



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

**DOI OPERATIONAL PROCEDURES MEMORANDUM NO. 13-24**

Subject: Pilot Review Board

Effective Date: January 1, 2013

Supersedes: OPM 11-24 dated December 19, 2011

Distribution: A, B, & C

Expiration Date: December 31, 2013

1. **Purpose.** The Pilot Review Board (PRB) is an administrative, fact-finding proceeding, convened to assist the Director, Office of Aviation Services (OAS) in examining information relevant to the continued qualification, disqualification or reinstatement of any Department of the Interior contract, or other pilot carded to provide aviation services to the Department of the Interior. The PRB may consider any aspect of pilot performance. The PRB may recommend to the Director appropriate remedial measures to prevent future aircraft incidents or mishaps. All recommendations of the PRB are advisory and not binding.

2. **Convening.** The PRB is convened with the approval of the Director, OAS, and in coordination with the bureau Aviation Manager.

3. **Membership.** The Director, OAS is responsible for selection of the Board members.

The Board will consist of three members, each having one vote. At least two Board members must be DOI-qualified pilots. If the respondent pilot is a government employee, at least one of the Board members must be from the pilot's bureau. The Director, OAS, shall choose one of these members to act as chair. Advisors shall be appointed, as needed, to provide technical assistance and advice.

4. **Pilot Notification.** The pilot will be notified via letter to appear before the PRB. The letter will include information concerning when, and where the Board will meet and list the specific allegations being examined. A copy will be provided to the National Aviation Manager of the respective bureau. Pilots may be represented by counsel or any other individual of their choosing. In the case of a DOI pilot, the representative may be a fellow DOI employee, so long as supervisory approval is obtained and there is no conflict with the representative's job.

**.5 Findings.** The Board shall examine the facts, such as aircraft mishap and incident history, flying skills, pilot judgment and other information deemed appropriate by the Board relevant to the continued qualification, disqualification or reinstatement issue being considered. The respondent pilot may present additional evidence to be considered by the PRB. The Board will make proper recognition of any possible extenuating circumstances regarding the pilot's control over the factors involved.

Findings must be supported by evidence of record. For example, findings that state that a pilot cannot satisfactorily perform pilot duties must include the specific instances in the pilot's past performance to support this conclusion, with sufficient supporting testimony and evidence of unsatisfactory past performance to support an inference of unsatisfactory future performance. Board findings must be supported by a greater weight of evidence than supports a contrary conclusion. The weight of evidence is not determined by the number of witnesses or volume of exhibits, but by considering all the evidence and evaluating such factors as the witness' demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of veracity.

**.6 Report/Recommendations.** A complete and accurate report of the proceedings of the PRB will be completed and forwarded to the Director, OAS, within 30 days after completing the hearing. A verbatim transcript of the proceeding taken by a court reporter is required. The report will also include the Board's recommendations, findings and supporting evidence. The recommendations of the PRB must be consistent with the findings (e.g., qualified, disqualified, or requires additional training). The findings and recommendations of the PRB may be adopted or rejected, in whole or in part, by the Director.

A minority report is appropriate if there is a disagreement among members of the PRB. A minority report can be submitted on the findings, recommendations, or both.



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Director, Office of Aviation Services