United States Department of the Interior
Office of Aviation Services
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OAS OPERATIONAL PROCEDURES MEMORANDUM NO. 13-22

Subject:	Pilot Qualifications and Training Program
Effective Date:	January 1, 2013
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1. **Purpose.** This OPM establishes the Interior Pilot Training Program as called for in Departmental Manual 112 DM 10. This document identifies minimum pilot training requirements for all Department of the Interior (DOI) employee pilots including Alaska. This OPM also establishes policy for creation of individual training programs for pilots not meeting the requirements of 351 DM 3.

2. **Introduction.** Within the body of this document, the use of the term "bureau" is intended to represent all Interior entities such as service, office, survey, etc.

3. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3250 dated September 30, 2003.

4. **Responsibilities.** The education and training of DOI pilots is the responsibility of bureau management. Oversight of this critical aviation accident prevention effort requires a balanced partnership between the OAS and bureau management.

A. **Bureau Responsibilities.** Heads of bureaus are responsible for ensuring that all employees involved in piloting aircraft receive an appropriate level of aviation training. The education and training listed in the appendices are the minimum for promoting aircraft accident prevention and developing operational skills. Bureaus are encouraged to develop training requirements unique to their specific programs to satisfy the 30-credit requirement in the previous 13 months as specified in Appendix D (the 13 months prior to a scheduled annual flight evaluation. Managers shall:

1) Provide adequate resources and time for employees to effectively perform their aviation duties in a safe and professional manner.

2) Ensure that the appropriate employees attend required training.

3) Manage bureau pilot training to ensure that Departmental and bureau-specific training needs are addressed.

4) Provide OAS Headquarters with documentation of completed pilot training. Send to OAS Headquarters for retention in the master pilot files.

5) Submit requests to OAS for approval of individual training programs for pilots not meeting the requirements of 351 DM 3 in accordance with Appendix E. These requests require the pilot's supervisory approval and bureau national aviation office approval before forwarding to OAS.

B. Office of Aviation Services Responsibilities. OAS has oversight of aviation user education and training programs, as well as DOI pilot education and training programs in support of natural resources, wildland firefighting, and other DOI aviation missions. Training records specific to each pilot will be maintained at OAS Headquarters. OAS will participate in the development of individual training programs for bureau pilots that do not meet the requirements of 351 DM 3.

5. Required Training for DOI Pilots. Required Qualification and Evaluation requirements are listed in Appendix A. Required training, evaluation and currency requirements are listed in Appendix A thru E.

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Director, Office of Aviation Services

APPENDIX A
Initial Pilot Qualification and Evaluations

A. Pilot Flight Evaluation

1. **Pre-employment Flight Evaluation or Pilot Trainee Position in Lieu of 351 DM 3**. Before an offer of employment is finalized for a tentative selection for a DOI government pilot position, or a current employee is entered into the Pilot Trainee Program per Appendix D, the respective bureau shall:

   A. Complete a FAA and or military pilot records verification per 351 DM 3.2

   B. Optional per bureau discretion:

   (1) Administer a flight evaluation by an OAS or bureau Pilot Inspector or current bureau CFI. During the flight evaluation no special use tasks will be performed unless approved by OAS. OAS must provide written approval for the tentative selection for the position or Pilot Trainee candidate to manipulate the controls of a DOI aircraft prior to the flight evaluation. A simulator evaluation administered by a bureau or vendor is an alternative in lieu of a flight evaluation.

   (2) If further training is approved, the pilot will be placed in a training program agreed upon by the requesting Bureau Aviation Manager and the pilot evaluator. Training will be documented on OAS-50 or OAS-69.

2. **Initial Flight Evaluation for DOI Pilot Qualification Card/Letter of Authorization**.

   A. Complete a FAA and or military pilot records verification per 351 DM 3.2, if not previously accomplished.

   B. Accomplish flight evaluation per 351 DM 3.5 C. (4) in accordance with the Interagency Pilot Test Standards (PTS) per the area of operation.

   C. If the flight evaluation is unsatisfactory, conduct a post flight debriefing between the pilot evaluator, the pilot's supervisor, and the respective Bureau Aviation Manager.

   D. If further training is approved, the pilot will be placed in a training program agreed upon by the requesting Bureau Aviation Manager and the pilot evaluator. Training will be documented on an OAS-50 or OAS-69.

3. **Recurrent Flight Evaluations**. All DOI pilots are required to complete recurrent flight evaluations as outlined in 351 DM. All flight evaluation forms and records will be forwarded to the OAS Technical Services. These additional requirements will apply:

   A. DOI pilots operating aircraft in multiple configurations will alternate flight evaluations between configurations, e.g., year one – wheel skis, year two - floats. A flight evaluation on wheel skis in conventional gear aircraft will suffice for the conventional gear check.

B. Amphibious Floats: accomplish a flight evaluation every 12 months, demonstrating both land and sea operations.

C. Large Tundra Tires: prior to operating any airplane on tires larger than 8.50 x 6 all DOI pilots shall receive a one-time flight evaluation by an OAS Pilot Inspector or OAS approved Bureau Inspector when requested by the respective OAS Regional Director.

D. A DOI configuration flight evaluation in any make of tandem meets the flight evaluation requirement for that configuration in all makes of tandems. However, a pilot shall receive a configuration familiarization with an OAS/Bureau Instructor pilot prior to conducting mission flight in any new tandem configuration.

4. **Required Training for Other Federal Government Pilots.**

A. A non-DOI federal government pilot that does not hold a current interagency pilot card may operate DOI aircraft with documented bureau and OAS approval.

B. An initial flight evaluation and qualifications check is required. An OAS Inspector Pilot or Bureau Inspector Pilot, if requested by the respective OAS Regional Director, will conduct the evaluation and qualifications check.

APPENDIX B
Pilot Training

A. Initial Pilot Training

1. All Department of the Interior (DOI) pilots must successfully complete the following training prior to receiving flight authority and participating as a Pilot-In-Command (PIC) on DOI missions:

   A101 Aviation Safety
   A105 Aviation Life Support Equipment
   A106 Aviation Mishap Reporting
   A107 Aviation Policy and Regulations I
   A110 Aviation Transport of Hazardous Materials
   A111 Flight Payment Documents (OAS 2e and OAS 23e) (completed within 90 days of course revision)
   A112 Mission Planning and Flight Request Process
   A113 Crash Survival
   A115 Automated Flight Following
   A116 General Awareness Security Training (equivalency granted for current CFIs)
   A203 Basic Airspace (equivalency granted for current CFIs)

   These DOI aviation modules are available online at: <http://iat.gov>. Modules can also be taken by attending Interagency Aviation Training (IAT) venues. Module requirements may be met by DOI- OAS approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager or Bureau Regional Aviation Manager.

2. Initial training required within 12 months of employment as a pilot:

   A200 Annual Mishap Review
   A202 Interagency Aviation OrganizationsA205 Risk Management I
   A208 Aircraft and Pilot Approval
   A216 Aviation Operations Security
   A302 Personal Responsibility & Liability
   A303 Human Factors in Aviation
   A305 Risk Management II
   A307 Aviation Policy and Regulations II
   A310 Overview of Crew Resource Management
   A312 Water Ditching and Survival

   Module requirements may be met by DOI- OAS approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager or Bureau Regional Aviation Manager.

3. A one-time exemption to the above courses may be requested by the bureau's National Aviation Manager.

B. Initial Training for Those Pilots Returning to Flight Status

1. All DOI pilots returning to flight status after serving in a non-flying position must follow the requirements for "Initial Pilot Training" listed above in accordance with the table below. This is experience based.

< 500 total hours PIC	501 – 1,000 total hours PIC	1,001 – 2.000 total hours PIC	> 2,000 total hours PIC
1 year	2 years	3 years	4 years

C. Recurrent Pilot Training

All DOI Pilots:

1. Must attend a DOI pilot ground school every other year beginning in calendar year 2014. DOI pilot ground schools will be held in alternating years between Alaska and the Lower 48. Attendance will meet the recurring continuing education requirements of paragraph 5 below. Attendance will be documented in writing and records forwarded to OAS Headquarters. Ground School requirements may be met with a OAS approved equivalency school. Requests for equivalency courses will be in writing and routed through the bureau's National Aviation Manager. OAS and the bureau Aviation Manager will agree on the equivalency determination.

2. Obtain 30 continuing educations units (CEU) of aviation-related training in previous thirteen months prior to a scheduled annual flight evaluation. Documentation will be forwarded to the OAS headquarters. A minimum of five (5) of the 30 CEUs must be logged as instruction in the pilot's respective assigned aircraft or a simulator. Credit hours are based on a one-for-one basis; that is one hour of training equals one CEU (see Appendix C).

3. Complete the most current available A200 Annual Mishap Review by the end of each calendar year. This module is available online at: <http://iat.gov>, or can also be taken at an IAT training venue.

4. Complete A110, Transportation of Hazardous Materials, every three calendar years.

5. With the development of the following pilot (P) level courses, completion will be required every three (3) calendar years.

   A113(P) Crash Survival
   A205(P) Risk Management I
   A302(P) Personal Responsibility and Liability
   A303(P) Human Factors in Aviation
   A305(P) Risk Management in Aviation
   A307(P) Aviation Policy and Regulations
   A310(P) Crew Resource Management

6. DOI pilots who are qualified as an IAT instructor and who have taught a course within the last 13 months meet the recurrency requirement for that course.

D. Flight Training

1. Local Area Orientation Requirement: A DOI pilot permanently assigned to a new base must receive a local area orientation flight and ground instruction prior to acting as a PIC conducting flight operations in that area. A DOI pilot who is knowledgeable and experienced in that geographic area will administer the Local Area Orientation instruction. A logbook endorsement is required. Forward a copy of the endorsement to OAS Headquarters.

2. Emergency Maneuver Training: All DOI pilots operating fixed wing aircraft are required to receive Emergency Maneuver Training (EMT) prior to approval to fly low-level flight activities and within the first 12 months of employment. DOI pilots operating in tandem airplanes shall receive EMT training again within 24 months.

3. Flight Management Systems Training: All DOI pilots operating Technically Advanced Aircraft (TAA) aircraft with multi-function displays, such as the Garmin 1000, must participate in training prior to operating the aircraft as a PIC. This training can be received as part of a factory aircraft qualification course, vendor-training course, software program meeting FAA/Industry Training Standards (FITS) (requires a certificate of completion) or from a DOI instructor pilot (requires a gradeslip or logbook sign-off).

4. Prior to operating an aircraft with a TCM IO-550 engine, each pilot will have a one-time ground and flight training.

E. Flight Currency

1. To remain current as a PIC the pilot must fly five (5) hours in a given make and model aircraft in a calendar year and have flown one (1) hour in make/model and configuration within the past 90 days prior to conducting any mission other than point-to-point or with passengers onboard. As an alternative, a successful flight check from an OAS Inspector Pilot or Bureau Inspector (if requested by OAS) regains currency for a DOI pilot.

2. To act as a DOI Airplane PIC VFR only, pilots must complete four (4) hours of instrument training (a combination of flight and PCATD can be used) or demonstrate instrument competency every 12 months. To document instrument training, forward logbook entries to OAS Headquarters.

APPENDIX C
Continuing Education Units (CEU)*

All DOI pilots must obtain 30 CEUs of aviation-related training in the previous thirteen months prior to their annual flight evaluation. Examples of available methods to fulfill this requirement are listed below. A minimum of five (5) CEUs must be aircraft or simulator flight training. One (1) hour of flight, classroom, or online training equals one (1) CEU.

DOI pilots that operate aircraft in multiple configurations, e.g., wheel skis and floats are required to complete 30 CEUs every 36 months via an Alaska Regional Office sponsored flight clinic or equivalent. If a pilot adds a configuration qualification, the pilot will attend a flight clinic for the new configuration within 24 months. Request waivers to the 36 month requirement through the appropriate OAS Regional Director.

This training will be completed and tracked during the 13 months prior to a pilot's annual flight evaluation.

Documentation of this training will be forwarded to the OAS Headquarters.

*** All training completion records or certificates must include the hours of training completed.**

Bureau conducted training certificates will be signed by the Regional Aviation Manager or Bureau Aviation National Office.

No.	*Training*	
1	DOI flight clinics: ski, float, off airport, low-level, LE/resource, etc. (3-day minimum)	
2	Emergency maneuver/spin training.	
3	CFI renewal clinic, FIRC classroom or On-line equivalency with Certificate of Completion.	
4	FAA safety seminar	
5	Flight review (14CFR 61.56)	
6	Pilot Safety Course	
a	Accredited college aviation course	
b	Water Ditching and Survival training	
c	Survival Training, cold or hot weather school	
d	Interagency Aviation Training Workshop	
e	Controlled Flight into Terrain (CFIT) Avoidance (Medallion)	
7	Flight hours (Checkrides not included)	
a	Receiving training from a CFI. Logbook entry required and copy provided to OAS HQs.	

b	Giving training to a DOI pilot (credit per flight hour). Logbook entry required and copy furnished to OAS HQs.	
8	IFR training	
a	Flight simulator class (Part 141 certificated or approved by OAS. Flight Safety, SimCom, etc.	
b	Simulator or IFR flight with a safety pilot (credits per flight hour)	
c	FAA approved Flight Training Device (FTD) or commercial training accepted by aviation insurance provider	
9	Manufacturers (Factory) schools (Bell, Cessna, Flight Safety, SimuFlite, SimCom,	
10	Make and model ground refresher (One credit per hour, max 10)	
11	OAS approved bureau pilot ground school (3-day minimum)	
12	IAT or other (such as FAA or AOPA) aviation online training modules.	
13	Bureau Aviation Workshops. Training documentation or instructor logbook entries will be forwarded to OAS HQs. Bureaus will document the course syllabus and provide to OAS HQs.	

APPENDIX D
Individual Pilot Training Program
In Lieu of 351 DM 3 Requirements

1. Requests from bureaus wanting to train pilots not meeting the requirements of 351 DM 3 will follow the process outlined below. The intent of the Pilot Training Program is to provide training to a DOI employee with a reasonable expectation that the employee will perform duties as a DOI pilot at the completion of the training.

2. Requests for pilots to enter a pilot training program designed to provide pilot training, develop proficiency, and gain a thorough understanding of bureau-specific mission profiles in lieu of 351 DM 3 will be approved in writing by the regional and national office of the bureau making the request. A copy of the approval shall be submitted to OAS and placed in the pilot's file. The bureau and DOI-OAS/Regional Office, in coordination with the appropriate functional specialist, will cooperatively develop a training program for the trainee.

3. Trainees who have logged less than 200 hours of pilot-in-command time, or who are lacking the required ratings to qualify for a Department of Interior pilot position, will be referred to a Federal Aviation Administration (FAA)-approved Part 141 pilot school for training until the applicant has acquired at least 200 hours of pilot-in-command time and all required ratings.

4. Trainees who have accumulated 200 hours of pilot-in-command time and have all of the required ratings may be placed in a pilot training program until they meet the requirements of 351 DM 3. Pilots in training programs are not allowed to transport passengers unless specifically authorized by OAS and may only manipulate the controls when a qualified and current DOI Instructor Pilot is onboard.

   a. Trainees with 200 to 500 hours of pilot-in-command time may manipulate the controls of an aircraft if established under this program as long as a current DOI Instructor Pilot who is qualified and current in the aircraft accompanies them. These flights will be training flights to learn about bureau missions and to practice specific maneuvers, as defined by an established flight-training syllabus approved by OAS and the employing bureau.

   b. Trainees with 400 to 500 hours of pilot-in-command time, when approved by OAS and their bureau, may fly solo during point-to-point flights with no passengers. Any special use flight will require a current DOI Instructor Pilot on board who is qualified and current in the aircraft and the special use mission. When pilots are approved for solo flight, OAS shall provide approval in writing identifying any restrictions or limitations.

5. OAS will evaluate trainees at the completion of each phase of training as defined in the flight syllabus to determine if the necessary competencies (IAW respective Pilot Training Standards (PTS) were achieved. DOI pilot cards will only be issued after the completion of training. This final training evaluation will determine the activities for which the pilot is approved. The final evaluation will be conducted by an inspector pilot not associated with the training or interim evaluations.