, National Guard, etc.). This SOP also applies to any personnel (i.e. other Government Agency personnel, media, contractors, etc.) flying in a BSEE contracted aircraft.

Supervisors and Regional Aviation Managers must be proactive in assuring training is provided. Regions will address the coordination with BSEE for joint training opportunities in Regional Aviation Management Plans.

Figure 1 - BSEE Helicopter Underwater Egress Training Requirements

It is BSEE policy to require Helicopter Underwater Egress Training (HUET) and Marine Survival Training (MST) for all employees considered Routine or Non-Routine Offshore Travelers as defined below. HUET and MST provide employees with the skills necessary to coordinate the evacuation and successfully egress from a helicopter involved in a water landing and safely await rescue.

This SOP applies to BSEE employees whether they are flying in a BSEE-contracted or cooperator aircraft (i.e. U. S. Coast Guard, National Guard, etc.). The SOP also applies to any non-BSEE personnel (i.e. other Government Agency personnel, media, contractors, etc.) flying in a BSEE contracted aircraft.

The purpose of this SOP is to provide national guidance specific to the HUET and MST programs and ensure consistent implementation practices by BSEE personnel and visitors flying on BSEE contract aircraft. The SOP clarifies BSEE policy on minimum training requirements for HUET and MST courses, including cold water survival training.

This SOP complies with all applicable Department of the Interior aviation regulations and policies. Further, this SOP fulfills the BSEE requirement identified in the List of Technical Inspector Courses published by the Offshore Training Branch, as "BSEE HUET" for a level 1 inspector.

PROCEDURES:

BSEE employees must be medically cleared (per 5 CFR 339) prior to participating in training. BSEE employees who have been medically cleared to serve as inspectors meet this requirement.

BSEE employees must successfully complete HUET and MST courses and must obtain a certificate of completion from a OPITO (Offshore Petroleum Industry Training Organization) approved HUET/Marine Survival Training facility prior to flying offshore. A copy of the certificate of completion must be provided to the employee's supervisor and maintained as part of the employee's official training or personnel record. Use of a training facility/program that is not OPITO approved requires pre-approval by the Chief, Office of Offshore Regulatory Programs.

OAS Training Division offers the following course. **A-312 Water Ditching and Survival description from IAT Guide.** This course teaches the student the proper procedures to follow in the event of aircraft ditching. The course gives the student the skills needed to safely egress and reach the surface of the water. The course includes the use and familiarization of personal flotation devices (PFDs). Life raft and water survival techniques are stressed. The course is divided into two segments: academic and hands-on in-water exercises. The student will experience a water dunker that puts them in a simulation of a ditched aircraft. Class length: 6-8 hours.

6.4 Contracting Officer's Representative (COR) Requirements

The majority of contract flights for BOEM occur thru the AQD aviation contracts (CWN On-CALL) AQD Contracting Officers manage the Aviation Rental Agreement program for Charter Aircraft. If the Regions have a BOEM managed exclusive use contract for aviation services, the Region will provide a Contracting Officer's Representative (COR) that meets DOI & AQD requirements to perform that role. Specifics may be outlined in the Regional AMP.

6.5 Documentation Requirements

RAMs will ensure that all Regional Employee training records are documented and tracked in the AT 2.0 Aviation User training database or maintained by the RAMs. RAMS will serve as the Unit ATA for all Regional Employees. The NAM will ensure that National Office employees meet these requirements.

6.6 Bureau-Specific Training Requirements

BOEM Mission Chiefs or Designated Representatives must meet training and currency requirements as per the DOI Aircrew member position; (A-100 Basic Aviation Safety, A-116 General Awareness Security Training, and A-200 Mishap Review every 3 years). **In addition to the Aircrew member training requirements, BOEM Mission Chiefs will be required to complete A-109 Aviation Radio Use training every 3 years.**

7.0 AVIATION SECURITY

The policies and procedures in this chapter are intended to increase security awareness, reduce the risk of potential criminal or terrorist incidents, and clarify specific requirements for all personnel using aviation resources under operational control of BOEM. For more detailed information, refer to 351 DM 5 Aircraft and Aviation Facility Security: https://www.doi.gov/aviation/library/dm.

The Transportation Security Administration (TSA) implemented a national toll free hotline that the general aviation (GA) community can use to report any "out-of-the-ordinary" event or activity at GA airports. The hotline -- **(866) GA SECURE (866) 427-3287** -- is operated by the National Response Center and centralizes reporting to the appropriate local, state and federal agencies.

7.1 Aviation Facilities (owned, leased, occupied, or operationally controlled)

Not applicable at this time.

7.2 Aircraft (fleet, leased, contracted, etc.)

All DOI/AQD aviation contracts state that the contractor is solely responsible for the security of their aircraft while under the control of the DOI (352 DM 5). Contract language is specific to

what types of physical controls will meet DOI requirements. For specific information refer to the contract, 352 DM 5, and the Field Reference Guide for Aviation Security for Airport or other Aviation Facilities (AAF) https://www.doi.gov/aviation/library/guides

Any AQD/BOEM contracted aircraft will be physically secured via a dual-lock method whenever the aircraft is unattended. The dual-lock method consists of any combination of anti-theft devices on or within the aircraft, devices designed to lock aircraft flight control surfaces when not in use, or lockable devices designed to secure an aircraft to the ground.

7.2.1 Examples of Acceptable Locking Devices & Methods

The following are examples of locking devices and methods which can be used in tandem to achieve the required "dual-lock" status. Utilization of other means of securing an aircraft are acceptable provided they achieve a level of security equal to or greater than the methods listed herein.

- Locking Hangar Door
- Keyed magneto
- Keyed Starter Switch
- Keyed Master Power Switch
- Hidden Battery Cut-Off Switches
- Hidden Start Relay Switches
- Throttle/Power Lever Lock
- Mixture/Fuel Lever Lock
- Locking Fuel Cut-Off
- Locking Control Surface "Gust-Lock" (Airplane only)
- Propeller Lock (Airplane only)
- Propeller Chain Lock (Airplane only)
- Propeller Cable Lock (Airplane only)
- Locking Wheel Lock or Chock (Airplane only)
- Locking Tie-Down Cable
- Locking "Club"-type Devices for Control Yoke (Airplane only)

7.2.2 Examples of Unacceptable Locking Devices and Methods

- Locking Aircraft Doors
- Fenced or Gated Tie-Down Area

7.2.3 Advisements for Locking Devices and Methods

- Operational environments and personnel safety must be considered when selecting the locking devices and methods to be used.

- Removal and /or disabling of locking devices and methods must be incorporated into preflight checklists to prevent accidental damage to aircraft.

Locking devices and methods must be installed in a manner that precludes their inadvertent interference with in-flight operations.

7.3 Aviation fuel (owned, leased, or operationally controlled)

If utilized, must be addressed in Regional AMPs and meet DOI approved standards.

7.4 Bureau-specific security requirements (if applicable)

Not applicable at this time.

8.0 AIRSPACE COORDINATION

It is the pilots' responsibility to plan the flight. It is the flight RAM/mission chiefs' responsibility to provide relevant information to the pilot for the flight and mission objectives for all BOEM flights.

Regions are responsible to develop area flight hazard maps or planning tools that are posted and available for flight planning purposes. The following hazards or locally significant areas should be depicted:

- Military Airspace – Warning Area (WA), Restricted Area (RA), Military Operations Area (MOA),
- Alert Area (AA), Prohibited Area (PA), Military Training Routes (MTRs), Controlled Firing
- Areas (CFA), Slow Routes (SR), Aerial Refueling Routes (ARs) and Low Altitude Tactical
- Navigation (LATN) Areas.
- Airspace – Class B/C/D and National Security Areas
- Airports/airstrips – public and private, military
- Dispatch zone boundaries
- Parachute, hang glider, rocket, model airplane operating areas
- Towers over 200 feet. Other towers as locally determined significant
- Wires – Major transmission lines, other lines determined locally as significant (e.g., wires crossing canyons, rivers, lakes, or near airports)
- Update/Revision date

Pilots must obtain all information pertinent to flight before flying. This is accomplished by obtaining a briefing from the FAA through the Flight Service Stations. This is the official source of NOTAM information. Dispatching units may obtain scheduling information from DOD units that have special use airspace or military training routes and share this information as "hazards"

information on the flight request when the aircraft are dispatched. For non-emergency flights, information may be shared through common communication protocol.

Aviation Internet websites are prolific on the internet. When used for obtaining airspace information, the user must be aware of any disclaimers regarding the timeliness of the information posted. The FAA's U.S. NOTAM office provides current information through DOD Internet NOTAM Service (DINS) at: https://www.notams.faa.gov/dinsQueryWeb/ and www.faa.gov.

This would be considered when ordering the flight and performed by scheduler. For BSEE scheduled flights; this would be part of their scheduling and ordering process. **The following topics will be addressed in the Regional AMP's if applicable:**

8.1 Introduction to Interagency process

Interagency airspace coordination is accomplished through the Interagency Airspace Subcommittee (IASC) charted under the NIAC. Guidance and education is provided through the Interagency Airspace Coordination Guide (IACG).
http://www.airspacecoordination.org/index.html

8.2 Definitions (e.g., describe NOTAMs, FTAs, TFRs, and procedures involved, etc.

In order to enhance safety during an incident, the FAA may be requested to issue a Temporary Flight Restriction (TFR) that closes the airspace to non-participating aircraft (with some exceptions).

There are currently nine different types of TFR's, which are explicit as to what aviation operations are prohibited, restricted or allowed. Aviation Managers requesting a TFR should be familiar with the ordering procedures, coordination protocol and exceptions that are outlined in Chapter 6 of the Interagency Airspace Coordination Guide. TFR's are not authorized by the FAA for resource management projects. A NOTAM D may be requested through the aircraft dispatcher at a local GACC who will contact the local Flight Service Station (FSS).

Non-wildfire TFRs are under the jurisdiction of the FAA. All participants involved with an "all risk" TFR should be acquainted with the FAA's publication "FAA Airspace Management Plan for Disasters" located at:
http://www.airspacecoordination.org/files/FAA%20AMP%20for%20disasters%20pdf%20version%20for%20website.pdf.

Presidential TFR's (91.141) involve a set of 30 nautical miles and 10 nautical miles Temporary Flight Restrictions. Flights within the Presidential TFR's require coordination well in advance of the TFR implementation. For further information, contact the National Aviation Manager.

8.3 De-confliction Procedures (foreign borders, airspace boundaries, agreements and requests).

While the word "deconflict" is not in the dictionary, it is a commonly referred aviation term describing the process of reducing the risk of a mid-air collision or a TFR intrusion. Airspace deconfliction can occur for both emergency response and non-emergency aviation activities.

Deconfliction can be accomplished through the following measures:

Pilots must obtain all information pertinent to flight before flying. This is accomplished by obtaining a briefing from the FAA through the Flight Service Stations. This is the official source of NOTAM information. Dispatching units may obtain scheduling information from DOD units that have special use airspace or military training routes and share this information as "hazards" information on the resource order when the aircraft are dispatched.

For non-emergency flights, information may be shared through common communication protocol. Aviation Internet websites are prolific on the internet. When used for obtaining airspace information, the user must be aware of any disclaimers regarding the timeliness of the information posted. The FAA's U.S. NOTAM office provides current TFR information through DOD Internet NOTAM Service (DINS) at: https://www.notams.faa.gov/dinsQueryWeb/ and http://www.faa.gov

Aviation personnel have a responsibility to identify and report conflicts and incidents through the Interagency SAFECOM System to assist in the resolution of airspace conflicts. When a conflict or incident occurs, it may indicate a significant aviation safety hazard. Conflicts may include near mid-air collisions (NMAC), TFR intrusions, and FTA communication non-compliance. Further guidance is available in the Interagency Airspace Coordination Guide, Chapter 8.

Operations along Foreign Borders

All aircraft operations along border patrol zones require coordination with the U.S. Border Patrol. The Dispatch Centers with foreign border zones will have an operational plan detailing the coordination measures with the U.S. Border Patrol Air Marine Operations Center (AMOC). All pilots and aircrews will be briefed about border zone flight procedures.

Airspace Agreements – Memorandums of Understanding

When Special Use Airspace (SUA's), MTR's, Slow Routes (SR's), or Aerial Refueling Routes (AR's) are located over lands within an agency's jurisdiction or within their area of normal flight operations, the agency should consider instituting an agreement with the appropriate DOD entity that schedules the airspace. Airspace agreements establish protocol for emergency and nonemergency contacts. They provide local level leadership a tool that defines protocols to

address recurring activities, coordination of time critical responses, deconfliction and resolving issues in a timely manner.

BOEM regions may establish agreements with military airspace authorities to coordinate BOEM flight activities. A template and sample format is provided in the Interagency Airspace Coordination Guide, Chapter 12.

8.4 Emergency Security Control of Air Traffic (ESCAT) Procedures

ESCAT may be implemented due to an air defense emergency as directed by the North American Aerospace Defense Command (NORAD). Reference Interagency Airspace Coordination Guide, Chapter 4 for details.

8.5 Bureau-Specific Airspace Requirements

Not applicable at this time.

9.0 AVIATION PROJECT PLANNING REQUIREMENTS

9.1 Project Aviation Safety Plans

For Aviation Planning, BOEM has adopted, at a minimum, the Project Aviation Safety Plan (PASP) elements as listed in Appendix B of OPM-6 Aviation Management Plans **https://www.doi.gov/aviation/library/opm.**

BOEM flights will not occur without a current Project Aviation Safety Plan (PASP). The required elements of a PASP can be found in OPM-6, Appendix B **and are included in this chapter.**

Project Aviation Safety Plans (PASPs) will be developed for all special use missions. For those regions that perform similar special use aviation missions on a recurring or routine basis, the required PASP can be rolled into a regional aviation plan that is reviewed at least annually. In this instance, in place of a PASP the Region must have a documented process to capture the unique and special circumstances (i.e. Flight following & scheduling, dispatch logs, passenger manifest). Project supervisors and management-level project approvers are responsible for ensuring PASPs are completed. RAMs & Mission Chiefs will work with project supervisors as the aviation subject matter experts.

The project supervisor will work closely with RAMs 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.

OPM–6; 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 for their role (e.g., Mission Chief, Aircrew Member, Passengers), 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/?q=publications/interagency-helicopter-operations-guide.

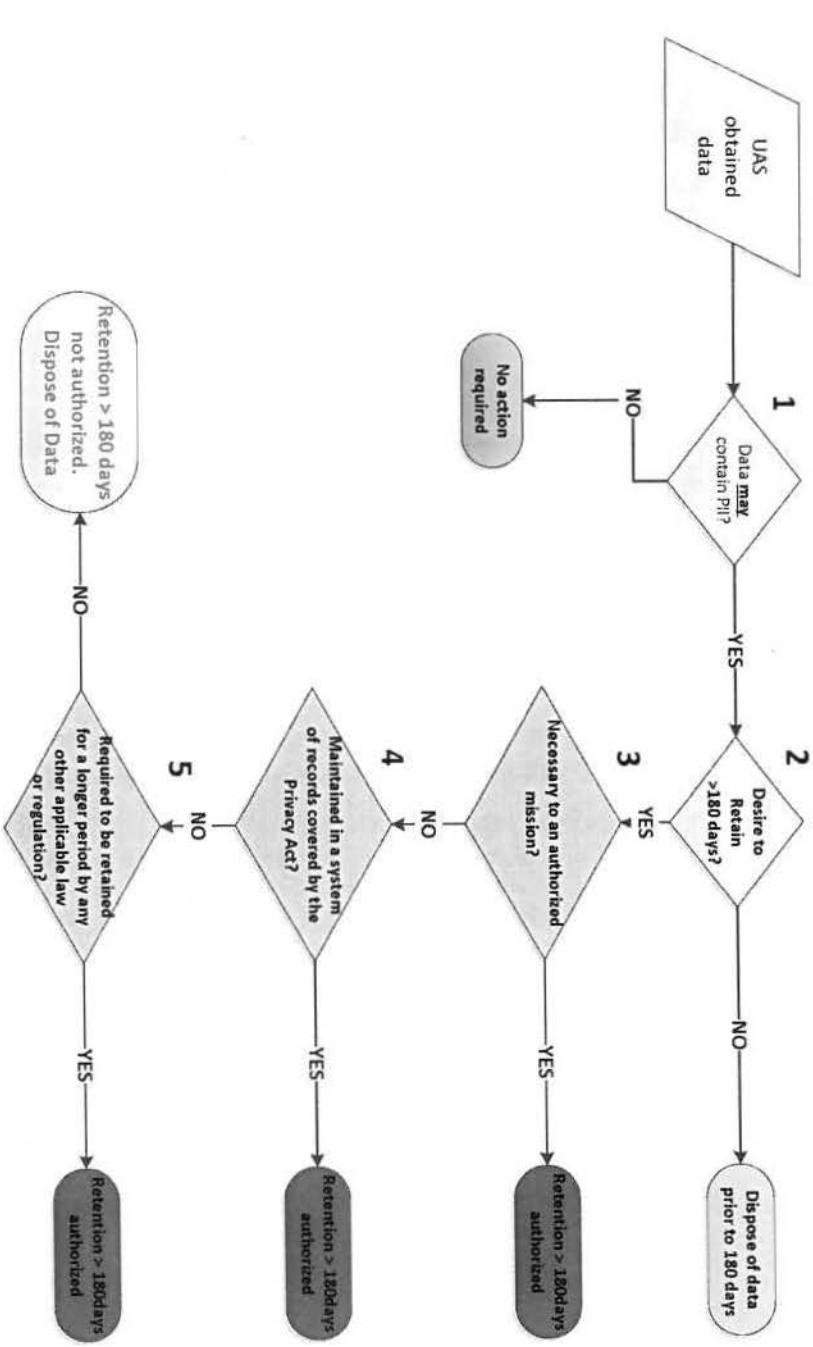
A variety of risk assessment tools can be found in the *IHOG Appendix J*:

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

Appendix A: Presidential Memorandum of 2-15-15, Section 1 (a) (ii): Retention

Presidential Memorandum of 2-15-15, Section 1 (a) (ii):

Retention. Information collected using UAS that may contain PII shall not be retained for **more than 180 days** unless retention of the information is **determined to be necessary to an authorized mission of the retaining agency, 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.**



Appendix B – SAMPLE OPERATIONAL RISK ASSESSMENT

Operational Risk Assessment - BETA v 1.0

Project Title: _____ Date: _____

Score each section by circling or marking the appropriate number rating(s) for each category. Subtotal each category; total each column; and then total all columns to determine overall cumulative score.

MISSION (If multiple mission profiles are to be performed, score the one mission with the highest risk level)	
Personnel or Cargo Transport – Point-to-Point	1
Personnel or Cargo Transport – Non Point-to-Point, to improved remote sites	2
Personnel or Cargo Transport - to unimproved remote site(s)	3
Low Level flight (below 500 ft. AGL)	4
External Load/Longline (which includes bucket ops)	5
Other	?
Subtotal:	

PROJECT COMPLEXITY (select one)	
1 or 2 Mission Types necessary to complete project	1
3 to 4 Mission Types necessary to complete project	2
5 or more Mission Types to complete project	3
Mission(s) are complex, unfamiliar, or challenge the skills and knowledge of Flight Mgr. and/or Pilot	5
Subtotal:	

INITIAL URGENCY (select one)	
No time constraints – conduct at next opportunity	1
Needed ASAP – essential for crew work	2
URGENT – before nightfall	3
Life and Death situation	5
Subtotal:	

AIRCRAFT PERFORMANCE (Select one)	
Density Altitude below 3,500 ft	1
Density Altitude: 3,501 - 7,500 ft	2
Density Altitude: 7,501-10,000 ft	3
Density Altitude Greater than 10,000 ft	5
Subtotal:	
Column total:	

AIRSPACE (Select any that apply)	
Multiple Aircraft participating in project/mission	2
Mission occurs along GA flight corridors or within controlled airspace	3
Mission occurs within Military Operations Area (MOA) or transects Military Flight Route(s)	4
Subtotal:	

PILOT REST (select one)	
Pilot has had day off w/in the last 7 days	1
Pilot has had no day off w/in the last 7 days	2
Pilot has had no day off w/in the last 12 days	3
Subtotal:	

PILOT CURRENCY (select one)	
Pilot has flown this mission w/in the last 15 days	1
Pilot has flown this mission w/in the last 30 days	2
Pilot has flown this mission w/in the last 60 days	3
Pilot last flew this mission over 60 days ago	4
Subtotal:	

TERRAIN (select one that represents the majority of flight operations)	
Flat to rolling terrain w/ available suitable landing options	1
Mountainous terrain/limited landing areas	3
Flight requires crossing of waterbodies beyond glide distance to shore (float equipped Helis)	3
Non-float equipped AC beyond glide distance to shore	NO-GO
Subtotal:	
Column total:	

The following categories are dynamic and may change during the course of any project or mission. These hazards should be re-scored any time conditions or mission parameters change.

WEATHER - CURRENT AND FORECAST (select any that apply)	A	B	C	D
Rain Showers	2	2	2	2
Snow Showers	3	3	3	3
Winds in excess of 25 knots	3	3	3	3
Wind gust spread in excess of 10 knots	3	3	3	3
Thunderstorms, erratic winds	3	3	3	3
Moderate or greater turbulence	3	3	3	3
Low, lowering ceilings	4	4	4	4
Weather conditions degrade during mission, compromise accomplishment	NO-GO	NO-GO	NO-GO	NO-GO
Subtotal:				

VISIBILITY (select one)				
Visibility > 10 miles	1	1	1	1
Visibility > 3 miles but < 10 miles	2	2	2	2
Visibility > 1 mile but < 3 miles	3	3	3	3
Visibility > ½ mile but < 1 mile	5	5	5	5
Subtotal:				

OTHER HAZARDS / DEVELOPING CONDITIONS (Select any that apply)				
Mission(s) have changed or been ammended from original plan	2	2	2	2
Comm Plan has changed and has not been confirmed with local dispatch	3	3	3	3
Provided aircraft make/model has less performance than the planned aircraft or due to changing environmental conditions	3	3	3	3
Time pressures escalate, unable to complete mission in the time available	3	3	3	3
Mission(s) are unscheduled or no plan is in place	5	5	5	5
Formerly unidentified hazards are discovered and unmitigated	NO-GO	NO-GO	NO-GO	NO-GO
Subtotal:				
Column total:				

Total Cumulative Score:

CUMULATIVE SCORE/RISK LEVELS			
LOW	MEDIUM	SERIOUS	HIGH
0-16	17-32	33-48	49+

Pilot Signature: _____

Flt Mgr. Signature: _____

ORA Purpose

This Operational Risk Assessment is a tool to be used to The ORA does not preclude the mandatory deliberate risk management process of developing the risk

manage risk for project and fire avaition operations. This is a **BETA version** for evaluation only and does not indicate or imply a mandatory utilization at this point in time.

Conducting a risk assessment with this tool allows the user to identify a real time, immediate, and area specific snap-shot of the current conditions that may influence the safe conduct of any flight. The score from the initial evaluation will help the personnel understand the level of risk in a quantitative way. It will also assure that overall risk remains within the pre-determined and approved risk level identified in the missions associated PASP. This form should also help to highlight areas where further mitigations may be necessary or prudent.

Utilizing the ORA

For the sake of the evaluation, the intent is for this tool to be used immediately prior to the commencement of any aviation missions or projects. It should be conducted in a collaborative manner by the flight manager and the pilot. The involvement by other flight participants, though not necessary, may help in providing other viewpoints and concerns that may be overlooked by the flight manager and pilot.

Conducting the ORA entails stepping through each category and assessing the hazard by selecting the score that best represents the conditions present or anticipated in the flight and project environment.

A cumulative score is derived from the total of all catagories. For project work, any cumulative score that results in a risk level greater than the pre-determined PASP risk level shall require a line officer approval to commense or continue operations. Any single item selected that is scored as a NO-GO shall also require a suspension of operations until the hazard is eliminated, properly mitigated, or approval granted from the line officer.

A record of the ORA should be retained and kept on file with other project documents.

assessment worksheets for project operations. The ORA acts as an immediate assessment of the current active and observed conditions.

If the ORA is being conducted for fire related operations, the overall risk level will provide the flight manager with a relative mission risk level. The flight manager may need to follow-up with the appropriate management level before commencing operaions (see IHOG Chap. 3 for Risk Decision table).

Initial scoring of the ORA provides a recognition of the conditions at the start of operations. Some categories are dynamic and change over time and space and should be continually monitored throughout operations. The three catogories on the right side of the form represent those dynamic conditions. These should be re-evaluated any time conditions or mission parameters change. The multiple columns for these categories provide space to re-score during operations.

Because the overall cumulative score is a composite of individual flight, environmental, and operational values, it may not fully emphasize a hightened level of risk that may be associated with an individual category. For example, extremely adverse weather in itself, exclusive of the other categories, may alone merit the suspension of operations.

ORA Evaluation

In an effort to develop a product that is both usable and useful in helping flight managers manage the immediate operational risks, an evaluation of this form will be conducted for an undefined period, starting during the 2012 field season. Feedback will be solicited on a regular basis and incorporated as appropriate. Subsequent BETA versions may be provided when appropriate.