



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

OAS OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 22

Subject: Manned Aircraft, Pilot - Training Program

Effective Date: January 1, 2017

Supersedes: OPM-22 dated April 4, 2016

Distribution: A, B, & C

Expiration Date: December 31, 2017

1. Purpose. This OPM establishes the Interior Manned Aircraft Pilot Training Program as called for in Departmental Manual 112 DM 12. This document identifies minimum pilot training requirements for all pilots operating Department of the Interior (DOI) manned aircraft. This OPM also establishes policy for creation of developmental pilot training programs for individuals 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, and 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 3322 dated August 23, 2012.

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 programs unique to their specific needs to satisfy the 30-credit requirement as specified in 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, Technical Services with documentation of completed pilot training, to be documented on an OAS-50 Series or equivalent bureau approved document for retention in the master pilot files.
5. For pilots not meeting the requirements of 351 DM 3, develop individual training programs in accordance with Appendix D. These training programs require the pilot's supervisor and bureau's national aviation office approval before forwarding to OAS.

B. Office of Aviation Services Responsibilities. OAS has oversight of 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, Technical Services. 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. Initial pilot training requirements are listed in Appendix A. Additional training and currency requirements are listed in Appendix B through D.

Requests for equivalencies, waivers, and exceptions will be in writing and routed through the bureau National Aviation Manager and Bureau Regional/State Aviation Manager to OAS Chief, Aviation Safety, Training & Program Evaluations (Chief ASTPE). Waivers to policy will be approved by the OAS Director.

Director, Office of Aviation Services

APPENDIX A Initial Pilot Training

1. Pre-selection Flight Evaluations.

Before an offer of employment is finalized for a DOI government pilot position or a current employee is entered into the Developmental Pilot 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:

Administer a pre-selection flight evaluation by an OAS Pilot Inspector or Designated Pilot Inspector or current Bureau Instructor Pilot. During the flight evaluation no special use tasks will be performed unless approved by OAS. OAS Regional Director must provide written approval per 351 DM 1 for the tentative selectee 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. Ground Training.

- A. All pilots will be entered into a pilot training program approved by the bureau National Aviation Manager.
- B. All DOI pilots must successfully complete the following training prior to receiving flight authority and participating as a Pilot on DOI missions:

- A100 Basic Aviation Safety
- A107 Aviation Policy and Regulations I
- A110 Aviation Transport of Hazardous Materials
- A112 Mission Planning and Flight Request Process
- A115 Automated Flight Following

These Interagency Aviation Training (IAT) modules are available online at: <https://www.iat.gov>. Modules can also be completed at an IAT venue. Module requirements may be met by OAS approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager and the Bureau Regional/State Aviation Manager to the Chief, ASTPE.

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

- A200 Annual Mishap Review
- A202 Interagency Aviation Organizations
- A205 Risk Management I
- A208 Aircraft and Pilot Approval
- A302 Personal Responsibility & Liability
- A303 Human Factors in Aviation
- A305 Risk Management II
- A307 Aviation Policy and Regulations II

(Continued)

A310 Overview of Crew Resource Management

A312 Water Ditching and Survival (must be completed before overwater flight)

Module requirements may be met by OAS approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager or bureau Regional/State Aviation Manager to the Chief ASTPE.

- D. A one-time exemption to the above courses may be requested by the bureau's National Aviation Manager to Chief, ASTPE for pilots who received DOI flight authority prior to 2006.

3. Flight Training.

- A. 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 Pilot-in-Command (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. The orientation will be documented on an OAS-50 Series or bureau approved document.
- B. Emergency Maneuver Training (EMT): All DOI pilots operating fixed wing aircraft are required to receive EMT within the first 12 months of employment. EMT must be completed prior to approval to fly low-level flight activities. DOI pilots operating in tandem airplanes shall receive EMT again within 24 months. Instructors and vendors will provide an EMT course syllabus. Approval of this training will be provided by OAS Chief technical services and the bureau National Aviation Manager.
- C. Technically Advanced Aircraft (TAA) Training: All DOI pilots operating TAA 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 (requires a certificate of completion) or from a DOI instructor pilot.
- D. DOI pilots operating aircraft in multiple configurations: – e.g. tundra tires, wheel skis, skis and floats – are required to receive training in that configuration.

4. Pilots Returning to Flight Status.

- A. All DOI pilots returning to flight status after a lapse in DOI pilot authorization greater than 36 months must re-accomplish the requirements of Appendix A with the exception of EMT (paragraph 3(B) above).
- B. All DOI pilots operating fixed wing aircraft returning after a lapse of greater than 36 months are required to receive EMT once within the first 12 months of re-instatement of DOI pilot authorization. EMT must be completed prior to approval to fly low-level flight activities.

Requirements 4 A & B may be met by an OAS-approved equivalent courses or experience. Requests for equivalencies will be in writing and routed through the bureau National Aviation Manager or bureau Regional/State Aviation to Chief, Technical Services.

APPENDIX B Pilot Recurrent Training

1. Annual Continuing Education Units (CEUs) Requirement.

All DOI pilots must obtain 30 Continuing Education Units (CEUs) of aviation-related training in the previous thirteen months prior to their annual flight evaluation. 1 hour of flight, classroom, or online training equals 1 CEU. Examples of available methods to fulfill this requirement are listed in the chart below.

- A. A minimum of 5 of the 30 CEUs must be logged as flight instruction received from a Certified Flight Instructor (CFI) in an aircraft or a FAA approved flight simulation training device (FSTD).
- B. All training completion records or certificates must include the hours of training completed.

No.	CEU Training Examples
1	Flight clinics: ski, float, off airport, low-level, LE/resource, etc. (3-day minimum)
2	Emergency maneuver/spin training.
3	Flight Instructor Renewal Clinic classroom or online equivalency with Certificate of Completion.
4	FAA safety seminar
5	Flight review (14CFR 61.56)
6	Pilot Safety Course
<i>a</i>	Accredited college aviation course
<i>b</i>	Water Ditching and Survival training
<i>c</i>	Survival Training, cold or hot weather school
<i>d</i>	Interagency Aviation Training Workshop
<i>e</i>	Controlled Flight into Terrain (CFIT) Avoidance (Medallion)
7	Flight hours (flight evaluations not included)
<i>a</i>	Receiving training from a CFI. Logbook entry required and copy provided to OAS HQs.
<i>b</i>	Giving training to a DOI pilot (credit per flight hour). Logbook entry required and copy furnished to OAS HQs.
8	IFR training
<i>a</i>	Flight simulator class (Part 141 certificated or approved by OAS. Flight Safety, SimCom, etc.)
<i>b</i>	Simulated IFR or IFR flight with a safety pilot (credits per flight hour)
<i>c</i>	FAA approved FSTD or commercial training accepted by aviation insurance provider
9	Manufacturers ("Factory") schools (e.g. 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.

2. DOI National Pilot Ground School (NPGS)

DOI Pilots must attend a DOI NPGS or preapproved equivalent every other year. OAS is responsible for coordinating the DOI NPGS. Location will alternate every other NPGS between Alaska and the Lower 48. Attendance will be documented in writing and records forwarded to OAS Headquarters.

The NPGS requirement may be met with a preapproved equivalency school. Requests for equivalency ground schools will be in writing and routed through the bureau's National Aviation Manager. The equivalency request shall contain course objectives and also address OAS identified areas of special emphasis. Granting of any equivalency will be based on a comparison of the learning objectives submitted (in advance) by the requesting bureau. Requests for "A Course" Equivalencies will be processed as per OPM-4 and the IAT Guide prior to the ground school. OAS Chief, ASTPE and the bureau National Aviation Manager will agree on the equivalency determination.

- A. NPGS or approved equivalent will include a minimum of 24 hours of instruction.
- B. Based on bureau input, topics will be tailored to specific DOI fleet pilot needs.
- C. NPGS or approved equivalent should include areas of special emphasis such as evaluation ride areas of emphasis, policy changes, AMRB recommendations and SAFECOM reporting, airspace, weather, CRM, Human Factors, Risk Management, Emergency training, FAA current special concerns, radio communications, AFF/flight following, policy and regulations.
- D. NPGS or approved equivalent attendance rosters to include A course equivalencies will be entered into the IAT database to assure that the records are in the individual pilot's transcript.

3. Additional Pilot Recurrent Training.

- A. Complete the most current available A200 Annual Mishap Review by the end of each calendar year. This module is available online at: <https://www.iat.gov>, or can also be taken at an IAT training venue.
- B. Complete A110, Transportation of Hazardous Materials, every three calendar years.
- C. DOI pilots that operate aircraft in multiple configurations, e.g. wheel skis and floats are required to complete 24 CEUs every 36 months via an OAS approved 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.

4. IAT Instructor Equivalency.

DOI pilots who are qualified as an IAT instructor and who have taught a course within the last 36 months meet the recurrent requirement for that course.

APPENDIX C

Pilot Flight Currency

The following apply to all DOI PICs depending on the type of aircraft and operation to be flown:

1. DOI PIC recent flight experience: Except as provided in paragraphs (D) in this section, no person may act as PIC of a DOI aircraft unless that person has:
 - A. 24 hours as PIC in the last 12 months in category, including 6 hours in the last 6 months in category.
 - B. 5 hours as PIC in the last 12 months in make and model, including 1 hour in the last 90 days in make, model and configuration.
 - C. Recent flight experience in accordance with 14 CFR 61.
 - D. For the purpose of meeting the requirements of 1. (A-C) of this appendix, a person may act as PIC of a DOI aircraft provided no persons are carried onboard the aircraft other than required flight crew for the conduct of the flight and no special use missions are performed.
2. As an alternative to the hourly requirements above, a successful flight evaluation from an OAS Pilot Inspector or Designated Pilot Inspector (if requested by OAS) regains currency for a DOI pilot. Under extenuating circumstances, bureaus may request a waiver from the OAS Director.
3. If a DOI pilot has not flown a specific make and model (and series for helicopters) in the last 12 months, a satisfactory dual instruction period with a CFI or DOI instructor pilot is required in that make and model (and series for helicopters) before operational missions can resume (see OPM-23 "DOI Make and Models" grouping list).

APPENDIX D

Developmental Pilot Training Program

1. Developmental Pilot.

The intent of the Developmental Pilot Training Program is to provide training to a DOI employee who does not meet the requirements of 351 DM 3 with a reasonable expectation that the employee will be assigned duties as a DOI pilot at the completion of the training.

- A. Developmental Pilots must be approved in writing by the bureau's national aviation office and regional/state aviation offices. A copy of the approval(s) must be submitted to OAS and placed in the pilot's file.
- B. Developmental pilots must possess:
 - 1. A current FAA Medical Certificate Second Class or higher;
 - 2. At least a FAA Commercial Pilot Certificate with appropriate category and Instrument rating.
 - 3. A completed FAA background check.
 - 4. Letter of authorization per 351 DM 1 from the OAS Regional Director to manipulate the flight controls of DOI aircraft.
- C. The Bureau must develop a training program syllabus for the developmental pilot.

2. Stage 1 Initial Training.

The primary objective of this stage is to gain proficiency in the aircraft. The secondary objectives are to learn bureau policy/procedures, DOI aviation policy and introduction to bureau missions.

- A. Stage 1 Developmental Pilot Privileges and Limitations:
 - 1. May manipulate the controls of DOI aircraft when accompanied by a current DOI Instructor Pilot who is qualified and current in the aircraft and has access to full dual flight controls, training flights only.
 - 2. May not act as the PIC of a DOI aircraft, however in accordance with 14 CFR 61, they may log PIC time as sole manipulator of the controls.
 - 3. Are limited to flight crew only, no aircrew members or passengers are allowed.
- B. Stage 1 Completion Standard: Upon written recommendation from DOI Instructor Pilot, pass an OAS flight evaluation for SIC and/or solo privileges as appropriate for the aircraft. Upon completion of Stage 1, OAS-30 will be issued with appropriate limitations noted.

3. Stage 2 Advanced Training.

The primary objectives of this stage are to increase pilot skill, knowledge and proficiency; and learn the Bureau mission(s).

- A. Stage 2 Developmental Pilot Privileges and Limitations:
 - 1. Under the supervision of a DOI Instructor Pilot, may fly solo flights. No aircrew, passengers or special use missions allowed.
 - 2. With a DOI Instructor Pilot on board who is qualified and current in the aircraft and special use mission and has access to full dual flight controls, may carry aircrew, passengers and perform special use missions.
 - 3. May not act as SIC of DOI aircraft when a SIC is required by the FAA or DOI policy, unless qualified in-accordance-with 351 DM 3.2H.
- B. Stage 2 Completion Standards: Meet the standards required to qualify as a DOI pilot. Written DOI instructor pilot recommendation is required to advance from Stage 2 to Stage 3.

4. Stage 3 Flight Evaluation.

- A. The developmental pilot is the PIC of a DOI aircraft for the purpose of a flight evaluation(s) to qualify as a DOI pilot.
- B. The final evaluation will be conducted by an inspector pilot not associated with the training or interim evaluations.
- C. Stage 3 Completion Standard: Pass the required flight evaluation(s).