Department of the Interior

Executive Aviation Board

Charter

Version 1.0

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Executive Aviation Board Charter

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Executive Aviation Board Charter

1. INTRODUCTION

1.1 **Purpose and Scope.** The Executive Aviation Board (EAB) is responsible for the Department of the Interior aviation program. The Board provides executive 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, (hereafter referred to as the Committee).

1.2 **Background.** The Department seeks to enhance collaboration and sharing of strategic aviation opportunities across bureaus and offices and to promote the use of enterprise aviation services using high value, landscape level information to inform and enhance the Department's priority initiatives, natural resource management decisions and related policy formulation. While the Department presently owns, and procures aviation resources through an enterprise approach, improvement in the enterprise-level management of these assets across the Department is needed to address large scale strategic policy development, implementation, cost, and safety issues.

1.3 **Guiding Principles.** As part of the overall stewardship responsibility, the DOI EAB adheres to, empowers, and promotes the following guiding principles in the governance of the DOI Aviation Program:

1. Promote aviation safety at all levels in the Department.
2. Strategic thinking translated into actionable field activities.
3. Focus on mission support.
4. Clear authorities with defined roles and responsibilities.
5. Limit overlapping where we can and where inevitable, establish collaboration protocols.
6. Risk accountability determines appropriate decision maker.
7. Decisions made at the lowest appropriate and accountable level.
8. Timely decisions based on need and risk.
9. Closed loop governance, no loose ends.
10. Participation at the right level.
11. Participation means active engagement.

2. AUTHORITY

The EAB is chartered under the direction of the Assistant Secretary for Policy, Management, and Budget (AS PMB). The EAB has authority over all aviation related boards/committees/groups within the Department.

3. GOALS

a. Assure safe, efficient, and economical DOI aviation programs;
b. Move toward enterprise-wide solutions with the objective of ensuring safety, improving effectiveness, reducing redundancy and overlap, reducing costs, and standardizing aviation resources;
c. Ensure appropriate aviation resources are available to serve mission needs;
d. Ensure planned aviation enterprise outcomes and business value are realized; and
e. Ensure aviation asset investments are managed effectively and adhere to the investment process. (Refer to DOI Operational Procedures Memorandum 11-08-Planning, Budgeting, and Acquisition of Aircraft Assets.) Aviation resource investment costs, schedules, risks, and performance are managed and monitored.

4. RESPONSIBILITIES

The EAB has responsibility to:

a. Report to the AS PMB on activities of the Board annually or as requested through a executive summary report;
b. Approve the Department's aviation governance structure, including all related committees, working groups, etc;
c. Define strategies and initiatives to enhance the Department's aviation program;
d. Establish and approve the charter for the Executive Aviation Committee (Committee), which shall be comprised of Senior Executive Service-level representatives from each bureau and the Office of Aviation Services (OAS) Director; and
e. Provide guidance to, oversight of, and develop and evaluate performance measures for the Executive Aviation Committee.

5. MEMBERSHIP

Permanent members of the EAB are:

a. Deputy Assistant Secretary, Public Safety, Resource Protection, and Emergency Services
b. Bureau Deputy Director of Operations, Bureau of Land Management
c. Deputy Commissioner, Bureau of Reclamation
d. Bureau Deputy Director, Bureau of Ocean Energy Management
e. Bureau Deputy Director, Bureau of Indian Affairs
f. Bureau Deputy Director, Bureau of Safety and Environmental Enforcement
g. Bureau Deputy Director, National Park Service
h. Bureau Deputy Director, Office of Surface Mining Reclamation and Enforcement
i. Bureau Deputy Director, U. S. Fish and Wildlife Service
j. Bureau Deputy Director, U. S. Geological Survey

Members may identify an alternate to attend meetings; however, the alternate must be at the same bureau senior executive level as the member.

5.1 **Chair.** The EAB shall be chaired by the Deputy Assistant Secretary - Public Safety, Resource Protection, and Emergency Services. The Chair may elect to have a co-chair at his/her discretion. The chair is responsible for:

1. Providing leadership, direction, and broad guidance;
2. Calling meetings of the EAB;
3. Fostering a positive environment where ideas can be shared openly;
4. Ensuring that decisions are made and recommendations finalized efficiently among EAB members;
5. Coordinating EAB meeting agenda; and
6. Exercising final decision authority on tied votes.

5.2 **Voting Members.** All members identified in section 5, including the Chair, perform the following roles:

1. Personally attend meetings of the EAB;
2. Participate in all functions and activities of the EAB, including voting on all matters that come before the EAB;
3. Ensure decisions are consistent with law, DOI strategic plans, policies, guidelines, Federal Acquisition Regulations (FAR), and other Federal regulations;
4. Establish goals and objectives to drive decision-making related to the Executive Aviation Committee.

6. ADMINISTRATION

6.1 **Meetings.** Meetings shall be called at the request of the Chair or other member of the EAB. Meetings shall occur annually at a minimum. Any member may request that the Chair convene a meeting. Any member may invite additional subject matter experts and specific stakeholders to the meetings in an advisory or supporting capacity; otherwise, attendance shall be limited to the members or their designated alternates.

6.2 **Conducting Business.** Business may be conducted outside of formal meetings via e-mail and phone throughout the year.

6.3 **Quorum.** A simple majority of members or designated alternates present will constitute a quorum.

6.4 **Voting.** A quorum must be present for voting to be carried out. Designated alternates can vote in the absence of the member. A simple majority will constitute a conclusive decision.

7. APPLICABILITY

This charter shall be effective immediately upon execution. This charter shall be reviewed annually by the EAB to ensure validity and effectiveness.

8. AMENDMENTS

This charter may be amended upon the request and approval of the Chair or any Member.