

# INDIAN AFFAIRS MANUAL

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**3.1 Aircraft Accident Prevention.** Managers and staff personnel at all levels are responsible for aircraft accident prevention and are required to manage the risks inherent to aviation operations. All Indian Affairs aircraft users and managers will ensure that, at a minimum, the following factors are given due consideration prior to flight. Anyone (passenger, air crew member or pilot) can cancel or terminate a flight without fear of repercussion.

- A. Flight and project planning**, including risk assessment performed;
- B. Job experience and training** requirements for mission personnel met;
- C. Wire strike preventive measures** taken;
- D. Aviation life support and personal protective equipment** used as required;
- E. Flight following** performed;
- F. Calculations** of aircraft weight and load balance performed;
- G. Aircraft and pilot approved** (carded) for project; and
- H. Airspace management coordination** performed if there is a potential for conflict.

**3.2 Aircraft Pilot Training.** As part of the aviation safety program, Indian Affairs employees in the 2181 or 2101 job series are required to meet the following requirements to pilot aircraft in conjunction with their position. These requirements are complementary and in addition to those required by the DM for DOI pilots.

**A. Fixed-wing pilots.** To fly fixed-wing aircraft that require a specific pilot rating, pilots must annually attend an authorized professional simulator training facility for emergency, instrument and equipment training.

**B. Rotor-wing pilots.** To fly rotor-wing aircraft, pilots must:

- (1) Annually attend either rotor-wing factory training or an authorized professional simulator training facility for emergency, equipment and, when applicable, instrument training; and
- (2) Attend the National Helicopter Mountain Flying Course prior to initial qualification to fly helicopters. This is a one-time requirement.

**3.3 Aircraft Incident and Accident Reporting.**

**A. Incident Reporting.** All aviation incidents will be reported to the OAS Safety Office within 24 hours of occurrence. SAFECOM reports on incidents will also be provided to the Regional Aviation Officer, the Agency Aviation Officer and the Regional Aviation Manager.

**B. Accident Reporting.** All aviation accidents will be reported immediately to the local line officer, the OAS Safety Office and an Indian Affairs National Aviation Program staff member.

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## 3.4 Aircraft Incident and Accident Investigations.

**A. Incident Investigations.** Incidents determined to be "with potential" (that is, those exhibiting factors that could contribute to an accident) shall be investigated on site by an OAS representative and an Indian Affairs National Aviation Program staff member. Routine incidents determined to be "without potential" shall be followed up by National Aviation Program staff members or other aviation specialists, as appropriate.

**B. Accident Investigations.** The complexity of an accident will be the determining factor on the number and type of investigators needed for the investigation. There will be at least one National Aviation Program staff member on the investigation team investigating Indian Affairs aircraft accidents.

**3.5 Indian Affairs Aviation Safety Awards.** In addition to normal performance awards available through the personnel system, the Indian Affairs National Aviation Program will provide the following awards to employees working with aircraft to provide an incentive to practice safety in the Aviation Program.

**A. Sustained Outstanding Helitac Aviation Safety Award** for three consecutive seasons of accident free helitac operations and superior preparedness and performance as documented in reports on annual helibase or helicopter operations preparedness inspections. This is a cash award for helicopter managers and helicopter crew members.

**B. Exceptional Contribution to the Indian Affairs or DOI Aviation Safety Program** for a significant act contributing to aviation safety in Indian Affairs or DOI that resulted in improved safety or avoidance of an aircraft accident. The amount of award will be commensurate with the act.

**C. Procedures.** To be considered for either award, nominations should be submitted through the local line officer to the National Aviation Program Manager, NIFC, by October 31. Award nomination packages must identify the type of award being sought and contain documentation justifying the award. Review and recommendation for awards will be performed by the National Aviation Program staff; approval will be by the Director, Office of Trust Responsibilities.