United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 13- 34

Subject: Volunteer Pilots

Effective Date: January 1, 2013

Supersedes: OPM 11-34 dated December 19, 2011

Distribution: A, B, & C

Expiration Date: December 31, 2013

1. Purpose. This OPM establishes policy for DOI use of volunteer pilots.

2. 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.

3. Policy. Some bureaus within the Department of the Interior have authority to use volunteers to assist with the accomplishment of certain bureau functions. This policy is to augment the existing bureau authority regarding the use of volunteers as pilots.

If a bureau has authority to use volunteers and wishes to use them as pilots, they must meet the following requirements:

A. Meet the requirements of 351 DM 3.2.A for DOI pilots at the GS-2181-11 level for entry into the program.

B. A volunteer pilot must have a Letter of Authorization that includes a description of pilot duties and restrictions to include any special-use requirements issued by at least the volunteer's regional/state office in coordination with the bureau's national aviation manager. Bureaus may further limit a volunteer pilot's authorized operations. Organizations acquiring volunteer pilots shall check the FAA database, in cooperation with DOI OAS, for accident/violation history prior to commitment.

C. Comply with all of the requirements of 351 DM 3.1, 351 DM 3.2A for a GS-2181-11, 351 DM 3.4, 351 DM 3.5, and any other portions of the *Departmental Manual* that are applicable to DOI pilots to include pilot carding with authorized missions.

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