



United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 13-04

Subject: Aviation User Training Program

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1. Purpose. This OPM establishes the Interior Aviation User Training Program as called for in Departmental Manual 112 DM 12.2.I. Emphasis is placed on increasing employee knowledge of DOI aviation and accident prevention policy, procedures, and safe operating practices. This document identifies minimum aviation management and user training requirements for United States Department of the Interior (DOI) and other personnel participating in aviation activities conducted by DOI. Other non DOI bureaus or agencies may also agree to the standards found in this document. A complete description of the DOI aviation training courses in this document can be found in the *Interagency Aviation Training Guide*.

2. Introduction. Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc. The safe, efficient, and effective utilization of aviation resources is a Departmental objective. Increasing aviation awareness through educational and training program efforts is one method of obtaining this objective. Individuals holding a current qualification under the Incident Qualification Certification System (a performance-based system) are also qualified to perform equivalent non-fire and/or resource aviation positions under Interagency Aviation Training guidelines and do not require additional Interagency Aviation Training. Some National Wildfire Coordinating Group (NWCG) courses are equivalent to and fulfill the required aviation training identified within this document. Those equivalencies can be found in the *Interagency Aviation Training Guide*.

3. Authority. This policy is established by the Director, OAS in accordance with the provisions of Departmental Manual 112 DM 10: 350 DM 1; Secretarial Order 3250 dated September 30, 2003.

4. Responsibilities. The education, training, and qualification of DOI personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI OAS and bureau management.

A. Bureau Responsibilities. Bureaus are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed is the minimum for promoting aircraft accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs shall be accomplished as required.

(1) Managers shall provide adequate resources and time for employees and/or those over whom they have operational control (volunteers, cooperators, students, etc...) to effectively perform their jobs not only in a safe manner, but with a high degree of professionalism and appreciation of the economic impact aviation has upon project operations:

- (1) Ensure employees have received required DOI aviation training.
- (2) Manage bureau participation in the Interagency Aviation Trainer program
- (3) Provide DOI OAS with required documentation for reporting aviation training. This includes providing OAS Training Division (OAS-TD) with a course training schedule via the Interagency Aviation Training website (<http://www.iat.gov>).
- (4) Enter student course completion information on the Interagency Aviation Training website or submit the OAS-106, Aviation Course Presentation Record, to OAS-TD immediately after classes have been presented.
- (5) Coordinate the Interagency Aviation Trainer program and other required training activities with OAS-TD. Provide information on other aviation training courses to OAS-TD

B. DOI OAS Responsibilities. DOI OAS is responsible for developing, implementing, and maintaining an aviation-training program to meet Department-wide and bureau-specific needs.

- (1) DOI OAS Training Division. The DOI OAS Training Office has national responsibility for:
- (2) Developing, managing, and maintaining the aviation training curriculums to meet Departmental aviation user training needs through coordination with the IAT subcommittee bureaus, USDA Forest Service, and DOI OAS customers.
- (3) Providing module and instructor standardization for the DOI Aviation User Training Program.
- (4) Administrating the DOI aviation training schedule on the Interagency Aviation Training website.
- (5) Coordinating, facilitating, and presenting national level training.
- (6) Supporting DOI OAS aviation training needs.
- (7) Developing, overseeing, and maintaining the Interagency Aviation Training program standards and curriculums.
- (8) Administrative oversight of an electronic database of DOI OAS and Interagency Aviation Training course presentation accomplishments including training courses presented by title, instructor, date, and location of training and number of trainees by bureau.
- (9) Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.

- (10) Identifying with the bureaus the need for Interagency Aviation Trainers (IATs) and selecting, qualifying, scheduling, evaluating, and certifying the IATs.

5. Required Aviation Safety Training for Persons Involved in DOI Nonfire Aviation Operations or Flight Activities. Required, recommended, and alternative training and currency requirements for each position can be found in the *Interagency Aviation Training Guide*. A matrix outlining these training requirements can be found in the appendix.

A. Mandatory Training for Flight Activities.

(1) **Aircrew Member.** Person working in and around aircraft and essential to ensure the safety and successful outcome of the mission. Aircrew members are required (1) to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs, (2) to attend to external loads, and (3) to ensure that passengers have received a safety briefing prior to all flights.

Objective. Identify the minimum level of aviation safety training required prior to being allowed to participate as an aircrew member in non-point to point flight activities. This training provides the knowledge and awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public and the responsibility for the safety of passengers. Aircrew members are required to complete mandatory training every 3 years.

Requirement. Mandatory (minimum) modules of basic aviation safety training include:

A-101 Aviation Safety
A-105 Aviation Life Support Equipment
A-106 Aviation Mishap Reporting
A-108 Preflight Checklist and Briefing/Debriefing (on-line only)
A-113 Crash Survival
A-116 General Awareness Security Training
A-200 Mishap Review (previous year's module acceptable)
And
A-110 Aviation Transportation of HAZMAT (if involved in transport of HAZMAT)

(2) **Passenger.** Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by an aircrew member for all special use missions. Additionally, an aircrew member is required to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs to ensure the safety of the passengers for all special use missions. This includes individuals who must participate in special use flight activities on very short notice, on an irregular basis, and without having attended basic aviation safety training. These are rare situations where (1) the flight must remain in the special use category due to mission parameters and (2) it is not possible or practical to provide the required basic aviation safety training to participating personnel prior to the flight. Examples of individuals who may fit this category might include senior line managers conducting an observation, reconnaissance or orientation flight, cooperators, other Government agency personnel, or members of Congress. Passengers participating in point-to-point or non-special use missions must, at a minimum, receive a safety briefing by the flight crew/pilot.

Objective. Identify the minimum level of knowledge required for passengers. A safety-of-flight briefing shall be performed prior to every flight. The mandatory elements of this safety-of-flight briefing shall include: (See 14 CFR Part 135.117 for additional requirements.)

Requirement.

- (a) Passenger safety briefing to include the *Interagency Aviation User Pocket Guide* (NFES 1373).
 - (b) Location and means for opening the passenger entry door and emergency exit procedures.
 - (c) If the flight involves extended overwater operation, ditching procedures and the use of required flotation equipment.
 - (d) If the flight involves operations above 12,000 feet MSL, the normal and emergency use of oxygen.
 - (e) Placement of seat backs.
 - (f) Use of personal protective equipment and aviation life support equipment.
- (3) **Flight Crew/Pilot.** Individuals functioning as GS 2181, dual-function, or incidental pilots.

Objective. Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well as aviation mishap analysis and aircraft accident prevention techniques. See OPM-22 for training requirements.

- (4) **Interagency Aviation Trainers (IATs).** Individuals certified to instruct the Interagency Aviation Training program curriculum. IATs will be certified to instruct IAT courses at three levels basic, intermediate and advanced level. Additional requirements apply to those instructing courses A-219 and A-312.

Objective. Knowledge required includes Departmental policies and procedures as well as Interagency Aviation Training program curriculum and presentation skills.

Requirement.

- (a) **Initial IAT Instructor Certification.** Interagency Aviation Trainers must complete A-220, DOI OAS Train-The-Trainer or M410 Facilitative Instructor. In lieu of completing A-220 or M410, potential instructors may request course equivalency from DOI OAS Directorate Training Division for other instructor training courses or experience.
Successfully instruct under the supervision of the DOI OAS Training Division or designee for initial certification at the basic instructional level
- (b) **Intermediate Interagency Aviation Trainers** must be qualified at the basic instructional level and complete the course M-5A and successfully instruct under the supervision of the DOI OAS Training Division or designee for initial certification.. In lieu of completing M-5A, potential instructors may request course equivalency from DOI OAS Training Division for other instructor training courses or experience.

(c) IAT Instructor Recertification. Interagency Aviation Trainers must do the following to maintain certification.

- i. Have bureau and supervisor approval.
- ii. Teach a minimum of one IAT course every 24 months.
- iii. Maintain a minimum of a 4.0 average rating (5 point scale) on instructor evaluation questions on the OAS-111 course evaluation form.
- iv. Comply with required IAT course management processes (e.g. registering class on IAT web site, having student's complete OAS-111 course evaluations, closing out course, etc.)
- v. Participate in an A-225 IAT Instructor Update session once every 24 months, delivered by DOI OAS Directorate Training Division. Sessions will be delivered via a live distance learning technology such as interactive television (ITV), web conferencing or audio conferencing so instructors can participate at or near their regular work place.
- vi. Instructors not meeting the above requirements may work with their bureau aviation manager in partnership with OAS-TD for recertification.

(5) Water Ditching and Survival Instructors. Individuals certified to instruct the course A-312, Water Ditching and Survival. Instructors must meet the minimum standards listed in paragraphs a through g below.

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises.

Requirement.

- (a) Successfully complete the A-312 course (or OAS approved equivalent) as a student
- (b) Hold a current CPR and basic first aid certificate.
- (c) Must be certified in one of the following: scuba diver (PADI or OAS-approved equivalent), basic water rescue, or lifeguard (Red Cross or OAS-approved equivalent).
- (d) Must complete A-223, Water Ditching and Survival Train-The-Trainer, provided by OAS-TD. Basic water rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based. During the mentoring process, the instructor trainee will be required to:
 - i. Observe/assist a qualified instructor presenting the entire course.
 - ii. Instruct under the supervision of a qualified instructor.
 - iii. Demonstrate thorough knowledge of emergency procedures.
- (e) Must maintain the currency listed below:
 - i. At a minimum instruct or co-instruct A-312 once every two years,
 - ii. Hold current CPR, basic first aid and other certifications specified above for initial qualification.
 - iii. Provide copies of required documentation to OAS-TD (CPR, First-aid, PADI, etc...)

- iv. **OAS-TD Instructor's only:** Attend a commercial water egress program at least once every 3 years (for example, the U.S. Navy facility at Pensacola, FL, or MSTC in Lafayette, LA). Information regarding new techniques and technologies will be transferred to bureau instructors.

(f) Instructors whose qualifications have lapsed must meet the following requirements:

- i. Demonstrate proficiency under the supervision of an OAS instructor or approved designee
- ii. Demonstrate thorough knowledge of emergency procedures.

B. Mandatory Training for Personnel with OAS Responsibilities. All managers and supervisors having oversight of programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this broad category. 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.

(1) Supervisory Personnel. Those who supervise employees who use aircraft to accomplish bureau programs.

Objective. Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Supervisors must complete M-3 OAS for Supervisors every 3 years. In lieu of completing the M-3 course, a supervisor may complete all of the following IAT courses every 3 years:

- A-107 Aviation Policy & Regulations I
- A-205 Risk Awareness
- A-302 Personal Responsibility & Liability
- A-303 Human Factors in Aviation
- A-305 Risk Management
- A-307 Aviation Policy & Regulations II

Completing the M-3 course does not grant equivalency for completing the above courses.

In addition, supervisors must complete the following module:

A-200 Mishap Review (every 3 years, previous year's modules acceptable)

(2) Line Managers. Those who are responsible and accountable for using aviation resources to accomplish bureau programs.

Objective. Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line Managers must complete the M3 OAS for Supervisors or complete the M-2 OAS Line Managers Briefing course every 3 years.



Director, Office of Aviation Services

IAT Requirements Matrix 2011

No.	Modules (Bold = available online.)	Class length (hr)	Positions								Aviation Manager	Supervisor
			Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager			
A-101	Aviation Safety (all aircraft)	2.5	3	3	3	3	3	3	3	X	X	
A-103	FAA NOTAM System	1							X		X	
A-104	Overview of Aircraft Capabilities & Limitations	1							X			
A-105	Aviation Life Support Equipment	1	3	3	3	3	3	3	3	X	X	
A-106	Aviation Mishap Reporting	.5	3	3	3	3	3	3	3	X	X	
A-107	Aviation Policy & Regulations-I	1						X	X	X	X	
A-108	Preflight Checklist & Briefing/Debriefing	.75	3	3	3	3	3	3	3	X	X	
A-109	Aviation Radio Use	2		X	X	X	X	X	X	X		
A-110	Aviation Transportation of HAZMAT (if involved)	2	3	3	3	3	3	3	3	3	3	
A-111	Flight Payment Document	1.5										
A-112	Mission Planning & Flight Request Process	1		3	3	X	X	X	X	X	X	
A-113	Crash Survival	.75	3	3	3	3	3	3	3	X	X	
A-115	Automated Flight Following	2			X	X	X	X			X	
A-116	General Awareness Security Training	.5	X	X	X	X	X			X	X	
A-200	Mishap Review	2	3	3	3	3	3	3	3	3	3	3
A-202	Interagency Aviation Organizations	1.5							X		X	
A-203	Basic Airspace	3							X		X	
A-204	Aircraft Capabilities & Limitations	2			X	X	X	X	X	X	X	
A-205	Risk Management-I	2			X	X	X	X	X	X	X	
A-207	Aircraft Flight Scheduling	1							X			
A-208	Aircraft and Pilot Approval	2									X	
A-209	Helicopter Operations (+helo aircrew only)	8				X	X					
A-210	Helicopter Field Exercise (+helo aircrew only)	8										
A-218	Aircraft Pre-Use Inspection	.5			X		X				X	
A-219	Helicopter Transport of External Cargo (if involved)	8										
A-220	Train-The-Trainer	32	See Part 4 of the IAT program document.									
A-221	Advanced Trainer Competency	8	See Part 4 of the IAT program document.									
A-223	Water Ditching and Survival Train-The-Trainer	24	See Part 4 of the IAT program document.									
A-225	IAT Instructor Update		See Part 4 of the IAT program document.									
A-301	Implementing Aviation Safety & Accident Prevention	3										
A-302	Personal Responsibility & Liability	2			X		3			X	X	
A-303	Human Factors in Aviation	2			X		3	X			X	
A-304	Aircraft Maintenance	2					X					
A-305	Risk Management-II	2					X	X	X	X	X	
A-306	Aviation Contract Administration Parts I & II	4									X	
A-307	Aviation Policy and Regulations-II	4						3	X	X	X	
A-309	Helicopter Flight Manuals	2						3				
A-310	Overview of Crew Resource Management	2			X			3		X		
A-311	Aviation Planning	3						X		X	X	
A-312	Water Ditching and Survival	6-8	As specified by bureau or agency policy.									
A-314	Aviation Program Overview/FS Agency Administrators	2										
A-401	Management of Aviation Safety Programs	8										
A-403	Human Factors for Aviation Managers	8										
M-3	OAS for Supervisors (DOI Only)	4										3

X=requires completion once.

3= Requires initial completion and every 3 years thereafter.