

# INDIAN AFFAIRS MANUAL

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**1.1 Purpose.** This part establishes management responsibilities, policies and procedures for the use and operation of aircraft within Indian Affairs.

**1.2 Policy.** Aircraft will be managed in accordance with all applicable regulations established by the Federal Aviation Administration and under the broad guidance specified by the Department of the Interior (DOI). Safe operations are paramount to flight support activities; all flight aviation management personnel share a key role in laying the groundwork for a safe operation.

**1.3 Exemptions or Waivers.** Exemptions or waivers to Indian Affairs or DOI aviation policy must be requested through the Indian Affairs National Aviation Program Manager.

**1.4 Scope.**

**A Application.** This part applies to the use of aircraft by all Indian Affairs personnel and, in accordance with independent memoranda of understanding with other Federal and state agencies, to cooperators using aircraft on reservations when their activity is in conjunction with a Bureau-operated program.

(1) When a cooperator's policy is more restrictive than this part, the cooperator's policy will apply.

(2) When a cooperator's policy is less restrictive than this part, this part will apply to the cooperator.

**B. Exclusion.** This part does not apply to tribal operations under Public Law 93-638 contracts, compacts, or cooperative agreements. Because many tribal aviation activities are related to interagency wildland fire operations, tribes are encouraged to meet DOI aviation policy standards so they may participate and cooperate with other partners in the interagency fire and aviation community.

**1.5 Authority.**

**A. Title 5 U.S.C. §7902,** Programs to Prevent Accidents and Incidents Involving People and Property with Respect to the Operation of the Federal Government, Public Law 91-596;

**B. Title 29 U.S.C. §651, et seq. and 29 U.S.C. §1960,** Occupational Safety and Health Act of 1970 as amended, Public Law 91-596, which requires the head of each agency to develop and support activities to reduce injuries among employees and damage to property of the agency, to encourage safe practices and to eliminate hazards and risks in the work place;

**C. Title 49 U.S.C. §101,** Independent Safety Board Act Amendments of 1994, Public Law 103-411 (Public Aircraft Law);

**D. 14 CFR Part 91,** Federal Aviation Regulations (FAR);

**E. 29 CFR Part 1960,** Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters;

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**F. 41 CFR Chapter 101, Part A-27**, Federal Property Management Regulations, Annual Aircraft and Aviation Cost Data; and

**G. Executive Order 12196**, Occupational Safety and Health Programs for Federal Employees.

## 1.6 Guidance.

### **A. Office of Management and Budget (OMB):**

(1) OMB Circular A-76, A Guide for Writing and Administering Performance Statements of Work for Service Contracts; and

(2) OMB Circular A-126, Use of Aircraft for Administrative Support Purposes, Criteria for Justification.

**B. Departmental Manual (DM).** Because the DOI is responsible for air crewmembers and passengers onboard aircraft under its operational control, the provisions of the DM, DOI handbooks and Office of Aircraft Services (OAS) operational procedure memoranda and information bulletins are incorporated by reference and are applicable to all Interior employees, individuals or groups providing volunteer services without compensation, or to any other persons supervised by DOI employees.

(1) Part 112, Chapter 12, Office of Aircraft Services;

(2) Part 350, Aviation Management, General Program Requirements;

(3) Part 351, Aviation Operations;

(4) Part 352, Aviation Safety; and

(5) Part 353, Aviation Services Provided by Office of Aircraft Services.

**C. Interagency Aviation Handbooks and Guides.** The following handbooks/guides have been formally adopted by Indian Affairs and are available by mail from the National Interagency Fire Center, Attn: Great Basin Cache Supply Office, 3833 S. Development Avenue, Boise, Idaho, 83075:

(1) Interagency Helicopter Operations Guide;

(2) Interagency Airspace Coordination Guide;

(3) Interagency Air Tanker Base Operations Guide;

(4) Aerial Ignition Systems Guide;

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- (5) Interagency Single Engine Air Tanker Operations Guide; and
- (6) Interagency Rappel Guide.

**1.7 Responsibility.** Bureau aviation management responsibilities are outlined in Appendix 3 to 350 DM 1. Specific Indian Affairs management and staff positions have the following responsibilities in concert with those outlined in the DM.

## **A. Director, Office of Trust Responsibilities:**

- (1) Establishes the overall Aviation Management and Safety Program policies including aircraft accident prevention;
- (2) Designates a Central Office manager to represent Indian Affairs on the DOI Aviation Board of Directors;
- (3) Provides appropriate resources for the education and training of staff, line managers, and field personnel as outlined in the DM Aviation User Training Program;
- (4) Designates a National Aviation Manager for Indian Affairs to serve at the National Interagency Fire Center (NIFC); and
- (5) Designates a National Aviation Safety and Training Manager serving at the NIFC under the National Aviation Manager.

## **B. National Aviation Manager:**

- (1) Provides overall leadership and guidance to the Aviation Program, implementing DOI policy;
- (2) As requested, provides assistance to tribes operating compact/contract programs involving the use of aircraft;
- (3) Serves as the primary point of contact for the OAS and is a member of the DOI Aviation Board of Directors Working Team;
- (4) Ensures that Indian Affairs personnel are on OAS aircraft incident and accident investigation teams when mishaps involve Indian Affairs aviation activities;
- (5) Prepares and provides an annual report, in concert with Regional Aviation Managers, to the Assistant Secretary - Indian Affairs describing aviation activity, problems, opportunities for improvement, and issues;
- (6) Ensures timely feedback to line officers on aviation activities that have been reviewed or evaluated;

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(7) Pilots aircraft in conjunction with Indian Affairs and interagency partner operations; and

(8) Designates Regional Aviation Managers to serve at Geographical Area Coordination Centers in Albuquerque, NM, Denver, CO and Missoula, MT.

## **C. National Aviation Safety and Training Manager:**

(1) Ensures that Regional Aviation Managers and Regional and Agency Collateral Duty Aviation Officers annually visit and review operations at all sites with exclusive-use aircraft contracts and visit each Regional Office annually to review and provide guidance in the safety of aviation activities;

(2) Ensures, in conjunction with Regional Aviation Managers, that safety problems, issues or discrepancies in aviation operations are followed up in a timely manner;

(3) Maintains communications with the OAS Safety Office to ensure that there is timely follow up on Form OAS-34 Safety Communications (SAFECOM) reports pertinent to Indian Affairs operations;

(4) Ensures, in cooperation with Regional Aviation Managers and Collateral Duty Regional Aviation Officers, that employees involved in Indian Affairs aviation activities have the experience and training to meet DOI and interagency fire qualification standards;

(5) Works with OAS and other interagency partners to develop standard aviation training standards and materials; and

(6) Pilots aircraft in conjunction with Indian Affairs and interagency partner operations.

## **D. Regional Aviation Managers:**

(1) Provide technical aviation expertise to Regional and Agency personnel, tribes and interagency partners;

(2) Review, evaluate and monitor aviation operations and, upon tribal request, review and evaluate tribal compact or contract programs;

(3) Participate in Indian Affairs aircraft incident and accident investigations and, upon tribal request, participate in tribal aircraft incident and accident investigations;

(4) Participate in interagency projects to develop or refine interagency aviation policy and procedures and serve as a focal point for Indian Affairs and tribal field level personnel on interagency policy and procedural issues;

(5) Ensure that employees involved in Indian Affairs aviation activities have the experience and training to meet DOI and interagency fire qualification standards, and provide aviation management, operations and safety training to tribal and Indian Affairs personnel;

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(6) Visit annually and review operations at all sites within the region having exclusive-use aircraft contracts and visit each Regional Office annually to review and provide guidance in the safety of aviation activities. Provide timely advice to Regional Directors and Agency Superintendents on aviation activity in their areas of responsibility;

(7) Ensure that discrepancies in operations and SAFECOM reports generated by Indian Affairs are followed up in a timely manner;

(8) Pilot aircraft in conjunction with Indian Affairs and interagency partner program operations; and

(9) Prepare and provide an annual report, in concert with the National Aviation Manager, to the Assistant Secretary - Indian Affairs describing aviation activity, problems, opportunities for improvement, and issues.

### **E. Regional Directors:**

(1) Oversee all aviation program activities within their area of jurisdiction; and

(2) Designate a Collateral Duty Regional Aviation Officer.

### **F. Collateral Duty Regional Aviation Officers:**

(1) Refer aviation program issues and questions which cannot be dealt with locally to the Regional Aviation Manager;

(2) Apprise the Regional Aviation Manager of Regional and Agency aviation training needs required to comply with DOI and interagency fire and aviation management programs;

(3) Coordinate with the Regional Aviation Manager to ensure that Regional aviation program needs are being met and that employees involved in Indian Affairs aviation activities have the experience and training to meet DOI and interagency fire qualification standards;

(4) Develop, with assistance from the Regional Aviation Manager, a Regional Aviation Management Plan (see Chapter 2 of this Part) that deals with aircraft procurement and use authorization for their respective areas;

(5) Maintain a current set of aviation handbooks and manuals to help ensure safe and efficient operations;

(6) Advise Regional Aviation Managers when there are operations or safety issues in need of attention, and;

(7) Attend both a DOI Aviation Management Seminar and a Contracting Officer's Representative (COR) training course during the first year of their appointment and, at a minimum, once every three years thereafter.

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## **G. Agency Superintendents:**

- (1) Plan and execute aviation activities within their jurisdictional region;
- (2) Designate a Collateral Duty Agency Aviation Officer at locations with exclusive-use aircraft contracts. At locations without exclusive-use aircraft contracts, Superintendents may designate a Collateral Duty Agency Aviation Officer if they feel management and oversight of their local aviation activities requires one; and
- (3) Appoint an Aviation Project Manager to serve as the on-site aircraft manager for special-use aviation projects within their jurisdictional region.

## **H. Collateral Duty Agency Aviation Officers:**

- (1) Serve as the primary point of contact for Regional and Collateral Duty Regional Aviation Managers;
- (2) Serve as the primary point of contact for Agency employees with questions regarding aviation operations. Refer aviation program issues and questions which cannot be dealt with locally to the Collateral Duty Regional Aviation Officer or Regional Aviation Manager;
- (3) Advise Collateral Duty Regional Aviation Officer or Regional Aviation Manager of agency training, operations or safety issues needing attention;
- (4) Coordinate with the Collateral Duty Regional Aviation Officer and Regional Aviation Manager to ensure that Agency aviation program needs are being met;
- (5) Maintain a current set of aviation handbooks and manuals to help ensure safe and efficient operations; and
- (6) Attend both a DOI Aviation Management Seminar and a COR training course during the first year of their appointment and, at a minimum, once every three years thereafter.

## **I. Aviation Project Managers:**

- (1) Ensure that special-use aviation projects are afforded proper oversight and are conducted in compliance with DOI and Indian Affairs policy; and
- (2) Manage end product aircraft contracts at the Agency involving various activities such as seeding operations and animal control efforts.

## **J. Exclusive-Use Aircraft Managers:**

- (1) Ensure that aviation activities comply with DOI and Indian Affairs policy in all aspects of operations;
- (2) Serve as COR or Project Inspector (PI) on contracts for aircraft;

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(3) Maintain a current set of aviation handbooks and manuals to help ensure safe and efficient operations. Also, at locations with particular aviation activities such as helitac or retardant base operations, maintain additional guidance materials listed in 1.6C of this chapter;

(4) Coordinate management of the exclusive-use aircraft program with the Agency Aviation Officer, Regional Aviation Officer, Regional Aviation Manager, and National Aviation Manager; and

(5) Maintain experience and training qualification standards required in adopted Interagency Aviation Handbooks and Guides.

**K. Flight Managers** (the senior passenger on-board an aircraft for a flight):

(1) Ensure that the aircraft and pilot are carded for the type of flight to be made;

(2) Ensure that personal protective equipment (PPE) is used when required, that training requirements for passengers or air crew members are met when required (e.g. special use) and that appropriate arrangements have been made for flight following; and

(3) Ensure that the payment document for a flight is correctly processed.